

Summary of Changes to Working Group Policies & Procedures

Clause 1

- Reformatted, split into different subclauses. Content is essentially the same.
- Newly added
 - 1.2: Attendees should behave nicely or else
 - 1.3 “None of the rules or requirements in these policies and procedures may be suspended.”
 - 1.6 Definitions and a pretty picture
- Our previous reference to our operations manual is no longer in 1.4.

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 Working Group Responsibilities

- b) Use the IEEE-SA Standards document template format [or the applicable template for standards jointly developed with, or adopted from, another international standards organization]. (should we delete the [])?
- f) Only those authorized to access and use IEEE's data, including personal data, from IEEE systems are permitted to do so, 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.

3.0 Officers

- A person cannot be both Chair and Treasurer (as opposed to Chair and Secretary)
- All officers and “any person designated to manage the Sponsor ballot)” shall “be IEEE members of any grade, except Student grade, or IEEE Society affiliates, and also be members of IEEE-SA.”

3.x (Various)

- 3.2: (MBM) Change from 6 month to 12 month max appointment.
- 3.3: (MBM) Officer removal shall be done in Executive Session
- 3.4: Minor wording changes

3.4.1 Chair

- Changes
 - Added b) Forming study groups as necessary
 - l) Updated links for documents to which the Chair shall apply
 - Added p) Notifying IEEE SASB of any officer election/appointment, removal, and changes in status.
- Not brought forward
 - “Ensure a membership roster is created and maintained” and “Ensure participant attendance is recorded at each meeting” (discussed elsewhere)
 - Deleted “x) 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)” (SASB has settled on this and it is covered in the LMSC P&P).

3.4.1 Chair (from ours)

- Should we Delete?
 - “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]).”
 - 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.
 - Ensure that any financial operations of the Working Group comply with the requirements of the IEEE 802 LMSC Operations Manual
 - Assign/unassign subtasks and task leaders (e.g., secretary, subgroup chair, etc.)
 - Others?

3.4.3: Secretary

- Added:
- j) "The Secretary shall maintain the attendance record [and responses to letter ballots] for all members on the roster and display or announce the status of voting and non-voting members at the start of each meeting."
- I deleted "[...]" as not all WGs have the secretary to this.

4.x Membership

- 4.1 Based on the definitions in the new baseline, “session attendance” is a new term for “participation credit”, which has a new definition.
- 4.1 Also, we defined “observer” which is just “participant” in the current definitions
- 4.2: Attendance at Meetings
 - New definitions of attendance, “credited attendance” and “session attendance”

4.1 Obtaining Membership

- Do we still need:
 - “Liaison officials are individuals designated by the Working Group Chair who provide liaisons with other Working Groups or standards bodies.”
- and
 - “Although not a requirement for membership in the Working Group, participants are encouraged to join the IEEE, IEEE SA and the IEEE Computer Society. Membership in the IEEE SA will also allow participants to join the sponsor level ballot group.”

4.3.1 Retaining Membership

- 4.3.1: By attendance
 - This is the same as our old 4.2.2 Retention and 4.2.4 Maintaining Credit

4.3.2: By ballot (new text)

- A voting member's obligation to respond to Working Group letter ballots (in which they are eligible to vote) is in addition to their obligation to attend Working Group meetings.
- A voting member that fails to return 2 of the last 3 Working Group letter ballots, excepting recirculation letter ballots, in which they are eligible to vote becomes a non-voting member. Their existing attendances do not count towards regaining voting membership.
- If a Working Group letter ballot closes within 14 days of a meeting, any changes to voting membership resulting from the ballot shall be delayed until after the meeting.
- The chair may "specially maintain" a member's voting status that would otherwise be lost by this WG letter ballot response rule. Reasons for such an action can include consideration of personal hardship, medical emergency, or outstanding contributions.

4.4: Review of membership

- Was 4.3 in previous version. New text seems more in-line with our current procedures.

The procedures for obtaining and retaining membership are specified in terms of meeting attendances, and Working Group letter ballots.

The Chair and Secretary should apply these procedures in a timely fashion, evaluating membership status in time for the next meeting or Working Group letter ballot.

The Chair shall, at least annually, review the status of any members that are specially maintained to validate that the reasons are still applicable

4.5 Membership Roster

- Made the Secretary responsible for maintaining the roster (instead of designee)
- Add to d) “affiliation, and status (e.g., voting member, non-voting member, etc.)”
- Change to “unless everybody on the roster has submitted their written approval” (better than our current wording).
- 4.6: No changes

Continuing

- 4.6 and 5.0, no changes
- 6.0:
 - Added notification for WG electronic meetings, 10 day notification and 5 days for agenda.
 - For subgroups, meetings are held “as decided upon by the members or Chair of the subgroup”
 - The following:
 - “Please note that all IEEE Standards development meetings are open to anyone who has a material interest, has complied with the registration requirements (if any) and wishes to attend. However, some meetings may occur in Executive Session (see Clause 6.3).”
 - Changed to:
 - “All IEEE Standards development meetings are open to anyone who has a material interest and wishes to attend. However, some meetings may occur in Executive Session (see Clause 6.2).”

6.1 Quorum and 6.2 Conduct

- Changed from a simple one-half definitions to:
 - “When the voting membership is 50 or more voting members, a quorum shall be defined as 50% of the current total voting membership or 26, whichever is greater. Voting members who recuse themselves shall not be counted in the equation to determine whether a quorum exists.
- 6.2 Conduct – deleted, covered by superior rules

6.2 Executive Session

- Expanded, added the following (shall not be modified)

The matters discussed in executive session are confidential, and therefore, attendance at the Executive Session shall be limited to those with governance authority, outside advisors (e.g., lawyers or consultants) where necessary to provide professional guidance, and select IEEE-SA staff who may have information or a perspective relevant to the subject matter discussed in Executive Session. An individual may be invited to join for a portion of the discussion and then excused at the appropriate time. In each case, except as authorized by the Working Group, participants in an Executive Session are prohibited from discussing or disclosing any information presented and discussed during such Executive Session to a third party or other person not present during the Executive Session, and shall not continue to discuss such matters after the Executive Session has adjourned.

Executive Sessions should be conducted face-to-face (in person) to provide the greatest assurance that the content of such Executive Sessions will be kept confidential. However, when necessary, Executive Sessions may include participants who participate by teleconference provided such persons agree not to disclose any information so discussed, and agree that they will participate in such conference in a manner that does not result in third parties gaining access to such discussions or information.

6.3 Meeting Fees

- We have added (can delete)

The Working Group Officers shall set the meeting fees in consultation with those planning a particular meeting.

Everyone who attends a meeting, except for those for whom the fee has been waived, shall pay the meeting fee.

For plenary sessions, the Standards Committee determines which individuals will have the meeting fee waived. For interim sessions, the Executive Committee of the Working Group or the Joint Executive Committee of the Working Groups responsible for the session determine the individuals for which the meeting fee will be waived.

6.4 Minutes

- Change d) “Meeting participants, including affiliation, and voting member status at the end of the meeting
- Added f) “Reminders of IEEE policies, such as Patent policy and Copyright policy”
- Added g) “The fact that a Call for Patents occurred and any responses made to such Call”
- Added k) “Action items”
- Added m) “Recesses and time of final adjournment”
- Added:
 - All submissions, presentations, and reports considered during the meeting by the Committee/WG shall be referenced in the minutes, identifying the source of the submission. URLs should be provided where possible.
 - The following shall not be recorded in minutes:
 - Transcriptions of detailed discussions
 - Attributions of comments to specific participants

6.6 Subgroup Meetings

- We added:
- “A subgroup of a WG shall announce all electronic meetings at least 10 days in advance, except for electronic meetings concerning only regulatory communications, which shall be announced at least 5 days in advance. All face to face meetings of a subgroup of a WG shall be announced at least 30 days in advance.”
- AudCom may complain, do we want this text still?

7.1.1 and following

- In 7.1.1, added:
 - Formation or modification of a subgroup, including its procedures, scope, and duties
 - Disbandment of subgroup
- No changes 7.1.2, 7.2, 8.0, 9.0, 10.0, 11.0, 12.0, 13.0