

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

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Baseline Policies and Procedures for Standards Development - ~~Sponsor~~Standards Committee

IEEE-SA Standards Board Approved December 2017

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Date of Submittal: ~~Fill in~~ 15 March 2019

Date of Acceptance: to be filled in by AudCom

**Consult ~~Sponsor~~ Standards Committee Policies and
Procedures Template Instructions. See:
<http://standards.ieee.org/about/sasb/audcom/bops.html>**

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~~Sponsor Name~~ **IEEE 802 LAN/MAN Standards Committee (LMSC) Policies
and Procedures for Standards Development**

1.0 Introduction

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Clause 1.0 through 1.5 shall not be modified except as follows: Where appropriate, replace shaded italics with the name of the ~~Sponsor~~Standards Committee. If the name of the ~~Sponsor~~Standards Committee is inserted only in the title (above) and at Clause 1.5, add the additional sentence shown in brackets, and replace [~~Sponsor~~Standards Committee Name] in the remainder of the document with "the ~~Sponsor~~Standards Committee" or appropriate related form.

1.1 Role of Standards Development and these Procedures

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This clause shall not be modified.

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 ~~Sponsor~~Standards Committee. It is essential in the management of a standard's development to avoid any actions by the ~~Sponsor~~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

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This clause shall not be modified.

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.

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1.3 Modification to these Procedures

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This clause shall not be modified.

The official policies of this ~~Sponsor 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 ~~Sponsor 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.

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

1.4 Hierarchy

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IEEE 802 LMSC Policies and Procedures

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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

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IEEE Certificate of Incorporation

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IEEE Constitution

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IEEE Bylaws

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IEEE Policies

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IEEE Board of Directors Resolutions

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IEEE Standards Association (IEEE-SA) Operations Manual

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IEEE-SA Board of Governors Resolutions

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IEEE-SA Standards Board Bylaws

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IEEE-SA Standards Board Operations Manual

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IEEE-SA Standards Board Resolutions

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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

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This clause shall not be modified except to identify this Sponsor.

These Policies and Procedures outline the orderly transaction of standards activities of IEEE 802 LMSC, this Sponsor, h. Hereinafter referred to as “the Sponsor 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 Sponsor Association ballot, there shall be a balance of interests without dominance by any single interest category.

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1.6 Definitions

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This clause shall not be modified except to include additional definitions.

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

Sponsor 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 “Sponsor Standards Committees”).

Responsible Subcommittee is an optional subgroup of the ~~Sponsor~~Standards Committee with delegated responsibility for approving the submission of PARs and ~~Sponsor~~Standards Association ballots. Responsible Subcommittees assist the ~~Sponsor~~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 ~~Sponsor~~Standards Committee responsible for specified activities and decisions. An Executive Committee can include all the voting members of the ~~Sponsor~~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 ~~Sponsor~~Standards Committee.

A *non-member* is a participant who has not satisfied the criteria for membership defined in Clause 4.2.

A *member* is a participant who has satisfied the criteria for membership defined in Clause 4.2. A member is eligible to be listed on the ~~Sponsor~~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 ~~Sponsor~~Standards Committee motions and any ballots of the ~~Sponsor~~Standards Committee.

1.7 IEEE ~~Sponsor~~Standards Committee Scope

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This clause shall include the Sponsor's approved 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.

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Insert approved Sponsor scope here

1.8 Organization of the ~~Sponsor~~Standards Committee

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This clause shall not be modified.

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

2.0 Responsibilities of the ~~Sponsor~~Standards Committee

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This clause shall not be modified except to include additional responsibilities.

The ~~Sponsor~~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 ~~Sponsor~~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 ~~Sponsor~~Standards Committee.

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- 2) Submitting a proposed PAR to the IEEE-SA Standards Board for consideration. Following approval of the PAR, the ~~Sponsor~~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 ~~Sponsor~~Standards Committee to the IEEE-SA for ~~Sponsor~~Standards Association ballot.
- c) Maintaining the standards developed by the ~~Sponsor~~Standards Committee.
- d) Acting on other matters requiring ~~Sponsor~~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 ~~Sponsor~~Standards Committee without proper ~~Sponsor~~Standards Committee authorization.
- g) Limiting distribution of the membership roster to appropriate parties.
- h) Communicating with the IEEE-SA Standards Board on specific ~~Sponsor~~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.

j)

2.1 Sponsorship

This clause may be modified. Replace shaded text with the name of the Sponsor or "Sponsor/the Sponsor".

The ~~Sponsor name~~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 ~~Sponsor~~Standards Committee~~name~~ is responsible for those IEEE-SA Standards Board approved project(s) for which ~~the Sponsor~~Standards Committee~~name~~ has been identified or assigned as either the sole ~~sponsor~~Standards Committee or the primary ~~sponsor~~Standards Committee. The development and maintenance of standards shall be accomplished as defined within the clauses of these Policies and Procedures.

3.0 Officers

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This clause shall not be modified except to add additional 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 ~~Sponsor~~ 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 ~~Sponsor~~ Standards Committee, oversee the ~~Sponsor~~ Standards Committee’s compliance with these Policies and Procedures, and submit proposed documents approved by the ~~Sponsor~~ 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.

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3.1 Election or Appointment of Officers

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This clause may be modified. (Three cases are provided; either choose one of these cases – Case 1, Case 2, or Case 3 – or create a similar process for this clause and delete the other options.) Case 1 is often used by Sponsors who appoint the officers and have established progression of officer positions, e.g., from Secretary to Vice-Chair to Chair. Case 2 is intended for Sponsors who appoint the Chair but elect other officers. Case 3 is for Sponsors in which all officers are elected. If Case 1 is selected, change title to “Appointment of Officers”. If case 3 is selected, change title to “Election of Officers”.

~~Case 1—Chair appointed and Chair appoints other officers:~~

~~The Sponsor Chair shall be appointed in accordance with the procedures of the entity that oversees the Sponsor. After appointment of the Sponsor Chair by the entity that oversees the Sponsor, the Sponsor Chair shall appoint other officers. The officers shall include a Vice Chair, Treasurer, and a Secretary, and may also include other officers.~~

The appointment of officers shall be for a term of *one year*, but an officer may serve until a successor is appointed.

~~Case 2—Chair appointed and other officers elected:~~

The Sponsor Chair shall be appointed in accordance with the procedures of the *entity that oversees the Sponsor*. The Sponsor Chair[, or the *entity that oversees the Sponsor*.] shall appoint an Elections Administrator whose function is to gather nominations for other officers, and conduct an election. The Elections Administrator shall not be a nominee in the election. The election for officers shall be conducted *annually*.

Sponsor voting members shall nominate to the Elections Administrator one or more voting members for the positions of Vice Chair, Treasurer, and Secretary. Nominees shall be eligible to hold the office, if and when they are elected (see Clause 3.0). A person shall be nominated for no more than one office, except in the case of Treasurer, as per Clause 3.0. Upon written notification, the nominee shall, within 14 calendar days, indicate acceptance or rejection of the nomination. If no nomination is received or accepted for an office, the Sponsor Chair may appoint a voting member for the office.

The Elections Administrator shall prepare and conduct the election by letter or electronic ballot. Voting will conclude in a time determined by the Sponsor, but no less than 14 calendar days. Each voting member shall cast a single election ballot. Within the ballot, the voting member may vote for multiple nominees for each office with the limit of one vote per nominee. The nominee with the greatest number of approval votes shall win the election, provided ballots are returned by a majority of the eligible voters for that election.

The term of office for each officer shall be *one year*, but an officer may serve until a successor is selected.

~~Case 3—All officers elected:~~

There shall be an ~~annual~~ vote of the Sponsor to elect the Chair, Vice Chair, Treasurer, and Secretary.

The Sponsor Chair[, or the ~~entity that oversees the Sponsor,~~] shall appoint an Elections Administrator whose function is to gather nominations and conduct an election. The Elections Administrator shall not be a nominee in the election.

~~Voting members shall nominate to the Elections Administrator one or more voting members for the Chair, Vice Chair, Treasurer, and Secretary Offices to be filled at the election. Nominees shall be eligible to hold the office, if and when they are elected (see Clause 3.0). A person shall be nominated for no more than one office, except in the case of Treasurer, as per Clause 3.0. Upon written notification, the nominee shall, within 14 calendar days, indicate acceptance or rejection of the nomination. If no nomination is received or accepted for an office other than the Chair, a temporary appointment shall be made in accordance with Clause 3.2. If no nomination is received or accepted for Chair, the current Sponsor Chair or, if none, the ~~entity that oversees the Sponsor~~ may appoint a voting member for the office.~~

~~The Elections Administrator shall prepare and conduct the election by letter or electronic ballot. Voting will conclude in a time determined by the Sponsor, but no less than 14 calendar days. Each voting member shall cast a single election ballot. Within the ballot, the voting member may vote for multiple nominees for each office with the limit of one vote per nominee.~~

~~The nominee with the greatest number of approval votes shall win the election, provided ballots are returned by a majority of the eligible voters for that election.~~

The term of office for each officer shall be ~~one year~~, but an officer may serve until a successor is appointed.

All appointed and elected positions become effective at the end of the plenary session where the appointment/election occurs. A plenary session is as defined in Plenary Sessions subclause of the IEEE 802 LAN/MAN Standards Committee Operations Manual. 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

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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 ~~the Standards Activities Board~~Computer Society Vice President, Standards Activities.

Vice-Chairs

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The Standards Committee Chair appoints a First~~st~~ Vice-Chair and a 2~~nd~~Second Vice-Chair. The First Vice-Chair and Second Vice-Chair are confirmed by the Standards Committee.

Executive Secretary, Recording Secretary, and Treasurer

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

3.2 Temporary Appointments to Vacancies

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This clause may be modified.

If an office other than the Standards Committee Chair ~~is becomes~~ vacant for any reason (such as resignation ~~or~~ removal, ~~lack of nomination at an election~~), a temporary appointment shall be made by the Standards Committee Chair for a period of up to ~~6+2~~ months. An appointment ~~or election~~ 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

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This clause may be modified. Two cases are provided; either choose one of these cases – Case 1 or Case 2 – or create a similar process for this clause and delete the other options.

Case 1: Elected Officer Case

An officer may be removed by a two-thirds vote of the ~~V~~^ooting ~~M~~^embers of the ~~Sponsor Standards Committee meeting in Executive Session~~. 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).

Case 2: Appointed Officer Case

~~An officer may be removed by a two-thirds vote of the voting members of the Sponsor meeting in Executive Session. 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 Chair requires notification to and affirmation from the appointing entity.~~

3.4 Responsibilities of Officers

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This paragraph shall not be modified.

When carrying out the duties of an officer described in IEEE's policies and procedures, officers of the ~~Sponsor 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 ~~Sponsor Standards Committee~~ conduct themselves in accordance with applicable policies and procedures

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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.)

b)

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

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The remainder of Clause 3.4 may be modified to add subclauses (e.g. 3.4.6) for including additional officers and their responsibilities.

3.4.1 Standards Committee Chair

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This clause shall not be modified except to include additional responsibilities.

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.~~
- ~~e)b)~~ Being objective.
- ~~d)c)~~ Entertaining motions, but not making motions.
- ~~e)d)~~ Not biasing discussions.
- ~~f)e)~~ Delegating necessary functions.
- ~~g)f)~~ Ensuring that all parties have the opportunity to express their views.
- ~~h)g)~~ Setting goals and deadlines and adhering to them.
- ~~i)h)~~ Being knowledgeable in IEEE standards processes and parliamentary procedures and ensuring that the processes and procedures are followed.
- ~~j)i)~~ Seeking consensus of the ~~Sponsor~~Standards Committee as a means of resolving issues.
- ~~k)j)~~ Prioritizing work to best serve the ~~Sponsor~~Standards Committee and its goals.
- ~~l)k)~~ 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

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(see “Copyright” Clause 7 of *IEEE-SA Standards Board Bylaws* and Clause 6.1 of the *IEEE-SA Standards Board Operations Manual*).

- ~~m)~~ l) Submitting approved ~~Sponsor~~Standards Committee P&P to the IEEE-SA Standards Board Audit Committee (AudCom – see <http://standards.ieee.org/board/aud/index.html>).
- ~~n)~~ m) Ensuring that each Working Group has a set of P&P approved by the ~~Sponsor~~Standards Committee. The Standards Committee Chair will provide the Working Group P&Ps to AudCom upon request.
- ~~o)~~ n) Ensuring the submission of an annual financial report(s) for the operation of the ~~Sponsor~~Standards Committee and all of its standards development committees (e.g., Working Groups, task groups).
- ~~p)~~ o) Being familiar with training materials available through IEEE Standards Development Online.
- p) Notifying IEEE SASB of any officer election/appointment, removal, and changes in status.
- q) Chairing Standards Committee and LMSC plenary meetings
- r) Representing the LMSC at SAB, IEEE-SA Standard Board, and other organizations as required
- s) Placing motions for votes by Standards Committee members
- t) Supervise the operation of subgroups of the Standards Committee
- u) Prioritizing objectives to best serve the Standards Committee and its subgroups
- v) Taking other administrative actions as required for proper operation of the committee
- ~~q)~~ 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.
- w)

3.4.2 Vice-Chairs

This clause may be modified to include additional responsibilities.

The responsibilities of the Vice-Chair~~(s)~~s shall include:

- a) ~~1st~~First Vice Chair: 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)

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- a)b) ~~C- or e-~~carrying out those duties specifically delegated by the Standards Committee Chair to the Vice-Chair.
- b)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.
- e)- Being familiar with training materials available through IEEE Standards Development Online.
- d) _____

3.4.3 Recording Secretary

This clause may be modified to include additional responsibilities. If any of the responsibilities listed below is not performed by the Secretary, it shall be listed as the responsibility of one of the other officers. The 60-day shaded value in item c) may be reduced.

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 ~~60~~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 ~~Sponsor~~Standards Committee documentation.
- f) Maintaining lists of unresolved issues, action items, and assignments.
- g) Recording attendance of all attendees.

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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.
- j) _____

3.4.4 Treasurer

This clause may be modified to include additional responsibilities.

The Treasurer shall:

- a) Maintain a budget, if applicable.
- b) Control all funds, including any into and out of the ~~Sponsor~~Standards Committee's bank account, if applicable.
- c) Follow IEEE policies concerning standards meetings and finances.
- d) Ensure that the ~~Sponsor~~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.
- e) _____

3.4.5 Responsible Subcommittee Chair

This clause may be omitted and replaced by Not Applicable if the Sponsor does not establish Responsible Subcommittees. This clause may be modified to include additional responsibilities.

The responsibilities of the Responsible Subcommittee Chair include:

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- a) ~~Tracking the current status and scope for all standards sponsored by the Sponsor, avoiding scope overlap, and reporting status for projects sponsored by the Responsible Subcommittee.~~
- b) ~~Coordinating activities with the IEEE-SA Standards Board and other Responsible Subcommittee Chairs of the Sponsor, as appropriate.~~
- c) ~~Checking that documentation for opening a standards project authorization request (PAR) and for submitting a draft standard for ballot is complete and correct by performing a review prior to submission.~~
- d) ~~Assisting in the creation of Working Groups and authorizing the Working Group Chair through the IEEE-SA myProject process.~~
- e) ~~Attending meetings of the Sponsor and reporting any standards requiring immediate or urgent action.~~
- f) ~~Fulfilling responsibilities of the Sponsor Chair as in 3.4.1, except for submitting the Sponsor's P&P.~~

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Not applicable.

3.4.6 Executive Secretary

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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.

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4.0 Membership

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4.1 Attendance at Meetings

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The clause may be modified. The entire contents may be replaced with “Not Applicable.” if there is no attendance requirement.

~~A participant shall attend at least 50% of a meeting’s duration as stated in the approved agenda [and satisfy any requirements of Clause 6.3] for that attendance to count towards gaining or maintaining [voting] membership.~~

~~[Attendance at a meeting via teleconferencing or electronic means (e.g., Internet conferencing) counts towards the attendance requirements.]~~

Not Applicable

4.2 Non-voting Membership

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The clause may be modified. The entire contents may be replaced with “Not Applicable.” if there are no non-voting members.

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

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

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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.

~~A participant becomes a non-voting member by attending 1 meeting(s).~~

~~[A non-voting member is obliged to attend 1 of the last 4 meetings.]~~

4.3 Voting Membership

The clause may be modified. The entire contents may be replaced with “Not Applicable.” Otherwise select one of the cases and address any bracketed or shaded text.

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 election/appointment and confirmation by the Standards Committee occurs outside a plenary session, that member receives voting rights immediately upon after the end of the plenary during which the member is confirmed/confirmation.

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 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

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- b) Statement of support for providing necessary resources (e.g., time, travel expenses to meetings), and
- c) Recognition that the individual is expected to act in accordance with the conditions stated in Voting Guidance subclause of the IEEE 802 LAN/MAN Standards Committee Operations Manual “as both a professional and as an individual expert.”

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.

~~Voting membership shall be granted automatically to those participants attending the first meeting of a newly chartered Sponsor upon request.~~

~~Case 1: Earned by participation~~

~~A participant becomes a voting member by attending 2 of the last 4 meetings(s).~~

~~The participant becomes a voting member at the end of the second meeting the participant attended.~~

~~Case 2: Requested~~

~~A participant becomes a voting member by making a successful request for voting membership to the Sponsor Chair, see Clause 4.3.2.~~

~~The participant becomes a voting member on receiving notification from the Sponsor Chair.~~

~~Case 3: Earned by participation and requested.~~

~~A participant becomes a voting member by attending 2 of the last 4 meetings(s) and by making a successful request for voting membership to the Sponsor Chair, see Clause 4.3.2.~~

~~The participant becomes a voting member on receiving notification from the Sponsor Chair.~~

~~**Case 4: Appointed. Add conditions under which appointment is made, e.g., to maintain a minimum number of voting members.**~~

~~A participant may be appointed to be a voting member by *Name of committee or officer* [on the recommendation of *Name of committee or officer*].~~

4.3.1 Requirements for Voting Members

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This clause may be modified.

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.

~~These requirements do not apply to ex-officio voting members.~~

~~[A voting member is required to attend 2 of the last 4 meetings [, including electronic meetings].]~~

~~[A voting member is required to participate in 2 of the last 4 ballots of the Sponsor.]~~

4.3.2 Request to the Standards Committee Chair for Voting Membership

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The clause may be modified. The entire contents may be replaced with “Not Applicable.”

A participant who wishes to become a voting member shall make a request to the Sponsor Chair indicating their:

- a) ~~direct and material interest in the Sponsor’s work~~
- b) ~~qualifications~~
- e) ~~[membership of the IEEE *Name of Society*]~~
- d) ~~[membership of the IEEE SA]~~
- e) ~~willingness to participate actively in one or more of the following activities:~~
 - 1) ~~participating as a member or officer of one or more Sponsor subgroups~~
 - 2) ~~assisting in the development of technical submissions for the Sponsor or its subgroups~~
 - 3) ~~joining ballot pools and voting on IEEE SA ballots of standards under this Sponsor~~
 - 4) ~~serving as a liaison or other representative of the Sponsor~~

~~[To be successful, a request for voting membership shall be approved by the *Name of Sponsor*.]~~

The Sponsor Chair shall respond to the request, indicating that it has been successful; or indicating that it has been unsuccessful, along with the reason Not Applicable.

4.4 Review of Membership

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The clause may be modified. Replace with “Not Applicable.” if there are only ex-officio voting members.

~~The rules in this clause do not apply to ex-officio voting members.~~

~~The Chair shall review the list of voting [and non-voting] members at least annually. Voting [and non-voting] members are expected to fulfill the requirements of active participation as defined in Clause 4.3. When a voting [or non-voting] member does not meet these obligations, the Chair shall consider the matter for appropriate action, which may include termination of voting membership. The Chair may “specially maintain” a voting or non-voting member’s status that would otherwise be lost by failing to meet their obligations. Reasons for such an action might include consideration of personal hardship, medical emergency, or outstanding contributions.~~

~~The Chair shall, at least annually, review the status of any members that are specially maintained to validate that the reasons are still applicable.~~

~~[The Chair shall obtain the approval of the Name of Sponsor meeting in executive session with a 2/3 vote to terminate an individual’s [non-voting or] voting membership.]~~

~~[Upon termination, the individual becomes a non-member.]~~

~~Upon termination, the Chair shall notify the individual of their new status, along with the reason.~~Not Applicable.

4.5 Ex-officio Voting Membership

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The clause (and heading) may be modified.

~~The following individuals are ex-officio voting members of the Sponsor:~~

- a) ~~Its officers~~
- b) ~~[Chairs][Officers] of the Sponsor's WGs~~
- c) ~~[Chairs][Officers] of the Sponsor's other subcommittees~~
- d) ~~Liaison representatives appointed by the Sponsor~~

An ex-officio voting member is not subject to attendance or ballot requirements, if any
Applicable.

4.6 Other Membership Classes

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This clause may be modified to define additional classes of membership, their obligations and privileges - for example, emeritus member or honorary member. If this clause is not used, insert "Not Applicable".

Not Applicable.

4.7 Membership Roster

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This clause may be modified with the exception of distribution of the roster. Either remove the brackets or delete the optional bracket text.

~~A membership roster is a vital aspect of standards development. It is an initial tool if an issue of indemnification arises during the process of standards development.~~ The Secretary shall make reasonable efforts to maintain a current ~~Sponsor~~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:

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- a) Title of the ~~Sponsor~~Standards Committee and its designation

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- b) Scope of the ~~Sponsor~~Standards Committee
- ~~e)~~ Officers: Standards Committee Chair, Vice-Chairs, Recording Secretary, Executive Secretary, Treasurer
- ~~c)~~
- ~~d)~~ Members: for all, name, e-mail address, affiliation and membership status (e.g., voting member, non-voting member, etc.)
- ~~e)~~ ~~[For each subgroup other than Working Groups: subgroup title, Chair, and names, e-mail addresses, and affiliations of members]~~
- ~~d)~~

4.8 Membership Public List

This clause shall not be modified.

A current and accurate ~~Sponsor~~Standards Committee membership list shall be maintained. The membership list may be posted on the ~~Sponsor~~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 ~~Sponsor~~Standards Committee

This clause shall not be modified except to change from a majority to a 2/3 vote for any action.

The formation and disbandment of subgroups (e.g., Responsible Subcommittees, Executive committees (ExCom), Administrative committees (AdCom), ad hocs, PAR ~~S~~study ~~G~~roups, Working Groups, and other subgroups, such as writing groups) requires approval by a majority ~~majority~~ vote of the ~~Sponsor~~Standards Committee as described in clause 7.1. ~~Sponsor~~Standards

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Committee subgroups, other than Working Groups and their subgroups, operate under these ~~Sponsor~~Standards Committee P&P.

The ~~Sponsor~~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~~majority vote of the ~~Sponsor~~Standards Committee. The scope, duties, and membership of all subgroups shall be reviewed annually by the ~~Sponsor~~Standards Committee.

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

5.1 Executive Committee

This clause may be modified or replaced by "Not Applicable".

~~The Sponsor may [appoint] [elect] an Executive Committee (ExCom) or Administrative Committee (AdCom) of at least five people to exercise some or all the responsibilities of the Sponsor. Executive or Administrative Committees shall have a Chair and at least one other officer. Not Applicable.~~

5.2 Responsible Subcommittee

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If used, this clause may not be modified except for selection of bracketed alternatives. If not used, it shall be replaced by "Not Applicable."

~~The Sponsor delegates authority to Responsible Subcommittees for the following, as referenced in this P&P:~~

- ~~a) Formation, modification, and disbandment of subgroups, including Working Groups (Clauses 7.1.1.a and 7.1.1.b)~~
- ~~b) Approval of Project Authorization Requests (PARs) (Clause 2.0.b)~~
- ~~c) Submission of a proposed PAR to the IEEE-SA Standards Board for consideration. Following approval of the PAR, submitting the necessary requests for extension, modification, or withdrawal of the PAR as required by the IEEE-SA Standards Board Operations Manual (Clause 2.0.b)~~

d) ~~Submission of draft standards from a working group to the IEEE-SA for Sponsor ballot. (Clause 7.2.1)~~

e) ~~Change in scope of a standards project (Clause 7.2.2)~~

~~A Responsible Subcommittee shall have a Chair and at least one other officer. [The chair of a Responsible Subcommittee appoints other officers or appoints an election officer to conduct an election for other officers of the Responsible Subcommittee.] Additional officers (e.g., a Vice-Chair, a Secretary, Treasurer) should be chosen, depending on the scope of work. Members of the Responsible Subcommittee are appointed by the Chair of the Responsible Subcommittee.~~

~~Responsible Subcommittees, in activities associated with development, maintenance, or other activities associated with standards, shall adhere to the requirements of these Policies and Procedures, substituting Responsible Subcommittee for Sponsor, specifically with respect to:~~

a) ~~Responsibilities for Officers (Clause 3.4)~~

b) ~~Voting Membership Requirements (Clause 4.3)~~

e) ~~Review of Membership (Clause 4.4)~~

d) ~~Membership Roster (Clause 4.7)~~

e) ~~Membership Public List (Clause 4.8)~~

f) ~~PAR Development and PAR Study Group (Clauses 5.5 and 5.5.1)~~

g) ~~Other subgroups (Clause 5.6)~~

f) ~~Meetings (Clause 6.0)~~

g) ~~Quorum (Clause 6.1)~~

h) ~~Minutes (Clause 6.4)~~

i) ~~Approval of an Action (Clause 7.1)~~

j) ~~Actions Requiring Approval by a Majority Vote (Clause 7.1.1, for item a—formation of a working group, item b—disbanding of a working group, and item c—approval of minutes)~~

k) ~~Proxy Voting (Clause 7.3)~~

l) ~~Voting between Meetings (Clause 7.4)~~

~~Regardless of any delegation of responsibilities to a Responsible Subcommittee, the Sponsor remains responsible for oversight of actions taken by the Responsible Subcommittee and its conformance with these Policies and Procedures.~~Not Applicable

5.3 Working Groups – Individual Method

This clause shall not be modified.

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 ~~Sponsor~~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 ~~Sponsor~~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 ~~Sponsor~~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 ~~Sponsor~~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

This clause shall not be modified.

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 ~~Sponsor~~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 ~~Sponsor~~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.

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A ~~Sponsor~~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 ~~Sponsor~~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

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This clause shall not be modified.

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

The *IEEE-SA Standards Board Operations Manual* states, under “Duties of the ~~Sponsor~~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

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This clause shall not be modified.

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

Commented [GJ6]: The superior rules state that the PAR Study Group is a subgroup of either a Standards Committee or Working Group. The wording here is confusing with regards to that, so we fixed it.

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

5.5.2 Criteria for Consideration of a PAR by the ~~Sponsor~~Standards Committee

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This clause shall not be modified.

The ~~Sponsor~~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

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5.5.3 Participation and Voting

This clause shall not be modified except to increase the figure for approval.

Any participant in attendance ~~(for a PAR Study Group or Working 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 or Working Group developing a PAR under the entity method)~~ may vote on motions in a PAR Study Group ~~or Working Group related to development of a PAR.~~

Approval shall be by a ~~[greater than 50%]~~ approval vote of at least 75% of those present and voting either “approve” or “disapprove.”

5.5.4 Submission of a PAR to the ~~Sponsor~~Standards Committee

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This clause shall not be modified.

The PAR Study Group ~~or Working Group~~ shall report its recommendations on the formation of the project to the ~~Sponsor~~Standards Committee. The deliverable from the PAR Study Group ~~or Working Group~~ to the ~~Sponsor~~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

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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 EC 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

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This clause shall not be modified except if this action is moved from 7.1.1 “Actions Requiring Approval by a Majority Vote” to 7.1.2 “Actions Requiring Approval by a Two-thirds Vote.” In that case, the word “majority” shall be changed to “two-thirds.”

The ~~Sponsor~~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 ~~Sponsor~~Standards Committee. The charge to the subgroup shall clearly state which of the following complementary activities is appropriate:

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- 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 ~~Sponsor~~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).

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The ~~Sponsor~~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 ~~Sponsor~~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 Rules for Working Groups

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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

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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

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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

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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

This clause shall not be modified except that the values in the shaded text may be increased and text inside square brackets may either be included or deleted.

~~SponsorStandards Committee~~ meetings may be conducted ~~[exclusively]~~ via electronic means ~~{or in-person or in-person with one or more participants contributing via electronic means}~~. ~~SponsorStandards Committee~~ meetings shall be held, as decided by the ~~SponsorStandards 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

This clause shall not be modified except that the values in shaded text may be increased.

A quorum shall be identified before the initiation of ~~SponsorStandards 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 10~~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

This clause shall not be modified.

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.

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The matters discussed in ~~E~~executive ~~S~~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 ~~SponsorStandards~~ 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

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This clause may be modified or replaced by "Not Applicable".

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

Everyone who attends a meeting, ~~{except for those specifically excluded due to hardship, {except those for whom the Standards Committee waives the fee, shall pay the meeting fee. {In the event that a member of the Sponsor has a financial difficulty and is unable to pay the meeting fee, the member may apply to the Sponsor Chair for a partial or complete waiver of the meeting fee. The Chair and Treasurer shall make the decision to grant such relief. These discussions shall remain private.}}~~

6.4 Minutes

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This clause shall not be modified.

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

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- 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 **E**xecutive **S**ession
- 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

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7.0 Voting

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7.1 Approval of an Action

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This clause shall not be modified.

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 ~~Sponsor~~Standards Committee responded.

7.1.1 Actions Requiring Approval by a Majority Vote

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This clause shall not be modified, except for a) moving actions to 7.1.2, b) adding actions, c) taking care of the brackets as described in the template instructions.

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) ~~{Delegation to a subgroup for}~~ Authorization for submittal of a PAR, modification of a PAR, withdrawal of a PAR, or ~~Sponsor Standards Association~~ balloting
- e) ~~{Approval for a joint development project to co-sponsor a project (PAR).~~
- f) Approval to forward draft standards to IEEE-SA RevCom
- e)g) Other Motions brought to the floor by members (when deemed in order by the Standards Committee Chair)}

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Commented [GJ7]: New name for joint projects

7.1.2 Actions Requiring Approval by a Two-thirds Vote

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This clause shall not be modified, except to include additional voting actions.

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

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

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

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Note that the voting requirements for the adoption or modification of the Standards Committee Policies and Procedures (this document) is defined in Clause 12.0 Revision of Standards Committee P&P.

Commented [GJ8]: Our rules for approving changes to the P&P are more strict as the group wants to ensure broad consensus to any changes. With a 50% quorum requirement and 75% of those voting, 38% of the Sponsor could approve changes to the rules. In addition, we want these changes only to occur at our face to face meetings, which are the plenaries.

7.2 ~~Sponsor Standards Committee~~ Approvals

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7.2.1 Moving a Draft Standard to ~~Sponsor Standards Association~~ ballot

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This clause shall not be modified.

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

7.2.2 Change in Scope of a Standards Project

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This clause shall not be modified.

~~Sponsor~~Standards Committee approval is required for any substantive change in the scope of a standard or project. The ~~Sponsor~~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 ~~Sponsor~~Standards Committee and shall also be reviewed to determine if the standards project requires a modified PAR.

7.3 Proxy Voting

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This clause shall not be modified if the Sponsor allows Proxy voting. If the Sponsor does not allow Proxy voting, replace text below with the words “Not Applicable.”

~~A subgroup chair that is an ex-officio member of the Sponsor by virtue of that office may designate another officer of the subgroup to act as their proxy when they are unable to attend a meeting of the Sponsor.~~

~~The subgroup chair shall inform the Sponsor chair of this proxy assignment prior to the meeting at which it is in effect. The Sponsor chair shall announce the proxy assignment at the start of the meeting. The proxy assignment lasts for the duration of that meeting.~~

~~The proxy may vote on behalf of the subgroup chair during that meeting.~~Not Applicable.

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7.4 Voting Between Meetings

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This clause may be modified.

At the discretion of the Standards Committee Chair, the ~~Sponsor~~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(54).

Commented [GJ9]: When they updated the bylaws, this section numbered changed, hence we updated it here.

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8.0 Communications

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This clause shall not be modified.

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

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8.1 Formal Internal Communication

This clause may be modified.

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 ~~Sponsor~~Standards Committee officers.

8.2 External Communication

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This clause shall not be modified.

Inquiries relating to the ~~Sponsor~~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

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This clause shall not be modified.

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

8.3.1 SponsorStandards Committee Public Statements

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This clause shall not be modified except to include additional requirements.

SponsorStandards 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

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This clause shall not be modified except to include additional requirements.

Subgroup public statements shall not be released without prior approval of the subgroup. Such public statements also require approval of the SponsorStandards 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 ~~SponsorStandards Committee~~, IEEE-SA, or IEEE. These statements shall be issued by the Subgroup Chair and shall include the ~~SponsorStandards Committee~~ Chair in the distribution. Such statements shall not bear the IEEE, the IEEE-SA, or the ~~SponsorStandards Committee~~ logos.

8.3.3 Public Statements to be Issued by other Entities

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This clause shall not be modified.

If the ~~SponsorStandards 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 ~~SponsorStandards 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.

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8.4 Informal Communications

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This clause shall not be modified.

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

8.5 Standards Publicity

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This clause may be modified.

The ~~Sponsor~~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

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This clause shall not be modified except to include details of the ~~Sponsor~~Standards Committee’s appeals process, including the use of one committee to act as both the Appeals Committee and the Appeals Panel, and shall not reference other documents.

Technical discussions and decisions occur within the ~~Sponsor~~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 ~~Sponsor~~Standards Committee recognizes the right of appeal on procedural grounds. Procedural concerns within a ~~Sponsor~~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 ~~Sponsor~~Standards Committee, or a ~~Sponsor~~Standards Committee’s subgroup, shall be presented to the ~~Sponsor~~Standards Committee for resolution. If the party bringing the complaint determines that the ~~Sponsor~~Standards Committee’s proposed resolution is unacceptable, such party can file a procedural appeal with the ~~Sponsor~~Standards Committee.

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Appeals to the ~~Sponsor~~Standards Committee shall be addressed as follows:

The appellant shall file a written appeal to the ~~Sponsor~~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 ~~Sponsor~~Standards Committee Chair shall form an Appeal Committee consisting of at least five members of the ~~Sponsor~~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 ~~Sponsor~~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 ~~Sponsor~~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 ~~Sponsor~~Standards Committee Chair and the appellant outlining the reason for its decision.

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If the Appeal Committee determines that the appeal submission is acceptable, the ~~Sponsor~~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.

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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 ~~Sponsor~~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 ~~Sponsor~~Standards Committee Chair.

The remainder of the clause shall not be modified

~~Sponsor~~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 ~~Sponsor~~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 ~~Sponsor~~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 ~~Sponsor~~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 ~~Sponsor~~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 ~~Sponsor~~Standards Committee Appeal Panel may address questions to individuals. The ~~Sponsor~~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
- a)

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

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

If, after completion of the ~~Sponsor~~**Standards Committee**'s appeals process, the party bringing the complaint determines that the ~~Sponsor~~**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 Dominance

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If dominance is suspected, the Standards Committee Chair shall promptly notify the IEEE SASB and the Standards Committee shall promptly review the concern with the relevant Standards Committee Subgroup Chair, per IEEE SASB Operations Manual and IEEE SASB Bylaws regarding dominance.

If a Standards Committee Subgroup Chair suspects that an authorized activity within that subgroup is potentially dominated, as defined in the IEEE SASB Bylaws, or receives a complaint of dominance within that subgroup, that Standards Committee Subgroup Chair shall report the complaint or suspicion to the Standards Committee Chair.

The Standards Committee Subgroup Chair shall then investigate the suspicion or complaint and present a report to the Standards Committee with any recommend action(s). The Standards Committee Subgroup Chair may appoint a panel to perform the investigation and prepare the report.

If the Standards Committee finds evidence that an authorized activity is dominated, as defined in the IEEE SASB Bylaws, 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. The Standards Committee Chair shall notify the Chair of the IEEE SASB of the action.

If the Standards Committee determines that other actions should be taken in response to the dominance of an authorized activity, the proposed actions shall be forwarded by the Standards

Committee Chair to the Chair of the IEEE SASB for consideration. The actions will take effect only if approved by the IEEE SASB.

The Standards Committee Chair shall update the Chair of the IEEE SASB after every plenary, at a minimum, regarding the action until its conclusion.

11.0 Standards Committee Ombudsman

The Standards Committee Chair may appoint a volunteer to be the Standards Committee Ombudsman. The Standards Committee Ombudsman should have experience working with the IEEE SASB. The Standards Committee Ombudsman shall serve as a confidential information resource, communications channel, complaint handler and dispute resolver.

A brief notice, giving the contact method and purpose of the Standards Committee Ombudsman, shall be posted on the IEEE 802 website.

A notification of all complaints related to IEEE 802 or a subgroup received by the Standards Committee or any Standards Committee Subgroup should be sent to the Standards Committee Ombudsman. A standard form should be generated that indicates: the name and contact information of the participant, the nature of the complaint, and any action taken in response to the complaint.

Participants are invited to write directly to the Standards Committee Ombudsman if they have reason to believe their original complaint has not received the attention it deserves or if they prefer to bring the concern confidentially to a neutral party. The Standards Committee Ombudsman is responsible for:

1. acknowledging receipt of the complaint in a timely manner,
2. confidentially discussing the issue with the concerned participant,
3. confidentially investigating the nature of the complaint if requested by the participant,
4. suggesting action(s) to the concerned participant that may help rectify the problem,
5. responding to the participant with details of any action(s) taken and inviting the participant to correspond further if either these action(s) does not solve the problem or if participant still remains dissatisfied.

The Standards Committee Ombudsman shall report to the Standards Committee at each plenary session.

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12.0 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.

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