

Policies and Procedures for Standards Development for the
IEEE 802 LAN/MAN Standards Committee (LMSC)

Date of Submittal: 4 August 2020

Date of Acceptance: 08 February 2021

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Baseline Policies and Procedures for Standards Development - Standards Committee

IEEE-SA Standards Board Approved December 2017

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IEEE 802 LAN/MAN Standards Committee (LMSC) Policies and Procedures for Standards Development

1.0 Introduction

1.1 Role of Standards Development and these Procedures

In today's technological environment, standards play a critical role in product development and market competitiveness. In the IEEE, the responsibility for how a standard originates and evolves is managed by a Standards Committee. It is essential in the management of a standard's development to avoid any actions by the Standards Committee or the participants that result in a violation of procedures. These procedures establish the necessary framework for a sound standardization process.

1.2 Conduct

Meeting attendees and participants in standards activities shall demonstrate respect and courtesy toward each other and shall allow each participant a fair and equal opportunity to contribute to the meeting discussion. While participating in IEEE standards development activities, all participants, including but not limited to, individuals, entity representatives, entity members, entities participating directly in the entity process, and entities participating indirectly in the individual process shall act in accordance with all applicable laws (nation-based and international), the [IEEE Code of Conduct](#), the [IEEE Code of Ethics](#), and with [IEEE-SA Standards Board Bylaws](#) (see *IEEE-SA Standards Board Bylaws* Clause 5.2.1 on "Participation in IEEE standards development") and [IEEE-SA Standards Board Operations Manual](#).

1.3 Modification to these Procedures

The official policies of this Standards Committee are those that have been accepted by the IEEE-SA Standards Board based on the recommendation of the Audit Committee (AudCom), and are available online on the [IEEE-SA Standards Board AudCom website](#). No other copy shall be designated as the official copy. Any changes that the Standards Committee desires to make to the procedures shall not be valid until revised policies have been recommended for acceptance by AudCom and accepted by the IEEE-SA Standards Board.

None of the rules or requirements in these policies and procedures may be suspended.

1.4 Hierarchy

Participants engaged in the development of standards shall comply with applicable federal, state, and international laws. In addition, for standards matters, the latest versions of several documents take precedence over this document, in the following order:

[New York State Not-for-Profit Corporation Law](#)

[IEEE Certificate of Incorporation](#)

[IEEE Constitution](#)

[IEEE Bylaws](#)

[IEEE Policies](#)

[IEEE Board of Directors Resolutions](#)

[IEEE Standards Association \(IEEE-SA\) Operations Manual](#)

[IEEE-SA Board of Governors Resolutions](#)

[IEEE-SA Standards Board Bylaws](#)

[IEEE-SA Standards Board Operations Manual](#)

[IEEE-SA Standards Board Resolutions](#)

Robert's Rules of Order Newly Revised (RONR) is the recommended guide on questions of parliamentary procedure not addressed in these procedures.

1.5 Fundamental Principles of Standards Development

These Policies and Procedures outline the orderly transaction of standards activities of IEEE 802 LAN/MAN Standards Committee, hereinafter referred to as “the Standards Committee”. For the development of standards, openness and due process shall be applied, which means that any person with a direct and material interest who meets the requirements of these Policies and Procedures has a right to participate by:

- a) Expressing a position and its basis,
- b) Having that position considered, and
- c) Appealing if adversely affected.

Due process allows for equity and fair play. In addition, due process requires openness and balance (i.e., the standards development process should strive to have a balance of interests and not to be dominated by any single interest category). However, for the IEEE Standards Association ballot, there shall be a balance of interests without dominance by any single interest category.

1.6 Definitions

Written communication includes but is not limited to meeting minutes, letter, email, and fax.

Standards Committees of IEEE standards projects are committees that are responsible for the development and coordination of the standards project and the maintenance of the standard after approval of the standard by the IEEE-SA Standards Board. (see *IEEE-SA Standards Board Bylaws* Clause 5.2.2 on “Standards Committees”).

Responsible Subcommittee is an optional subgroup of the Standards Committee with delegated responsibility for approving the submission of PARs and Standards Association ballots. Responsible Subcommittees assist the Standards Committee in the control and management of a large scope of work involving multiple working groups. A PAR study group or a working group (WG) is not a Responsible Subcommittee.

Administrative subgroup (e.g., AdCom or ExecCom) is an optional subgroup of the Standards Committee responsible for specified activities and decisions. An Executive Committee can include all the voting members of the Standards Committee.

A *participant* is an individual involved in the standards development process (see *IEEE-SA Standards Board Bylaws* Clause 5.2.1 on “Participation in IEEE standards development”).

NOTE: Participants can be members or non-members of IEEE, IEEE-SA, or the Standards Committee.

A *non-member* is a participant who has not satisfied the criteria for membership defined in Clause 4.

A *member* is a participant who has satisfied the criteria for membership defined in Clause 4. A member is eligible to be listed on the Standards Committee roster.

A *non-voting member* is a member who has not satisfied the criteria for voting membership defined in Clause 4.3.

A *voting member* is a member who has satisfied the criteria for voting membership defined in Clause 4.3. A voting member can participate in Standards Committee motions and any ballots of the Standards Committee.

1.7 IEEE Standards Committee Scope

The scope of the Standards Committee is to develop and maintain networking standards, recommended practices and guides for local, metropolitan, and other area networks, using an open and accredited process, and to advocate them on a global basis. Its technical scope is intended to be flexible and is ultimately determined by the sum of its approved PARs.

1.8 Organization of the Standards Committee

The Standards Committee shall consist of officers (see Clause 3) and other members.

2.0 Responsibilities of the Standards Committee

The Standards Committee shall be responsible for at least the following:

- a) Developing proposed IEEE standards and ensuring that they are within the scope of the Standards Committee.
- b) Initiating and overseeing ballots of proposed IEEE standards within its scope, including:
 - 1) Approving Project Authorization Requests (PARs) from a subgroup or the Standards Committee.
 - 2) Submitting a proposed PAR to the IEEE-SA Standards Board for consideration. Following approval of the PAR, the Standards Committee shall submit necessary requests for extension, modification, or withdrawal of the PAR as required by the *IEEE-SA Standards Board Operations Manual*.
 - 3) Submitting draft standards from a subgroup or the Standards Committee to the IEEE-SA for Standards Association ballot.
- c) Maintaining the standards developed by the Standards Committee.
- d) Acting on other matters requiring Standards Committee effort as provided in these procedures.
- e) Cooperating with other appropriate standards development organizations.
- f) Protecting against actions taken in the name of the Standards Committee without proper Standards Committee authorization.
- g) Limiting distribution of the membership roster to appropriate parties.
- h) Communicating with the IEEE-SA Standards Board on specific Standards Committee activities as needed.
- i) Handling appeals as described in Clause 9.
- j) Access and use IEEE's data, including personal data, from IEEE systems for the purposes intended, including to support the technical development work on the standard, and only in compliance with IEEE or IEEE-SA Privacy and data privacy policies.

2.1 Sponsorship

The Standards Committee is responsible for the development and coordination of standards project(s) including their maintenance after their approval as standard(s) by the IEEE-SA Standards Board. Specifically, the Standards Committee is responsible for those IEEE-SA Standards Board approved project(s) for which the Standards Committee has been identified or assigned as either the sole Standards Committee or the primary Standards Committee. The development and maintenance of standards shall be accomplished as defined within the clauses of these Policies and Procedures.

3.0 Officers

There shall be a Standards Committee Chair, a First Vice-Chair, a Second Vice-Chair, a Treasurer, a Recording Secretary and an Executive Secretary. A person may simultaneously hold the positions of Treasurer and another office, other than Standards Committee Chair.

The officers (and any person designated to manage the Standards Association ballot) shall be members of any grade of the IEEE, or IEEE Society affiliates, and also members of the IEEE-SA

(see *IEEE-SA Standards Board Bylaws* Clause 5.2.1 on “Participation in IEEE standards development”). The officers shall organize the Standards Committee, oversee the Standards Committee’s compliance with these Policies and Procedures, and submit proposed documents approved by the Standards Committee (with supporting documentation) for appropriate review and approval by the IEEE-SA Standards Board. Officers shall read the relevant training material available through [IEEE Standards Development Online](#).

3.1 Election or Appointment of Officers

All appointed and elected positions become effective at the end of the plenary session where the appointment/election occurs. Prior to the end of that plenary session, persons that have been appointed/elected during the session are considered ‘Acting’, and do not vote. Persons who are succeeding someone that currently holds the position do not acquire any Standards Committee rights until the close of the plenary session.

The term for all officers of the Standards Committee ends at close of the first plenary session of each even numbered year. Unless otherwise restricted by these P&P. Standards Committee officers may be confirmed for a subsequent term if reappointed or re-elected to the position. Officers appointed and affirmed maintain their appointments until the next appointment opportunity unless they resign, are removed for cause, or are unable to serve for another reason.

Standards Committee Chair

The Standards Committee Chair is elected by the Working Group Chairs and Technical Advisory Group Chairs who are Voting Members of the Standards Committee and is confirmed by appointment of the Computer Society Vice President, Standards Activities.

Vice-Chairs

The Standards Committee Chair appoints a First Vice-Chair and a Second Vice-Chair. The First Vice-Chair and Second Vice-Chair are confirmed by the Standards Committee.

Executive Secretary, Recording Secretary, and Treasurer

These positions are appointed by the Standards Committee Chair and confirmed by the Standards Committee.

3.2 Temporary Appointments to Vacancies

If an office other than the Standards Committee Chair becomes vacant for any reason (such as resignation or removal), a temporary appointment shall be made by the Standards Committee Chair for a period of up to 6 months. An appointment for the vacated office shall be made in accordance with requirements in Clause 3.0 and Clause 3.1 at the next plenary meeting.

3.3 Removal of Officers

An officer may be removed by a two-thirds vote of the Voting Members of the Standards Committee. Grounds for removal shall be included in any motion to remove an officer. The officer suggested for removal shall be given an opportunity to make a rebuttal prior to the vote on the motion for removal.

Removal of the Standards Committee Chair requires notification to the IEEE Computer Society Standards Activities Board (C/SAB).

3.4 Responsibilities of Officers

When carrying out the duties of an officer described in IEEE's policies and procedures, officers of the Standards Committee:

- a) shall not act:
 - 1) in bad faith;
 - 2) to the detriment of IEEE-SA;
 - 3) to further the interest of any party outside IEEE over the interest of IEEE; or
 - 4) in a manner that is inconsistent with the purposes or objectives of IEEE; and
- b) shall use reasonable efforts to ensure that participants of the Standards Committee conduct themselves in accordance with applicable policies and procedures including, but not limited to, the *IEEE-SA Standards Board Bylaws* Clause 5.2.1 on "Participation in IEEE standards development." (See Clause 1.2.)

The officers of the Standards Committee shall manage the day-to-day work of the Standards Committee. The officers are responsible for implementing the decisions of the Standards Committee and managing the activities that result from those decisions.

3.4.1 Standards Committee Chair

The responsibilities of the Standards Committee Chair shall include:

- a) Leading the activity according to all of the relevant policies and procedures.
- b) Forming study groups, as necessary.
- c) Being objective.
- d) Entertaining motions, but not making motions.
- e) Not biasing discussions.
- f) Delegating necessary functions.
- g) Ensuring that all parties have the opportunity to express their views.
- h) Setting goals and deadlines and adhering to them.
- i) Being knowledgeable in IEEE standards processes and parliamentary procedures and ensuring that the processes and procedures are followed.
- j) Seeking consensus of the Standards Committee as a means of resolving issues.

- k) Prioritizing work to best serve the Standards Committee and its goals.
- l) Complying with the Standards Committee Chair's responsibility with respect to the IEEE-SA Intellectual Property Policies, including but not limited to the IEEE-SA Patent Policy (see "Patents" Clause 6 of *IEEE-SA Standards Board Bylaws* and "Call for patents" Clause 6.3.2 of *IEEE-SA Standards Board Operations Manual*) and Copyright (see "Copyright" Clause 7 of *IEEE-SA Standards Board Bylaws* and Clause 6.1 of the *IEEE-SA Standards Board Operations Manual*).
- m) Submitting approved Standards Committee P&P to the IEEE-SA Standards Board Audit Committee (AudCom – see <http://standards.ieee.org/board/aud/index.html>).
- n) Ensuring that each Working Group has a set of P&P approved by the Standards Committee. The Standards Committee Chair will provide the Working Group P&Ps to AudCom upon request.
- o) Ensuring the submission of an annual financial report(s) for the operation of the Standards Committee and all of its standards development committees (e.g., Working Groups, task groups).
- p) Being familiar with training materials available through [IEEE Standards Development Online](#).
- q) Notifying IEEE SASB of any officer election/appointment, removal, and changes in status.
- r) Chairing Standards Committee and LMSC plenary meetings
- s) Representing the LMSC at SAB, IEEE-SA Standard Board, and other organizations as required
- t) Placing motions for votes by Standards Committee members
- u) Supervise the operation of subgroups of the Standards Committee
- v) Prioritizing objectives to best serve the Standards Committee and its subgroups
- w) Taking other administrative actions as required for proper operation of the committee
- x) Ensuring that Standards Committee members who are not Chairs of active WGs have specific areas of interest to cover in order to encourage a wider view than that specifically covered by the Chairs of active WGs.

3.4.2 Vice-Chairs

3.4.2.1 First Vice-Chair

The responsibilities of the First Vice-Chair shall include:

- a) Carrying out the Standards Committee Chair's duties if the Standards Committee Chair is temporarily unable to do so or chooses to recuse himself or herself (e.g., to give a technical opinion)
- b) Carrying out those duties specifically delegated by the Standards Committee Chair to the Vice-Chair.

- c) Being knowledgeable in IEEE standards processes and parliamentary procedures and assisting the Standards Committee Chair in ensuring that the processes and procedures are followed.
- d) Being familiar with training materials available through [IEEE Standards Development Online](#).

3.4.2.1 Second Vice-Chair

The responsibilities of the Second Vice-Chair shall include:

- a) Carrying out the Standards Committee Chair's duties if both the Standards Committee Chair and First Vice-Chair are temporarily unable to do so or they choose to recuse themselves (e.g., to give a technical opinion)
- b) Carrying out those duties specifically delegated by the Standards Committee Chair to the Vice-Chair.
- c) Being knowledgeable in IEEE standards processes and parliamentary procedures and assisting the Standards Committee Chair in ensuring that the processes and procedures are followed.
- d) Being familiar with training materials available through [IEEE Standards Development Online](#).

3.4.3 Recording Secretary

The responsibilities of the Recording Secretary include:

- a) Scheduling meetings in coordination with the Standards Committee Chair and distributing a meeting notice in conformance with Clause 6.0.
- b) Distributing the agenda at least 14 calendar days¹ before the meeting—notification of the potential for action shall be included on any distributed agendas for meetings.
- c) Recording minutes of each meeting according to Clause 6.4 and IEEE guidelines (see <http://standards.ieee.org/develop/policies/stdslaw.pdf>), and publishing them within 30 calendar days of the end of the meeting.
- d) Creating and maintaining the membership roster, referred to in 4.7, and submitting it to the IEEE Standards Association annually.
- e) Being responsible for the management and distribution of Standards Committee documentation.
- f) Maintaining lists of unresolved issues, action items, and assignments.
- g) Recording attendance of all attendees.

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

- h) Maintaining a current list of the names of the voting members and distributing it to the members upon request.
- i) Forwarding all changes to the roster of voting members to the Standards Committee Chair.
- j) Being familiar with training materials available through [IEEE Standards Development Online](#).

3.4.4 Treasurer

The Treasurer shall:

- a) Maintain a budget, if applicable.
- b) Control all funds, including any into and out of the Standards Committee's bank account, if applicable.
- c) Follow IEEE policies concerning standards meetings and finances.
- d) Ensure that the Standards Committee adheres to the [IEEE Finance Operations Manual](#) and the Annual Financial Report clause in the [IEEE-SA Standards Board Operations Manual](#).
- e) Be familiar with training materials available through [IEEE Standards Development Online](#).

3.4.5 Responsible Subcommittee Chair

Not applicable.

3.4.6 Executive Secretary

The responsibilities of the Executive Secretary include:

- a) Scheduling meetings in coordination with the Standards Committee Chair and distributing a meeting notice at least 30 days before the meeting
- b) Oversee all activities related to Standards Committee sponsored meeting facilities and services
- c) With the Treasurer, ensure that Standards Committee sponsored sessions are compliant with IEEE financial policies
- d) Present summaries of venue options to the Standards Committee, select venues with approval of the Standards Committee, and sign approved proposals on behalf of IEEE 802
- e) Coordinate with conference service providers and Standards Committee Chair on major decisions
- f) Oversee maintenance of Standards Committee registration database
- g) Carry out the duties of the Treasurer if the Treasurer is unavailable.

4.0 Membership

4.1 Attendance at Meetings

Not Applicable.

4.2 Non-voting Membership

The Standards Committee may include the following Non-Voting Members:

- Members Emeritus
- Chairs of Hibernating WGs
- Chairs of subgroups created by the Standards Committee

Non-voting members are appointed by the Standards Committee Chair. Appointment to each non-voting membership position is subject to confirmation by the Standards Committee. The term for each of these positions ends at close of the first plenary session of each even numbered year.

Non-voting members, prior to confirmation are required to file a letter of endorsement, as described in 4.3.

A Non-Voting Member may be removed by a two-thirds vote of the Voting Members of the Standards Committee. Grounds for removal shall be included in any motion to remove a Non-Voting Member. The Non-Voting Member suggested for removal shall be given an opportunity to make a rebuttal prior to the vote on the motion for removal.

4.3 Voting Membership

The Voting Members of the Standards Committee are:

- Chairs of Active Working Groups
- Chairs of the Technical Advisory Groups
- Officers as defined in Clause 3.0

Members of the Standards Committee that are entitled by their office to have voting rights, obtain voting rights at the end of the plenary session where they are first confirmed or elected by the Standards Committee. If appointment by the Standards Committee occurs outside a plenary session, that member receives voting rights after the end of the plenary during which the member is confirmed.

Any person to be confirmed or elected by the Standards Committee shall, prior to confirmation or election by the Standards Committee, file with the Recording Secretary a letter of endorsement from their supporting entity. This letter is to document several key factors relative

to their participation on the Standards Committee and is to be signed by both the Standards Committee member and an individual from the supporting entity who has management responsibility for the Standards Committee member. This letter shall contain at least the following:

- a) Statement of qualification based on technical expertise to fulfill the assignment
- b) Statement of support for providing necessary resources (e.g., time, travel expenses to meetings), and
- c) Recognition that the individual is expected to vote as both a professional and as an individual expert, except under a Directed Position from the Working Group, and not as a member any affiliate block.

If an election or appointment is not confirmed by the Standards Committee, the person last holding the position will continue to serve until confirmation of an election or appointment is achieved. Should that person be unable or unwilling to serve, the position may be left vacant, or filled by temporary appointment by the Standards Committee Chair.

4.3.1 Requirements for Voting Members

There are no specific attendance requirements to obtain or maintain voting membership on the Standards Committee. However a pattern of not attending meetings may be considered dereliction of duty and result in removal for cause.

4.3.2 Request to the Standards Committee Chair for Voting Membership

Not Applicable.

4.4 Review of Membership

Not Applicable.

4.5 Ex-officio Voting Membership

Not Applicable.

4.6 Other Membership Classes

Not Applicable.

4.7 Membership Roster

The Secretary shall make reasonable efforts to maintain a current Standards Committee roster to meet IEEE SA requirements. Due to privacy concerns, the roster shall not be distributed except to the IEEE-SA Board of Governors, IEEE-SA Standards Board, and IEEE-SA staff unless

everyone on the roster has submitted written approval for such distribution. The roster shall include the following:

- a) Title of the Standards Committee and its designation
- b) Scope of the Standards Committee
- c) Officers: Standards Committee Chair, Vice-Chairs, Recording Secretary, Executive Secretary, Treasurer
- d) Members: for all, name, e-mail address, affiliation and membership status (e.g., voting member, non-voting member, etc.)

4.8 Membership Public List

A current and accurate Standards Committee membership list shall be maintained. The membership list may be posted on the Standards Committee web site and may be publicly distributed. The membership list shall be limited to the following:

- a) Title of the Committee and its designation
- b) Scope of the Committee
- c) Officers: Standards Committee Chair, Vice-Chairs, Recording Secretary, Executive Secretary, Treasurer
- d) Members: (for all) Name, affiliation

5.0 Subgroups Created by the Standards Committee

The formation and disbandment of subgroups (e.g., Responsible Subcommittees, Executive committees (ExCom), Administrative committees (AdCom), ad hocs, PAR Study Groups, Working Groups, and other subgroups, such as writing groups) requires approval by a majority vote of the Standards Committee as described in clause 7.1. Standards Committee subgroups, other than Working Groups and their subgroups, operate under these Standards Committee P&P.

The Standards Committee shall outline all expectations with respect to how the subgroup shall function, including scope of work, deliverables, membership, and voting in the subgroup. The charge to the subgroup shall clearly state which activities are appropriate. The scope and duties delegated to the subgroup shall be approved at the time the subgroup is formed, and subsequent changes in scope or duties shall also require approval by a majority vote of the Standards Committee. The scope, duties, and membership of all subgroups shall be reviewed annually by the Standards Committee.

The Chair of a subgroup may be appointed by the Standards Committee Chair, or nominated and elected by the Standards Committee, or nominated and elected by the subgroup. The Standards Committee may remove an officer of any subgroup by a 2/3 vote.

5.1 Executive Committee

Not Applicable.

5.2 Responsible Subcommittee

Not Applicable.

5.3 Working Groups – Individual Method

Standards Working Groups are responsible for the definitive content of one or more documents and for responding to views and objections thereon. Such Working Groups shall maintain a membership roster and shall comply with the provisions for preparing standards.

If a Working Group being formed has individual-based membership, the Standards Committee shall require that the individual standards Working Group adopt procedures consistent with the IEEE-SA Baseline Policies and Procedures for IEEE Standards Working Groups – Individual Method. In addition, the Standards Committee shall review proposed amendments from its Working Groups to the Working Group Policies and Procedures to ensure that they are not in conflict with these procedures, the *IEEE-SA Standards Board Operations Manual* or with each other. A Standards Committee may adopt one set of Working Group P&P—Individual Method, and require that it shall be used by all its individual working groups.

The Standards Committee Chair shall appoint the initial Chair of a new Working Group. Voting membership shall be granted automatically to those participants attending the first meeting of a newly chartered Working Group upon their request. After the first meeting, voting members are subject to the requirements in the Membership clause of the Working Group Policies and Procedures.

5.4 Working Groups – Entity Method

Standards Working Groups are responsible for the definitive content of one or more documents and for responding to views and objections thereon. Such Working Groups shall maintain a membership roster and shall comply with the provisions for preparing standards.

If a Working Group being formed has entity-based membership, the Standards Committee shall require that the entity standards Working Group adopt procedures consistent with the IEEE-SA Baseline Policies and Procedures for IEEE Standards Working Groups – Entity Method. In addition, the Standards Committee shall review proposed amendments from its Working Groups to the Working Group Policies and Procedures to ensure that they are not in conflict with these procedures, the *IEEE-SA Standards Board Operations Manual* or with each other.

A Standards Committee may adopt one set of Working Group P&P—Entity Method, and require that it shall be used by all its entity standard Working Groups.

The Standards Committee Chair shall appoint the initial Chair of a new Working Group. Voting membership shall be granted automatically to those entities attending the first meeting of a newly chartered Working Group upon their request, provided they fulfill the requirements of the Clause 5.2.1 “Participation in IEEE standards development” of the *IEEE-SA Standards Board Bylaws*, as applicable for Working Groups using the entity method.

5.5 PAR Development

When a proposal comes before a Standards Committee concerning a standards development project, the Standards Committee may form a PAR Study Group as a subgroup of the Standards Committee or may task an existing Working Group (or Working Group subgroup) to examine the proposal and, if the proposal merits formation of a project, draft a Project Authorization Request (PAR) for consideration by the Standards Committee.

The *IEEE-SA Standards Board Operations Manual* states, under “Duties of the Standards Committee” the following mandatory requirement: “Submit a properly completed Project Authorization Request (PAR) for IEEE-SA Standards Board approval within six months of the first decision to initiate the project.”

5.5.1 PAR Study Group

A PAR Study Group is formed as a subgroup of the Standards Committee, tasked to a Working Group (or Working Group subgroup), and is subject to all relevant operating procedures concerning subgroups of the Standards Committee and parent bodies, including the IEEE-SA Standards Board.

After the PAR Study Group recommendations have been considered by the Standards Committee, and the PAR approved by the IEEE-SA Standards Board (if applicable), the Standards Committee should disband the PAR Study Group.

5.5.2 Criteria for Consideration of a PAR by the Standards Committee

The Standards Committee should consider, and the PAR Study Group or Working Group should therefore address, the following issues when evaluating a project proposal:

- a) Potential market acceptance of the standards project, including technical feasibility
- b) Relationship to related standards, if known, including its distinct identity from other projects
- c) Viable volunteer leadership and participation
- d) Realistic scope and objectives

5.5.3 Participation and Voting

Any participant in attendance (for a PAR Study Group developing a PAR under the individual method) or entity, as defined in Clause 5.2.1.2 “Membership requirements for standards developed under the entity method” in the *IEEE-SA Standards Board Bylaws* (for a PAR Study Group developing a PAR under the entity method) may vote on motions in a PAR Study Group.

Approval shall be by a greater than 75% approval vote of those present and voting either “approve” or “disapprove.”

5.5.4 Submission of a PAR to the Standards Committee

The PAR Study Group or Working Group shall report its recommendations on the formation of the project to the Standards Committee. The deliverable from the PAR Study Group to the Standards Committee should be a report addressing the criteria for consideration and, if appropriate, a draft PAR. The report should include a roster of participants and minutes.

5.5.5 Other rules for PAR Study Groups

The PAR Study Group is chartered plenary session to plenary session by the Standards Committee. A PAR Study Group is expected to submit a PAR to the Standards Committee for consideration by the second plenary session after its initiation.

A PAR Study Group that is formed as a subgroup of a Working Group shall obtain approval from the Working Group prior to presenting the results to the Standards Committee.

5.6 Other Subgroups

The Standards Committee may form and disband other subgroups (e.g., Technical advisory groups, ad hocs, and standing committees) with approval by a majority vote of the Standards Committee. The charge to the subgroup shall clearly state which of the following complementary activities is appropriate:

- 1) The subgroup is responsible for the definitive content of one or more documents and for responding to views and objections thereon. Such subgroups shall maintain a membership roster and shall comply with the provisions for preparing standard(s).
- 2) The subgroup is responsible for assisting the Standards Committee (e.g., drafting all or a portion of a document, drafting responses to comments, drafting public statements on standards, or other purely advisory functions).

The Standards Committee shall outline all expectations with respect to how the subgroup shall function, including scope of work, deliverables, membership, voting in the subgroup, and parliamentary procedures for approval to move any deliverables to the Standards Committee for action.

5.7 Technical Advisory Groups

The function of a Technical Advisory Groups is to provide assistance to Working Group(s) and/or the Standards Committee. A Technical Advisory Group operates under the same rules as a Working Group, with the following exceptions:

- a) A Technical Advisory Group shall not write standards, recommended practices or guides, but may write documents on specialty matters within the purview of the TAG.
- b) A Technical Advisory Group is established by the Standards Committee at the request of one or more Working Groups, or at the discretion of the Standards Committee.
- c) The primary responsibility of a Technical Advisory Group is to provide assistance within its topical area as specifically requested by one or more of the Working Groups and/or the Standards Committee.
- d) A document can only be represented as the position of a Technical Advisory Group if it has attained approval by a vote of the Technical Advisory Group. Such votes are considered to be technical votes, and require approval by 75% or more to pass.
- e) Between plenary and interim meetings, the Technical Advisory Group Chair is empowered to schedule teleconference meetings to allow the Technical Advisory Group to conduct business as required, provided that the date and time of the teleconference and agenda are published on the Technical Advisory Group website and e-mail reflector at least 5 days before the meeting.
- f) Votes on Technical Advisory Group documents may be conducted verbally during teleconference meetings if a majority of the Technical Advisory Group members are present.
- g) Votes on Technical Advisory Group documents may be conducted via electronic balloting. The minimum ballot period shall be 5 days.

5.8 Additional Standards Committee Rules That Apply to Working Groups

5.8.1 Assignment of PARs to a Working Group

Prior to the Standards Committee forwarding a PAR to the IEEE-SA Standards Board for approval, the Standards Committee determines, with due consideration of advice from the PAR Study Group whether the PAR, should it be approved, is to be assigned to an existing Working Group or a new Working Group. If the IEEE-SA Standards Board approves the PAR, and it is a PAR that the Standards Committee has determined should be assigned to a new Working Group, that Working Group immediately comes into existence.

5.8.2 Working Group Policies and Procedures

The IEEE 802 LMSC Working Group Policies and Procedures shall be used as the Policies and Procedures for IEEE 802 Working Groups. The requirements for the election and confirmation of Working Group officers are stated in the IEEE 802 LMSC Working Group Policies and Procedures.

5.8.3 Hibernation of a Working Group

If a Working Group has no active PARs, and is not actively developing a new PAR, then it should be considered to either be placed in hibernation (if it has developed standards or recommended practices in the past that are still current), or disbanded (if it has no current standards or recommended practices).

A Working Group may be hibernated at the request of the Working Group Chair and the approval of the Standards Committee. The hibernating Working Group may be returned to active status by the Standards Committee in order for the Working Group to develop a new PAR.

Hibernating Working Group Chairs become Non-Voting Members of the Standards Committee after their Working Group enters hibernation. The Standards Committee Chair may appoint new hibernating Working Group Chairs to replace vacancies as soon as practical, subject to confirmation by the Standards Committee at the next plenary meeting.

5.8.4 Disbanding a Working Group

After all standards, recommended practices, and technical reports for which a hibernating Working Group is responsible are withdrawn or transferred to another group or groups, a Standards Committee electronic ballot of 30 days minimum duration shall be conducted to determine whether the hibernating Working Group is to be disbanded.

If the Standards Committee electronic ballot on disbanding the group passes, the Working Group is disbanded. If the ballot fails, then the Standards Committee Chair shall determine a future date when the disbanding of the group may be re-balloted.

6.0 Meetings

Standards Committee meetings may be conducted via electronic means or in-person or in-person with one or more participants contributing via electronic means. Standards Committee meetings shall be held, as decided by the Standards Committee Chair, or by petition of 5 or more voting members, to conduct business such as making assignments, receiving reports of work, progressing draft standards, resolving differences among subgroups, and considering views and objections from any source. A meeting notice shall be distributed to all members at least 30 days in advance of a face-to-face meeting and at least 15 days in advance for an electronic (including teleconference) meeting. A meeting agenda (including participation information) shall be distributed to all members at least 10 days in advance of a face-to-face meeting, and at least 5 days in advance for an electronic meeting. Meetings of subgroups may be held as decided upon by the members or Chair of the subgroup. Notification of the potential for action shall be included on any distributed agendas for meetings.

All IEEE Standards development meetings are open to anyone who has a material interest and wishes to attend. However, some meetings may occur in Executive Session (see Clause 6.2).

6.1 Quorum

A quorum shall be identified before the initiation of Standards Committee business at a meeting, but if a quorum is not present, actions may be taken subject to confirmation by letter or electronic ballot, as detailed in Clause 7.4. When the voting membership is less than 50 voting members, a quorum shall be defined as a majority of the current total voting membership. When the voting membership is 50 or more voting members, a quorum shall be defined as 50% of the current total voting membership or 26, whichever is greater. Voting members who recuse themselves shall not be counted in the equation to determine whether a quorum exists.

6.2 Executive Session

Meetings to discuss personnel or sensitive business matters (e.g., the negotiation of contracts), or for other appropriate non-public matters (e.g., the receipt of legal advice), may be conducted in Executive Session.

The matters discussed in Executive Session are confidential, and therefore, attendance at the Executive Session shall be limited to those with governance authority, outside advisors (e.g., lawyers or consultants) where necessary to provide professional guidance, and select IEEE-SA staff who may have information or a perspective relevant to the subject matter discussed in Executive Session. An individual may be invited to join for a portion of the discussion and then excused at the appropriate time. In each case, except as authorized by the Standards Committee, participants in an Executive Session are prohibited from discussing or disclosing any information presented and discussed during such Executive Session to a third party or other person not present during the Executive Session, and shall not continue to discuss such matters after the Executive Session has adjourned.

Executive Sessions should be conducted face-to-face (in person) to provide the greatest assurance that the content of such Executive Sessions will be kept confidential. However, when necessary, Executive Sessions may include participants who participate by teleconference provided such persons agree not to disclose any information so discussed, and agree that they will participate in such conference in a manner that does not result in third parties gaining access to such discussions or information.

6.3 Meeting Fees

The Standards Committee may charge a meeting fee to cover the expenses of the Standards Committee. The fee shall not be used to restrict participation by any interested parties. The Standards Committee shall set the meeting fees in consultation with those planning a particular meeting.

Everyone who attends a meeting, except those for whom the Standards Committee waives the fee, shall pay the meeting fee.

6.4 Minutes

The minutes shall record the essentials in concise format, including the following:

- a) Name of group
- b) Date and location of meeting
- c) Officer presiding, including the name of the secretary who wrote the minutes
- d) Meeting participants, including affiliation and voting member status at the end of the meeting.
- e) Call to order, Standards Committee Chair's remarks
- f) Reminders of IEEE policies, such as Patent policy, and Copyright policy
- g) The fact that a Call for Patents occurred and any responses made to such Call
- h) Approval of minutes of previous meeting
- i) Approval of agenda
- j) Technical topics
 - 1) Brief summary of discussions and conclusions
 - 2) Motions exactly as they are stated, including the names of mover and seconder, and the outcome of each motion
- k) Action items
- l) Items reported out of Executive Session
- m) Recesses and time of final adjournment
- n) Next meeting—date, time, and location

All submissions, presentations, and reports considered during the meeting shall be referenced in the minutes, identifying the source of the submission. URLs should be provided where possible.

The following shall not be recorded in minutes:

- Transcriptions of detailed discussions
- Attributions of comments to specific participants

7.0 Voting

7.1 Approval of an Action

Approval of an action requires approval by a majority (or two-thirds) vote as specified below in 7.1.1 (majority), and 7.1.2 (two-thirds). The “majority, two-thirds vote” is defined as one of the following:

- a) At a meeting (including teleconferences) where quorum has been established, a vote carried by majority (or two-thirds) approval of the votes cast (i.e., Approve or Do Not Approve votes, excluding abstentions) by the voting members in attendance.

- b) By electronic means (including email), a vote carried by majority (or two-thirds) of the votes cast (i.e., Approve or Do Not Approve votes, excluding abstentions), provided a majority of all the voting members of the Standards Committee responded.

7.1.1 Actions Requiring Approval by a Majority Vote

The following actions require approval by a majority vote:

- a) Formation or modification of a subgroup, including its procedures, scope, and duties
- b) Disbandment of subgroups
- c) Approval of minutes
- d) Authorization for submittal of a PAR, modification of a PAR, withdrawal of a PAR, or Standards Association balloting
- e) Approval for a joint development project
- f) Approval to forward draft standards to IEEE-SA RevCom
- g) Other Motions brought to the floor by members (when deemed in order by the Standards Committee Chair)

7.1.2 Actions Requiring Approval by a Two-thirds Vote

The following actions require approval by a two-thirds vote:

- a) Adoption of new or revised interest categories, or revisions thereof
- b) Approval of public statements
- c) Approval of change of the Standards Committee scope*
- d) Approval of termination of the Standards Committee*
- e) Removal of an officer

* Following Standards Committee approval, items a, c, and d require notice to the IEEE-SA Standards Board.

Note that the voting requirements for the adoption or modification of the Standards Committee Policies and Procedures (this document) is defined in Clause 10.0 Revision of Standards Committee P&P.

7.2 Standards Committee Approvals

7.2.1 Moving a Draft Standard to Standards Association ballot

Moving a draft standard to Standards Association ballot requires approval of the Standards Committee. Approval by the Standards Committee shall be limited to conducting a procedural review. The Standards Committee may delegate this approval authority to a subgroup.

7.2.2 Change in Scope of a Standards Project

Standards Committee approval is required for any substantive change in the scope of a standard or project. The Standards Committee may delegate this approval authority to a subgroup. Requested changes shall be reviewed to ensure that the standards project remains within the scope of the Standards Committee and shall also be reviewed to determine if the standards project requires a modified PAR.

7.3 Proxy Voting

Not Applicable.

7.4 Voting Between Meetings

At the discretion of the Standards Committee Chair, the Standards Committee shall be allowed to conduct voting between meetings by the use of a letter or electronic ballot. If such actions are to be taken, they shall follow the rules of [IEEE Bylaw I-300.4\(5\)](#).

8.0 Communications

All correspondence on behalf of the Standards Committee shall contain identification of the Standards Committee as the source of the correspondence.

8.1 Formal Internal Communication

If correspondence between subgroups involves issues or decisions (that is, non-routine matters) affecting other subgroups, copies shall be sent to all affected Subgroup Chairs and the Standards Committee officers.

8.2 External Communication

Inquiries relating to the Standards Committee shall be directed to the Standards Committee Chair, and members shall so inform individuals who raise such questions. All replies to inquiries shall be made through the Standards Committee Chair.

8.3 Public Statements for Standards

All Standards Committee public communications shall comply with the policies of the *IEEE-SA Standards Board Operations Manual*.

Individuals making public statements that have not been approved by the Standards Committee shall state that they are speaking as individuals, and their views do not necessarily represent the views of the Standards Committee, IEEE-SA, or IEEE (see clause 5.2.1.6 “Official statements” in the *IEEE-SA Standards Board Bylaws*).

8.3.1 Standards Committee Public Statements

Standards Committee public statements shall not be released without prior approval as per Clause 7.1.2 of these procedures.

8.3.2 Subgroup Public Statements

Subgroup public statements shall not be released without prior approval of the subgroup. Such public statements also require approval of the Standards Committee.

Subgroup public statements shall be identified in the first paragraph of the public statement as being specifically the position of the subgroup, and do not necessarily represent the views of the Standards Committee, IEEE-SA, or IEEE. These statements shall be issued by the Subgroup Chair and shall include the Standards Committee Chair in the distribution. Such statements shall not bear the IEEE, the IEEE-SA, or the Standards Committee logos.

8.3.3 Public Statements to be Issued by other Entities

If the Standards Committee wishes to go to another IEEE entity (as defined in Section [15](#) of the IEEE Policies) to have that entity offer a public statement on a standards matter, they shall do so only after agreement from the IEEE-SA Standards Board and approval from the IEEE-SA Board of Governors. Upon Standards Committee approval, proposed public statements that need to be issued by other IEEE entities shall be forwarded to the IEEE-SA Standards Board Secretary for further action.

8.4 Informal Communications

Informal communications shall not imply that they are a formal position of the IEEE, the IEEE-SA, or the Standards Committee.

8.5 Standards Publicity

The Standards Committee is encouraged to prepare press releases and other forms of publicity to promote their activities. Please see clause 5.1.4 “Standards publicity” of the *IEEE-SA Standards Board Operations Manual* for further instructions.

9.0 Appeals

Technical discussions and decisions occur within the Standards Committee subgroup (e.g., Working Group). Any person dissatisfied with a technical decision shall follow the approved procedures for providing technical input to the subgroup that made the decision, including but not limited to making a technical comment during the applicable comment submission and/or balloting period.

The Standards Committee recognizes the right of appeal on procedural grounds. Procedural concerns within a Standards Committee subgroup shall be first presented to the subgroup or

Working Group for resolution. If the procedural concern is not resolved after presentation to the subgroup for resolution, the complaint regarding any procedural action or inaction on the part of the Standards Committee, or a Standards Committee's subgroup, shall be presented to the Standards Committee for resolution. If the party bringing the complaint determines that the Standards Committee's proposed resolution is unacceptable, such party can file a procedural appeal with the Standards Committee.

Appeals to the Standards Committee shall be addressed as follows:

The appellant shall file a written appeal to the Standards Committee Chair within 30 days of the event (action or inaction). The written appeal shall state the nature of the issue, including any adverse effects; the clause(s) of the procedures that are at issue; summarize previous attempts to resolve the issue with the subgroup or Working Group that is responsible for the standard including the outcome/decision of each attempt; and propose specific remedies that would satisfy the appellant's concerns. The appellant shall provide any supplemental information necessary to support the claims made in the appeal.

Upon receiving a written appeal, the Standards Committee Chair shall form an Appeal Committee consisting of at least five members of the Standards Committee, none of whom were directly involved in the matter in dispute, and who will not be materially or directly affected by any decisions made concerning the dispute and shall appoint a chair. The chair of the Appeal Committee shall be an officer of the Standards Committee, if possible. The Appeal Committee shall review the written appeal and decide, within 45 days of the submission of the written appeal, whether or not to recommend to the Standards Committee that an Appeal Panel be formed to consider the appeal. The Appeal Committee may try to resolve the issue with informal discussions with the concerned parties prior to making a decision about an Appeal Panel. The Appeal Committee may decline to recommend an Appeal Panel if (i) the appeal deals with ethical issues, (ii) the appeal deals with technical issues, or (iii) the appellant has not attempted to first resolve the issue informally with the subgroup or Working Group that is responsible for the standard. If the Appeal Committee declines to recommend an Appeal Panel based on these criteria, the Appeal Committee shall provide a written communication to the Standards Committee Chair and the appellant outlining the reason for its decision.

If the Appeal Committee determines that the appeal submission is acceptable, the Standards Committee Chair shall form an Appeal Panel consisting of an Appeal Panel Chair and two other members, none of whom were directly involved in the matter in dispute, and who will not be materially or directly affected by any decisions made concerning the dispute. The Appeal Panel shall have at least two members that are acceptable to both the appellant and the appellee.

The Appeal Panel shall hear the appeal during a time convenient to all parties (with at least two weeks' notice to all concerned parties), and, if possible, prior to the next regular meeting of the Standards Committee. The appeal may be conducted in person or by telephone conference.

Failure of the appellant to participate in the hearing (barring unforeseen technical difficulties) shall constitute a withdrawal of the appeal.

A written decision shall be rendered by the Appeal Panel within 30 days of hearing the appeal and communicated to the parties concerned, including the Chair of the Appeal Committee and the Standards Committee Chair.

Standards Committee procedural appeals shall be conducted as follows:

The number of participating (i.e., speaking) representatives for each of the parties to the appeal is limited to a maximum of three (3). Other individuals may attend the hearing, but will not be permitted to address, or be addressed by, the Standards Committee's Appeal Panel or either of the parties to the appeal at any time (including during the question and answer period). No recordings or verbatim transcriptions of the hearing are allowed, except by the IEEE-SA at its sole discretion.

The Standards Committee Appeal Panel may call an Executive Session before, during the course of, or following an appeal hearing to consider its action on a specific appeal.

No party to an appeal may communicate with any member of the Standards Committee Appeal Panel regarding the appeal while the matter is pending (i.e., from the time of filing of the appeal brief to finalization of the Standards Committee Appeal Panel decision).

The appellant has the burden of demonstrating adverse effects, improper action(s) or inaction, and the efficacy of the requested remedial action. Each party may adduce other pertinent arguments, and members of the Standards Committee Appeal Panel may address questions to individuals. The Standards Committee Appeal Panel shall only consider documentation included in the appeal brief and reply brief, unless

- a) Significant new evidence has come to light; and
- b) Such evidence reasonably was not available to the appellant or appellee, as appropriate, at the time of filing; and
- c) Such evidence was provided by the appellant or appellee, as appropriate, to the other parties as soon as it became available.

Prior to the hearing, the members of the Standards Committee Appeal Panel may convene to review the ground rules before the participants appear.

If, after completion of the Standards Committee's appeals process, the party bringing the complaint determines that the Standards Committee's Appeals Panel decision is unacceptable, such party can file a procedural appeal with the IEEE-SA Standards Board as described in Clause 9 on "Appeals" of the *IEEE-SA Standards Board Operations Manual*.

10.0 Revision of Standards Committee P&P

Revisions to these P&P shall be submitted to the Standards Committee no less than 30 days in advance of a motion (or conclusion of an electronic ballot) to approve them. Amendments in response to comments on the P&P are permitted. Insufficient time to consider complex amendments is a valid reason to vote disapprove. A motion to revise the Standards Committee P&P shall require a vote of approve by at least two thirds of all voting members of the Standards Committee.

11.0 Dominance

The Standards Committee shall monitor standards-developing subgroups, Working Groups and duly authorized IEEE SA activities for signs of dominance. If dominance is suspected by the Standards Committee, the Standards Committee shall immediately notify the Secretary of the IEEE SASB and should recommend corrective action(s).

The IEEE SASB shall determine whether dominance exists or may exist such that corrective action is needed and, if so, shall specify any approved corrective action(s). The Standards Committee shall implement only the specific corrective action(s) that have been approved by the IEEE SASB (see IEEE SA Standards Board Bylaws clause on “Dominance”).

The following proposed corrective action(s) are recommended for consideration by the IEEE SASB when specifying corrective action(s):

The votes of individuals in the dominating party are treated as a single vote for the purpose of that activity.