IEEE LAN/MAN Standards Committee

Wiress Chairs Standing Committee

Operations Manual

**Date:**

**2022-11-13**

**Author(s):**

**Dorothy Stanley**

**Chair, IEEE 802 Wireless Chairs Standing Committee**

**Chair, IEEE 802.11**

**Hewlett Packard Enterprise**

**Email: dstanley@ieee.org**

**Clint Powell**

**Chair, IEEE 802.15**

**Meta**

**Email:** [**cpowell@ieee.org**](mailto:cpowell@ieee.org)

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. |
| 3 | ec-15/28r2 | 2015-11-27 | General editorial clean-up plus expanded PCO Selection Process |
| 4 | ec-15/28r3 | 2016-01-17 | Updated LMSC OM hyperlink to current version, Deleted PCO selection table in 3.1 and added text on posting requirements, Fixed Annex A reference, Fixed some formatting issues |
| 5 | ec-20/0187r0 | 2020-10-19 | New document series; Authors, document links updated, addition of Meeting Venue Manager, formatting |
| 6 | ec-20/0187r1 | 2020-12-04 | Incorporates edits per 2020-10-28 WCSC review |
| 7 | ec-20/0187r2 | 2020-12-09 | Incorporates edits per 2020-12-09 WCSC review |
| 8 | ec-20/0187r3 | 2020-12-09 | Clean version with editorial update to 2.7 (explicit reference to 802.11 and 802.15 not needed with existing definition of the Joint Treasury) |
| 9 | ec-20/0187r4 | 2022-10-06 | Update to authors, addition of section 2.4 documentation description, references. |
| 10 | ec-20/0187r5 | 2022-11-13 | WCSC approved clean (no revision mark) version |

Contents

[Contents 3](#_Toc53406793)

[References 3](#_Toc53406794)

[Definitions 3](#_Toc53406795)

[Acronyms 3](#_Toc53406796)

[1 Hierarchy 4](#_Toc53406797)

[2 The IEEE 802 Wireless Chairs Standing Committee (WCSC) 4](#_Toc53406798)

[2.1 Scope of the WCSC 4](#_Toc53406799)

[2.2 Purpose 5](#_Toc53406800)

[2.3 Meetings 5](#_Toc53406801)

[2.4 Documentation 5](#_Toc53406802)

[2.5 Delegation of decisions to Joint Treasury subcommittee 5](#_Toc53406803)

[2.6 Officers and Membership 5](#_Toc53406804)

[2.7 Subgroups 5](#_Toc53406805)

[2.7.1 Executive Committee of the 802.11/802.15 Joint Treasury 5](#_Toc53406806)

[2.8 Meeting Venue Manager 6](#_Toc53406807)

[3 Professional Conference Organizer (PCO) 6](#_Toc53406808)

[Selection Process 6](#_Toc53406809)

[3.1 PCO Selection Metrics / Criteria 7](#_Toc53406810)

[Annex A Rules for operating with joint treasury 7](#_Toc53406811)

References

Policies and Procedures

1. IEEE Standards Board Bylaws <https://standards.ieee.org/about/policies/bylaws/index.html>
2. IEEE-SA® Standards Board Operations Manual <https://standards.ieee.org/about/policies/opman/index.html>

1. <https://ieee.app.box.com/v/PandP-LMSC>

1. [IEEE 802 Operations Manual](https://mentor.ieee.org/802-ec/dcn/21/ec-21-0207-25-0PNP-ieee-802-lmsc-working-group-policies-and-procedures.pdf), v25, effective 15 July 2022, also see <https://grouper.ieee.org/groups//802/devdocs.shtml>
2. Robert's Rules of Order Newly Revised (Latest Published Edition), by [Henry M. Robert III](http://www.amazon.com/exec/obidos/Author=Robert,%20Henry%20M./103-9605712-7510225) (Editor), [Sarah Corbin Robert](http://www.amazon.com/exec/obidos/Author=Robert,%20Sarah%20Corbin/103-9605712-7510225), and [William J. Evans](http://www.amazon.com/exec/obidos/Author=Evans,%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 and 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](https://www.ieee.org/content/dam/ieee-org/ieee/web/org/about/whatis/01-05-1993_Certificate_of_Incorporation.pdf)  
[IEEE Constitution](https://www.ieee.org/about/corporate/governance/constitution.html)

[IEEE Bylaws](https://www.ieee.org/content/dam/ieee-org/ieee/web/org/ieee-constitution-and-bylaws.pdf)

[IEEE Policies](https://www.ieee.org/content/dam/ieee-org/ieee/web/org/ieee-policies.pdf)

[IEEE Standards Association Operations Manual](https://standards.ieee.org/about/policies/sa-opman/index.html)

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

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

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

[IEEE Computer Society (CS) Constitution](https://www.computer.org/volunteering/boards-and-committees/resources/constitution)

[IEEE Computer Society (CS) Bylaws](https://www.computer.org/volunteering/boards-and-committees/resources/bylaws)

[IEEE CS Policies and Procedures, section 10](https://www.computer.org/volunteering/boards-and-committees/resources/bylaws#standards) (Standards Activities)

[IEEE CS Standards Activities Board Policies and Procedures (SAB P&P)](https://www.computer.org/volunteering/boards-and-committees/standards-activities/other-resources" \o "IEEE CS SAB P&P)

[IEEE Project 802 LAN/MAN Standards Committee (LMSC) Sponsor Policies and Procedures](https://grouper.ieee.org/groups/802/devdocs.shtml) (LMSC P&P)

[IEEE Project 802 LAN/MAN Standards Committee (LMSC) Operations Manual](https://grouper.ieee.org/groups/802/devdocs.shtml) (LMSC OM)

[IEEE 802 Chair’s Guidelines](https://www.ieee802.org/devdocs.shtml)

*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)*.*

*Policy and Procedure reminders are posted here:* [*http://ieee802.org/sapolicies.shtml*](http://ieee802.org/sapolicies.shtml) *and* [*https://development.standards.ieee.org/myproject/Public/mytools/mob/preparslides.pdf*](https://development.standards.ieee.org/myproject/Public/mytools/mob/preparslides.pdf) *.*

# The IEEE 802 Wireless Chairs Standing Committee (WCSC)

## Scope of the WCSC

The WCSC 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 interest and 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 Manual) is an “Other subgroup” that “Assists the Sponsor”. In this case, it assists by managing the operation of Wireless Interim meetings and other matters as requested by the EC.

## Meetings

The WCSC 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

The WCSC shall provide a venue for the Executive Committee of the joint treasury of the wireless groups to meet. 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. Documents are posted in the [Wireless Chairs Standing Committee subgroup area](https://mentor.ieee.org/802-ec/documents?is_dcn=DCN%2C%20Title%2C%20Author%20or%20Affiliation&is_group=WCSG) of the [802 Executive Committee document repository](https://mentor.ieee.org/802-ec/documents). Note that the 4 character group designation is “wcsg”.

## 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 Standards Committee.

The WCSC Secretary is appointed by the WCSC Chair.

The WCSC Meeting Venue Manager is appointed by the WCSC Chair.

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

Each Wireless 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

### Executive Committee of the Joint Treasury

The Executive Committee of the 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 Joint Treasury subcommittee agenda items shall be included in the WCSC minutes and approved with the WCSC minutes. These Joint Treasury subcommittee agenda items shall be clearly distinguished as such.

## Meeting Venue Manager

The Meeting Venue Manager is responsible for the following tasks:

1. Ensure that WCSC sponsored sessions are compliant with the [IEEE Finance Operations Manual (FOM).](https://www.ieee.org/content/dam/ieee-org/ieee/web/org/financial-ops-manual.pdf) The FOM contains policies and information related to IEEE finances, including policies and information related to financial stability, reporting requirements, asset and liability management, reserves, insurance coverage, business expense reporting, fund-raising, and contracts and purchase orders.
2. Work with the Professional Conference Organizer (PCO) to get a Request for Proposal (RFP) for the assigned dates.
3. Work with the PCO to send the RFP to one or more venues.
4. Review RFP responses from venue(s).
5. Perform venue site visits as needed, potentially with the PCO and network service provider, to determine suitability of a venue.
6. Present summaries of venue options to the WCSC for WCSC decision/selection.
7. Negotiate contract proposals on behalf of the WCSC.
8. Review venue contract terms and conditions with the WCSC.
9. Submit venue contract(s) to the IEEE Meetings Contracts and Events (MCE), IEEE legal and IEEE-SA Procurement to formally execute the contract.
10. Coordinate with the PCO and the WCSC chair on major decisions.
11. Attend the venue pre-conference meeting, walk the venue space with the PCO and meet with the hotel staff as the IEEE 802 WCSC point of contact. The PCO is the primary hotel contact.
12. Monitor the terms of the contract to ensure that IEEE 802 WCSC meets its obligations and that the venue meets theirs.
    1. If the contract requires deposits, confirm that the Treasurer will make the deposits on time.
    2. Monitor contract review points (room block, food and beverage minimum requirements) and file contract addendums as necessary.

# Professional Conference Organizer

# Selection Process

1. PCOs shall be selected that are IEEE contracts department approved.
2. PCOs should be selected on a four 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 North America (NA) Wireless Interim meetings should be selected
   1. Should cover all NA meetings within a four 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 possibly 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 WCSC 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 four year period.
   2. May be the same as the PCO used for NA/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 WCSC 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.

## PCO Selection Metrics / Criteria

A template of the PCO selection metrics and criteria shall be maintained by the Meeting Venue Manager. This may be the same as the RFP/Selection Metrics used by the IEEE802 EC, possibly modified to meet specific Wireless Interim requirements, or a new document.

# Annex A: Rules for operating with joint treasury

**(This is a copy of the rules from the IEEE 802 LMSC Operations Manual, see** [**https://grouper.ieee.org/groups//802/devdocs.shtml**](https://grouper.ieee.org/groups//802/devdocs.shtml)**. It is repeated here for convenience. Always check the LMSC web site for the latest rules).**

**15.2 Working Group financial operation with joint treasury**

Two or more Working Groups with the approval of the IEEE 802 LMSC may operate with a single joint treasury. Working Groups that operate with a joint treasury shall have no other treasury. The merger of separate Working Group treasuries into a joint treasury or the splitting ofa joint treasury into separate Working Group treasuries requires approval of the IEEE 802 LMSC. Each such action shall be supported by a motion from each of the involved Working Groups that requests the action and that has been approved by the Working Group.

The operation of a joint treasury is subject to the same rules as a Working Group operating with treasury with the following exception: The Executive Committee overseeing the joint treasury shall be a Joint Executive Committee that is the union of the Executive Committees of the Working Groups operating with the joint treasury. The Chair of the Joint Executive Committee shall be selected by the Joint Executive Committee and shall be the Chair of one of the participating Working Groups.