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

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

1.0 Introduction

In today's market, standards development plays a critical role in product development and market share. In the IEEE, the responsibility for how a standard originates and evolves is managed by a Sponsor. It is essential in the management of a standard's development to avoid any actions by the Sponsor or the participants that result in a violation of procedures.

Adherence to these Policies and Procedures is an essential asset in determining the applicability of IEEE's indemnification policy.

These Policies and Procedures outline the orderly transaction of standards activities of IEEE 802 LMSC. Herein after referred to as "the Sponsor" or appropriate related form. 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 ballot, there shall be a balance of interests without dominance by any single interest category.

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

New York State Not-for-Profit Corporation Law
IEEE Certificate of Incorporation
IEEE Constitution
IEEE Bylaws
IEEE Policies
IEEE Board of Directors Resolutions
IEEE Standards Association Operations Manual
IEEE-SA Board of Governors Resolutions
IEEE-SA Standards Board Bylaws
IEEE-SA Standards Board Operations Manual

IEEE-SA Standards Board Resolutions
Policies and Procedures of this Sponsor

Anything the Sponsor creates is hierarchically inferior to the documents and resolutions that are listed above its Policies and Procedures. The Policies and Procedures of the Sponsor are hierarchically superior to other documents of the Sponsor. *Robert's Rules of Order Newly Revised (RONR*) is the recommended guide on questions of parliamentary procedure not addressed in these procedures.

1.1 IEEE Sponsor scope

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

1.2 Organization of the Sponsor

The Sponsor shall consist of officers (see Clause 3), and other members.

2.0 Responsibilities of the Sponsor

The Sponsor shall be responsible for at least the following:

a) Developing proposed IEEE standards and ensuring that they are within the scope of the Sponsor.
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
    2) Submitting a proposed PAR to the IEEE-SA Standards Board for consideration. Following approval of the PAR, the Sponsor shall submit necessary requests for extension, modification, or withdrawal of the PAR as required by the IEEE-SA Operations Manual
    3) Submitting draft standards from a subgroup or the Sponsor to the IEEE-SA for Sponsor ballot.
c) Maintaining the standards developed by the Sponsor in accordance with the *IEEE-SA Standards Board Operations Manual*
d) Acting on other matters requiring Sponsor 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 without proper Sponsor authorization
g) Limiting distribution of the membership roster to appropriate parties
h) Communicating with the IEEE-SA Standards Board on specific Sponsor activities as needed
i) Handling appeals as described in Clause 9

2.1 Sponsorship

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

2.2 Joint-Sponsor responsibility/accountability

The Sponsor shall complete a joint sponsorship agreement for jointly sponsored projects.

3.0 Officers

There shall be a Sponsor Chair, Vice Chair(s), a Treasurer, a Recording Secretary and an Executive Secretary. A person may simultaneously hold the positions of Treasurer and another office, other than Sponsor Chair.

The Sponsor Chair shall be a member of any grade of the IEEE and a member of the IEEE-SA.(IEEE-SASB Bylaw 5.2.1) The officers shall organize the Sponsor; oversee the Sponsor's compliance with these Policies and Procedures; and submit proposed documents approved by the Sponsor (with supporting documentation) for appropriate review and approval by the IEEE-SA Standards Board. Officers shall read the training material available through IEEE Standards Development Online.

3.1 Election or appointment of Sponsor officers

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 Sponsor rights until the close of the plenary session.

The term for all officers of the Sponsor ends at close of the first plenary session of each even numbered year. Unless otherwise restricted by these P&P. Sponsor 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.

Sponsor Chair
The Sponsor Chair is elected by the WG Chairs and TAG Chairs who are Voting Members of the Sponsor and is confirmed by the Standards Activities Board.

Vice Chair(s)

The Sponsor Chair appoints a (1st) Vice Chair and may appoint a 2nd Vice Chair. Vice Chairs are confirmed by the Sponsor.

Executive Secretary, Recording Secretary, and Treasurer
These positions are appointed by the Sponsor Chair and confirmed by the Sponsor.

3.2 Temporary appointments to vacancies

If an office other than the Sponsor Chair becomes vacant for any reason (such as resignation or removal), a temporary appointment shall be made by the Sponsor Chair. An appointment or election for the vacated office shall be made in accordance with requirements in Clause 3.0 and Clause 3.1.

3.3 Removal of officers

An officer may be removed by a two-thirds approval vote of the Voting Members of the Sponsor. 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.

3.4 Responsibilities of officers

3.4.1 Sponsor Chair

The responsibilities of the Sponsor Chair shall include

a) Leading the activity according to all of the relevant policies and procedures
b) Forming study groups, as necessary
c) Being objective
d) Entertaining motions, but not making motions
e) Not biasing discussions
f) Delegating necessary functions
g) Ensuring that all parties have the opportunity to express their views
h) Setting goals and deadlines and adhering to them
i) Being knowledgeable in IEEE standards processes and parliamentary procedures and ensuring that the processes and procedures are followed
j) Seeking consensus of the Sponsor as a means of resolving issues
k) Prioritizing work to best serve the Sponsor and its goals
l) Complying with the Sponsor Chair's responsibility with respect to the IEEE-SA Intellectual Property Policies, including but not limited to the IEEE-SA Patent Policy (see IEEE-SA Standards Board Operations Manual 6.3.2, http://standards.ieee.org/board/pat/index.html) and IEEE-SA Copyright Policy (see IEEE-SA Standards Board Bylaws 7, http://standards.ieee.org/guides/bylaws/sect6-7.html#7)
m) Submitting approved Sponsor P&P to the IEEE-SA Standards Board Audit Committee (AudCom—see http://standards.ieee.org/board/aud/index.html)

n) Ensuring that each Working Group (WG) has a set of P&P approved by the Sponsor. The Sponsor Chair will provide the WG P&Ps to AudCom upon request.
o) Submitting appropriate Annual Financial Reports (IEEE SA Form L50-S) to the Business Manager, Business Administration, or assignee, for the operation of the Sponsor and all of its subgroups.
p) Chairing Sponsor and LMSC plenary meetings
q) Representing the LMSC at SAB, IEEE-SA Standard Board, and other organizations as required
r) Placing motions for votes by Sponsor members
s) Supervise the operation of subgroups of the Sponsor
t) Prioritizing objectives to best serve the Sponsor and its subgroups
u) Taking other administrative actions as required for proper operation of the committee
v) Ensuring that Sponsor members who are not Chairs of active WGs have specific areas of interest to cover in order to encourage a wider view than that specifically covered by the Chairs of active WGs

3.4.2 Vice-Chair(s)

The Vice Chair(s) are to assist the Sponsor Chair in the responsibilities delegated to them. The 1st Vice Chair shall carry out the Sponsor Chair's duties if the Sponsor Chair is temporarily unable to do so or chooses to recuse him- or herself (e.g., to speak for or against a motion).

3.4.3 Recording Secretary

The responsibilities of the Recording Secretary include:

a) Distributing the agenda at least 15 days[1] before the meeting—notification of the potential for action shall be included on any distributed agendas for meetings
b) Recording minutes of each meeting and publishing them within 30 calendar days of the end of the meeting
c) Creating and maintaining the participant roster and submitting it to the IEEE Standards Association annually
d) Being responsible for the management and distribution of Sponsor documentation
e) Maintaining lists of unresolved issues, action items, and assignments
f) Recording attendance of all attendees
g) Maintaining a current list of the names of the Voting Members and distributing it to the members upon request
h) Forwarding all changes to the roster of the Voting Members to the Sponsor Chair

3.4.4 Treasurer

Treasurer shall:

a) Maintain a budget

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[1] Throughout this document, unless otherwise specified, the term "day" refers to a 24 hour period.

b) Control all funds, including any into and out of the Committee’s bank account
c) Follow IEEE policies concerning standards meetings and finances
d) Adhere to the IEEE Finance Operations Manual

3.4.5 Executive Secretary

The responsibilities of the Executive Secretary include:

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

4.0 Membership

Membership of the Sponsor is composed of the following Voting Members:

Chairs of Active WGs
Chairs of the TAGs
Officers as defined in Clause 3.0

In addition, the Sponsor may include the following Non-Voting Members:

Members Emeritus
Chairs of Hibernating WGs
Chairs of ECSGs
Acting positions (prior to confirmation)

All members of the Sponsor shall be members or affiliates of the IEEE-SA and either the IEEE or the IEEE Computer Society.

Appointment to each non-voting membership position is subject to confirmation by the Sponsor. The term for each of these positions ends at close of the first plenary session of each even numbered year.

Members Emeritus are appointed by the Sponsor Chair and are confirmed by the Sponsor.

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

4.1 Voting membership

Members of the Sponsor 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 Sponsor. If election/appointment and confirmation by the Sponsor occur outside a plenary session, that member receives voting rights immediately upon confirmation.

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

Any person to be confirmed or elected by the Sponsor shall, prior to confirmation or election by the Sponsor, 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 Sponsor and is to be signed by both the Sponsor member and an individual who has management responsibility for the Sponsor member. This letter shall contain at least the following:

a) Statement of qualification based on technical expertise to fulfill the assignment
b) Statement of support for providing necessary resources (e.g., time, travel expenses to meetings), and
c) Recognition that the individual is expected to 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 Sponsor, 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 Sponsor Chair.

4.1.1 Application

Not applicable

4.2 Review of membership

The Sponsor Chair shall review the voting membership list at least once annually. Voting Members are expected to fulfill the obligations of active participation as defined in Clause 4.1. When a Voting Member is found in habitual default of these obligations, the Sponsor Chair shall consider the matter for appropriate action which may include termination of membership.

4.3 Membership roster

A current and accurate Sponsor roster shall be maintained. 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 all Sponsor members have submitted their approval for such distribution. The roster shall include the following:

a) Title of the Sponsor and its designation
b) Scope of the Sponsor
c) Officers: Sponsor Chair, Vice Chair(s), Recording Secretary, Executive Secretary, Treasurer
d) Members: for all, name, e-mail address, affiliation and membership status.

4.4 Membership public list

A current and accurate Sponsor membership list shall be maintained. The membership list may be posted on the Sponsor web site and may be publically 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: Sponsor Chair, Vice Chairs, Recording Secretary, Executive Secretary, Treasurer
d) Members: (for all) -- name

5.0 Subgroups, Study Groups and WGs created by the Sponsor

5.1 Administrative subgroups

The LMSC organization consists of the Executive Committee (Sponsor), WGs, Technical Advisory Groups (TAGs), and Executive Committee Study Groups (ECSGs).

5.2 WGs – Individual Method

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

The Sponsor shall ensure that all WGs adopt procedures consistent with the baseline Operating Procedures for Standards Working Groups – Individual Method and review amendments to these procedures to ensure that they are not in conflict with the IEEE-SA Standards Board Operations Manual.

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

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

If a WG 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)

5.2.1 Hibernation of a WG

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

Hibernating WG Chairs become Non-Voting Members of the Sponsor after their WG enters hibernation. The Sponsor Chair may appoint new hibernating WG Chairs to replace vacancies as soon as practical, subject to confirmation by the Sponsor at the next plenary meeting. A hibernating WG Chair of the Sponsor shall be recognized as a full member of the Sponsor, having all rights and meeting privileges except the right of voting on Sponsor motions.

5.2.2 Disbanding a WG

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

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

5.3 WGs – Entity Method

If a WG being formed has entity-based membership, the Sponsor shall ensure that the entity standards WG adopts procedures consistent with the IEEE-SA Baseline Policies and Procedures – IEEE Standard WGs – Entity Working Groups. In addition, the Sponsor reviews amendments to the Policies and Procedures for Corporate Standards Working Groups to ensure that they are not in conflict with IEEE policies and procedures and New York State Not-for-Profit Corporation Law.

5.4 Standards study groups

When a Sponsor is presented with a proposal concerning a standards development project, the Sponsor may form a Standards Study Group to examine the proposal to determine if there is a need for a standard to be developed. If the proposal merits formation of a project, the Study Group will draft a PAR for consideration by the Sponsor.

Groups shall refer to the approved Study Group guidelines on how a Standards Study Group shall conduct business and the criteria it shall apply to consideration of a proposal. Guidelines located at: http://standards.ieee.org/develop/corpchan/studygrp.pdf

Two types of Study Groups are specified:

a) An Executive Committee Study Group (ECSG) is initiated by vote of the Sponsor, and the ECSG Chair is appointed by the Sponsor Chair and is confirmed by the Sponsor. The ECSG Chair has the same responsibilities as a WG Chair but does not have Sponsor voting rights.
b) A Working Group Study Group (WGSG) is initiated by vote of the WG and approved by the EC. The WGSG Chair is appointed by the WG Chair and approved by the WG. WGSGs may also be formed by TAGs.

The Study Group shall have a defined task with specific output and a specific time frame established within which it is allowed to study the subject. It is expected that the work effort to develop a PAR will originate in an ECSG or WGSG. A Study Group shall report its recommendations, shall have a limited lifetime, and is chartered plenary session-to-plenary session. A study group is expected to submit a PAR to the EC for consideration by the 2nd plenary session after its initiation. After the Study Group recommendations have been accepted by the parent body, the Study Group will be disbanded no later than the end of the next plenary session. A Study Group is disbanded upon approval of the PAR by the IEEE-SA Standards Board.

5.5 Technical Advisory Groups (TAGs)

The function of a TAG is to provide assistance to WG and/or the Sponsor. The TAGs operate under the same rules as the WG, with the following exceptions:

a) A TAG shall not write standards, recommended practices or guides, but may write documents on specialty matters within the purview of the TAG.
b) A TAG is established by the Sponsor at the request of one or more WGs, or at the discretion of the Sponsor.
c) The primary responsibility of a TAG is to provide assistance within its topical area as specifically requested by one or more of the WGs and/or the Sponsor.
d) A document can only be represented as the position of a TAG if it has attained approval by a vote of the TAG. Such votes are considered to be technical votes, and require approval by 75% or more to pass.
e) Between plenary and interim meetings, the TAG Chair is empowered to schedule teleconference meetings to allow the TAG to conduct business as required, provided that the date and time of the teleconference and agenda are published on the TAG website and e-mail reflector at least 5 days before the meeting.
f) Votes on TAG documents may be conducted verbally during teleconference meetings if a majority of the TAG members are present.
g) Votes on TAG documents may be conducted via electronic balloting. The minimum ballot period shall be 5 days.
h) A TAG shall maintain an area on the LMSC web site to post the minutes, conference announcements, submissions, drafts, and output documents.
i) A TAG shall maintain an e-mail distribution list of its members for making the announcements of teleconferences and availability of important information on the TAG's web site pages.

5.6 Other subgroups

The formation and disbandment of subgroups other than administrative subgroups (e.g., WGs, TAGs, technical subcommittees, and writing groups) require approval by a majority vote of the Sponsor. The Chair of a subgroup shall be appointed by the Sponsor Chair or decided by nomination and election. The scope and duties delegated to the subgroup shall be approved at the time the subgroup is formed, and subsequent changes in scope or duties shall also require approval by a majority vote of the Sponsor. The scope, duties, and membership of all subgroups shall be reviewed annually by the Sponsor. The charge to the subgroup shall clearly state which of the following complementary activities is appropriate:

1) The subgroup is responsible for the definitive content of one or more documents and for responding to views and objections thereon. Such subgroups shall maintain a membership roster and shall comply with the provisions for preparing standard(s).

2) The subgroup is responsible for assisting the Sponsor (e.g., drafting all or a portion of a document, drafting responses to comments, drafting public statements on standards, or other purely advisory functions).

6.0 Meetings

Sponsor meetings may be conducted either exclusively in-person or in-person with one or more participants contributing via electronic means, or exclusively via electronic means. Sponsor meetings shall be held, as decided by the Sponsor 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 the meeting. A meeting agenda shall be distributed to all members at least 14 days in advance of the 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.

Note that 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 6.3).

6.1 Quorum

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

6.2 Conduct

Meeting attendees shall demonstrate respect and courtesy toward each other and shall allow each participant a fair and equal opportunity to contribute to the meeting, in accordance with the IEEE Code of Ethics.

All WG participants shall act in accordance with all IEEE Standards policies and procedures.

6.3 Executive session

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

6.4 Meeting fees

The Sponsor and its subgroups may charge a meeting fee to cover the expenses of the Sponsor. The fee shall not be used to restrict participation by any interested parties.

6.5 Minutes

The minutes shall record the essentials, including the following:

a) Name of group
b) Date and location of meeting
c) Officer presiding, including the name of the secretary who wrote the minutes
d) Attendance, including affiliation
e) Call to order, Sponsor Chair's remarks
f) Approval of minutes of previous meeting
g) Approval of agenda
h) Technical topics
    1) Brief summary of discussions and conclusions
    2) Motions, including the names of mover and seconder.
i) Items reported out of executive session
j) Next meeting--date and location

Copies of handouts and subcommittee reports may be included in the minutes or made available as separate items.

7.0 Vote

7.1 Approval of an action

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

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

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

7.1.1 Actions requiring approval by a majority vote

The following actions require approval by a majority vote:

a) Formation or modification of a subgroup, including its procedures, scope, and duties
b) Disbandment of subgroups
c) Approval of minutes
d) Authorization of a Sponsor ballot
e) Approval to jointly sponsor a project (PAR). See Clause 2.1.1
f) Approval to forward PARs to IEEE-SA NesCom
g) Approval to forward draft standards to IEEE-SA RevCom
h) Other motions brought to the floor by members (when deemed in order by the Sponsor Chair)

7.1.2 Actions requiring approval by a two-thirds vote

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

a) Adoption of new or revised Sponsor proceduresf
b) Approval of public statements
c) Approval of change of the Sponsor scope*
d) Approval of termination of the Sponsor*
e) Removal of an officer except the Chair

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

7.2 Approval of moving a draft standard to Sponsor ballot

Approval for moving a draft standard to Sponsor ballot, or approval of any substantive change in the scope of a standard proposed by a subgroup, shall be referred to the Sponsor for approval. The Sponsor may delegate approval authority and form a subgroup for this purpose. Approval to move a standard to Sponsor ballot from such a subgroup requires a majority vote. This vote shall be limited to procedural issues and PAR alignment only.

7.3 Proxy Voting

Not Applicable

7.4 Voting between meetings

At the discretion of the Sponsor Chair, the Sponsor 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(4).

8.0 Communications

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

8.1 Formal internal communication

If correspondence between subgroups involves issues or decisions (that is, non-routine matters) affecting other subgroups, copies shall be sent to all affected subgroup chairs, subgroup secretaries and the Sponsor officers.

8.2 External communication

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

8.3 Public statements for standards

All Sponsor 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 Sponsor shall state that they are speaking as individuals.

8.3.1 Sponsor public statements

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

Sponsor public statements shall be identified in the first paragraph of the public statement as being specifically the position of the Sponsor. These statements shall be issued by the Sponsor Chair. Such statements shall not bear the IEEE, or the IEEE-SA logos.

8.3.2 Subgroup public statements

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

Subgroup public statements shall be identified in the first paragraph of the public statement as being specifically the position of the subgroup. These statements shall be issued by the subgroup

Chair and shall include the Sponsor Chair in the distribution. Such statements shall not bear the IEEE, the IEEE-SA, or the Sponsor logos.

8.3.3 Public statements to be issued by other entities

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

8.4 Informal communications

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

8.5 Standards publicity

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

9.0 Appeals

The Sponsor recognizes the right of appeal on procedural grounds. Technical appeals are referred back to the WG. Every effort shall be made to ensure that impartial handling of complaints regarding any action or inaction on the part of the Sponsor is performed in an identifiable manner.

The Sponsor recognizes the right of appeal on procedural grounds. Every effort should be made to ensure that impartial handling of complaints regarding any action or inaction on the part of the Sponsor is performed in an identifiable manner. The appeals process shall be substantially similar to the appeals processes of the IEEE-SA Standards Board. Appropriate attempts should be made within Sponsor subgroups before an appeal is taken to the Sponsor for resolution.

A significant attempt should be made to resolve concerns informally, since it is recognized that a formal appeals process has a tendency to negatively, and sometimes permanently, affect the goodwill and cooperative relationships between and among persons. If the informal attempts to resolve a concern are unsuccessful and a formal complaint is filed, the following formal procedure shall be invoked.

9.1 Appeals pool

The appeals pool consists of:

a) Current members in good standing of the Sponsor who have attended both the opening and closing Sponsor meetings at two of the last four plenary sessions.

b) Former members of the Sponsor who are WG members in good standing of an active WG having qualified for member status through attendance.
c) Current WG Vice Chairs confirmed by the Sponsor who are WG members in good standing of an active WG having qualified for member status through attendance.

9.2 Appeal brief

The appellant shall file a written appeal brief with the Recording Secretary within 30 days after the date of notification/occurrence of an action or at any time with respect to inaction. The appeal brief shall state the nature of the objection(s) including any resulting adverse effects, the clause(s) of the procedures or the standard(s) that are at issue, actions or inaction that are at issue, and the specific remedial action(s) that would satisfy the appellant's concerns. Previous efforts to resolve the objection(s) and the outcome of each shall be noted. The appellant shall include complete documentation of all claims in the appeal brief. Within 20 days of receipt of the appeal brief, the Recording Secretary shall send the appellant a written acknowledgment of receipt of the appeal brief, shall send the appellee (the Chair of the WG at issue or the Sponsor Chair) a copy of the appeal brief and acknowledgment, and shall send the parties a written notice of the time and location of the hearing ("hearing notice") with the appeals panel. The hearing with the appeals panel shall be scheduled at the location set for, and during the period of, the first Sponsor plenary session (nominally Wednesday evenings) that is at least 60 days after mailing of the hearing notice by the Recording Secretary.

9.3 Reply brief

Within 45 days after receipt of the hearing notice, the appellee should send the appellant and Recording Secretary a written reply brief, specifically addressing each allegation of fact in the appeal brief to the extent of the appellee's knowledge. The appellee shall include complete documentation supporting all statements contained in the reply brief.

9.4 Appeals panel

The Sponsor Chair shall appoint from the appeals pool an appeals panel consisting of a chair and two other members of the panel who have not been directly involved in the matter in dispute, and who will not be materially or directly affected by any decision made or to be made in the process of resolving the dispute. At least two members shall be acceptable to the appellant and at least two shall be acceptable to the appellee. If the parties to the appeal cannot agree on an appeals panel within a reasonable amount of time, the whole matter shall be referred to the full Sponsor for consideration.

9.5 Conduct of the hearing

The hearing shall be open except under the most exceptional circumstances and at the discretion of the Sponsor Chair. The appellant has the burden of demonstrating adverse effects, improper actions or inaction, and the efficacy of the requested remedial action. The appellee has the burden of demonstrating that the committee took all actions relative to the appeal in compliance with its procedures and that the requested remedial action would be ineffective or detrimental. Each party may adduce other pertinent arguments, and members of the appeals panel may address questions to individuals before the panel. The appeals panel shall only consider documentation included in the appeal brief and reply brief, unless

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

This information shall be provided at least two weeks before the date of the appeals panel hearing.

The rules contained in Robert's Rules of Order Newly Revised (latest edition) shall apply to questions of parliamentary procedure for the hearing not covered herein.

9.6 Appeals panel decision

The appeals panel shall render its decision in writing within 30 days of the hearing, stating findings of fact and conclusions, with reasons there for, based on a preponderance of the evidence. Consideration may be given to the following positions, among others, in formulating the decision:

a) Finding for the appellant, remanding the action to the appellee, with a specific statement of the issues and facts in regard to which fair and equitable action was not taken;
b) Finding against the appellant, with a specific statement of the facts that demonstrate fair and equitable treatment of the appellant and the appellant's objections;
c) Finding that new, substantive evidence has been introduced, and remanding the entire action to the appropriate group for reconsideration.

9.7 Request for re-hearing

The decision of the appeals panel shall become final 30 days after it is issued, unless one of the parties files a written notice of request for re-hearing prior to that date with the Recording Secretary, in which case the decision of the appeals panel shall be stayed pending review by the Sponsor at its next meeting. At that time, the Sponsor shall decide

a) To adopt the report of the appeals panel, and thereby deny the request for re-hearing; or
b) To direct the appeals panel to conduct a re-hearing.

Further complaints if a re-hearing is denied shall be referred to the Computer Society SAB.

9.8 Further Appeals

Appeals and complaints concerning Sponsor decisions shall be referred to the Computer Society SAB.

10.0 Revision of Sponsor P&P

Revisions to these P&P shall be submitted to the Sponsor 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 Sponsor P&P shall require a vote of approve by at least two thirds of all voting members of the Sponsor.