

# Summary of Changes to IEEE 802 LMSC Policies and Procedures

# Updates to the IEEE LMSC 802 Policies and Procedures

# Clause 1

- Reformatted, split into different subclauses. Content is essentially the same.
- Newly added
  - 1.3 “None of the rules or requirements in these policies and procedures may be suspended.”
  - 1.6 Definitions

# Definitions for members

- A participant is an individual involved in the standards development process (see IEEE-SA Standards Board Bylaws Clause 5.2.1 on “Participation in IEEE standards development”). NOTE: Participants can be members or non-members of IEEE, IEEE-SA, or the Sponsor.
- A non-member is a participant who has not satisfied the criteria for membership defined in Clause 4.2.
- A member is a participant who has satisfied the criteria for membership defined in Clause 4.2. A member is eligible to be listed on the Sponsor roster.
- A non-voting member is a member who has not satisfied the criteria for voting membership defined in Clause 4.3.
- A voting member is a member who has satisfied the criteria for voting membership defined in Clause 4.3. A voting member can participate in Sponsor motions and any ballots of the Sponsor.

# 2.0, 2.1, and 2.2

- 2.0
  - c) Maintaining the standards developed by the Sponsor ~~in accordance with the IEEE-SA Standards Board Operations Manual.~~
  - j) Access and use IEEE's data, including personal data, from IEEE systems for the purposes intended, including to support the technical development work on the standard, and only in compliance with IEEE or IEEE-SA Privacy and data privacy policies.
- 2.1: ~~a joint~~ the primary sponsor
- 2.2: ~~Joint-Sponsor responsibility/accountability~~
  - ~~The Sponsor shall complete a joint sponsorship agreement for jointly sponsored projects.~~

# 3.0

- The ~~Sponsor Chair~~ officers (and any person designated to manage the Sponsor ballot) shall be ~~a~~ members of any grade of the IEEE, or IEEE Society affiliates, and ~~a~~ also members of the IEEE-SA (see IEEE-SA Standards Board Bylaws Clause 5.2.1 on “Participation in IEEE standards development”). The officers shall organize the Sponsor, oversee the Sponsor’s compliance with these Policies and Procedures, and submit proposed documents approved by the Sponsor (with supporting documentation) for appropriate review and approval by the IEEE-SA Standards Board. Officers shall read the relevant training material available through IEEE Standards Development Online.

## 3.2 Appointment to Vacancies

- 3.2: a temporary appointment shall be made by the Sponsor Chair for a period of up to 12 months.

## 3.4: (new, same as WG P&P)

- When carrying out the duties of an officer described in IEEE's policies and procedures, officers of the Sponsor:
  - a) shall not act:
    - 1) in bad faith;
    - 2) to the detriment of IEEE-SA;
    - 3) to further the interest of any party outside IEEE over the interest of IEEE; or
    - 4) in a manner that is inconsistent with the purposes or objectives of IEEE; and
  - b) shall use reasonable efforts to ensure that participants of the Sponsor conduct themselves in accordance with applicable policies and procedures including, but not limited to, the IEEE-SA Standards Board Bylaws Clause 5.2.1 on "Participation in IEEE standards development."  
(See Clause 1.2.)
- The officers of the Sponsor shall manage the day-to-day work of the Sponsor. The officers are responsible for implementing the decisions of the Sponsor and managing the activities that result from those decisions.



## 3.4.1 Sponsor Chair

- Was:
  - o) Submitting appropriate Annual Financial Reports (IEEE SA Form L50-S) to the Business Manager, Business Administration, or assignee, for the operation of the Sponsor and all of its subgroups.
- Now:
  - o) Ensuring the submission of an annual financial report(s) for the operation of the Sponsor and all of its standards development committees (e.g., Working Groups, task groups).
  - p) Being familiar with training materials available through IEEE Standards Development Online.
  - q) Notifying IEEE SASB of any officer election/appointment, removal, and changes in status.
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# Vice-Chair(s)

- Was:
  - The Vice Chair(s) are to assist the Sponsor Chair in the responsibilities delegated to them. The 1<sup>st</sup> Vice Chair shall carry out the Sponsor Chair's duties if the Sponsor Chair is temporarily unable to do so or chooses to recuse him- or herself (e.g., to speak for or against a motion).
- Now:
  - The responsibilities of the Vice-Chair(s) shall include:
    - a) 1st Vice Chair: Carrying out the Chair's duties if the Chair is temporarily unable to do so or chooses to recuse himself or herself (e.g., to give a technical opinion)
    - b) Carrying out those duties specifically delegated by the Chair to the Vice-Chair.
    - c) Being knowledgeable in IEEE standards processes and parliamentary procedures and assisting the Chair in ensuring that the processes and procedures are followed.
    - d) Being familiar with training materials available through IEEE Standards Development Online.

# Recording Secretary

- Add:
  - a) Scheduling meetings in coordination with the Sponsor Chair and distributing a meeting notice in conformance with Clause 6.0.
  - j) Being familiar with training materials available through IEEE Standards Development Online.
- Change 15 day agenda notice to 14 day.
- For minutes, add “according to Clause 6.4 and IEEE guidelines (see <http://standards.ieee.org/develop/policies/stdslaw.pdf>),”
- ~~For membership roster, “referred to in 4.7,”~~

# Treasurer

- Add to a) and b) “, if applicable.”
- d) becomes:
  - d) Ensure that the Sponsor adheres to the IEEE Finance Operations Manual and the Annual Financial Report clause in the IEEE-SA Standards Board Operations Manual.
- Add the oh-too-familiar one as e)
  - e) Be familiar with training materials available through IEEE Standards Development Online.

# New and not applicable

- 3.4.5 Responsible Subcommittee Chair
- 4.1 Attendance at Meeting
- 4.3.2 Request to the Sponsor Chair for Voting Membership
- 4.5 Ex-officio Voting Membership
- 4.6 Other Membership Classes
- 5.1 Executive Committee
- 5.2 Responsible Subcommittee

# Membership clause

- Now two subclauses, Non-Voting Membership and Voting Membership
- Explicitly state that all non-voting members are appointed by the chair and confirmed by the Sponsor
- No substantive changes to Voting Membership (one sentence moved)

## 4.7 Membership Roster

- Replace “A current and accurate Sponsor roster shall be maintained.” with “A membership roster is a vital aspect of standards development. It is an initial tool if an issue of indemnification arises during the process of standards development. The Secretary shall make reasonable efforts to maintain a current Sponsor roster.”
- Change to “unless everyone on the roster has submitted their written approval”
- Add to d) “(e.g., voting member, non-voting member, etc.)”

# 5.0 Subgroups

- Add introduction text
  - “The formation and disbandment of subgroups (e.g., Responsible Subcommittees, Executive committees (ExCom), Administrative committees (AdCom), ad hocs, PAR study groups, Working Groups, and other subgroups, such as writing groups) requires approval by a majority vote of the Sponsor as described in clause 7.1. Sponsor subgroups, other than Working Groups and their subgroups, operate under these Sponsor P&P.
  - The Sponsor shall outline all expectations with respect to how the subgroup shall function, including scope of work, deliverables, membership, and voting in the subgroup. The charge to the subgroup shall clearly state which activities are appropriate. The scope and duties delegated to the subgroup shall be approved at the time the subgroup is formed, and subsequent changes in scope or duties shall also require approval by a majority vote of the Sponsor. The scope, duties, and membership of all subgroups shall be reviewed annually by the Sponsor.
  - The Chair of a subgroup may be appointed by the Sponsor Chair, or nominated and elected by the Sponsor committee, or nominated and elected by the subgroup. The Sponsor may remove an officer of any subgroup by a 2/3 vote.



## 5.3 Working Groups - Individual

- Specifies that Sponsor ensures that the WG adopts procedures consistent with the SA baselines and reviews amendments.
- Specify that Sponsor Chair appoints initial Chair of WG, and that attendees at the first meeting gain voting rights.

# PAR Development/Study Groups

- A study group is now “PAR Study Group”
- Rules have been rewritten, but should operate essentially the same way.
- Disbanding after completing work is different.
  - Do we want to add text to this? It is a “shall not be modified” subclause.
- Criteria for consideration is new, but is similar to our CSD process.

# Other subgroups

- Additional text, but essentially the same.
- TAGs added as a new subclause, it is unknown how AudCom will respond to its addition.
- New subsections for assignments of PARs, Hibernation, and Disbanding WGs

# 6.0 and following

- 6.0 Meetings
  - Add “via electronic means”
  - Add different advance notices for electronic meetings (15 days for announcement, agenda 5 days)
- 6.2 Executive Session
  - Add descriptive text about how they are held and who is invited.
- 6.3 Meeting Fees
  - Add that the sponsor sets the meeting fees in consultation with the planners.
  - Add that everyone who attends a meeting pays the fee, unless waived.

## 6.4 Minutes

- Text updated on the contents of the minutes
  - Similar to our current WG P&P
  - Documents and reports presented shall have the source, URLs when possible.
- Add that the minutes do not include
  - Transcripts of detailed discussions
  - Attributions of comments

## 7.x Voting

- 7.1.1: Clarify PAR approval is for all PAR activities
- 7.1.2: Add “procedures,\* interest categories, or revisions thereof”
- 7.2.1: Moving draft to sponsor ballot is “limited to conducting a procedural review.”
- 7.2.2: Changes to scope require that it remains in the scope of the sponsor.

## 8.x

- 8.1: subgroup secretaries are not required to be copied.
- 8.3: Clarify how to disclaim that an individual opinion is not official.
- 8.3.x: Rewritten to split into Sponsor and Sponsor Subgroup. Otherwise no substantive change.

# Appeals (1)

- Text added that technical discussion occurs in the Sponsor subgroup.
- Procedural concerns can be appealed, after first bringing them to the appropriate body.
- Subclauses are merged.
- Initial step is to determine if an appeal panel should be formed.
- Various modifications to the process are made. None are substantial.