

# Proposed Consent Agenda Procedures for 802 EC Plenary Meetings

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# Summary

- IEEE 802 EC adopted procedures for requesting consent agenda items for Closing Meeting at Plenary
  - Not codified
- No procedures adopted for requesting consent agenda items for Opening Meeting at Plenary
- Codified adopted procedures for requesting consent agenda items for 802 Closing Meeting at Plenary in Chair's Guidelines
- Adopt / codify proposed procedures for requesting consent agenda items for 802 Opening Meeting at Plenary in Chair's Guidelines

# Adopted Procedure for Consent Agenda Items for Closing EC Meeting

- Email request by Wednesday 1pm
  - Send to
    - IEEE 802 Recording Secretary (D'Ambrosia)
    - IEEE 802 EC Reflector
  - Subject field – “+++ EC Consent Agenda – Topic +++”
  - Motion text must be provided. If available, use text from motion template file.
- Any supporting documentation (entered as a Mentor document) to be considered must be sent by Thursday 1pm
  - Send URL to
    - IEEE 802 Recording Secretary (D'Ambrosia)
    - IEEE 802 EC Reflector
  - Recording Secretary will only add to Friday Closing Consent Agenda if appropriate documentation has been provided as noted.
- For WG's not having a Closing Meeting on Friday, any WG vote results should be provided by 9 am, Friday via email (Subject field – “+++ EC Consent Agenda – Topic +++”) to
  - IEEE 802 Recording Secretary (D'Ambrosia)
  - IEEE 802 EC Reflector
- For WG's having a Closing Meeting on Friday, any WG vote results should be provided by 12:15 pm, Friday via email (Subject field – “+++ EC Consent Agenda – Topic +++”) to
  - IEEE 802 Recording Secretary (D'Ambrosia)
  - IEEE 802 EC Reflector
- Any item may be removed from the Consent Agenda, if requested by any member of the EC.

# Proposed Procedure for Consent Agenda Items for Opening EC Meeting

- Email request by the Saturday before Plenary Week by 8am (local time of the meeting)
  - Send to
    - IEEE 802 Recording Secretary
    - IEEE 802 EC Reflector
  - Subject field – “+++ EC Consent Agenda – Topic +++”
  - Motion text must be provided. If available, use text from motion template file.
- Any supporting documentation (entered as a Mentor document) to be considered must be sent by Sunday 8am
  - Send URL to
    - IEEE 802 Recording Secretary
    - IEEE 802 EC Reflector
  - Recording Secretary will only add to Friday Closing Consent Agenda if appropriate documentation has been provided as noted.
- Any item may be removed from the Consent Agenda, if requested by any member of the EC.