

# Proposed changes to Chair's Guidelines 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

## 4.1.5 Revision of Chair's Guidelines

- There is no stated requirement for approval of the Chair's guidelines in the P&P, OM or WG P&P
- If approval is required, majority vote would suffice.

## 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 other words
  - 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  - all PDF files for IEEE 802 LMSC standards that are active, withdrawn or superseded, that have been published by September 30.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 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 standards.
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 and 2.17

- CG 2.6
  - Delete entire 2.6 as it is no longer relevant, we rent sufficient projectors for all sessions
- 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.
  - Generate informal communications regarding status of all new 802 work (e.g. PARs under consideration, Study Group status) to other organizations at the discretion of the Sponsor Chair.
    - Delete the "P" from 802 after the paragraph where this is inserted.

# CG 3.x changes

- 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)