

Re-organizing the Chair's Guidelines

Overview

- Chair's Guidelines contains three distinct types of decisions:
 - Guidelines: Suggested practices to make things run smoother
 - Chair's Interpretations: Memorializes these interpretations
 - EC Policy Decisions: Binding decisions on our operation not captured in the Operations Manual
- Goal is to review these (especially the guidelines) to put them in the right areas.

Notes

- Keeping text in a guideline means that “shalls” need to be removed.
- An EC decision should have some “shalls”, otherwise it is just a strong suggestion.
- EC decisions should be considered for inclusion in the Operations Manual.
- Some items, perhaps, should be split.

Suggestions (1)

| Section | Destination | Rationale |
|---|------------------------|---|
| 2.1 IEEE 802 Approvals | Guideline | Rules for these reside in other documents |
| 2.2 Registration Fees | Decision | Specifies which registrations can be waived, by who and with a specific process |
| 2.3 Standards distribution in digital format | Guideline/ Decision | Split. Process and contents are guideline, who is able to receive and when is decision. |
| 2.4 Tutorials | Decision | Specifies rules for when they must be submitted and posted |
| 2.5 Commercialism at meetings | Decision | Already listed as approved by EC motion 21 March 2014. |
| 2.6 Identification of Working Group contributors in standards | Guideline | Guidance, not binding for WG Chairs. |

Suggestions (2)

| Section | Destination | Rationale |
|---|-------------|---|
| 2.7 Recording attendee information in meeting minutes | Guideline | Rules for these reside in other documents |
| 2.8 Criteria for posting information to the EC reflector | Guideline | Not binding, just good practices |
| 2.9 Patent and Copyright Policy announcement instructions | Guideline | These are required by higher rules, this is an attempt to make them understandable. Lots of “shalls” will need to be changed. |
| 2.10 IEEE 802 EC’s responsibility to progress PARs | Guideline | Outlines possible actions that can be taken if a WG is not “properly” advancing a PAR. |
| 2.11 Working Group Vice Chair activities | Guideline | Best practices for a WG Vice Chair. |

Suggestions (3)

| Section | Destination | Rationale |
|---|-------------|---|
| 2.12 The Standards Association ballot process | Guideline | Determined by higher rules. Is this relevant anymore? |
| 2.13 Duties of the Standards Committee Officers | Guideline | Required tasks are in P&P or OM |
| 2.14 Duties for other Standards Committee positions | Guideline | Required tasks are in P&P or OM |
| 2.15 Access to a published IEEE standard for outside groups | Guideline | This is just a process for a request, originally from Karen McCabe. |
| 2.16 Consent agenda | Guideline | This can be over-ridden by any single EC member objecting. Update for variable days/electronic. |
| 2.17 Email reflector policy | Decision | Policy that restricts access (potentially) to some individuals |

Suggestions (4)

| Section | Destination | Rationale |
|--|-------------|--|
| 2.18 Maintaining a repository for approved CSDs | Decision | Provides durable location for approved CSDs, which is used at other process steps |
| 2.19 Notification of IEEE SA individual participation requirements | Guideline | Guidance to chairs, communicates higher rules to participants |
| 2.20 Review of subgroup charters | Guideline | Indicates that this is done in July and the Chairs need to upload the documents. |
| 2.21 Scope of the Coexistence Assessment Document | Decision | Contains a “shall”. Failure to follow could result in a Standards Committee vote against progressing a standard. |

Suggestions (5)

| Section | Destination | Rationale |
|--|-------------|---|
| 4.1 Student Fees | Decision | Determines fees |
| 4.2 Cross Working Group and Technical Advisory Group document and email reflector access | Decision | Currently no shalls, do we need to change some? |
| 4.3 IEEE 802 EC interim teleconference meeting | OM | Perhaps it is time to move this to the OM. |
| 4.4 Length of hotel stay for discounted registration | Decision | Determines fees |

Suggestions (6)

| Section | Destination | Rationale |
|--|-------------|---|
| 4.5 Letter of affiliation | Decision | Determines content of the letter. Time to move to OM? |
| 4.6 Working Group review of the CSD | OM | Time to move this to the OM |
| 4.7 Policy for posting of documents to be considered by the EC | Decision | Requirements for posting, needed for minutes |
| 4.8 Badges for tutorials | Decision | Affects fees, should it have some shalls? |