### IEEE-SA Baseline Policies and Procedures for Standards Development – Sponsor (Version February 2018)

### Society/Sponsor: \_\_IEEE Computer/LAN/MAN Sponsor

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|  | Identification of document (including date of document) | Red line provided (Yes/No) | Reviewers: | Review date | Recommendation(Accept, Conditionally Accept, Return for follow up with comments) |
| Rev 0 | Proposed 802 LMSC 5-2-2019.docx | Yes | Phil WinstonJingyi Zhou | 2019-05-31 | Return for follow up with comments) |
| Rev 1 | Proposed 802 LMSC 5-2-2019.docx |  | Phil WinstonJingyi Zhou | 2019-06-25 | Return for follow up with comments) |
| 802 | Response from 802 to reviewers comments |  |  | 2019-08-03 | Responses to comments from the reviewers |
| Rev 2 |  |  |  |  |  |
| Rev 3 |  |  |  |  |  |

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| **Reviewers’ additional comments:** | |
| Rev 0 | Significant comments and concerns noted. One item to be considered by the Standards Committee (Sponsor) may be to request and extension to the existing expiration date into 2020. This would allow the use of the 2019 revised template which likely will address many of the items noted below. It is noted that the approved language for the 2019 Template is still being developed and as such it is not yet determinable if the proposed language in this P&P will be consistent with the language in the revised 2019 template. |
| Rev 1 | AudCom was directed by the Standards Board to allow the change from Sponsor to Standards Committee to be an acceptable change. As such the checklist has been updated into R1Please take into account respond to both R0 and R1 comments.   * Section 1.7 IEEE Sponsor - Scope may worth some discussion. * Section 3.1 and 3.3 - Need to complete the procedures in a new officer generation and removal process * Section 10 Dominance – Standards Committee action need to be aligned with IEEE-SASB bylaw. * Section 11 Standards Committee Ombudsman – Content may be disseminated to section 3.0 and 3.4 * Section 12 - May be moved to an O&P document of P802 * Other minor changes in verbiage has also been made in several sections. |
| 802 | Some updates were made to the proposed P&P by IEEE 802 LMSC in response to the comments from the reviewers. In addition, the correction of the terms in the instructions were removed as this text is not part of the P&P.  Responses to the comments from the reviewers are included in this document.  A comparison document between the two submitted versions will be provided to the reviewers as an aid for their review. |
| Rev 2 |  |
| Rev 3 |  |

Modifiable column: sections shaded in red shall not be modified; please note instructions in other sections.

| **Section in Baseline Sponsor P&Ps** | **Modifiable?** | **Modified?** | | **Acceptable?** | | **Comments (please indicate Rev #)** |
| --- | --- | --- | --- | --- | --- | --- |
| **Yes** | **No** | **Yes** | **No** |
| 0.0 | NO | Yes |  |  | No | On Page x, Table of Contents is not allowed in P&P document; per Standards Committee P&P Review Process item 1 b  802: The instructions for the sponsor baseline document (approved January 2018) in Format and Style states: “A Table of Contents may be added to the document if desired. It shall be located after the cover page and before the main body of the document.” |
| 1.0 Introduction | No text | Yes |  | Yes |  |  |
| 1.1 Role of Standards Development and these Procedures | No | Yes |  | Yes |  |  |
| 1.2 Conduct | No | Yes |  | Yes |  | R0: Hyper link appears inserted correctly. |
| 1.3 Modification to these Procedures | No | Yes |  | Yes |  |  |
| 1.4 Hierarchy | No | Yes |  | Yes |  |  |
| 1.5 Fundamental Principles of Standards Development | Only ID Sponsor | Yes |  | Yes |  |  |
| 1.6 Definitions | Only additional definitions | Yes |  | Yes |  |  |
| 1.7 IEEE Sponsor Scope | Must add  Sponsor scope | Yes |  |  | No | R0:  Substantive:   1. “using an open and accredited process,” Perhaps, we can change it to ““using an open, IEEE-SA acceptable accredited process” 2. “Its technical scope is intended to be flexible and is ultimately determined by the sum of its approved PARs.”   In IEEE-SA Standards Board Bylaws 4.2.2.1, The PAR project scope shall be within the scope and purpose of the IEEE, that standards projects are assigned to the proper Society. Hence, suggesting revise the text:  “Its technical scope is intended to be flexible in coordination with other Standards Committee(s) within IEEE as technical merits required and is ultimately determined by the sum of its approved PARs.”  802: The current text is the approved scope of the Standards Committee, which is what is required in this section. The Standards Committee discussed the approved scope and the changes suggested by the reveiweres at our July 2019 meeting. The Standards Committee decided not to propose any change to the scope at this time. |
| 1.8 Organization of the Sponsor |  | Yes |  | Yes |  |  |
| 2.0 Responsibilities of the Sponsor | Only to add responsibilities | Yes |  | Yes |  |  |
| 2.1 Sponsorship | Sponsor Name | Yes |  | Yes |  |  |
| 3.0 Officers | Only to add more officers | Yes |  | Yes |  | Substantive:  R0:  R1:  Since additional officers are allowed, altering the tiles to include additional officers is within the spirit of allowance. |
| 3.1 Election or Appointment of Officers | Select Case 1, 2, or 3 or define Sponsor process | Yes |  |  | No | R0:  Substantive:   1. This P&P did not follow officer generation schema in the template: Case 1, Case 2, and Case 2 (or the combination of case 1/2/3). P&P designed a new schema that elect Chair and Chair appoint other officers. AudCom allows this the alternation of schema. There are few important procedural steps missing in the proposed schema:    1. Election term – once per year?    2. Election administrator and appointment procedure    3. Nomination procedure and nominee acceptance procedure    4. Election voting procedure   802:   1. The election term is defined in the text, “The term for all officers of the Standards Committee ends at close of the first plenary session of each even numbered year.”   b.-d. For the conduct of elections, the Standards Committee uses Robert’s Rules of Order as a guide, which is stated in 1.4 Hierarchy. |
| 3.2 Temporary Appointments to Vacancies | Yes | Yes |  | Yes |  |  |
| 3.3 Removal of Officers | Select Case 1 or 2 or define Sponsor process | Yes |  |  | No | R0: Substantive:   1. AudCom allows the alternative schema, but proper procedures need to be developed along with alternative procedures. (e.g., percentage of the vote; rebuttal)   802: The procedure is defined in the proposed P&P in this subclause. The percentage of the vote is “An officer may be removed by a two-thirds vote of the Voting Members of the Standards Committee.” The rebuttal is covered in “The officer suggested for removal shall be given an opportunity to make a rebuttal prior to the vote on the motion for removal.” |
| 3.4 Responsibilities of Officers | No | Yes |  |  | No | R0:  802: We believe that the issue from R0 has been resolved. Is there some specific error here we need to fix? |
| 3.4.1 Chair | Only to add responsibilities | Yes |  |  | No | R0:  Substantive:   1. Deleting “b) Forming study groups, as necessary.” text is not allowed   802: As per the Standards Committee baseline document in 5.5.1, PAR Study Groups (the name has changed, but did not propagate here), are formed by the Standards Committee, not by the Standards Committee Chair. Our Standards Committee has always formed Study Groups (now referred to as PAR Study Groups) by a vote of the committee and so has deleted this item in the past. Because of that history and to resolve the conflict in the baseline, we have deleted this item to avoid confusion in the rules. |
| 3.4.2 Vice Chair | Only to add responsibilities | Yes |  | Yes |  | R0: |
| 3.4.3 Secretary | Add or move responsibilities  Shaded values | Yes |  | Yes |  | R0 |
| 3.4.4 Treasurer | May add responsibilities or indicated designated officer | Yes |  | Yes |  |  |
| 3.4.5 Responsible Subcommittee Chair | Omit if N/A;  may add responsibilities | Yes |  | Yes |  |  |
| 3.4.6 Executive Secretary | Adding additional role is allowed in section 3.4 | Yes |  | Yes |  |  |
| 4.0 Membership | No text |  | No | Yes |  |  |
| 4.1 Attendance at Meetings | Modify to clarify requirements or N/A if none | Yes |  | Yes |  |  |
| 4.2 Non-voting Membership | Modify to clarify requirements or N/A | Yes |  | Yes |  |  |
| 4.3 Voting Membership | Select a Case address brackets or N/A | Yes |  |  | No | R0: Substantive   1. Sentence needs to be clarified: “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 who has management responsibility for the Standards Committee member.” What role in the Standards Committee is considered has management responsibility? Chair? First Vice Chair? Second Vice Chair? Etc.   802: Thanks for catching that, the text was ambiguous. We changed it by adding the text “from the supporting entity”, which is the term used in the preceding sentence. It now reads “… and an individual from the supporting entity who has management responsibility for the Standards Committee member.” |
| 4.3.1 Requirements for Voting members | Yes | Yes |  | Yes |  |  |
| 4.3.2 Request to the Chair for Voting Membership | Yes, or N/A | Yes |  |  | No | R0: Editorial   1. Changing Section title from “Request to the Chair” to “Request to the Standards Committee Chair” is usually not allowed with exception of advised in instructional text and special circumstance   802: Multiple Chairs are referred to in this document, the Standards Committee Chair, the Working Group Chair, the Chair of a Study Group. To avoid confusion, it is best to use a single term consistently throughout the document so that it is clear that this refers only to the Standards Committee Chair. The Change to the title clarifies the intent of the subclause and is not substantive (especially as it is Not Applicable in these rules). |
| 4.4 Review of Membership | Yes, or N/A if ex-officio only | Yes |  | Yes |  |  |
| 4.5 Ex-officio Voting Membership | Yes (clause and heading) | Yes |  | Yes |  |  |
| 4.6 Other Membership Classes | Define additional membership classes or N/A | Yes |  | Yes |  |  |
| 4.7 Membership Roster | Yes, except distribution; Address bracketed text | Yes |  | Yes |  |  |
| 4.8 Membership Public List | No | Yes |  | Yes |  |  |
| 5.0 Subgroups Created by the Sponsor | Only to change from majority to 2/3 vote. | Yes |  | Yes |  |  |
| 5.1 Executive Committee | Yes, or N/A | Yes |  | Yes |  |  |
| 5.2 Responsible Subcommittee | Only to address bracketed options, or N/A | Yes |  | Yes |  |  |
| 5.3 Working Groups – Individual Method | No | Yes |  | Yes |  |  |
| 5.4 Working Groups – Entity Method | No | Yes |  | Yes |  |  |
| 5.5 PAR Development | No | Yes |  | Yes |  |  |
| 5.5.1 PAR Study Group | No | Yes |  |  | No | R0:  Substantive   1. 1st Paragraph, Changes are not permitted. 2. 2nd Paragraph, it is a new paragraph, is not permitted. 3. 3rd Paragraph, Changes are not permitted.   802: We have moved the added text to a new subclause, rather than modifying this section. However, the superior rules to the Standards Committee Policies and Procedures, the SASB Operations Manual, section 5.2 Project authorization states “A PAR Study Group is a subgroup of the Standards Committee or  Working Group that is responsible for evaluating whether a standard should be developed and, if so, to complete a PAR form for Standards committee consideration.” The current baseline text is in conflict with the superior rules, hence the text was changed to be aligned with the superior rules. Even if the text was not changed, the superior rules override this section, having the effect of changing the text, but without the clarity of having the text in a single document.. |
| 5.5.2 Criteria for Consideration of a PAR by the Sponsor | No | Yes |  | Yes |  |  |
| 5.5.3 Participation and Voting | Only to increase figure for approval | Yes |  |  | No | R0:  Substantive   1. 1st Paragraph, Changes are not permitted. 2. 2nd Paragraph, No wordsmith is permitted and changes are permitted    1. remove brackets    2. increase numbers   802:  1) The previous edits were a bit enthusiastic. We have re-worked the changes in the first paragraph so that the text is in compliance with the superior rules (SASB OM), which states that a PAR Study Group is formed as a subgroup of either the Sponsor Committee or a Working Group. Hence, in this subclause, only the term “PAR Study Group” is required.  2) Change to the second paragraph were removed, the only change is now the brackets and the vote total. |
| 5.5.4 Submission of PAR to the Sponsor | No | Yes |  |  | No | R0:  Substantive   1. 1st Paragraph, Change (deletion the phrase “or Working Group” is not permitted. 2. 2rd Paragraph is a new paragraph which is not permitted   Note: The action described in this paragraph seems not belong to the Standard Committee.  802:  1) In the first paragraph, the text is changed to match the superior rules (SASB OM), which states that a PAR Study Group is formed as a subgroup of either the Sponsor Committee or a Working Group. Hence, in this subclause, only the term “PAR Study Group” is required. Note that the current text sidesteps approval by the Working Group voting members, who are among those who will need to do the work on the new project.  2) The new paragraph was moved to a new subclause. |
| 5.6 Other subgroups | Only to  change majority to two-thirds | Yes |  | Yes |  |  |
| 5.7 Technical Advisory Groups | No | Yes |  |  | No | R0:  Substantive   1. Section is new, which is not permitted under AudCom 2017 P&P Template     802: The AudCom conventions state “Additional material related to standards development that falls under a topic in the baseline shall be added to that existing topic section. Material that is not covered by a topic in the baseline, but is necessary to standards development, shall be added at the end of the baseline.” Clause 5 is “Subgroups Created by the Standards Committee”. This new subclause falls under this topic and so is added to this existing topic section at the end, so as not to change the numbering. |
| 5.8 Additional Rules for Working Groups | NO | Yes |  |  | No | R0:  Substantive   1. Section is new, which is not permitted under AudCom 2017 P&P Template   802: The AudCom conventions state “Additional material related to standards development that falls under a topic in the baseline shall be added to that existing topic section. Material that is not covered by a topic in the baseline, but is necessary to standards development, shall be added at the end of the baseline.” Clause 5 is “Subgroups Created by the Standards Committee”. This new subclause falls under this topic and so is added to this existing topic section at the end, so as not to change the numbering. |
| 6.0 Meetings | Only  shaded values, bracketed text | Yes |  | Yes |  |  |
| 6.1 Quorum | Only to increase  shaded values | Yes |  | Yes |  |  |
| 6.2 Executive Session | No | Yes |  |  | No | R0: Editorial  Substantive   1. 2st Paragraph, changing “executive session” into “Executive Session” violated the clause shall not be modified instruction.   802: In rules, as other legal documents, a capitalized term refers to a specific, defined item. In this subclause, the term refers to the defined “Exceutive Session”, which is capitalized thoughout the baseline. It would be incorrect to leave it lower case. The change does not alter the intent of the baseline text, but rather clarifies it. |
| 6.3 Meeting Fees | Yes, or N/A | Yes |  | Yes |  |  |
| 6.4 Minutes | No | Yes |  |  | No | R0: Editorial  Substantive:  Changing “executive session” into “Executive Session” violated the clause shall not be modified instruction.  802: In rules, as other legal documents, a capitalized term refers to a specific, defined item. In this subclause, the term refers to the defined “Exceutive Session”, which is capitalized thoughout the baseline. It would be incorrect to leave it lower case. The change does not alter the intent of the baseline text, but rather clarifies it. |
| 7.0 Voting | No text |  | No | Yes |  |  |
| 7.1 Approval of an action | No | Yes |  | Yes |  |  |
| 7.1.1 Actions requiring approval by a majority vote | Only to add actions or edit bracketed text or move to 7.1.2 | Yes |  |  | No | R0: Editorial   1. Editing Item e) violated the instruction only edit bracketed text   802: The Standards Committee cannot take this action as co-sponsoring a project no longer exists. The correct term is “Joint development project”. It if pleases the reviewers, they can assume that we deleted “e)” (it is in brackets and so can be elided) and then added a new e) for joint development projects. |
| 7.1.2 Actions requiring approval by a two-thirds vote | Only to  add items | Yes |  |  | No | R0: Substantive  Editing Item a) violated the instruction clause shall not be modified  3rd Paragraph is a new paragraph contain notes which violated the instruction except to include additional voting actions  802: The baseline text allows a minority of the voting members of a Standards Committee, with no advance notice, to modify the Policies and Procedures of the Standards Committee and to submit them to AudCom for approval (2/3 of 50% quorum is < 50%). IEEE 802 LMSC has always required a higher bar for approval of changes to the Standards Committee Policies and Procedures and AudCom and SASB, in the past has accepted this text. |
| 7.2 Sponsor approvals | No text | Yes |  | Yes |  |  |
| 7.2.1 Moving a draft standard to Sponsor ballot | No | Yes |  | Yes |  |  |
| 7.2.2 Change in scope of a standards project | No | Yes |  | Yes |  |  |
| 7.3 Proxy Voting | Only if Proxy voting not allowed, change to N/A | Yes |  | Yes |  |  |
| 7.4 Voting between meetings | Yes | Yes |  | Yes |  |  |
| 8.0 Communications | No | Yes |  | Yes |  |  |
| 8.1 Formal Internal Communication | Yes | Yes |  | Yes |  |  |
| 8.2 External Communication | No | Yes |  |  | No | R0:  Substantive   1. Editing text in the section violated the instruction clause shall not be modified   802: The text in the subclause has been edited to match the superior rules and to clarify that it is the Standards Committee Chair and not some other Chair (e.g., the Working Group Chair, Technical Advisory Group Chair). The modifications do not change the intended meaning of the subclause, but rather clarify it. |
| 8.3 Public Statements for Standards | No | Yes |  | Yes |  |  |
| 8.3.1 Sponsor Public Statements | Only to add requirements | Yes |  | Yes |  |  |
| 8.3.2 Subgroup Public Statements | Only to add requirements | Yes |  | Yes |  |  |
| 8.3.3 Public Statements to be Issued by Other Entities | No | Yes |  | Yes |  |  |
| 8.4 Informal Communications | No | Yes |  | Yes |  | . |
| 8.5 Standards Publicity | Yes | Yes |  | Yes |  |  |
| 9.0 Appeals | Only to add custom appeals process | Yes |  | Yes |  |  |
| 10.0 Dominance | No | Yes |  |  | No | R0:  R1:  Note: Further considering other sections of AudCom convention, taking all sections in context, additional sections are acceptable.  Substantive:   1. Paragraph 5 “the Standards Committee may direct that the votes of individuals in the dominating party shall be treated as a single vote for the purpose of that activity.”   This dominance action is in conflict with SASB bylaw section  5.2.1.3 Dominance paragraph 3 and 4,   * Standards Committee “only” monitor/report/recommend corrective actions. * SASB shall determine dominance exists, corrective action needed and specify approved corrective action(s).   Standards Committee implement SASB approved corrective action(s)  802: The Standards Board has taken action after this section was drafted by the Standards Committee and so it is appropriate to update it to match the new rules. One item is that the Standards Committed is allowed to have a proposed corrective action in its rules that it may suggest to the Standards Board. This has been added. |
| 11.0 Standards Committee Ombudsman | No | Yes |  |  | No | R0:  R1:  Note: Further considering other sections of AudCom convention, taking all sections in context, additional sections are acceptable.  Substantive:   1. Is the ombudsman an officer of the Standards Committee? if yes, please define the role in section 3.0 and define role’s responsibilities in section 3.4   The content of this section can be moved to section 3.0 and 3.4 respectively  802: The Standards Committee agrees with the reviewers, and this additional text has been removed and will be put in the IEEE 802 LMSC Operations Manual. |
| 12.0 Revision of Standards Committee P&P | NO | Yes |  |  | No | R0:  R1: Substantive:  This section is more appropriate to be included in a submitters O&P manual or similar document  802: The Operations Manual is an inferior document and so is over-ridden by this document. The Standards Committee feels that the rules and process to change this document need to be maintained in this document. |