IEEE P802.11  
Wireless LANs

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| Changes to the IEEE 802 WG Policies and Procedures | | | | |
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Abstract

This submission proposes changes to our policies and procedures.

***Insert the following rule in section 3.4:***

**3.4 Responsibilities of Working Group Officers**

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

1. shall not act:
2. in bad faith;
3. to the detriment of IEEE-SA;
4. to further the interest of any party outside IEEE over the interest of IEEE; or
5. in a manner that is inconsistent with the purposes or objectives of IEEE, and;
6. shall use best efforts to ensure that participants of the working group conduct themselves in accordance with applicable policies and procedures including, but not limited to, SASB Bylaws 5.2.1.

The officers of the Working Group shall ensure that parliamentary tactics are not used by members to prevent the Working Group from transacting business.

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.

***Append the following rules to section 3.4.1:***

**3.4.1 Chair**

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. Being objective.
3. Entertaining motions, but not making motions.
4. Not biasing discussions.
5. Delegating necessary functions.
6. Ensuring that all parties have the opportunity to express their views.
7. Setting goals and deadlines and adhere to them.
8. Being knowledgeable in IEEE standards processes and parliamentary procedures and ensuring that the processes and procedures are followed.
9. Seeking consensus as a means of resolving issues.
10. Prioritizing work to best serve the group and its goals.
11. Complying with the IEEE-SA Intellectual Property Policies, including but not limited to IEEE-SA Patent Policy (see IEEE-SA Standards Board Operations Manual 6.3.2, http://standards.ieee.org/board/pat/index.html) and IEEE-SA Copyright Policy (see IEEE-SA Standards Board Bylaws 7, http://standards.ieee.org/guides/bylaws/sect6-7.html#7).
12. Fulfilling any financial reporting requirements of the IEEE, in the absence of a Treasurer.
13. Participating as needed in meetings of the Sponsor to represent the Working Group and, in the case of a “Directed Position”, vote the will of the Working Group in accordance with the Directed Position Procedure (See “Procedure for establishing a directed position” subclause of the IEEE 802 LMSC OM [5]).
14. Being familiar with training materials available through IEEE Standards Development Online.
15. Call meetings and issue a notice for each meeting at least 30 calendar days prior to the meeting
16. Ensure agendas are published at least 14 calendar days before a meeting
17. Ensure important requested documents are issued to members of the Working Group, the Sponsor, and liaison groups.
18. Ensure a membership roster is created and maintained
19. Ensure participant attendance is recorded at each meeting
20. 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.
21. 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
22. Ensure that any financial operations of the Working Group comply with the requirements of the IEEE 802 LMSC Operations Manual
23. Assign/unassign subtasks and task leaders (e.g., secretary, subgroup chair, etc.)
24. 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)
25. Manage balloting of projects
26. Decide which matters are procedural and which matters are technical
27. Decide procedural matters or defer them to a vote by the Working Group
28. Place issues to a vote by Working Group members
29. Preside over Working Group meetings and activities of the Working Group according to all of the relevant policies and procedures

If a technical motion has been accepted or rejected, the chair shall declare renewal of it, or a substantially similar motion, at the same session to be out of order.

No dilatory motions shall be recognized by the chair.

A challenge to a ruling by a chair, or his or her delegate, shall be permitted by any WG member before the end of the next session after the ruling was made.

**References:**