

# July 2022 Rules Meeting

# Participant behavior in IEEE-SA activities is guided by the IEEE Codes of Ethics & Conduct

- All participants in IEEE-SA activities are expected to adhere to the core principles underlying the:
  - IEEE Code of Ethics
  - IEEE Code of Conduct
- The core principles of the IEEE Codes of Ethics & Conduct are to:
  - Uphold the highest standards of integrity, responsible behavior, and ethical and professional conduct
  - Treat people fairly and with respect, to not engage in harassment, discrimination, or retaliation, and to protect people's privacy.
  - Avoid injuring others, their property, reputation, or employment by false or malicious action
- The most recent versions of these Codes are available at <http://www.ieee.org/about/corporate/governance>

## Participants in the IEEE-SA “individual process” shall act independently of others, including employers

- The IEEE-SA Standards Board Bylaws require that “participants in the IEEE standards development individual process shall act based on their qualifications and experience”
- This means participants:
  - **Shall act & vote** based on their personal & independent opinions derived from their expertise, knowledge, and qualifications
  - **Shall not act or vote** based on any obligation to or any direction from any other person or organization, including an employer or client, regardless of any external commitments, agreements, contracts, or orders
  - **Shall not direct** the actions or votes of other participants or retaliate against other participants for fulfilling their responsibility to act & vote based on their personal & independently developed opinions
- By participating in standards activities using the “individual process”, you are deemed to accept these requirements; if you are unable to satisfy these requirements then you shall immediately cease any participation

## IEEE-SA standards activities shall allow the fair & equitable consideration of all viewpoints

- The IEEE-SA Standards Board Bylaws (clause 5.2.1.3) specifies that “the standards development process shall not be dominated by any single interest category, individual, or organization”
  - This means no participant may exercise “authority, leadership, or influence by reason of superior leverage, strength, or representation to the exclusion of fair and equitable consideration of other viewpoints” or “to hinder the progress of the standards development activity”
- This rule applies equally to those participating in a standards development project and to that project’s leadership group
- Any person who reasonably suspects that dominance is occurring in a standards development project is encouraged to bring the issue to the attention of the Standards Committee or the project’s IEEE-SA Program Manager

# 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 of different technical approaches that include relative costs of patent licensing terms may be discussed in standards development meetings.
      - Technical considerations remain the 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.

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For more details, see IEEE-SA Standards Board Operations Manual, clause 5.3.10 and  
Antitrust and Competition Policy: What You Need to Know at  
<http://standards.ieee.org/develop/policies/antitrust.pdf>

If you have questions, contact the IEEE-SA Standards Board Patent Committee Administrator at  
[patcom@ieee.org](mailto:patcom@ieee.org)

# Agenda

- WG P&P: fix error in 7.1.1
- Add mission statement to Chair's guidelines
- Change posting responsibilities for CSDs
- Mail header convention for agenda requests
- Update on draft sharing

## 7.1.1 and 7.1.2 Majority vs. 3/4

- 7.1.1 Actions Requiring Approval by a Majority Vote
  - a) Formation or modification of a subgroup, including its procedures, scope, and duties;
- 7.1.2 Actions Requiring Approval by a Three-quarters Vote
  - k) Formation of a subgroup (with the exception of a study group or industry connections activity) including its procedures, scope, and duties
- In v20 (3/18/21) it was only in 7.1.2 (n both in rev 21, 22 and 23)
- Suggest delete “a) Formation or modification of a subgroup, including its procedures, scope, and duties;” in 7.1.1

# Suggestions for 7.

- Option 1: Revert back to text from 3/18/21 by deleting 7.1.1
- Option 2: Change 7.1.1 to be “Formation or modification of a PAR Study Group or Industry Connections Activity, including its procedures, scope, and duties;
- Option 3: Change 7.1.1 to be “Formation or modification of a PAR Study Group or Industry Connections Activity, including its procedures, scope, and duties;  
Change 7.1.2 to be “Formation of a subgroup, other than those listed in 7.1.1 a), including its procedures, scope, and duties

# Mission and Purpose

- During the 802 restructuring ad hoc, consensus was developed for the following text:
  - "Title: Mission and Purpose of the IEEE 802 LAN/MAN Standards Committee
  - IEEE 802 develops and maintain standards specifying data link and physical layer protocols to support packet transmission and delivery among network-layer clients."
- Suggest to add as 1.4.

# Other updates to Chair's Guidelines

- Propose either the first or second vice-chair take on the filing approved CSD responsibility to take items off the plate of the Recording Secretary
  - Suggestion is to change “the Recording Secretary shall” to be “the LMSC member designated by the Standards Committee Chair shall”
- Require individuals to put something in the subject field about agendas like we do for email ballots.
  - For example: +++++ Agenda xx Mon +++++
  - Alternate suggestion is to let the Recording Secretary suggest an appropriate tag and encourage people to use them.

# Draft Sharing

- Current position seems to be that what we are doing (password protected, shared among WGs) is fine because we have the right boilerplate on our drafts
- Sharing outside Standards Committee may require additional title pages and permission

# Current discussion

- At the 802 Rules meeting on 1 March, a discussion was held on the cover page that is inserted when an IEEE 802 WG shares a draft with another 802WG. The group noted that the cover page needs to be updated with every updated draft (as the draft number is entered into the cover letter) and asked if the process could be simplified.
- IEEE SA staff collaborated with James, Geoff and David to review the process. As a result of that review, a cover page for sharing drafts between IEEE 802 WGs only has been developed. The various cover pages to be used are as follows and attached to this email:
- [1] When sharing an IEEE 802 WG draft with another IEEE 802 WG:
  - [a] Add the 'Important Notice' page as the new frontpage of the draft.
  - [b] Send a copy of that draft to the IEEE 802 Standards Committee Chair, the IEEE 802 Program Manager, and IPR staff at [stds-copyright@ieee.org](mailto:stds-copyright@ieee.org)
- [2] When sharing an IEEE 802 WG draft with another non-802 Working Group:
  - [a] Add the IEEE SA Working Group draft sharing cover page as the new frontpage of the draft.
  - [b] Send a copy of that draft to the IEEE 802 Standards Committee Chair, the IEEE 802 Program Manager, and IPR staff at [stds-copyright@ieee.org](mailto:stds-copyright@ieee.org).
- [3] When sharing the draft with an external organization:
  - [a] Add the IEEE SA cover letter as the new frontpage of the draft.
  - [b] Send a copy of that draft to the IEEE 802 Standards Committee Chair, the IEEE 802 Program Manager, and IPR staff at [stds-copyright@ieee.org](mailto:stds-copyright@ieee.org)

# Final words?

- Rosdahl: Currently many of the Working Group sites are on a shared username/password basis for the members areas.  
Does that mean it has to stop?  
Some would say some WG areas are google open areas...does that mean the passwords need to be changed more often?  
So do we need to have several copies of the Draft, in the 3 different flavors you identified for who is going to download them?
- Jodi Haasz: As the drafts are on password-protected websites and are accessible to participants, there is no need to change this practice.
  - Additional question about sending emails