

# Re-organizing the Chair's Guidelines

# Overview

- Chair's Guidelines contains three distinct types of decisions:
  - Guidelines: Suggested practices to make things run smoother
  - Chair's Interpretations: Memorializes these interpretations
  - EC Policy Decisions: Binding decisions on our operation not captured in the Operations Manual
- Goal is to review these (especially the guidelines) to put them in the right areas.

# Notes

- Keeping text in a guideline means that “shalls” need to be removed.
- An EC decision should have some “shalls”, otherwise it is just a strong suggestion.
- EC decisions should be considered for inclusion in the Operations Manual.
- Some items, perhaps, should be split.

# Suggestions (1)

Section	Destination	Rationale
2.1 IEEE 802 Approvals	Guideline	Rules for these reside in other documents
2.2 Registration Fees	Decision	Specifies which registrations can be waived, by who and with a specific process
2.3 Standards distribution in digital format	Guideline/ Decision	Split. Process and contents are guideline, who is able to receive and when is decision.
2.4 Tutorials	Decision	Specifies rules for when they must be submitted and posted
2.5 Commercialism at meetings	Decision	Already listed as approved my EC motion 21 March 2014.
2.6 Identification of Working Group contributors in standards	Guideline	Guidance, not binding for WG Chairs.

# Suggestions (2)

Section	Destination	Rationale
2.7 Recording attendee information in meeting minutes	Guideline	Rules for these reside in other documents
2.8 Criteria for posting information to the EC reflector	Guideline	Not binding, just good practices
2.9 Patent and Copyright Policy announcement instructions	Guideline?	These are required by higher rules, this is an attempt to make them understandable. Lots of “shalls” will need to be changed.
2.10 IEEE 802 EC’s responsibility to progress PARs	Guideline	Outlines possible actions that can be taken if a WG is not “properly” advancing a PAR.
2.11 Working Group Vice Chair activities	Guideline	Best practices for a WG Vice Chair.

# Suggestions (3)

Section	Destination	Rationale
2.12 The Standards Association ballot process	Guideline	Determined by higher rules. Is this relevant anymore?
2.13 Duties of the Standards Committee Officers	Guideline	Required tasks are in P&P or OM
2.14 Duties for other Standards Committee positions	Guideline	Required tasks are in P&P or OM
2.15 Access to a published IEEE standard for outside groups	Guideline	This is just a process for a request, originally from Karen McCabe.
2.16 Consent agenda	Guideline	This can be over-ridden by any single EC member objecting
2.17 Email reflector policy	Decision	Policy that restricts access (potentially) to some individuals

# Suggestions (4)

Section	Destination	Rationale
2.18 Maintaining a repository for approved CSDs	Decision	Provides durable location for approved CSDs, which is used at other process steps
2.19 Notification of IEEE SA individual participation requirements	Guideline	Guidance to chairs, communicates higher rules to participants
2.20 Review of subgroup charters	Guideline	Indicates that this is done in July and the Chairs need to upload the documents.
2.21 Scope of the Coexistence Assessment Document	Decision	Contains a “shall”. Failure to follow could result in a Standards Committee vote against progressing a standard.

# Suggestions (5)

Section	Destination	Rationale
4.1 Student Fees	Decision	Determines fees
4.2 Cross Working Group and Technical Advisory Group document and email reflector access	Decision	Currently no shalls, do we need to change some?
4.3 IEEE 802 EC interim teleconference meeting	OM	Perhaps it is time to move this to the OM.
4.4 Length of hotel stay for discounted registration	Decision	Determines fees



# Suggestions (6)

Section	Destination	Rationale
4.5 Letter of affiliation	Decision	Determines content of the letter. Time to move to OM?
4.6 Working Group review of the CSD	OM	Time to move this to the OM
4.7 Policy for posting of documents to be considered by the EC	Decision	Requirements for posting, needed for minutes
4.8 Badges for tutorials	Decision	Affects fees, should it have some shalls?