

Rule changes for November 2013

Guidelines for IEEE-SA Meetings

- ▣ **All IEEE-SA standards meetings shall be conducted in compliance with all applicable laws, including antitrust and competition laws.**
- ▣ **Don't discuss the interpretation, validity, or essentiality of patents/patent claims.**
- ▣ **Don't discuss specific license rates, terms, or conditions.**
 - ▣ Relative costs, including licensing costs of essential patent claims, of different technical approaches may be discussed in standards development meetings.
 - ▣ Technical considerations remain primary focus
- ▣ **Don't discuss or engage in the fixing of product prices, allocation of customers, or division of sales markets.**
- ▣ **Don't discuss the status or substance of ongoing or threatened litigation.**
- ▣ **Don't be silent if inappropriate topics are discussed... do formally object.**

If you have questions, contact the IEEE-SA Standards Board Patent Committee Administrator at patcom@ieee.org or visit <http://standards.ieee.org/about/sasb/patcom/index.html>

See *IEEE-SA Standards Board Operations Manual*, clause 5.3.10 and “Promoting Competition and Innovation: What You Need to Know about the IEEE Standards Association's Antitrust and Competition Policy” for more details.

This slide set is available
at <https://development.standards.ieee.org/myproject/Public/mytools/mob/slideset.ppt>

4.1.5 Revision of OM and WG P&P

- Revisions to these documents shall be submitted by a Sponsor member to the Sponsor no less than 30 day in advance of a Sponsor Vote to approve them. The Sponsor member proposing the revision may modify the proposed revision during the 30 days prior to a Sponsor Vote (in response to comments). Insufficient time to consider complex modifications is a valid reason to vote disapprove. A motion to revise these documents shall require a vote of approve by at least two thirds of all voting members of the Sponsor. Votes to approve revisions shall be taken at a plenary session. If approved, revisions become effective at the end of the plenary session where the votes were taken.
- We have 6 officers, 10 voting WG/TAG chairs (one overlap)
 - 15 voting members, 2/3 approval is 10 affirmative votes

Overview of changes

- OM
 - 5C/CSD update (ec-13-0009-12)
 - Private letter ballot process
 - Define private process, can we have “private” email discussion (In process with SA)
 - Status of Chair's Guidelines
- WG P&P
 - Reciprocal and anisotropic credit
- CG
 - Various

Proposed OM changes

5C/CSD

- Refer to document ec-13-0009-12
- Suggested process
 - Comments from WGs due Tuesday 5 pm.
 - Response due Wednesday 4 pm to allow consideration at WG closings.
- To be considered at EC closing

OM: Private Letter Ballot (1)

- Add a new subclause, 6.1.4: Private Electronic Ballot
 - The Sponsor Chair may declare that an electronic ballot is to be a private electronic ballot. A private electronic ballot shall only be held to decide items that would otherwise require an executive session. The Sponsor Chair or a Sponsor member designated by the Sponsor Chair is the ballot coordinator. The ballot coordinator shall be a non-conflicted individual in the matter to be decided. The ballot coordinator shall publicly announce the private electronic ballot to the Sponsor email reflector, including, at a minimum, the following items:
 - The start and end times of the ballot and the possibility of an early close (if applicable)
 - A generic description of the action being considered
 - The members of the Sponsor who are entitled to vote
 - Regardless of an early close provision, the duration of a private electronic ballot shall be at least 5 days.
 - In addition, the ballot coordinator shall send the complete private electronic ballot announcement to the email address of record for each of the members of the Sponsor who are entitled to vote with at least the following information:
 - The full motion including mover and seconder
 - Start and end time of the ballot and the possibility of an early close (if applicable)
 - Links to the required additional information, kept in a private area, if required.

OM: Private Letter Ballot (2)

- (continue new subclause, closing the ballot)
 - The Sponsor members shall only send their vote directly to the ballot coordinator. The ballot coordinator shall confirm the vote by sending a response to the Sponsor member. No comments shall be included in the ballot. No discussion of the motion is provided for in the private electronic ballot process. When the private electronic ballot process has completed, the ballot coordinator shall announce the result of the ballot to the Sponsor email reflector stating if the ballot passed or failed.
 - The Sponsor Chair shall determine which information is to be kept private consistent with the requirements for executive session.

Comments from July

- Replace with offline voting with specified time period.
- Change to other descriptive adjective?
 - (e.g., private, confidential. ??)
- Defer and discuss on October conference call, Geoff to propose alternative process.
- What are we trying to protect?
- Levels of confidentiality?

Status of Chair's Guidelines

- Add to the end of Clause 1.
 - In order to maintain some consistency of operation, the Sponsor Chair may maintain a public document to be called the "IEEE 802 LMSC Chair's Guidelines and EC policy decisions". This document will give the reader a hint at how the Sponsor Chair will be expected to deal with situations described therein. This is considered useful for recurring situations and to avoid management which appears to be capricious. The scope of the document is to be limited to matters of decision that are within the powers of the Sponsor Chair or to record selected policy decisions decided by a vote of the Sponsor.

WG P&P proposed changes

Reciprocal credit

- Add new subclause to “7.2 WG membership status” titled “Reciprocal credit”
 - In order to encourage attendance in certain WGs whose subject matter is of significance across IEEE 802, the Sponsor may allow reciprocal attendance credit.
 - A home group is a WG or TAG in which a person is a member (i.e., has voting rights). A reciprocal group is a WG or TAG in which the person is attending and the Sponsor has approved as reciprocal group. Reciprocal credit is meeting participation credit that is registered in the home group while the person is attending a meeting in the reciprocal group. Reciprocal credit shall only be allowed for members of a home group and shall not be allowed to be used to gain membership.

Reciprocal credit (cont)

- Continuing with a new paragraph
 - The Chair of the home group shall determine if reciprocal credit will be allowed for that home group while attending a reciprocal group. A person registering attendance in a reciprocal group shall obtain attendance credit in the persons home group and the reciprocal group. If the person has more than one home group for which the Chair of the home group has allowed reciprocal credit, then the person shall select which home group for which they will be given credit.

WG Chair session credit

- Change the following line in 7.2.1 as shown:
 - Membership may be declared at the discretion of the WG Chair (e.g., for contributors by correspondence or other significant contributions to the WG). The WG Chair may authorize meeting attendance credit for individuals while on activities approved by the WG Chair.

WG Quorum requirement

- Add to the end of 9.5 on quorum
 - No quorum is required at meetings held in conjunction with the plenary session since the plenary session time and place is established well in advance. No quorum is required for any WG meeting publicly announced at least 45 days in advance. A quorum is required at other WG meetings.
- Was in WG P&P dated 4 June 2012, but was inadvertently removed in the 17 November 2012 (v10).

Changes to Chair's Guidelines

Summary of CG changes

- 802 Electronic Media Production Agreement
- Guideline on public statements
- Relax commercialization requirements for sponsors
- Guidelines for consent agenda items
- Industry connections information.
- Ballot announcements
- Copy WG ballot information to EC reflector
- Hyperlinks missing (will be handled editorially)
- Executive Secretary Designee
- Fee waivers for SDO officers

Electronic media agreement

- Refer to document ec-13-0013-01

Guidelines on public statements

- Nikolich to assist here
- Most likely has to do with issuing public statements as per the P&P
 - Not practical, current rules are sufficient
 - No change required.

Guidelines for consent agenda

- Add new section to CG.
- The following should be considered for inclusion on the consent agenda:
 - First renewal of a Study Group (either ECSG or WGSG)
 - Public statements (e.g., press releases, responses to regulatory bodies, liaison statements, etc.) that have been made available to the EC members 48 hours in advance of the start of the meeting.
 - Presentation of the Tutorial schedule at the opening meeting, only if all presentations have been given to the Recording Secretary according to the guidelines.
 - Other pro-forma information items
 - Meeting minutes from previous meetings if they have been distributed 1 week in advance.

Industry connections

- D'Ambrosia to add
- Should include links to documents and a short summary of the process
- Reasons why (or why not) to use IC

Ballot announcements

- In the CG, 2.9:
 - “In addition, Announcements (without attachments) of key activities such as WG ballots of drafts should be copied to the EC email reflector.”
- And in the CG, 2.10:
 - “WG Ballot information (excluding information on how to access drafts) should be copied to the EC reflector as general information for other Working Groups.”
- We don't do this, so either:
 - Delete the requirement.
 - Begin to comply with the requirement.
- Process: Discuss with the EC as a whole, workshop discussion.

Executive Secretary meeting designee

- New item in CG.
- The Executive Secretary may select an individual, referred to as the Meeting Designee, to be in charge of a venue. The responsibilities of the Meeting Designee are:
 - 1. Work with Meeting Planner to get RFP for the dates assigned
 - 2. Get Meeting Planner to send the RFP one or more venues
 - 3. Review the response from the venue(s) and help in preparing the contract
 - 4. Present the bid with the Executive Secretary to the IEEE 802 EC (due to the P&P).
 - 5. Attend the Site visit to walk the space with the Meeting Planner and meet with the hotel staff as the IEEE 802 EC contact point. The Meeting Planner is the primary Hotel Contact.
 - 6. Watch the terms of the contract to ensure that IEEE 802 meets our obligations and that the venue meets theirs.
 - a. If there are deposits make sure the Treasurer makes them on time.
 - b. If we have room block obligations deadlines, make sure the Executive Secretary and Meeting Planner have responded in timely manner
 - c. Attend the pre-meeting with the hotel again as the IEEE 802 EC contact.
 - d. Be aware of the details of the contract to ensure compliance

Fee waivers for SDO officers

- Add to the end of 2.3
 - 6) In addition to the previously mentioned 10 waivers, the Sponsor Chair may rarely grant meeting fee waivers for invited officers of other SDOs who do not regularly attend IEEE 802 meetings. The purpose of the waiver is to provide an opportunity for the individual to observe how IEEE 802 operates and to meet IEEE 802 leadership. Attendance at the meeting doesn't count toward establishing voting membership. The meeting fee waiver privilege is not intended to permit the individual to participate in project work. (Reciprocity should be considered.)

Backup information