

IEEE 802 Rules Update November 2012 meeting

Introduction

- Terms
 - P&P: IEEE 802 LMSC Policies and Procedures
 - OM: IEEE 802 LMSC Operations Manual
 - WG P&P: IEEE 802 LMSC Working Group Policies and Procedures
 - CG: IEEE 802 LMSC Chair's Guidelines

Change to P&P, OM, WG P&P

- Delete “Project” from the titles of the P&P, OM and WG P&P.
- Add to OM and WG P&P, Clause 1
 - “Unless otherwise stated, the term “WG” indicates both IEEE 802 LMSC Working Groups (WGs) as well as IEEE 802 LMSC Technical Advisory Groups (TAGs).”
 - This is in the notes, but not formally part of the OM or WG P&P (implied in the P&P that requires TAGs to use the WG P&P).

Other OM changes

- OM 4.1:
 - Delete “Members of the Sponsor ... Standards Development Online”
 - Already in P&P
- OM 4.1.2.1
 - Delete subclause 4.1.2.1
- OM: 5C changes
 - Rewrite and modernize, proposed changes in ec-12-0056

OM: Meeting Manager

- Current OM does not state how Meeting Manager is appointed, hired or approved.
 - Change OM 5.1.3 title to be “Meeting Manager”
 - Add paragraph “The Meeting Manager role may be taken by volunteer or may be contracted out. In the case of a volunteer, the Sponsor Chair appoints the Meeting Manager. In either case, the selection of the meeting manager is subject to approval by the Sponsor.”

OM changes (cont.)

- OM 4.2.1: No longer have interpretations, delete from second paragraph, keeping only inquiries.
- OM 8:
 - Delete “Informal communications ... Sponsor subgroup” as this is already covered in P&P 8.4.
 - Delete “Proposed communications ... upon approval by the Sponsor.” as this is already covered in P&P 8.3.
- OM 8.1.2
 - Delete “Sponsor members receiving ... the relevant Sponsor subgroup Chair.” as this is already in OM 8.

OM changes (cont. more)

- OM 9: Delete entire Clause, it is covered by P&P 8.5 and OM 4.1.1 item f).
- OM 12: Change to read
 - “All IEEE 802 LMSC standards will be distributed on an annual basis to registered attendees.”

CG 2.4 CD-ROMs

- We are now using DVDs and may switch to other, appropriate medium later.
- Proposed changes to 2.4 are extensive in words, small in effect.
 - Change “CD-ROM” to “Digital format”
 - Allow Recording Secretary to determine format
 - State that a durable, physical format (e.g., CD-ROM or DVD) is preferred.
 - Listed on next slide.

CG 2.4 new text

Standards distribution in electronic format (EC Motion Origin)

(Originally an EC motion, updated by EC motion 16 November 2012).

This guideline defines the mechanism for generating and handing out IEEE 802 LMSC standards. The Recording Secretary shall be responsible for determining for the format and for creating the version for that year. The Sponsor has requested that the format be a durable, physical format, such as CD-ROM or DVD.

1. The distribution contains at a minimum
 - all PDF files for IEEE 802 LMSC standards that are active, withdrawn or superseded, that have been published by September 30.
 - the approved IEEE 802 rules including: IEEE 802 LMSC Policy and Procedures, IEEE 802 LMSC Operations Manual, IEEE 802 LMSC Working Group Policies and Procedures and IEEE 802 LMSC Chair's Guidelines.
2. Produced once a year, initial distribution at November plenary session and the current version is available for distribution during the following plenary session.
3. In order to receive a copy of the standards, the individual shall be registered at the plenary meeting where the standards are distributed
4. Distribution is offered during badge pickup.
5. The license is for personal use only – individuals will initial receipt of the standardst.
6. Previously issued versions of the standards are licensed to recipient only and is not transferable. The recipient may keep it for archival purposes or should be destroyed.
7. The Sponsor Chair may make an exception to the above, subject to copyright requirements of the IEEE.

CG 2.5 Tutorials

- Change Mechanics to be:
 - Hosted by a voting Sponsor member.
 - Executive Secretary shall provide a tutorial request form that shall be made available on the 802 website.
 - Requests are sent to the Sponsor email reflector no earlier than the end of the plenary meeting immediately preceding the plenary meeting in which the tutorial is requested. Requests shall be sent no later than 45 days in advance of the start of plenary meeting in which they are to be presented.
 - The Executive Secretary schedules the Tutorials and announces the schedule to the Sponsor reflector at least 30 days before the meeting.
 - Conflicts to be resolved by Executive Secretary and Sponsor Chair based on most importance to IEEE 802 LMSC.
 - Schedule is provided on 802 website with abstracts 7 days before the meeting.
 - The final PDF version of the presentations shall be filed with the recording secretary at least 24 hours before the tutorial, or the tutorial may be postponed.
 - Held Monday, 6:00 pm–7:30 pm, 7:30 pm– 9:00 pm, 9:00 pm–10:30 pm, and are held on Tuesday only on an optional basis (i.e., concurrent WG meetings are allowed)
 - Tutorials in support of a new PAR should be conducted Monday evening.

CG 2.6 Projector Guidelines

- Two options
 - Delete entire 2.6 as it is no longer relevant, we rent sufficient projectors for all sessions
 - If we need to keep the first part (allocation during plenary) delete 2.6.2 as 802 no longer owns any projectors.
- Decision is to delete CG 2.6

Other CG changes

- CG 2.17
 - For Recording Secretary, replace “2) Draft, produce and distribute executive committee meeting minutes to committee members and liaisons within 30-40 days after meeting.” with “2) Maintain Sponsor email reflector and determine reflector settings.”
 - Move P&P requirement for website duties from P&P to this location.
 - Minutes requirement is already in OM.
- CG3.x Add the following interpretations (from email archive)
 - Number of recirculations allowed based on conditional approval (2)
 - Number of room nights needed to qualify for reduced registration fee (1)

Other WG P&P changes

- WG P&P 14.1
 - Change paragraph i) as shown:
 - “Signature authority for any WG financial account is restricted to those IEEE, IEEE-SA, and Computer Society officers and/or staff that are required to have signature authority by IEEE, IEEE-SA, and Computer Society regulations; to IEEE 802 LMSC officers and to the officers of the WG owning the account, with the sole exception that, at most, two other individuals may be granted signature authority for the WG bank account for the sole purpose of assisting the WG in conducting its financial operations, provided that each such individual has provided agreements, indemnity, and/or bonding satisfactory to the IEEE. The granting of signature authority to any individual other than the [WG Chair](#), WG Treasurer, [Sponsor Chair](#), [Sponsor Treasurer](#), and those required by IEEE, IEEE-SA, Computer Society, or IEEE 802 LMSC regulations shall be by motion that is approved by the WG.”