IEEE LAN/MAN Standards Committee

Wiress Chairs Standing Committee

Operations Manual

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Revision History:

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Document | Revision Date | Notes |
| 1 | ec-15/28r0 | 2015-03-xx | Operations manual created initially to hold PCO selection process. |
| 2 | Ec-15/28r1 | 2015-11-08 | Definitions added. Copy of joint treasury rules added for reference. Clarifications about officers and minutes in JT subcommittee. |

Contents

[Contents 3](#_Toc414625284)

[References 3](#_Toc414625285)

[Acronyms 3](#_Toc414625286)

[1 Hierarchy 4](#_Toc414625287)

[2 The IEEE 802 Wireless Chairs Standing Committee (WCSC) 4](#_Toc414625288)

[2.1 Scope of the WCSC 4](#_Toc414625289)

[2.2 Purpose 4](#_Toc414625290)

[2.3 Meetings 4](#_Toc414625291)

[2.4 Documentation 5](#_Toc414625292)

[2.5 Delegation of decisions to Joint Treasury subcommittee 5](#_Toc414625293)

[2.6 Officers and Membership 5](#_Toc414625294)

[2.7 Subgroups 5](#_Toc414625295)

[2.7.1 Joint Treasury subcommittee 5](#_Toc414625296)

[3 PCO Selection Process 5](#_Toc414625297)

References

Policies and Procedures

1. IEEE Standards Board Bylaws
 <http://standards.ieee.org/guides/bylaws/>
2. IEEE-SA® Standards Board Operations Manual
 <http://standards.ieee.org/guides/opman/>

1. [IEEE 802 LAN/MAN Standards Committee (LMSC) Sponsor Policies and Procedures](http://standards.ieee.org/board/aud/LMSC.pdf) (LMSC P&P)
2. [IEEE 802 LAN/MAN Standards Committee (LMSC) Operations Manual -- Approved Nov 2013](http://www.ieee802.org/PNP/approved/IEEE_802_OM_v14.pdf)
3. Robert's Rules of Order Newly Revised (Latest Published Edition), by [Henry M. Robert III](http://www.amazon.com/exec/obidos/Author%3DRobert%2C%20Henry%20M./103-9605712-7510225) (Editor), [Sarah Corbin Robert](http://www.amazon.com/exec/obidos/Author%3DRobert%2C%20Sarah%20Corbin/103-9605712-7510225), and [William J. Evans](http://www.amazon.com/exec/obidos/Author%3DEvans%2C%20William%20J./103-9605712-7510225) (Editor), Perseus Publishing

Definitions

Interim of the whole: A meeting of one or more of the LMSC Working Groups (intended to be most of them) that is not sponsored by the Joint Treasury, i.e., it intended to have a net zero impact on the Joint Treasury.

Wireless Interim: A meeting of one or more of the LMSC Working Groups or TAGs that is sponsored by the Joint Treasury.

Joint Treasury: The treasury that is managed by 802.11/802.15.

Acronyms

802 EC 802 LMSC executive committee

IEEE Institute of Electrical and Electronics Engineers

IEEE-SA IEEE Standards Association

JT joint treasury

LMSC Project 802, LAN/MAN standards committee

NA/US North-American and/or United States

SC standing committee

SG study group

TAG technical advisory group

WC wireless chairs

WCSC wireless chairs standing committee

WG working group

# Hierarchy

The following documents take precedence over the procedures described in this document in the following order (highest precedence shown first, in case of revisions, the latest approved revision applies):

[New York State Not-for-Profit Corporation Law](http://law.justia.com/newyork/codes/not-for-profit-corporation/)
[IEEE Certificate of Incorporation](http://www.ieee.org/portal/cms_docs_iportals/iportals/aboutus/whatis/01-05-1993_Certificate_of_Incorporation.pdf)
[IEEE Constitution](http://www.ieee.org/web/aboutus/whatis/Constitution/index.html)

[IEEE Bylaws](http://www.ieee.org/web/aboutus/whatis/bylaws/index.html)

[IEEE Policies](http://www.ieee.org/web/aboutus/whatis/policies/index.html)

[IEEE Board of Directors Resolutions](http://www.ieee.org/web/aboutus/corporate/board/action.html)
[IEEE Standards Association Operations Manual](http://standards.ieee.org/sa/sa-om-main.html)

[IEEE-SA Board of Governors Resolutions](http://http:/standards.ieee.org/sa/bog/resolutions.html)
[IEEE-SA Standards Board Bylaws](http://standards.ieee.org/guides/bylaws/index.html)

[IEEE-SA Standards Board Operations Manual](http://standards.ieee.org/guides/opman/index.html)

[IEEE-SA Standards Board Resolutions](http://standards.ieee.org/board/stdsbd/sasb-resolutions.html)

[IEEE Computer Society (CS) Constitution and Bylaws](http://www2.computer.org/portal/web/volunteercenter/constitution)

[IEEE CS Policies and Procedures, section 10](http://www2.computer.org/portal/web/volunteercenter/ppm10)

[IEEE CS Board of Governors Resolutions](http://standards.ieee.org/about/bog/resolutions.html)

[IEEE CS Standards Activities Board Policies and Procedures (SAB P&P)](http://www.computer.org/portal/web/sab/policies)

[IEEE Project 802 LAN/MAN Standards Committee (LMSC) Sponsor Policies and Procedures](http://standards.ieee.org/board/aud/LMSC.pdf) (LMSC P&P)

[IEEE Project 802 LAN/MAN Standards Committee (LMSC) Operations Manual](http://www.ieee802.org/PNP/approved/IEEE_802_OM_v14.pdf) (LMSC OM)

*Robert’s Rules of Order Newly Revised* (latest edition)is the recommended guide on questions of parliamentary procedure not addressed in these procedures.

*IEEE 802 Procedural documents are all posted here:* [*http://www.ieee802.org/devdocs.shtml*](http://www.ieee802.org/devdocs.shtml)*.*

# The IEEE 802 Wireless Chairs Standing Committee (WCSC)

## Scope of the WCSC

The WC SC manages the operation of Wireless Interim meetings and provides a venue for the joint treasury of the wireless groups to meet and solicit input from non-joint treasury groups. It also provides a forum for the leadership of the 802 Wireless Groups to discuss matters of mutual interestand formulate positions/recommendations as appropriate.

## Purpose

The WCSC was established during the closing EC meeting of the July 2014 IEEE 802 Plenary Session as an activity that (according to the language in the 802 Operations Mannual) is an “Other subgroup” that “Assists the Sponsor”. In this case, it assists the sponsor by managing the operation of Wireless Interim meetings and acting as a Wireless Group expert resource as needed.

## Meetings

The WC SC shall meet at least once per 802 Wireless Interim session, 802 Plenary session and 802 Interim meeting. Meetings shall be announced at least 30 days in advance

 Executive Committee of the The Executive Committee shall make any necessary decisions related to the operation of the current and future Wireless Interim meeting(s). It may consider input from the WCSC

## Documentation

The WCSC shall post agendas and minutes of its meetings.

## Delegation of decisions to Joint Treasury subcommittee

All decisions related to or affecting the Joint Treasury shall be delegated to the Executive Committee of the Joint Treasury. Examples of such decisions include approval to spend funds and venue selection.

## Officers and Membership

The WCSC Chair is appointed by the IEEE LMSC Sponsor.

The WCSC Secretary is appointed by the WCSC Chair.

The members of the WCSC are The Sponsor Chair and officers, all LMSC Working Group chairs and officers.

Each WG that is meeting at a Wireless Interim, all 802 Interim, or and 802 Plenary Session is expected to send a member representative to the WCSC meeting at that Session.

## Subgroups

### Executvie Committee of the 802.11/802.15 Joint Treasury

The Executvie Committee of the 802.11/802.15 Joint Treasury (ECJT) is responsible for operation of the Joint Treasury.

The WCSC Chair is also the ECJT Chair.

The WCSC Secretary is also the ECJT Secretary.

All decisions that affect the joint treasury are delegated by the WCSC to the ECJT

Voting members of the ECJT are the chairs, vice-chairs, secretaries,and treasurers of 802.11 and 802.15, the groups that form the joint treasury.

The operation of the Joint Treasury is determined by [rules3] and/or [rules4]. See also Annex A.

The minutes of any JT subcommittee agenda items shall be included in the WCSC minutes and approved with the WCSC minutes. These JT subcommittee agenda items shall be clearly distinguished as such.

# Professional Conference Organizer (PCO) Selection Process

1. PCOs shall be selected that are IEEE contracts department approved
2. PCOs should be selected on a three year cadence
	1. This cadence should be aligned to the IEEE 802 meeting planner cadence, perhaps offset so that the outcome of the 802 meeting planner selection is known.
3. A single PCO for NA/US Wireless Interim meetings should be selected
	1. Should cover all NA/US meetings within a three year period
	2. May be the same as the PCO for the IEEE 802 plenary meetings, but with Terms and Conditions (T&Cs) which are possibley modified specifically for IEEE 802 wireless interim meetings.
	3. May be the same as the PCO used for non-NA/non-US Interim meetings
	4. May be selected based on past performance of PCOs used
	5. May be selected by asking prospective PCOs to provide a bid using a format (spreadsheet) that will capture comparative capabilities and costs.
	6. The decision as to whether to ask a single PCO to bid, or whether to ask multiple PCOs to bid will be made by motion in the WC SC Joint Treasury
4. A single PCO for non-NA/non-US Wireless Interim meetings should be selected
	1. Should cover all non-NA/non-US meetings within a three year period
	2. May be the same as the PCO used for NA/non-US Interim meetings
	3. May be selected based on past performance of PCOs used
	4. May be selected by asking prospective PCOs to provide a bid using a format (spreadsheet) that will capture comparative capabilities and costs.
	5. The decision as to whether to ask a single PCO to bid, or whether to ask multiple PCOs to bid will be made by motion in the WC SC Joint Treasury.
5. Any 802-sponsored “interims of the whole” are special cases and are not within the scope of this group.
6. Existing contracts are grandfathered.

## Selection Metrics / Criteria

|  |  |  |  |
| --- | --- | --- | --- |
| **Metric** | 300 Attendees | 400 Attendees | Unit(s) |
| Fee per Attendee |  |  | Per attendee |
| Fee for Meeting services |  |  | Total amount per meeting |
| Fee minumums |  |  | Total amount per meeting |
| Breadth of Services Provided |  |  | Quantity, type & usefulness |
| Cancellation Fees |  |  | Total amount per meeting |
| Other… |  |  |  |
| **Criteria** | PCO response (yes/no) | IEEE 802 WC requirement |  |
| Willing to sign contract with Hotel |  | Optional – but highly desirable |  |
| Collects meeting fees |  | Mandatory |  |
| Can provide certified audit of session |  | Optional but desirable |  |
| Global Presence |  | Optional but desirable |  |
| Other… |  |  |  |

# Annex A Rules for operating with joint treasury

**(This is a copy of the rules from the 21 March 2014 LMSC WG P&P document. It is repeated here for convenience, and may eventually be its final resting place if removed from the WG P&P.)**

**14.2 WG financial operation with joint treasury**

Two or more WGs with the approval of the Sponsor, may operate with a single joint treasury.

WGs that operate with a joint treasury shall have no other treasury. The merger of separate WG

treasuries into a joint treasury or the splitting of a joint treasury into separate WG treasuries

requires approval of the Sponsor. Each such action shall be supported by a motion from each of

the involved WGs that requests the action and that has been approved by the WG.

The operation of a joint treasury is subject to the same rules as a WG operating with treasury

with the following exception: The Executive Committee over seeing the joint treasury shall be a

Joint Executive Committee that is the union of the Executive Committees of the WGs operating

with the joint treasury. The Chair of the Joint EC shall be selected by the Joint Executive

Committee and shall be the Chair of one of the participating WGs.