**Policies and Procedures for:**

**IEEE 802 LAN/MAN Standards Committee (LMSC) Working Groups and Technical Advisory Groups**

**Date of Approval: *to be filled in by Sponsor or SCC***

**Consult Working Group – Individual Method - Policies and Procedures Template Instructions. See: http://standards.ieee.org/about/sasb/audcom/bops.html**

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**IEEE 802 LAN/MAN Standards Committee (LMSC) Working Group and Technical Advisory Group Policies and Procedures for Standards Development**

# 1.0 Introduction

**Clause 1.0 through 1.5 shall not be modified except as follows: Where appropriate, replace shaded italics with the name of the Working Group and the name of the Sponsor. If the name of the Working Group is inserted only in the title (above) and at Clause 1.3, the Working Group will add the additional sentence shown in brackets, and replace [Working Group Name] in the remainder of the document with "the Working Group" or appropriate related form.**

## 1.1 Role of Standards Development and these Procedures

**This clause shall not be modified.**

In today’s technological environment, standards play a critical role in product development and market competitiveness. 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. These procedures establish the necessary framework for a sound standardization process.

## 1.2 Conduct

**This clause shall not be modified.**

Meeting attendees and participants in standards activities shall demonstrate respect and courtesy toward each other and shall allow each participant a fair and equal opportunity to contribute to the meeting discussion. While participating in IEEE standards development activities, all participants, including but not limited to, individuals, entity representatives, entity members, entities participating directly in the entity process, and entities participating indirectly in the individual process shall act in accordance with all applicable laws (nation-based and international), the [IEEE Code of Conduct](https://www.ieee.org/about/ieee_code_of_conduct.pdf), the [IEEE Code of Ethics](https://www.ieee.org/about/corporate/governance/p7-8.html), and with *[IEEE-SA Standards Board Bylaws](http://standards.ieee.org/develop/policies/bylaws/) (*see *IEEE-SA Standards Board Bylaws* Clause 5.2.1 on “Participation in IEEE standards development”) and *[IEEE-SA Standards Board Operations Manual](http://standards.ieee.org/develop/policies/sa_opman/)*.

Membership privileges can be lost through persistent violation of the fundamental principles of operation or disregard of standards of conduct.

A Working Group Chair that suspects persistent violation of these principles or standards by an individual shall refer the matter to the Sponsor.

## 1.3 Modifications to These Procedures

**This clause shall not be modified, except to identify Working Group.**

These Policies and Procedures outline the orderly transaction of business by the IEEE 802 LMSC Working Groups (WG) and Technical Advisory Groups (TAGs), hereinafter referred to as “the Working Group”.

The Working Group may amend these procedures with the approval of its Sponsor. The Sponsor may modify these procedures. Modification in this context means that material in these procedures may be modified as long as that clause is not indicated as one that shall not be changed. The IEEE-SA Audit Committee (AudCom) strongly recommends that all subjects included in these procedures are addressed by the Working Group or Sponsor.

None of the rules or requirements in these policies and procedures may be suspended.

## 1.4 Hierarchy

**This clause shall not be modified except to identify insert the name of the Sponsor.**

Participants engaged in the development of standards shall comply with applicable federal, state, and international laws. In addition, for standards matters, the latest version of several documents takes precedence over these procedures in the following order:

[New York State Not-for-Profit Corporation Law](http://law.justia.com/newyork/codes/not-for-profit-corporation/)

[IEEE Certificate of Incorporation](https://www.ieee.org/documents/01-05-1993_Certificate_of_Incorporation.pdf)

[IEEE Constitution](https://www.ieee.org/about/corporate/governance/constitution.html)

[IEEE Bylaws](https://www.ieee.org/documents/ieee_constitution_and_bylaws.pdf)

[IEEE Policies](https://www.ieee.org/documents/ieee_policies.pdf)

[IEEE Board of Directors Resolutions](https://www.ieee.org/about/corporate/action.html)

[IEEE Standards Association (IEEE-SA) Operations Manual](http://standards.ieee.org/sa/sa-om-main.html)

[IEEE-SA Board of Governors Resolutions](https://standards.ieee.org/about/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](https://standards.ieee.org/about/sasb/resolutions.html)

[IEEE 802 LAN/MAN Standards Committee (LMSC) Policies and Procedures for Standards Development](https://development.standards.ieee.org/pub/view-sponsor-pnps)

Additional rules governing Working Group operations are located in the IEEE 802 LAN/MAN Standards Committee (LMSC) Operations Manual. The IEEE 802 LMSC Operations Manual takes precedence over a Working Group Operations Manual.

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

## 1.5 Fundamental Principles of Operation

**This clause shall not be modified.**

For the development of standards, openness and due process are mandatory.

Openness requires that any person who has, or could be reasonably expected to have an interest, and who meets the requirements of these procedures, has a right to participate by:

1. Attending Working Group meetings (in person or electronically)
2. Becoming a member of the Working Group
3. Becoming an officer of the Working Group
4. Expressing a position and its basis,
5. Having that position considered, and
6. Appealing if adversely affected.

IEEE due process requires a consensus of those parties interested in the project. Consensus is defined as at least a majority agreement, but not necessarily unanimity.

Due process is based upon equity and fair play. In addition, due process requires openness and balance (i.e., the standards development process shall strive to have a balance of interests and not to be dominated by any single interest category). However, for the IEEE-SA Sponsor ballot, there shall be a balance of interests without dominance by any single interest category.

## 1.6 Definitions

**This clause shall not be modified except to include additional definitions.**

*Written communication* includes but is not limited to meeting minutes, letter, email, and fax.

*Sponsors* of IEEE standards projects are committees that are responsible for the development and coordination of the standards project and the maintenance of the standard after approval of the standard by the IEEE-SA Standards Board. (*IEEE-SA Standards Board Bylaws* 5.2.2).

*Responsible Subcommittee* is an optional subgroup of the Sponsor with delegated responsibility for approving PARs and Sponsor ballots. Responsible Subcommittees assist the Sponsor committee in the control and management of a large scope of work involving multiple working groups. A PAR study group or a working group (WG) is not a Responsible Subcommittee.

In this document, the term “Sponsor” means the sole Sponsor, the Responsible Subcommittee, or in the case of co-sponsored projects, the primary Sponsor.

A *participant* is an individual involved in the standards development process (see *IEEE-SA Standards Board Bylaws* Clause 5.2.1 on “Participation in IEEE standards development”). NOTE: Participants can be members or non-members of IEEE, IEEE-SA and/or of the working group.

A *non-member* is a participant who has not satisfied the criteria for membership defined in 4.1.

A *member* is a participant who has satisfied the criteria for membership defined in 4.1. A member is eligible to be listed on the WG roster.

A *voting member* is a member who has satisfied the criteria for voting membership defined in 4.1. A voting member can participate in working group motions and ballots.

A *non-voting member* is a member who has not satisfied the criteria for voting membership defined in 4.1.

The relationship between the terms *participant*, *non-member*, *member*, *voting member* and *non-voting member* is illustrated in the following diagram:


# 2.0 Working Group Responsibilities

**This clause shall not be modified except to include additional responsibilities.**

The Working Group shall:

1. Complete the project from Project Authorization Request (PAR) approval to IEEE-SA Standards Board approval as specified by the PAR, and in compliance with IEEE-SA policies and procedures.
2. Use the IEEE-SA document template format [or the applicable template for standards jointly developed with, or adopted from, another international standards organization].
3. Submit to the Sponsor any documentation required by the Sponsor; e.g., a project schedule or a monthly status report.
4. Notify the Sponsor of the draft development milestones.
5. Notify the Sponsor when the draft is ready to begin IEEE-SA Sponsor ballot.
6. Only those authorized to access and use IEEE’s data, including personal data, from IEEE systems are permitted to do so, for the purposes intended, including to support the technical development work on the standard, and only in compliance with IEEE or IEEE-SA Privacy and data privacy policies.

# 3.0 Officers

**This clause shall not be modified except to include additional officers.**

There shall be a Chair and a Secretary, and there should be a Vice-Chair. The office of Treasurer is suggested if significant funds are involved in the operation of the Working Group and/or its subgroups or if the group has multiple financial reports to supply to the IEEE-SA. A person may simultaneously hold the positions of Treasurer and another office, other than Chair.

The officers (and any person designated to manage the Sponsor ballot) shall each be IEEE members of any grade, or IEEE Society affiliates, and also be members of IEEE-SA.

## 3.1 Election or Appointment of Officers

**This clause may be modified. (Three cases are provided; either choose one of these cases – Case 1, Case 2, or Case 3 – or create a similar process for this clause and delete the other options.) If Case 1 is selected, change title to “Appointment of Officers”. If case 2 is selected, use title without change. If case 3 is selected, change title to “Election of Officers”.**

A Working Group may elect a new Chair or Vice Chair at any plenary session, subject to confirmation by the IEEE 802 LMSC Sponsor.

All Working Group elections become effective at the end of the plenary session where the election occurs. A plenary session is as defined in the “Plenary sessions” subclause of the IEEE 802 LMSC Operations Manual. Prior to the end of that plenary session, persons that have been elected to fill an open position during the session are considered ‘Acting’. Persons who are succeeding someone that currently holds the position do not acquire any rights for that position until the close of the plenary session.

The term for all Working Group officers ends at the close of the first plenary session of each even numbered year. Elected officers maintain their offices until the next election opportunity unless they resign, are removed for cause, or are unable to serve for another reason.

The Sponsor shall confirm the election of the Chair and Vice-Chair(s). If the confirmation fails, any existing appointments will stand, and the Working Group will hold another election at the next plenary session. The Sponsor may make a temporary appointment per 3.2 as necessary.

Unless otherwise restricted by these P&P individuals may be confirmed for a subsequent term if reappointed or re-elected to the position. Officers appointed and confirmed maintain their appointments until the next appointment opportunity unless they resign or are removed for cause.

## 3.2 Temporary Appointments to Vacancies

**This clause may be modified.**

If an office other than the Chair or Vice Chair is vacant for any reason (such as resignation, removal, lack of nomination at an election), a temporary appointment shall be made by the Chair for a period of up to 12 months. In the case of Chair or Vice Chair, the Sponsor Chair shall make the temporary appointment, with input from the Working Group. An appointment or election for the vacated office shall be made in accordance with the requirements in Clause 3.1 at the earliest practical time.

## 3.3 Removal of Officers

**This clause may be modified. Two cases are provided; either choose one of these cases – Case 1 or Case 2 – or create a similar process for this clause and delete the other options.**

An officer may be removed by approval of two-thirds of the members of the Working Group meeting in Executive Session, or in accordance with the procedures of the Sponsor. Removal of the Chair requires affirmation by the Sponsor. 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 Working Group Officers

**This paragraph shall not be modified.**

When carrying out the duties of an officer described in IEEE’s policies and procedures, officers of the Working Group:

1. shall not act:
	1. in bad faith;
	2. to the detriment of IEEE-SA;
	3. to further the interest of any party outside IEEE over the interest of IEEE; or
	4. in a manner that is inconsistent with the purposes or objectives of IEEE; and
2. shall use reasonable efforts to ensure that participants of the Working Group conduct themselves in accordance with applicable policies and procedures including, but not limited to, the *IEEE-SA Standards Board Bylaws* clause on “Participation in IEEE standards development.” (See Clause 1.2.)

The officers of the Working Group shall manage the day-to-day operations of the Working Group. The officers are responsible for implementing the decisions of the Working Group and managing the activities that result from those decisions.

### 3.4.1 Chair

**This clause shall not be modified except to include additional responsibilities.**

The responsibilities of the Chair or his or her designee shall include

1. Leading the activity according to all of the relevant policies and procedures.
2. Forming study groups, as necessary.
3. Being objective.
4. Entertaining motions, but not making motions.
5. Not biasing discussions.
6. Delegating necessary functions.
7. Ensuring that all parties have the opportunity to express their views.
8. Setting goals and deadlines and adhering to them.
9. Being knowledgeable in IEEE standards processes and parliamentary procedures and ensuring that the processes and procedures are followed.
10. Seeking consensus as a means of resolving issues.
11. Prioritizing work to best serve the Working Group and its goals.
12. Complying with the Chair’s responsibility with respect to the IEEE-SA Intellectual Property Policies, including but not limited to the IEEE-SA Patent Policy (see “Patents” Clause 6 of *IEEE-SA Standards Board Bylaws* and “Call for patents” Clause 6.3.2 of *IEEE-SA Standards Board Operations Manual*) and Copyright (see “Copyright” Clause 7 of *IEEE-SA Standards Board Bylaws* and Clause 6.1 of the *IEEE-SA Standards Board Operations Manual*).
13. Fulfilling any financial reporting requirements of the IEEE, in the absence of a Treasurer.
14. Participating as needed in meetings of the Sponsor to represent the Working Group.
15. Being familiar with training materials available through [IEEE Standards Development Online](http://standards.ieee.org/develop/).
16. Notifying IEEE SASB of any officer election/appointment, removal, and changes in status.
17. Call meetings and issue a notice for each meeting at least 30 calendar days prior to the meeting
18. Ensure agendas are published at least 14 calendar days before a meeting
19. Ensure important requested documents are issued to members of the Working Group, the Sponsor, and liaison groups.
20. Ensure a membership roster is created and maintained
21. Ensure participant attendance is recorded at each meeting
22. Be responsible for the management and distribution of Working Group documentation in compliance with IEEE-SA guidelines, including but not limited to guidelines with regard to posting and distribution of drafts and approved IEEE standards.
23. Maintain liaison with other organizations at the direction of the Sponsor or at the discretion of the Working Group Chair with the approval of the Sponsor
24. Ensure that any financial operations of the Working Group comply with the requirements of the IEEE 802 LMSC Operations Manual
25. Assign/unassign subtasks and task leaders (e.g., secretary, subgroup chair, etc.)
26. Determine if the Working Group is dominated by an organization and, if so, treat that organizations’ vote as one (with the approval of the Sponsor)
27. Manage balloting of projects
28. Decide which matters are procedural and which matters are technical
29. Decide procedural matters or defer them to a vote by the Working Group
30. Place issues to a vote by Working Group members
31. Preside over Working Group meetings and activities of the Working Group according to all of the relevant policies and procedures

### 3.4.2 Vice-Chair

**This clause may be modified to include additional responsibilities. If there is no Vice-Chair, replace text with “Not applicable.”**

The responsibilities of the Vice-Chair shall include:

1. Carrying out the Chair's duties if the Chair is temporarily unable to do so or chooses to recuse himself or herself (e.g., to give a technical opinion) or chooses to delegate specific duties.
2. Being knowledgeable in IEEE standards processes and parliamentary procedures and assisting the Chair in ensuring that the processes and procedures are followed.
3. Being familiar with training materials available through [IEEE Standards Development Online.](http://standards.ieee.org/develop/)

### 3.4.3 Secretary

**This clause may be modified to include additional responsibilities. If any of the responsibilities listed below is not performed by the Secretary, it shall be listed as the responsibility of one of the other officers.** **The 60-day shaded value in item c) may be reduced.**

The responsibilities of the Secretary include:

1. Scheduling meetings in coordination with the Chair and distributing meeting notices.
2. Distributing meeting agenda (as per Clause 6.0). Notification of the potential for action shall be included on any distributed agendas for meetings.
3. Recording minutes of each meeting according to Clause 6.4 and IEEE guidelines (see <http://standards.ieee.org/develop/policies/stdslaw.pdf>), and publishing them within 60 calendar days of the end of the meeting.
4. Creating and maintaining the membership roster, referred to in Clause 4.5, and submitting it to the Sponsor (or SCC) Secretary annually.
5. Being responsible for the management and distribution of Working Group documentation.
6. Maintaining lists of unresolved issues, action items, and assignments.
7. Recording attendance of all attendees.
8. Maintaining a current list of the names of the voting members and distributing it to the members upon request.
9. Forwarding all changes to the roster of voting members to the Chair.
10. The Secretary shall maintain the attendance record [and responses to letter ballots] for all members on the roster and display or announce the status of voting and non-voting members at the start of each meeting.
11. Being familiar with training materials available through [IEEE Standards Development Online](http://standards.ieee.org/develop/).

### 3.4.4 Treasurer

**The Working Group is responsible for its finances; therefore, an officer of the Working Group shall perform the responsibilities of the Treasurer. If there is a Treasurer, this clause may be modified to include additional responsibilities.**

**If the funds are minimal and transactions not complicated, the officer position of Treasurer is not required and can be assumed by one of the other officers. In this case, the responsibilities a) to d) below shall be added to the responsibilities of either the Vice-Chair (3.4.2), or Secretary (3.4.3) or another officer (e.g., if Clause 6.3 Meeting Fees remains in use). If there are no funds the clause is not required, and the text below shall be removed and replaced with the words “Not applicable.”**

The Treasurer shall:

1. Maintain a budget, if applicable.
2. Control all funds into and out of the Working Group’s bank account, if applicable.
3. Follow IEEE policies concerning standards meetings and finances.
4. Ensure that the Sponsor adheres to the *[IEEE Finance Operations Manual](http://www.ieee.org/documents/financial_ops_manual.pdf)* and the Annual Financial Report clause in the *[IEEE-SA Standards Board Operations Manual](http://standards.ieee.org/develop/policies/opman/sb_om.pdf)*.
5. Being familiar with training materials available through [IEEE Standards Development Online](http://standards.ieee.org/develop/).

# 4.0 Working Group Membership

## 4.1 Obtaining Membership in a Working Group

**This clause may be modified.**

Members of the sponsor are ex officio members of all Working Groups. Ex-officio members are allowed to vote on any Working Group motion or ballot, but are not counted towards quorum requirements or ballot return requirements if they don't vote.

All persons that achieve session attendance credit for at least 75% of the meeting slots for the initial session of a Working Group become members of the Working Group. Thereafter, membership in a Working Group is established by achieving session attendance credit in at least 75% of the meeting slots at the sessions of the Working Group for two out of the last four plenary sessions; one duly constituted recent interim Working Group or Task Group session may be substituted for one of the two plenary sessions required to establish membership. A recent interim is any of the interims after the first of the four most recent plenaries. A declaration of intent to the Chair of the Working Group may also be required in a Working Group to gain membership. Membership starts at the third plenary session attended by the participant.

Liaison officials are individuals designated by the Working Group Chair who provide liaisons with other Working Groups or standards bodies.

Although not a requirement for membership in the Working Group, participants are encouraged to join the IEEE, IEEE SA and the IEEE Computer Society. Membership in the IEEE SA will also allow participants to join the sponsor level ballot group.

Working Group members shall participate in the consensus process in a manner consistent with their professional expert opinion as individuals, and not as organizational representatives.

Membership may be declared at the discretion of the Working Group Chair (e.g., for contributors by correspondence or other significant contributions to the Working Group). The Working Group Chair may authorize meeting attendance credit for individuals while on activities approved by the Working Group Chair.

The procedure for hibernating a Working Group is described in “Hibernation of a Working Group” subclause of the IEEE 802 LMSC P&P [4]. Upon reactivation of a hibernated Working Group, if at least 50% of the most recent membership roster attends the plenary session where the Working Group is reactivated, the membership shall be comprised of that roster, and the normal rules for gaining and losing membership will apply. If less than 50% of the membership attends, the procedure for developing membership in a new Working Group shall be followed.

## 4.2 Attendance at Meetings

**This clause may be modified in addition to addressing bracketed text .**

A participant shall attend at least 75% of a meeting slot’s duration as stated in the approved agenda and satisfy the requirements of Clause 6.3 regarding any registration fee for the session for that attendance to count towards gaining or maintaining voting membership.

This is called “credited attendance” in order to distinguish it from attendance that does not satisfy these criteria.

A participant that has credited attendance in at least 75% of the meeting slots in a session is has session attendance credit for that session.

## 4.3 Retaining Membership and Voting Membership

### 4.3.1 By Attendance

**The clause may be modified.**

Membership is retained by attaining session attendance credit in at least two of the last four plenary sessions. One duly constituted recent interim Working Group or task group session may be substituted for one of the two plenary sessions.

 The Chair may “specially maintain” a member’s voting status that would otherwise be lost by these attendance rules. Reasons for such an action can include consideration of personal hardship, medical emergency, or outstanding contributions.

The Chair (or delegate) shall notify, by email, a voting member who loses his or her voting membership and indicate the cause for loss of voting membership. The Secretary will maintain the attendance record and responses to letter ballots for all members on the roster and display or announce the status of voting and non-voting members at the start of each meeting.

### 4.3.2 Response to Working Group Letter Ballots

**This clause may be modified, e.g.: 1) replace the entire contents with “Not applicable” or 2) to include or delete the optional bracketed text and modify the shaded values.**

A voting member’s obligation to respond to Working Group letter ballots (in which they are eligible to vote) is in addition to their obligation to attend Working Group meetings.

A voting member that fails to return 2 of the last 3 Working Group letter ballots, excepting recirculation letter ballots, in which they are eligible to vote becomes a non-voting member. Their existing attendances do not count towards regaining voting membership.

If a Working Group letter ballot closes within 14days of a meeting, any changes to voting membership resulting from the ballot shall be delayed until after the meeting.

The chair may “specially maintain” a member’s voting status that would otherwise be lost by this WG letter ballot response rule. Reasons for such an action can include consideration of personal hardship, medical emergency, or outstanding contributions.

## 4.4 Review of Membership

**This clause shall not be modified, except to address the brackets.**

The procedures for obtaining and retaining membership are specified in terms of meeting attendances, and Working Group letter ballots.

The Chair and Secretary should apply these procedures in a timely fashion, evaluating membership status in time for the next meeting or Working Group letter ballot.

The Chair shall, at least annually, review the status of any members that are specially maintained to validate that the reasons are still applicable.

## 4.5 Working Group Membership Roster

**This clause shall not be modified except to include or delete the optional bracketed text.**

A Working Group roster is a vital aspect of standards development. It serves as a record of voting members and members in the Working Group and is an initial tool if an issue of indemnification arises during the process of standards development.

The Secretary shall make reasonable efforts to maintain a current Working Group roster. The roster shall include at least the following:

1. Title of the Sponsor and its designation.
2. Title of the Working Group and its designation.
3. Officers: Chair, Vice-Chair, Secretary, Treasurer]
4. Members: for each, include name, email address, affiliation, and status (e.g., voting member, non-member, etc.).

All Working Group members are required to update their information contained in the roster when that information changes.

A copy of the Working Group roster shall be supplied to the IEEE-SA at least annually by a Working Group officer or designee. Due to privacy concerns, the roster shall not be distributed, except to the IEEE-SA staff, IEEE-SA Board of Governors and IEEE-SA Standards Board, unless everybody on the roster has submitted their written approval for such distribution.

## 4.6 Working Group Membership Public List

**This clause shall not be modified except for the distribution of the list.**

A Working Group officer or designee shall maintain a current and accurate membership list. The membership list can be posted on the Working Group web site and can be publicly distributed.

The membership list shall be limited to the following:

1. Title of the Working Group and its designation.
2. Scope of the Working Group.
3. Officers: Chair, Vice-Chair, Secretary, and Treasurer.
4. Members: for all, name, affiliation.

# 5.0 Subgroups of the Working Group

**This clause shall not be modified, except to select an option for the selection of the chair.**

The Working Group may, from time to time, form subgroups for the conduct of its business. Voting Membership in the subgroup is granted to any participant of the Working Group. Such formation shall be explicitly noted in the meeting minutes. At the time of formation, the Working Group shall determine the scope and duties delegated to the subgroup, and may decide to allow participation of persons who are not Working Group members and specify the terms and conditions under which they participate in the subgroup. Any changes to its scope and duties will require the approval of the Working Group. Any resolution of a subgroup shall be subject to confirmation by the Working Group.

The Chair of the Working Group shall appoint, and may dismiss, the Chair of the subgroup.

# 6.0 Meetings

**This clause shall not be modified except to modify shaded values.**

Working Group 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. Working Group meetings shall be held, as decided by the Working Group, the Chair, or by petition of 15% or more of the voting members, to conduct business, such as making assignments, receiving reports of work, progressing draft standards, resolving differences between 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 a face-to-face meeting and at least 10 days notice in advance for an electronic (including teleconference) meeting. A meeting agenda (including participation information) shall be distributed to all members at least 10 days in advance of a face-to-face meeting, and at least 5 days in advance for an electronic 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.

While having a balance of all interested parties is not an official requirement for a Working Group, it is a desirable goal. As such, the officers of the Working Group should consider issues of balance and dominance that may arise and discuss them with the Sponsor.

Participants shall be asked to state their employer and affiliation at each Working Group meeting as required by the *IEEE-SA SA Standards Board Operations Manual* clause 5.1.2.3 on “Disclosure of affiliation”.

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 6.2).

## 6.1 Quorum

**This clause shall not be modified except to increase the shaded value~~s~~ or to state quorum definitions otherwise approved by the Sponsor.**

A quorum shall be identified before the initiation of Working Group 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 [7.2](#3znysh7), or at the next Working Group meeting. 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.

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 Working Group meeting publicly announced at least 45 days in advance. A quorum is required at other Working Group meetings.

## 6.2 Executive Session

**This clause shall not be modified.**

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.

The matters discussed in executive session are confidential, and therefore, attendance at the Executive Session shall be limited to those with governance authority, outside advisors (e.g., lawyers or consultants) where necessary to provide professional guidance, and select IEEE-SA staff who may have information or a perspective relevant to the subject matter discussed in Executive Session. An individual may be invited to join for a portion of the discussion and then excused at the appropriate time. In each case, except as authorized by the Working Group, participants in an Executive Session are prohibited from discussing or disclosing any information presented and discussed during such Executive Session to a third party or other person not present during the Executive Session, and shall not continue to discuss such matters after the Executive Session has adjourned.

Executive Sessions should be conducted face-to-face (in person) to provide the greatest assurance that the content of such Executive Sessions will be kept confidential. However, when necessary, Executive Sessions may include participants who participate by teleconference provided such persons agree not to disclose any information so discussed, and agree that they will participate in such conference in a manner that does not result in third parties gaining access to such discussions or information.

## 6.3 Meeting Fees

**This clause may be modified, or replaced by "Not Applicable.”**

The Working Group, or meeting host, may charge a meeting fee to cover services needed for the conduct of the meeting. The fee shall not be used to restrict participation by any interested parties.

The Working Group Officers shall set the meeting fees in consultation with those planning a particular meeting.

Everyone who attends a meeting, except for those for whom the fee has been waived, shall pay the meeting fee.

For plenary sessions, the Sponsor determines which individuals will have the meeting fee waived. For interim sessions, the Executive Committee of the Working Group or the Joint Executive Committee of the Working Groups responsible for the session determine the individuals for which the meeting fee will be waived.

## 6.4 Minutes

**This clause shall not be modified.**

The minutes shall concisely record the essential business of the Working Group, including the following items at a minimum:

1. Name of group
2. Date and location of meeting
3. Officer presiding, including the name of the secretary who wrote the minutes
4. Meeting participants, including affiliation, and voting member status at the end of the meeting
5. Call to order, Chair's remarks
6. Reminders of IEEE policies, such as Patent policy and Copyright policy
7. The fact that a Call for Patents occurred and any responses made to such Call
8. Approval of minutes of previous meeting
9. Approval of agenda
10. Technical topics
	1. Brief summary of discussion and conclusions
	2. Motions exactly as they are stated, including the names of mover and seconder and the outcome of each motion
11. Action items
12. Items reported out of executive session
13. Recesses and time of final adjournment
14. Next meeting - date, time, and location

All submissions, presentations, and reports considered during the meeting by the Committee/WG shall be referenced in the minutes, identifying the source of the submission. URLs should be provided where possible.

The following shall not be recorded in minutes:

* Transcriptions of detailed discussions
* Attributions of comments to specific participants

## 6.5 Subgroup Meetings

A subgroup of a WG shall announce all electronic meetings at least 10 days in advance, except for electronic meetings concerning only regulatory communications, which shall be announced at least 5 days in advance. All face to face meetings of a subgroup of a WG shall be announced at least 30 days in advance.

# 7.0. Voting

## 7.1 Approval of an Action

**This clause shall not be modified except to increase the two-thirds vote up to a three-fourths vote. Increasing a two-thirds vote to a higher value will require similar changes to Section 7.1.2.**

Approval of an action requires approval by a majority (or three-fourths) vote as specified below in 7.1.1 (majority) and 7.1.2 (three-fourths). The “majority, three-fourths vote” is defined as either:

1. At a meeting (including teleconferences) where quorum has been established, a vote carried by majority (or three-fourths) approval of the votes cast (i.e., Approve or Do Not Approve votes, excluding abstentions) by the voting members in attendance.
2. By electronic means (including email), a vote carried by majority (or three-fourths) of the votes cast (i.e., Approve or Do Not Approve votes, excluding abstentions), provided a majority of all the voting members of the Working Group responded.

### 7.1.1 Actions Requiring Approval by a Majority Vote

**This clause shall not be modified except for a) moving actions to 7.1.2, b) adding actions.**

The following actions require approval by a majority vote:

1. Formation or modification of a subgroup, including its procedures, scope, and duties
2. Disbandment of subgroups
3. Approval of minutes.
4. To request IEEE 802 Executive Committee approval of creation of a study group or industry connections activity

### 7.1.2 Actions Requiring Approval by a Three-Fourths Vote

**This clause shall not be modified except to include additional voting actions and/or to increase the two-thirds vote up to a three-fourths vote.**

The following actions require approval by a three-fourths vote:

1. Approval of change of the Working Group scope \*
2. Establishment of fees, if necessary
3. Approval to move the draft standards to the Sponsor for IEEE Standards Sponsor ballot\*
4. Any matter regarding the establishment or modification of a PAR or that would make a non-editorial change to a draft standard
5. A decision to submit a draft standard or a revised standard to the Sponsor for conduct of Sponsor Ballot. See 9.6 for additional constraints
6. Initiate officer elections other than at the first plenary session of even numbered years.
7. Adoption of an Operations Manual or revisions thereof
8. Formation of a subgroup (with the exception of a study group or industry connections activity) including its procedures, scope, and duties
9. Disbandment of a subgroup when no other provisions to disband are in place or prior to its completion
10. Any other technical matter not defined elsewhere in this document

\*Items a) and c) also require approval of the Sponsor to take effect.

## 7.2 Voting Between Meetings

**This clause shall not be modified.**

The Working Group Chair shall conduct votes authorized by the Working Group in a timely fashion. The Working Group Chair may conduct votes 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

**This clause may be modified.**

Formal inquiries relating to the Working Group should be directed to the Chair and recorded by the Secretary. All replies to such inquiries shall be made through the Chair. These communications shall make it clear that they are responses from the Working Group. Communications shall be in compliance with the Sponsor’s communication requirements.

# 9.0 Appeals

**This clause shall not be modified.**

Any person dissatisfied with a technical decision shall follow the approved procedures for providing technical input to the Working Group, including but not limited to presenting the concern to the Working Group, and making a technical comment during the applicable comment submission and/or balloting period.

Procedural concerns within the Working Group shall first be presented to the Working Group Chair for resolution. If the procedural concern is not resolved after presentation to the Chair, the concern can be brought to the Sponsor for resolution.

# 10.0 Rights

The rights of the Working Group’s members include the following:

1. To receive a timely notice of the next session
2. To receive a copy of the minutes
3. To vote at meetings if and only if present
4. To vote in Working Group Letter Ballots
5. To examine all the Working Group Draft documents
6. To lodge complaints about Working Group operation with the Sponsor
7. To petition the Sponsor in writing

# 11.0 Actions requiring an electronic ballot

Approval to forward a draft standard to the Sponsor shall require approval by a Working Group Electronic Ballot. Abstains shall require a reason be given, and Do Not Approve votes shall require comments on changes required to modify the vote to Approve. For a letter ballot on a draft standard to be valid a majority of all the voting members of the Working Group must have responded Approve, Do Not Approve, or Abstain. Comment resolution, recirculations, etc. should be consistent with Sponsor ballot rules and 5.4.3.2 of the IEEE-SA Standards Board Operations Manual (SASB OM).

The response time for a Working Group letter ballot on a draft shall be at least thirty days. However, for recirculation ballots the response time shall be at least fifteen days.

Submission of a draft standard or a revised standard to the Sponsor shall be accompanied by any outstanding negative votes and a statement of why these unresolved negative votes could not be resolved.

Revised drafts approved in subsequent Working Group letter ballot for forwarding to the Sponsor Ballot Group do not require Sponsor approval for forwarding.

# 12.0 Roll call votes

A roll call vote may be held at the discretion of the chair.

In addition, a roll call vote may be called for by any member of the group, at any time from when the question has been put until the vote tally is completed. The call does not require a second, and cannot be debated, amended, or have any other subsidiary motion applied to it.

Upon a call for a roll call vote, the chair shall proceed according to these three options.

1. The chair may hold the vote
2. The chair may hold a vote on the question of whether to hold a roll call vote. This vote shall achieve greater than 25% of the members voting Yes to pass. The 25% is counted by dividing the count of Yes votes by the sum of the Yes and No votes. This vote is not subject to a roll call vote.
3. The chair may refuse the request for a roll call vote if this privilege is being abused by members repeatedly calling for a roll call vote. The chair shall allow both the majority and minority reasonable and fair use of the roll call vote.

Each roll call vote and call for a roll call vote shall be recorded in minutes of the meeting. For each roll call vote, the minutes shall include each member’s name, their vote and the final result of the vote. For each call for a roll call vote, the minutes shall include:

1. The name of the requestor of the roll call vote.
2. The decision of the chair on the request and, when applicable, the results of the vote on whether to hold the roll call or the reasons of the chair for denying the roll call vote.

# 13.0 Revision of the IEEE 802 LMSC Working Group Policies and Procedures

Revisions to this document 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 this document shall require a vote of approve by at least two thirds of all voting members of the Sponsor. A vote to approve revisions shall only be taken at a plenary session. If approved, revisions become effective at the end of the plenary session where the vote was taken.

In some circumstances minor revisions may be made to the IEEE 802 LMSC Working Group Policies and Procedures without a revision ballot. These circumstances are

1. Basic layout/formatting that does not change the meaning of any of the text
2. Correction of spelling and punctuation
3. Error in implementing approved changes

All other revisions shall be balloted as described in this clause. If any voting Sponsor member protests an editorial change of the OM within 30 days of its release (the date of notice on the Sponsor reflector constitutes the release date), that editorial change will be without effect.