

July 2025 Rules Meeting

G. Zimmerman 2nd Vice Chair, IEEE 802
(rev 00) Pre-meeting
(23 Jul 2025, 0944 CET)

Agenda

Call to order

IEEE SA policies & guidelines

Old Business:

- In-person attendance for gaining and maintaining membership – Awaiting Next Action & discussion
- Update on conversion to new Audcom template – Ongoing & discussion
 - Adding Nonvoting members of LMSC – Proposal ([Zimmerman \(ec-25-0034-00\)](#))
- Potential changes to require timeline for subgroup agenda & imat postings – Pending resubmission/to drop?

New Business:

- Meetings requiring the registration fee (LMSC Ops Manual)
- Clarifying fee waivers (4.1 ChGd)
- Any Other New Business

Adjournment

Attendance (27 Jul 2025, 19:30 CET)

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| Zimmerman, George | CME Consulting |

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. Formally object to the discussion immediately.

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

IEEE SA Copyright Policy

By participating in this activity, you agree to comply with the IEEE Code of Ethics, all applicable laws, and all IEEE policies and procedures including, but not limited to, the IEEE SA Copyright Policy.

- Previously Published material (copyright assertion indicated) shall not be presented/submitted to the Working Group nor incorporated into a Working Group draft unless permission is granted.
- Prior to presentation or submission, you shall notify the Working Group Chair of previously Published material and should assist the Chair in obtaining copyright permission acceptable to IEEE SA.
- For material that is not previously Published, IEEE is automatically granted a license to use any material that is presented or submitted.

IEEE SA Copyright Policy

- The IEEE SA Copyright Policy is described in the IEEE SA Standards Board Bylaws and IEEE SA Standards Board Operations Manual
 - IEEE SA Copyright Policy, see
 - Clause 7 of the IEEE SA Standards Board Bylaws
 - <https://standards.ieee.org/about/policies/bylaws/sect6-7.html#7>
 - Clause 6.1 of the IEEE SA Standards Board Operations Manual
 - <https://standards.ieee.org/about/policies/opman/sect6.html>
 - IEEE SA Copyright Permission
 - <https://standards.ieee.org/content/dam/ieee-standards/standards/web/documents/other/permissionltrs.zip>
 - IEEE SA Copyright FAQs
 - <https://standards.ieee.org/faqs/copyrights/>
 - IEEE SA Best Practices for IEEE Standards Development
 - http://standards.ieee.org/content/dam/ieee-standards/standards/web/documents/other/best_practices_for_ieee_standards_development_051215.pdf
 - Distribution of Draft Standards (see 6.1.3 of the SASB Operations Manual)
 - <https://standards.ieee.org/about/policies/opman/sect6.html>

Old Business

Update to Audcom template

Template is substantially reorganized from existing 802 P&Ps
Major areas needing adjustment to our practices (marked “not to be modified):

- Elections of officers

Areas where 802 may update P&Ps to align with new practices

Add nonvoting members

Any changes related to hybrid meetings

Any changes related to in-person attendance/voting

Timelines for Agendas & IMAT Postings

Do we need rules changes to require a timeline for posting of agendas and IMAT materials for subgroups?

Summary:

Would change LMSC Ops Manual at 5.1.3 (Plenaries) and 5.2.4 (Interims) to require:

- 60 day prior notice for LMSC, WG, SC, and Tutorials agendas

- Calendars for 802, WGs, and SCs 30 days prior (w/access info)

- IMAT 5 days prior

- Allow updates until 4 hours prior

Minor changes to wording for 5.3.2 Notifications of LMSC Electronic Interims

For detail see ec-24-0169-00-0PNP.docx

<https://mentor.ieee.org/802-ec/dcn/24/ec-24-0169-00-0PNP-rules-discussion-on-when-agenda-calendar-and-imat-information-should-be-available.docx>

STATUS: (dormant from November) Pending revision & resubmission – TO DROP?

New Business

New Business: Meetings requiring the registration fee (LMSC Ops Manual)

Question: Does attendance at the LMSC opening & closing require payment of the registration fee (or a waiver)?

IEEE 802 LMSC Operations Manual clause 5, titled "IEEE 802 LMSC sessions" states:

"There is no membership requirement for attendance at an IEEE 802 LMSC Plenary Session or an Interim Session of an IEEE 802 LMSC subgroup; they are open forums. However, anyone who attends any portion of a technical meeting that is part of an IEEE 802 LMSC Plenary Session or an Interim Session of an IEEE 802 LMSC subgroup is obligated to comply with the registration requirements for the session.

For the purposes of this OM, a technical meeting is defined as, but is not limited to, any meeting of a Working Group, Technical Advisory Group, PAR Study Group, any of their subgroups, or any call for interest at an IEEE 802 LMSC session."

This language goes all the way back to when the P&P and Ops Manual were a single document.

The ops manual says "not limited to", but specifically omits regular meetings cited, including IEEE 802 LMSC Opening Meeting, the IEEE 802 LMSC Closing Meeting, and tutorial programs

Superior Documents & what we announce

Superior documents (P&Ps) allow fees to be charged on a per meeting basis (but doesn't requiring it or link meetings into a "session"), and specifically warns against restricting participation:

6.3 Meeting Fees

The Standards Committee may charge a meeting fee to cover the expenses of the Standards Committee. The fee shall not be used to restrict participation by any interested parties. The Standards Committee shall set the meeting fees in consultation with those planning a particular meeting.

Everyone who attends a meeting, except those for whom the Standards Committee waives the fee, shall pay the meeting fee.

The Executive Secretary commonly announces:

Registration Fee Reminder: Payment of the session registration fee is required for all individuals who participate *in any meetings associated with the IEEE 802 Plenary Session*.

Chair's Guidelines 4.9 (LMSC motion) says there may or may not be a fee for attending tutorials

We need an interpretation for the opening & closing LMSC

Proposal

Since an individual attending only the LMSC opening or closing may have administrative interest in 802, we should not restrict participation by requiring a meeting fee for only those meetings.

We probably do not want to weigh in on the debate of whether LMSC meetings may touch technical matters.

Recommend:

Add to the chair's guidelines under section 3 (interpretations):

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3.3 Registration fee requirement for LMSC Opening and Closing meetings at a Plenary Session

Section 5 of the LMSC Operations Manual specifically omits the LMSC opening and closing meetings from those meetings which require a meeting fee, leaving the setting of a meeting fee for the LMSC Opening and Closing meetings at the option of the LMSC. The LMSC may set a registration fee for attendance of the opening and closing LMSC meetings; however, unless it specifically does so, the opening and closing LMSC meetings held at an 802 plenary session do not require payment of the registration fee.

Fee waivers for officers of other SDOs

Section 4.1 of the Chair's Guidelines describes two groups of fee waivers, a limited number of invited guests (item 1), and those for “invited officers of other SDOs who do not regularly attend IEEE 802 meetings” (item 4).

- The first group (invited guests) require LMSC confirmation.
- The text does not specifically require confirmation of the second group.

Section 4.1 list item 3 requires confirmation take place “at the Monday LMSC meeting of a plenary session”, eliminating the possibility to confirm prior to the meeting and creating the potential for an attendee to travel, only to be denied a waiver.

A proposal to clarify and amend the confirmation time is offered.

Proposals: Fee waivers

Amend list item 3 under 4.1 of the Chair's Guidelines to permit confirmation any time prior to the close of the opening LMSC meeting at the plenary as follows:

- 3) For plenary sessions, the Standards Committee Chair will have the responsibility to review and approve the above exceptions (total limited to ten individuals per session) and provide a list of these exempt people to the Executive Secretary before the session and obtain LMSC confirmation at the Monday prior to the close of the Opening LMSC meeting of a plenary session.

Amend list item 4 under 4.1 of the Chair's Guidelines to clarify that officers of other SDOs who do not normally attend IEEE 802 do not require confirmation for a fee waiver, by appending the following sentence to item 4:

Waivers to invited officers of other SDOs do not require confirmation by the LMSC.

Backup/Reference

Voting discussion

Discussion outline

Problem

Text for solutions

- Attain/Maintain voting rights approach
 - (only in person attendance counts)
- Approval of actions approach
 - (in-person / guest attendee)

Choose a path to go forward with in Audcom submission

Non-Voting (Associate) members of LMSC

Defined in the LMSC P&Ps in 4.2

Not mentioned in the LMSC Ops Manual

Duties for IEEE 802 Advisor, Member Emeritus defined in the Chair's Guidelines at 2.11.1

Leadership development and succession planning have made it useful to have “associate” or “assistant” positions for appointed LMSC officers

- These have been handled so far as “emeritus”, but aren't really...

See [Zimmerman \(ec-25-0034-00-LMSC\)](#) for detail

Non-Voting (Associate) members of LMSC

Amend LMSC P&Ps as follows:

Insert new paragraph in 1.6 Definitions (at end, from Audcom baseline) as follows:

A corresponding member is an honorary, non-voting membership role and may be further defined in Clause 4.

Change 4.2 to add and define nonvoting membership type corresponding member as follows:

4.2 Non-voting Membership

The Standards Committee may include the following Non-Voting Members:

- Members Emeritus
- Chairs of Hibernating WGs
- Chairs of subgroups created by the Standards Committee
- Corresponding members

Non-voting members are appointed by the Standards Committee Chair. Appointment to each non-voting membership position is subject to confirmation by the Standards Committee. The term for each of these positions ends at close of the first plenary session of each even numbered year.

Non-voting members, prior to confirmation are required to file a letter of endorsement, as described in 4.3.

A Non-Voting Member may be removed by a two-thirds vote of the Voting Members of the Standards Committee. Grounds for removal shall be included in any motion to remove a Non-Voting Member. The Non-Voting Member suggested for removal shall be given an opportunity to make a rebuttal prior to the vote on the motion for removal.

Corresponding members may be appointed for the purpose of training and development of standards committee officer and leadership positions

In-person attendance credit approach to voting: (Status from July 2024)

From March/July 2024:

Further discussion and socialization was needed before presenting a change

Results of Discussion in July 2024 Rules:

See <https://mentor.ieee.org/802-ec/dcn/24/ec-24-0154-04-00EC-july-2024-rules-meeting.pdf>

Status: Determined goals, work needed on next steps

Goals:

- Encourage attendance
- “Effective teambuilding to develop a standard”
- Potential to increase empathy – ability to get consensus – “ability to read the room”
- Get more work done outside of meeting room in an expedient fashion
- Give chair the discretion – a tool to solve problems before they become critical
- Prevent misbehavior / quickly handle misbehavior

Possible Modifications:

- Possibly defer to allow working group choice
- Need better/strong explanation of the rationale (.11) – what our objectives are
- Possibly lower level of in-person credited attendance
- Possibly not change voting rights, but only allow voting / poll participation only by those attending in-person (may not be allowed by rules)
 - Motions used to only be held at in-person meetings... now held on teleconferences with advance notice... this change could cause delaying of motions for teleconferences.
- Some kind of rule that applies at a subgroup level to deal with problems...

Next Action: Subgroup to work to synthesize alternate solution & rationale

Status: Awaiting revision/input from discussion at Workshop

Voting Rights Discussion Readout from November 2024 Workshop

See [\(McCann: Workshop Minutes \(EC-24-0307\)\)](#) at 5.01

“Three principles emerged after 90+ minutes of discussion:

1. Encourage in-person attendance.
2. Personal attendance is better.
3. Remote participation adds value
4. At some time in the future, for sessions, voting rights may be restricted to in person participants.

Action item: Create a presentation with these principles. Beth Kochuparambil”

Voting rights: Approval of actions approach

Discussion on WG rules for voting on electronic meetings

Governed by WG procedures (WG chair)

- .11, .15 – Hybrids = same rules as in-person meetings (only WG voters may vote)

- .3 – Hybrids = same rules as electronic meetings

- (only WG voters may vote vs. in-person TF meetings, anyone in the room may vote)

- .1 – operates under WG P&P, only voting at WG level

Consider what % in-person we want to target

Debate on consensus on “4. At some time in the future, for sessions, voting rights may be restricted to in person participants.”

Paths Forward

- WG P&P 4.1: In-person qualifications on how voting rights are obtained and maintained
 - Audcom template allows further definition of earning by participation
- WG P&P 7.1: modify voting to define voters as those in-person
 - Audcom template only allows increase the minimum number of days in a voting period, selected or removing text in brackets, and selecting on of designated options separated by “or,”.
 - Likely path goes to defining voting members “in attendance” as “in attendance in-person”

Work to do

Put together argument to change rules for hybrid meetings

For 802 and for standards board/audcom

- audcom template seems to make no distinction between electronic meetings & in person meetings

Talk w/Jason regarding meeting fees & potentially a reduced fee for online w/limited rights, Either;

No attendance credit – cleanest rules-wise, we are allowed to add requirements to obtain membership

No ability to vote – harder... needs 2 levels of attendance – possible resistance as it denies members the ability to vote in a meeting they are listed as getting attendance credit for.

Make case that concentration of members from a small # of affiliations creates potential for dominance.