IEEE 802.18
Radio Regulatory Technical Advisory Group

Operations Manual

www.ieee802.org/18

**Date:**

**2014-05-13**

**Author:**

**Michael Lynch**

**Chair, IEEE 802.18 Radio Regulatory TAG**

**[affiliation]**

**Email: MJLynch@mjlallc.com**

**Rich Kennedy,**

**Vice Chair, IEEE 802.18 Radio Regulatory TAG**

**MediaTek Inc.**

**Email: rkennedy1000@gmail.com**

IEEE Project 802 Radio Regulatory Technical Advisory Group 802.18

Copyright (c) 2000-2014 by the Institute of Electrical and Electronic Engineers, Inc.
345 East 47th Street
New York, NY 10017, USA
All rights reserved.

Revision History:

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Document | Revision Date | Notes |
| 1 | 18-14/0031r0 | 13 May 2014 | Opman created  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Contents

[Contents 3](#_Toc387741716)

[Table of Figures 6](#_Toc387741717)

[References 7](#_Toc387741718)

[Acronyms 8](#_Toc387741719)

[1 Hierarchy 9](#_Toc387741720)

[2 Maintenance of Operations Manual 9](#_Toc387741721)

[3 802.18 Technical Advisory Group 9](#_Toc387741722)

[3.1 Overview 9](#_Toc387741723)

[3.2 Function 10](#_Toc387741724)

[3.3 Technical Advisory Group Officers’ Responsibilities 11](#_Toc387741725)

[3.3.1 Technical Advisory Group Chair 11](#_Toc387741726)

[3.3.2 Working Group Vice-Chair(s) 12](#_Toc387741727)

[3.3.3 Working Group Secretary 12](#_Toc387741728)

[3.3.4 Working Group Technical Editor 12](#_Toc387741729)

[3.3.5 Working Group Treasurer 13](#_Toc387741730)

[3.3.6 WG Publicity Chair 13](#_Toc387741731)

[3.3.7 Liaisons 13](#_Toc387741732)

[3.3.7.1 Liaison Roles and Responsibilities: 13](#_Toc387741733)

[3.4 Working Group Officer Election Process 13](#_Toc387741734)

[3.5 Working Group Chair Advisory Committee 14](#_Toc387741735)

[3.5.1 CAC Function 14](#_Toc387741736)

[3.5.2 CAC Membership 14](#_Toc387741737)

[3.6 Working Group Sessions 15](#_Toc387741738)

[3.6.1 Plenary Session 15](#_Toc387741739)

[3.6.2 Interim Sessions 15](#_Toc387741740)

[3.6.3 Session Meeting Schedule 16](#_Toc387741741)

[3.6.4 Session Logistics 16](#_Toc387741742)

[3.6.4.1 Attendance 16](#_Toc387741743)

[3.6.4.2 Meeting Etiquette 16](#_Toc387741744)

[3.7 Documentation 17](#_Toc387741745)

[3.7.1 Types 17](#_Toc387741746)

[3.7.2 Format 17](#_Toc387741747)

[3.7.3 Layout 17](#_Toc387741748)

[3.7.4 Submissions 18](#_Toc387741749)

[3.7.5 File naming conventions 18](#_Toc387741750)

[3.7.6 Agendas 18](#_Toc387741751)

[3.8 Motions Modifying Drafts 19](#_Toc387741752)

[3.9 Draft WG Balloting 19](#_Toc387741753)

[3.9.1 Draft Standard Balloting Group 19](#_Toc387741754)

[3.9.2 Draft Standard Balloting Requirements 19](#_Toc387741755)

[3.9.3 Formatting Requirements for Draft Standard and Amendments 21](#_Toc387741756)

[3.9.4 Accelerated process for completion of WG Letter Ballot 21](#_Toc387741757)

[3.10 Mandatory Draft Review (MDR) 21](#_Toc387741758)

[3.10.1 The MDR Process 21](#_Toc387741759)

 [The MDR process is described in the latest version 11-11/0615, which is definitive. A summary of the 21](#_Toc387741760)

[3.10.2 21](#_Toc387741779)

[3.11 Summary of Types of Balloting / Voting used in 802.18 22](#_Toc387741780)

[4 Task Groups 23](#_Toc387741781)

[4.1 Function 23](#_Toc387741782)

[4.2 Task Group Chair 23](#_Toc387741783)

[4.3 Task Group Vice-Chair 23](#_Toc387741784)

[4.4 Task Group Secretary 23](#_Toc387741785)

[4.5 Task Group Technical Editor 24](#_Toc387741786)

[4.6 Task Group Membership 24](#_Toc387741787)

[4.6.1 Rights 24](#_Toc387741788)

[4.6.2 Meetings and Participation 24](#_Toc387741789)

[4.6.3 Teleconferences 25](#_Toc387741790)

[4.7 Operation of the Task Group 25](#_Toc387741791)

[4.7.1 Task Group Chair Functions 25](#_Toc387741792)

[4.7.2 Task Group Vice-Chair Functions 25](#_Toc387741793)

[4.7.3 Voting 25](#_Toc387741794)

[4.7.4 Task Group Chair's Responsibilities 26](#_Toc387741795)

[4.7.5 Task Group Chair's Authority 26](#_Toc387741796)

[4.8 Deactivation of a Task Group 26](#_Toc387741797)

[5 Study Groups 27](#_Toc387741798)

[5.1 Function 27](#_Toc387741799)

[5.2 Formation 27](#_Toc387741800)

[5.3 Continuation 27](#_Toc387741801)

[5.4 Study Group Operation 27](#_Toc387741802)

[5.4.1 Study Group Meetings 27](#_Toc387741803)

[5.4.2 Voting at Study Group Meetings 27](#_Toc387741804)

[5.4.3 Reporting Study Group Status 27](#_Toc387741805)

[6 802.18 Standing Committee(s) 28](#_Toc387741806)

[6.1 Function 28](#_Toc387741807)

[6.2 Membership 28](#_Toc387741808)

[6.3 Formation 28](#_Toc387741809)

[6.4 Continuation 28](#_Toc387741810)

[6.5 Standing Committee Operation 28](#_Toc387741811)

[6.5.1 Standing Committee Meetings 28](#_Toc387741812)

[6.5.2 Voting at Standing Committee Meetings 28](#_Toc387741813)

[6.6 Standing Committee Chair 28](#_Toc387741814)

[6.7 Topic Interest Groups 28](#_Toc387741815)

[6.8 Ad-hoc Group(s) 29](#_Toc387741816)

[7 Voting Rights 29](#_Toc387741817)

[7.1 Earning and Losing Voting Rights 29](#_Toc387741818)

[7.1.1 Non-Voter 29](#_Toc387741819)

[7.1.2 Aspirant 30](#_Toc387741820)

[7.1.3 Potential Voter 30](#_Toc387741821)

[7.1.4 Voter 30](#_Toc387741822)

[7.1.5 Former-Voter 31](#_Toc387741823)

[7.2 31](#_Toc387741824)

[7.3 Voting Tokens 31](#_Toc387741825)

[7.4 31](#_Toc387741826)

[8 Access to: Email lists, Telecons, Document server and the 802.18 Drafts 31](#_Toc387741827)

[8.1 Email lists 32](#_Toc387741828)

[8.2 Teleconferences 32](#_Toc387741829)

[8.3 Public Document Server 32](#_Toc387741830)

[8.4 Private Members-only Document Server 32](#_Toc387741831)

[8.5 Responsibilities of an 802.18 Sponsor Ballot CRC 33](#_Toc387741832)

[9 IEEE 802.18 WG Assigned Numbers Authority 33](#_Toc387741833)

[9.1.1 WG ANA Lead 33](#_Toc387741834)

[9.1.2 ANA Document 33](#_Toc387741835)

[9.1.3 ANA Request Procedure 33](#_Toc387741836)

[9.1.4 ANA Revocation Procedure 34](#_Toc387741837)

[9.1.5 ANA Appeals Procedure 34](#_Toc387741838)

[9.1.6 ANA requests from the Regulatory SC 34](#_Toc387741839)

[10 Guidelines for 802.18 secretaries 34](#_Toc387741840)

[11 Guidelines for IEEE 802.18 WG and Task Group technical editors 35](#_Toc387741841)

[12 Guidelines for comment resolution 35](#_Toc387741842)

[13 Appendix A: MDR Process Summary 35](#_Toc387741843)

[14 Appendix B: Guidelines for Secretaries 35](#_Toc387741844)

[15 Appendix C: Number of Sessions required to become a Voter 36](#_Toc387741845)

[16 Appendix D: Membership Flow-Diagram 37](#_Toc387741846)

Table of Figures

[Figure 3‑1 – Project 802 Organizational Structure 9](#_Toc351360052)

[Figure 3.2.1 – 802.18 WG Organizational Structure 10](#_Toc351360053)

[Figure 3.6.1.1 – Typical 802.18 WG meetings during 802 Plenary Session 14](#_Toc351360054)

[Figure 3.6.2.1 – Typical 802.18 WG Meetings during Interim session 15](#_Toc351360055)

[Table 3.7.5 – File Naming Convention 17](#_Toc351360056)

[Figure 7.2‑1 - New Participant Starting at a Plenary Session 30](file:///C%3A%5C%5CUsers%5C%5Capstephe%5C%5CDocuments%5C%5Csandbox%5C%5C802.11%5C%5CP_and_P%5C%5C11-13-0001-draft%2002-0000-802-11-operations-manual.docx%22%20%5Cl%20%22_Toc351360057)

[Figure 7.2‑2 - New Participant Starting at an Interim Session 30](file:///C%3A%5C%5CUsers%5C%5Capstephe%5C%5CDocuments%5C%5Csandbox%5C%5C802.11%5C%5CP_and_P%5C%5C11-13-0001-draft%2002-0000-802-11-operations-manual.docx%22%20%5Cl%20%22_Toc351360058)

References

Policies and Procedures

1. IEEE Standards Board Bylaws
 <http://standards.ieee.org/guides/bylaws/>
2. IEEE-SA® Standards Board Operations Manual
 <http://standards.ieee.org/guides/opman/>

1. [IEEE Project 802 LAN/MAN Standards Committee (LMSC) Sponsor Policies and Procedures](http://standards.ieee.org/board/aud/LMSC.pdf) (LMSC P&P)
2. IEEE 802 LAN/MAN Standards Committee (LMSC) Operations Manual -- Approved Nov 2013 (

1. [IEEE Project 802 LAN/MAN Standards Committee (LMSC) Working Group Policies and Procedures (WG P&P) - Approved March 201](http://grouper.ieee.org/groups/802/PNP/approved/IEEE_802_WG_PandP_v15.pdf%22%20%5Co%20%22LMSC%20WG%20P%26P%20-%20Nov%202012)4
2. Robert's Rules of Order Newly Revised (Latest Published Edition), by [Henry M. Robert III](http://www.amazon.com/exec/obidos/Author%3DRobert%2C%20Henry%20M./103-9605712-7510225) (Editor), [Sarah Corbin Robert](http://www.amazon.com/exec/obidos/Author%3DRobert%2C%20Sarah%20Corbin/103-9605712-7510225), and [William J. Evans](http://www.amazon.com/exec/obidos/Author%3DEvans%2C%20William%20J./103-9605712-7510225) (Editor), Perseus Publishing

Other References

1. IEEE Standards Companion
 <http://standards.ieee.org/guides/companion/>
2. Overview & guide to IEEE 802 LMSC
 [http://grouper.ieee.org/groups/802/802 overview.pdf](http://grouper.ieee.org/groups/802/802%20overview.pdf)
3. Adobe Acrobat Reader for viewing PDF files
 [http://](http://standards.ieee.org/guides/bylaws/)[www.adobe.com/support/downloads/main.html](http://standards.ieee.org/guides/bylaws/)
4. ISO/IEC JTC1: International Standards Organization / International Engineering Consortium Joint Technical Committee 1
 [http://www.jtc1.org](http://standards.ieee.org/guides/bylaws/)
5. IEEE Standards Style Manual
 <http://standards.ieee.org/guides/style/>

Acronyms

802 EC 802 LMSC executive committee

802 LMSC Project 802, LAN/MAN standards committee

AHC Ad-hoc committee

ANA Assigned Numbers Authority

CAC chair advisory committee

IEC International Engineering Consortium

IEEE International Electrical and Electronics Engineers, Inc.

IEEE-SA IEEE Standards Association

IPR intellectual property rights

ISO International Standards Organization

LAN local area network

PAR project authorization request

PDF portable document format (Adobe Acrobat file format)

SC standing committee

SG study group

TAG technical advisory group

WG working group

WLAN wireless local area network

.

# 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](http://www.ieee.org/portal/cms_docs_iportals/iportals/aboutus/whatis/01-05-1993_Certificate_of_Incorporation.pdf)
[IEEE Constitution](http://www.ieee.org/web/aboutus/whatis/Constitution/index.html)

[IEEE Bylaws](http://www.ieee.org/web/aboutus/whatis/bylaws/index.html)

[IEEE Policies](http://www.ieee.org/web/aboutus/whatis/policies/index.html)

 [IEEE Board of Directors Resolutions](http://www.ieee.org/web/aboutus/corporate/board/action.html)
[IEEE Standards Association Operations Manual](http://standards.ieee.org/sa/sa-om-main.html)

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

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

[IEEE-SA Standards Board Resolutions](http://standards.ieee.org/board/stdsbd/sasb-resolutions.html)

[IEEE Computer Society (CS) Constitution and Bylaws](http://www2.computer.org/portal/web/volunteercenter/constitution%22%20%5Co%20%22IEEE%20CS%20Constitution%20and%20Bylaws)

[IEEE CS Policies and Procedures, Section 10](http://www2.computer.org/portal/web/volunteercenter/ppm10%22%20%5Ct%20%22_blank%22%20%5Co%20%22IEEE%20CS%20P%26P%2C%20Section%2010)

[IEEE CS Board of Governors Resolutions](http://standards.ieee.org/about/bog/resolutions.html)

[IEEE CS Standards Activities Board Policies and Procedures (SAB P&P)](http://www.computer.org/portal/web/sab/policies%22%20%5Co%20%22IEEE%20CS%20SAB%20P%26P)

[IEEE Project 802 LAN/MAN Standards Committee (LMSC) Sponsor Policies and Procedures](http://standards.ieee.org/board/aud/LMSC.pdf%22%20%5Co%20%22IEEE%20P802%20LMSC%20P%26P) (LMSC P&P)

[IEEE Project 802 LAN/MAN Standards Committee (LMSC) Operations Manual](http://grouper.ieee.org/groups/802/PNP/approved/IEEE_802_OM_v11.pdf%22%20%5Co%20%22IEEE%20802%20LMSC%20OM) (LMSC OM)

[IEEE Project 802 LAN/MAN Standards Committee (LMSC) Working Group (WG) Policies and Procedures](http://grouper.ieee.org/groups/802/PNP/approved/IEEE_802_WG_PandP_v12.pdf%22%20%5Co%20%22802%20WG%20P%26P) (WG P&P)

*Robert’s Rules of Order Newly Revised* (latest edition)is the recommended guide on questions of parliamentary procedure not addressed in these procedures.

# Maintenance of Operations Manual

The Operations Manual is adopted as stated in 9.3 802 WG P&P ([rules5]). It is maintained as directed by the TAG Chair.

# 802.18 Technical Advisory Group

## Overview

The 802.18™ Technical Advisory Group (TAG) is responsible for developing Wireless Local Area Network (WLAN) standards under the authority of the IEEE® Project 802 LAN/MAN Standards Committee (802 LMSC).

The 802 LMSC is directed by the 802 Executive Committee (802 EC). The 802 EC is the sponsor for both sponsor ballot groups as well as the Standards Development Groups. The 802 LMSC includes WGs, Technical Advisory Groups (TAGs) and, on a temporary basis, Executive Committee Study Groups (ESG) to standardize technologies applicable to local and metropolitan area networks as shown in Figure 3.1.

**P802 LMSC**

**Executive Committee**

Working Groups

Technical Advisory

Groups

Executive

Committee Study

Groups

You are here

Figure 3‑1 – Project 802 Organizational Structure

See references  [[other1]](#other1" \o "IEEE Standards Companion) and [[other2]](#other2" \o "Overviw and guide to IEEE 802/LMSC) for some relevant background information on the IEEE standards development process, and an introduction to the 802 LMSC.

## Function

The 802.18 TAG charter is to

The 802.18 TAG is chartered:

* To encourage collaborative participation in the radio regulatory process by members of the RR-TAG including official representatives from the wireless Working Groups
* To monitor the regulatory environment as it may apply to or affect existing IEEE 802 wireless standards or standards in process and advise the wireless Working Groups and the IEEE 802 SEC of issues of interest at their opening plenaries
* To prepare, review, and submit approved[[1]](#footnote-1) radio regulatory documents[[2]](#footnote-2) on behalf of the RR-TAG, the wireless Working Groups, and/or the IEEE 802 SEC that fairly reflect all points of view
* To serve as the official communications channel between the 802 wireless WGs, any relevant TAGs, and the IEEE 802 SEC and other standards and industry bodies on radio regulatory matters

–To liaise and seek cooperative relationships on radio regulatory matters of mutual interest with other standards and industry bodies

* To serve as the official communications channel between the 802 Wireless WGs, any relevant TAGs, and the IEEE 802 SEC and regulatory agencies and spectrum management bodies on radio regulatory matters

–To establish and maintain contacts within, and understand the processes for interaction with, radio regulatory and spectrum management bodies

* To liaise on radio regulatory matters with such co-existence groups as may exist in the 802 domain

## Technical Advisory Group Officers’ Responsibilities

### Technical Advisory Group Chair

As stated in 802 WG Policies and Procedures, the Chair of the TAG is responsible for presiding over TAG Plenary sessions.

Responsibilities of the chair include:

Before session tasks:

* Submit agenda items for the opening Executive Committee meeting (a week before the meeting).
* Attend the opening Executive Committee meeting.
* Report the status of the TAG to the plenary 802 meeting.

During session tasks:

* Conduct full TAG meetings.
* Keep Executive Committee members informed as early as possible about 802.18 matters requiring approval at the closing 802 EC meeting.
* Attend the closing 802 EC meeting; representing and leading 802.18 items of business.
* Maintain a roll call voters list.

After session tasks:

* Prepare a TAG status report to the 802 EC Recording Secretary within one week after the conclusion of the closing 802 EC meeting. This status report shall include a description of the progress made during the week, as well as plans for further work and future meetings.
* Prepare the agenda and venue for the next meeting; publish the agenda and meeting venue information on web site, and email notice of same to the 802.18 TAG Email list.
* Manage the preparation of the meeting place as well as the venue for the next interim meeting.
* Respond to inquiries regarding the 802.18 TAG.

### Technical Advisory Group Vice-Chair(s)

Responsibilities of the Vice-Chair(s) are assigned by the Chair and may include the following.

Before session tasks, including but not limited to, preparation of:

* Voters list
* Updated Electronic Records of participant status as required by the meeting planner and the IEEE-SA systems according the required schedule.
* Populate the Electronic Attendance system with plan of meetings.
	+ Update any changes during the session.
* Arbitrate any attendee record discrepancies.
* PAR reviews

During session tasks, including but not limited to:

* Be prepared to take over the duties of the Chair in the event of temporary or permanent absence.
* Be prepared to assume or assign secretary duties when required.
* Between meetings, be prepared to respond to inquiries regarding the TAG and keep the Chair informed.
* Oversee the document process.
* Attend to any business that might otherwise prevent the Chair from orderly conduct of the meetings, such as attending to emergency messages, and inquiries from the meeting planner or hotel staff.
* Assist the Chair in obtaining accurate and fair vote counts.
* Assist the Chair during IEEE 802 Executive Committee meetings held on initial and final days.

After session tasks, but not limited to:

* Update partipants status based on attendance, and inform paraticipants of any change in status
* Post a list of active (i.e., Aspirant, Potential-Voter or Voter) participants on the 802.18 website
* Prepare TAG ballot documentation on the 802.18 website, interface with IEEE-SA staff as necessary to conduct ballots, collect ballot return forms, and prepare consolidated ballot results
* Update web site : meeting arrangements, ballot status
* Update 802.18 Draft documents on the 802.18 members-only web site
* Update 802.18 email list servers

### Technical Advisory Group Secretary

See Section 10 of this document, [Guidelines for 802.18 Secretaries](#_Guidelines_for_secretaries" \o "Guidelines for 802.11 Secretaries) and IEEE Standards Companion ([ref. [other1]](#other1)) for details on content and form of minutes.

### Liaisons

Liaison relationships are established with other groups within 802 LMSC, other relevant standards setting bodies, industry promotional bodies, Special Interest Groups (SIGs), and radio spectrum regulatory bodies (liaison groups). Liaisons shall be recommended by the TAG Chair and confirmed by the vote of the TAG. Liaisons shall be reconfirmed each year at the July 802 plenary. Liaisons will be granted voting rights upon confirmation of their liaison status in 802.18 and will seek to be granted voting rights in their respective liaison groups.

#### Liaison Roles and Responsibilities:

* Liaisons are responsible for providing updates and status reports to the TAG at plenary and interim sessions. If a liaison does not provide this in two consecutive sessions, then the TAG Chair may withdraw the liaison responsibility from the concerned individual. The TAG Chair recommends a replacement as necessary.
* Liaisons cannot pass on responsibilities, nor have other individuals represent their post without having TAG or TAG Chair approval.
* Liaisons have the same voting rights, privileges and obligations as 802.18 Voters. Liaisons are given 802.18 TAG attendance credit for attending liaison group meetings that are concurrent with 802.18 TAG sessions.
* Liaisons shall be empowered to report status of the TAG developments to their respective liaison groups, and shall report back to the TAG the status of the liaison group at interim and plenary sessions.

## Technical Advisory Group Officer Election Process

The election of the IEEE 802.18 TAG Officers (Chair and Vice-Chairs) is held in March of each even-numbered year. The nominations for the election shall be made at the TAG Opening Plenary meeting. The TAG Chair shall designate one of the TAG Vice-Chairs as an Acting Chair Pro Tem if the TAG Chair is running for re-election. If not running for re-election, the TAG Chair shall conduct the election process. This election process shall be used for each TAG officer election.

1. The Acting Chair shall open the floor for nominations.
2. The Acting Chair shall close nominations after the nominations have been made.
3. Each candidate shall be given a short time (nominally, 5-10 minutes) for an introductory statement of acceptance that should nominally contain the candidate’s:
	1. Summary of qualifications
	2. Commitment to participate and accept duties and responsibilities
	3. Vision for the TAG.
4. The floor shall be opened for discussion (nominally for five-ten minutes total).
	1. The Acting Chair should limit the duration of comments and promote open participation, both pros and cons. If only one candidate is nominated, the Acting Chair may choose to sharply limit the debate.
5. The discussion shall be repeated, with the TAG Chair leading the process for the nomination(s) of the TAG Vice-Chair(s).
6. At the Mid-Plenary meeting, the TAG Officers shall conduct the election, count the votes, and notify the TAG of the results.
	1. Voting tokens shall be used to cast valid votes during the session.
	2. In order to be elected, any candidate must receive a simple majority (over 50%) of the votes cast in the election for the respective position.
	3. Should no candidate receive a majority in the election, a runoff election shall be held. The process shall be similar to the initial election, except that:
		1. New nominations shall not be permitted.
		2. In the runoff election, the nominated candidate having received the fewest votes in the previous election round shall not be an eligible candidate (in case a tie prevents this possibility, all the nominated candidates shall remain eligible).
	4. If the process is inconclusive, another runoff shall be held, as in the point above.

## Technical Advisory Group Sessions

### Plenary Session

The 802.18 TAG plenary session is conducted three times a year as part of the 802 LMSC plenary sessions (see [ref. [other2]](#other2)). Typically the 802.18 TAG Opening and Closing plenary meetings are held at each 802 LMSC plenary session (see Figure 3.6.1.1).



Figure 3.6.1.1 – Typical 802.18 TAG meetings during 802 Plenary Session

### Interim Sessions

Interim sessions of the TAG are scheduled by the respective groups no later than the end of the prior plenary session. A TAG interim session is held between 802 plenary sessions. Additional sessions may be scheduled as needed to conduct business of the TAG. The date, time, and place of the session(s) must be approved by the TAG and announced at the TAG Closing Plenary meeting and entered in the minutes of the TAG meeting.



Figure 3.6.2.1 – Typical 802.18 TAG Meetings during Interim session

### Session Meeting Schedule

802.18 Interim and Plenary sessions start with an opening plenary meeting. Midway through the week a mid session plenary meeting is held. A final closing plenary meeting is held to close the session. Start times and end times are published at least 30 days in advance. Active 802.18 TAG session hours are defined from 8:00 am until 9:30 pm from the beginning of the 802.18 TAG Opening Plenary through the end of the 802.18 TAG Closing Plenary.

### Session Logistics

#### Attendance

Attendance at TAG meetings is recorded electronically. If electronic recording is not possible manual written documentation will be used. Each attendee is responsible for recording attendance. The mechanism for recording attendance is decribed in the opening reports of the TAG Opening Plenary. Each attendee is expected to only sign in for the meeting designation that they are attending in that time slot. Time slots are defined as TAG meeting hours as defined in the approved Agenda graphic for the interim or plenary session in progress. It is expected that attendees have participated in at least 75% of the designated meeting they have signed in for. Failure to sign in may impact voting rights (see subclause 7). Inability to sign in should be reported to the TAG Vice-Chair responsible for attendance recording.

Occasionally an attendee may wish to record their participation at a meeting (as required by IEEE-SA rules), but does not want (or is not entitled) to claim attendance credit. For example, the attendee may have been present for less than 75% of the slot. Such an attendee should send an email once per session to the TAG Vice-Chair responsible for attendance to record the attendee’s presence.

#### Meeting Etiquette

During any TAG meetings cell phones must be shut off or in the vibrate mode of operation, in order not to interrupt the meeting. Electronic communication (e.g. email, instant messaging, social networking) with the Officers conducting official meetings shall be deferred until after the meeting; with the following exceptions:

* Officers may access the 802.18 website and documentation server as necessary to conduct business
* The secretary may receive electronic communication/transmissions of presented material for inclusion in the minutes
* Officiers conducting a meeting are permitted to record their attendance.

The use of audio and/or video recording of any 802.18 meeting is specifically prohibited. Still photography is only permitted by a public request and permission of the meeting attendees via the TAG Chair, and is not for commercial purposes.

Meetings are run in an orderly fashion, and outbursts or other disruptions during a meeting are not tolerated. Conversations whether on cell phones or with other individuals in a meeting should be moved outside the meeting room.

Comments should be directed to the Chair of the meeting in accordance with Robert’s Rules of Order and personal comments directed to individuals should be avoided.

## Documentation

All 802.18 documents are disseminated in electronic format only, other than exceptional cases. Documents are only accepted if they adhere to the policies and procedures spelled out in this subclause.

### Types

The document shall be one of the following types:

* Agenda
* Minutes
* Reports (from a liaison meeting or a ballot)
* Submissions (Presentations, Motions, Simulation Results, etc.)
* Liaison

### Format

Documents with the exception of draft standards and amendments shall be in the current template as specified by the TAG Chair. The templates are located on the 802.18 TAG website at: <http://ieee802.org/18/Documents/format-rules.html>.

If a submitter is not able to submit in Microsoft Office application format, the document shall be submitted in Adobe Acrobat format, but only as the last resort and agreed upon by the documentation controller, normally one of the TAG Vice-Chair(s).

### Layout

The layout of draft documents shall be according to the IEEE-SA Style Guide ([ref. [other5]](#other5)). All other documents shall be based on the current template for Microsoft Word (portrait and landscape; which is available on the IEEE 802.18 website) including the correct document number and revision number.

Documents based on other than Word or PowerPoint applications shall have the following layout:

* Paper size: letter (8.5’x11’)
* Margins: top = 0.6’, bottom = 0.5’, inside and outside = 0.75’, gutter of 0.5 and mirror image, headers 0.3’ from edge.
* The header is as follows:
* Times (New) Roman, 14 point, bold, line below
* Left: the month and year of issue
* Right: the text "doc: IEEE 802.18-yy/nnnnrm", where yy are the last two digits of the year; nnnn are the digits of the document number and the revision number is indicated by the digit(s) m, starting at zero.
* The footer is as follows:
* Times (New) Roman, 12 point, line above
* Left: the text type and status of the document (see subclause 3.7.1)
* Center: "page n", where n is the page number
* Right: Primary Submitter name and company name as point of contact.

### Submissions

All documents presented to the TAG should be on the document server prior to presentation.

### File naming conventions

The file name shall be as shown in the table below. An example of a good filename that conforms to the naming convention is 11-06-0652-00-0000-Motion-to-form-a-study-group.ppt.

The electronic documentation system automatically generates the prefix part of the filename (i.e. the “**gg-yy-ssss-rr-GGGG”** below) from data entered by a document author, and requires that any uploaded file exactly match this prefix.

Table 3.7.5 – File Naming Convention

|  |
| --- |
| **gg-yy-ssss-rr-GGGG-HumanName.ext****where** |
| “gg” | is the 802 group 18 |
| "yy" | is the last 2 digits of the year the document number is obtained |
| "ssss" | is the sequence number of the document“0001” is reserved for the 802.18 TAG OM |
| “rr” | is the revision number |
| "GGGG" | Is the group code identifying the TAG to which the document assigned or presented.Examples of group codes:0000 – TAG000z – TGzTvws – TVWS SG The electronic documentation system provides a mapping of well-known terms (e.g. TGz) to group code (e.g. 000z). |
| “HumanName” | The human name should be as short as possible (please use either a dash or underscore for the coupling letter). Try to avoid adding the TG in the name. |
| ext | Is the commonly used 3 or 4 letter file extensions: .doc/.docx for Word, .ppt/.pptx for PowerPoint, .pdf for Adobe Acrobat compatible files. |

### Agendas

The TAG agenda is a spreadsheet that includes the following:

1. A graphic showing overall use of time during the session.
2. A tab for the TAG plenary meeting agenda.
3. A list of a document references for agendas posted on the document server corresponding to Sub Group option 1 above.

Note that there are timing requirements on the posting of agendas prior to meetings that are specified elsewhere in this document. The choice of format by the TAG does not affect these requirements.

## Summary of Types of Balloting / Voting used in 802.18

Note on terminology:

* 802.18 plenary meeting – one of twelve 2-hour meeting slots during which the 802.18 TAG meets together as a whole
* 802.18 session – the meetings as described in the 802.18 agenda for a particular event, usually running from Sunday to Friday of a week.

The following types of balloting / voting are used in 802.18:

|  |  |  |
| --- | --- | --- |
| **Type** | **Description** | **Who can vote?** |
| Technical Advisory Group (TAG) Motion | A motion made during an 802.18 plenary meeting. Motions External (ME) affect or approve output documents that are sent to the EC or otherwise communicated outside 802.18. Such a motion requires a mover and a seconder, even if the motion is made “on behalf of TG<x>”. | 802.18 voters present at the meeting |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Straw Poll | Straw polls are used to determine the opinion of those present at a meeting.They are typically used to select between alternatives before spending (potentially lengthy) time crafting a motion that has a better chance of success. Straw polls have no formal effect; their outcome is not binding on the operation of any group. | Any person present at the meeting |

# Voting Rights

Voting rights are achieved by attending 802.18 TAG interim and plenary sessions. All participants represent themselves as individuals.

All participants must pay a meeting fee to attend any of the meetings during an interim or plenary session.

A participant belongs to one of five levels of membership: Non-Voter, Aspirant, Potential Voter, Voter, and Former-Voter. These are described below.

It is the responsibility of all participants to make the TAG Chair and the TAG Vice-Chair responsible for membership, aware of any changes to their contact information for the purpose of maintaining the IEEE 802.18 voting membership database.

## Earning and Losing Voting Rights

A participant earns voting rights by properly attending 802.18 TAG interim and plenary sessions.

A “properly attended session” is an 802.18 TAG interim or plenary session at which the participant has

* Recorded their contact details and affiliation.
* Recorded attendance for 75% of the “in session hours” (i.e. morning and afternoon) meeting slots (these are indicated as such on the session graphic in the TAG agenda). Evening meetings may be substituted for any of the “in session hours” meetings.
* Registered for the session and paid any required meeting fee.

As a courtesy, after a session the TAG vice chair responsible for maintaing membership will send an email to an individual whose membership status has changed informing them of the change. The email will include instructions on any new entitlements or obligations and any newly aquired membership number or credentials.

It is, however, the participant’s individual responsibility to ensure that they follow the obligations described below.

### Non-Voter

A Non-Voter is a participant who is described by one or more of the following:

* Is attending a session for the first time.
* Never gained any other participant status (i.e. attends some meeting slots, but never enough to “properly attend” a session)
* Gained some other status, but lost it due to failing to properly attend 1 of 4 consecutive plenaries (one of which may be substituted by an interim)

A Non-Voter that properly attends a session becomes an Aspirant member at the end of that session.

A Non-Voter can only gain voting status by following the transition: Aspirant->Potential Voter->Voter. Any previous attendances do not count towards this.

### Aspirant

An Aspirant becomes a Potential Voter at the close of the second properly attended session.

Failure to properly attend 1 of 4 consecutive plenary sessions (a single interim session may be substituted for a plenary) results in the Aspirant becoming a non-voter.

### Potential Voter

A Potential Voter becomes a Voter at the start of the next attended plenary session provided that they have:

* Recorded their contact details and affiliation.
* Recorded attendance for at least one 802.18 meeting slot.
* Registered for the session and paid any required meeting fee.

A Potential Voter’s badge will contain an 802.18 voting token at the start of a plenary session.

(Note, a potential voter’s badge will not contain an 802.18 voting token at the start of an interim session, because voting status is only gained at the start of plenary sessions.)

Failure to properly attend 2 of 4 consecutive plenary sessions (a single interim session may be substituted for a plenary) results in the Potential Voter becoming an Aspirant.

### Voter

A Voter’s badge will contain an 802.18 voting token.

A Voter remains as such provided:

* The Voter continues to properly attend 2 of 4 consecutive plenary sessions (a single interim session may be substituted for a plenary).

If a Voter fails to properly attend 2 of 4 consecutive plenary sessions (a single interim session may be substituted for a plenary), the voter will become an Aspirant if they then have properly attended 1 of 4 consecutive plenary sessions or will become a Non-Voter if they have properly attended 0 of 4 consecutive plenary sessions.

NOTE—The transition to Non-Voter will occur if the meetings supporting their Voter status were a Plenary and the following Interim such that the plenary is now 5 plenaries ago.

### Former-Voter

A Former-Voter is a Voter who has lost voting rights. Note that a Former-Voter may still be a voter in a ballot pool for Working Group Letter Ballot (see section 3.9.1 of this document).

.

## Voting Tokens

Voting Tokens are printed on the participant’s name badge and are used to vote on motions during TAG meetings, unless a roll call vote is requested by a TAG voter or directed by the TAG Chair. Voting tokens are only added for Potential Voters at plenary sessions. Voting tokens are valid for the duration of the session in progress. If a Voter loses their voting token (name badge) during the session, they must report it to the TAG Chair or TAG vice-Chair to obtain a replacement from the meeting organizers.

# Access to: Email lists, Telecons and Document server

Definition: an Active 802.18 participant is a participant with status Aspirant, Potential-Voter, or a Voter.

A Former-Voter is a member who was a Voter at any time in the past and has since become a Non-Voter.

NOTE—A Former-Voter might need to prove their status if the records maintained by the TAG leadership do not include this information.

## Email lists

The TAG maintains an email list on which all meetings and ballots are announced, and which is used for discussion of matters relevant to all 802.18 participants (STDS-802-18@LISTSERV.IEEE.ORG). In addition a separate list is provided for each active subgroup.

Any Active 802.18 participant or Former-Voter is entitled to be a member of any of these Email lists. The 802.18 website provides links to allow an Active 802.18 participant or Former-Voter to manage this access. An Active 802.18 participant or Former-Voter that desires access to the IEEE 802.18 TAG email reflector(s) may submit a request for such access using the web-based IEEE 802.18 reflector request <http://www.ieee802.org/18/Reflector.html>.

Postings to any of these lists are restricted to list members, i.e., only a member of a list (identified by email address) can post to that list.

The TAG also maintains a read-only reflector, to which all emails to the main TAG list are copied. Anyone can join this list. Members of this list cannot post to the list.

## Teleconferences

TAG Teleconferences operate under the rules described in this 802.18 OM.

The agenda shall include a summary review of the relevant antitrust and patent P&P and shall include a call for essential patents, where that group is responsible for producing or potentially responsible for producing a standard, amendment or recommended practice. Minutes shall be recorded and posted on the 802.18 document server.

TAG teleconferences are permitted to make formal motions,

Teleconferences are generally approved during the closing 802.18 plenary, and cover the period from 10 days after that plenary to 10 days after the next closing 802.18 plenary. Any changes to the telecon schedule after the closing plenary shall be made by announcement to both the TAG and relevant group’s reflector at least 10 days in advance.

Details of 802.18 telecons are posted on the 802.18 website. It is the responsibility of the chair to provide bridge details in advance to the TAG vice chair responsible for publishing these details.

Anyone may attend an 802.18 teleconference.

## Public Document Server

The 802.18 public documents are kept on the IEEE mentor system [https://mentor.ieee.org/802.18/documents](https://mentor.ieee.org/802.11/documents). Anyone may read these documents.

Only Active 802.18 participants or Former-Voter may post documents on the 802.18 document server.

## Private Members-only Document Server

Access to drafts and related documentation is provided on the private area of the 802.18 website <http://www.ieee802.org/18/private/index.shtml>. Active 802.18 participants are entitled to access the private area.

Credentials will be emailed to new active 802.18 participants after the session in which they become an active 802.18 participant. These credentials are updated once a year.

Local fileserver access to drafts is provided to all attendees at an 802.18 plenary or interim meeting.

# Guidelines for 802.18 secretaries

Please prepare the minutes taking into account the following:

* 1. Use the template for documents
	2. Make sure the Chair of the group can deliver the minutes to the 802.18 TAG chair within 30-days after closure of the meeting
	3. Use the following in the left side footer: “Minutes”
	4. Make the style of motions such that they are easily identifiable
	5. Number the motions
	6. Make a hierarchy of motions by indentation
	7. Refer for attendance list and future meeting plan to the Full Technical Advisory Group minutes.
	8. Follow the guidance from the IEEE Standards Companion [other1]:

# Appendix B: Guidelines for Secretaries

The guidance from the IEEE Standards Companion [other1] for meeting minutes is provided below for ease of reference:

“Minutes of Meetings

Minutes should be taken at every meeting, preferably by a secretary, as mentioned earlier. The list to the below states what minutes should include. What minutes should not be is a detailed, blow-by-blow inclusion of every speaker’s words. Many minutes are far too detailed, and in so being they are a deterrent to their usefulness to many readers (who simply won’t want to be bothered with trying to get through pages and pages of minutes). Minutes should also include a separate list of action items as assigned by the chair. The chair should use action items to make certain that the work is delegated among various committee members, relieving the burden on only a few committee members. Placing a time deadline on action items is also useful, as it will help the committee members to prioritize this work.

What minutes should include:

Minutes should be short—don’t include every detail in your meetings. After all, they’re called minutes, not hours.

What should be in minutes?

1. Name of Group
2. Date and location of meeting
3. Officer presiding, including the name of the secretary who wrote the minutes
4. Attendance – The TAG Secretary reports the attendance in the full Technical Advisory Group minutes as a report published from the electronic attendance system. The TAG secretarie shall include attendance records for any meeting held outside a TAG Session (e.g. telcon, Ad Hoc). The attendance list will include the name and affiliation of the meeting attendee. No contact information will be published in the minutes as per the 802 LMSC policies and procedures.)
5. Call to order, chair’s remarks.
6. Approval of minutes of previous meetings.
7. Approval of agenda
8. Review of Policies and Procedures of IEEE
9. Technical Topics
	1. Brief summary of discussion, pros and cons, and conclusions
	2. Motions and actions items with name and due date
	3. Copies of handouts/presentations
	4. Do not include names, except for movers and seconders of motions unless a roll-call vote is ordered.
10. Subcommittee reports
11. Next meeting—date and location

# Appendix C: Number of Sessions required to become a Voter

# Appendix D: Membership Flow-Diagram

**End.**

1. Approved per RR-TAG, relevant Working Group, and LMSC rules. (see [LMSC Rules](http://ieee802.org/rules.pdf), Procedures 3 and 4.) [↑](#footnote-ref-1)
2. Such documents may include, but are not necessarily limited to comments and reply comments on regulatory matters, responses to public consultations, petitions for rulemaking, petitions for reconsideration, oppositions to petitions, liaison statements to other regulatory groups, etc. [↑](#footnote-ref-2)