Rules meetings to revise Working Group Policies and Procedures

Guidelines for IEEE-SA Meetings

- All IEEE-SA standards meetings shall be conducted in compliance with all applicable laws, including antitrust and competition laws.
  - Don't discuss the interpretation, validity, or essentiality of patents/patent claims.
  - Don't discuss specific license rates, terms, or conditions.
    - Relative costs of different technical approaches that include relative costs of patent licensing terms may be discussed in standards development meetings.
      - Technical considerations remain the primary focus
  - Don't discuss or engage in the fixing of product prices, allocation of customers, or division of sales markets.
  - Don't discuss the status or substance of ongoing or threatened litigation.
  - Don't be silent if inappropriate topics are discussed … do formally object.

For more details, see IEEE-SA Standards Board Operations Manual, clause 5.3.10 and

Antitrust and Competition Policy: What You Need to Know at
http://standards.ieee.org/develop/policies/antitrust.pdf

If you have questions, contact the IEEE-SA Standards Board Patent Committee Administrator at
patcom@ieee.org

Participant behavior in IEEE-SA activities is guided by the IEEE Codes of Ethics & Conduct

- All participants in IEEE-SA activities are expected to adhere to the core principles underlying the:
  - IEEE Code of Ethics
  - IEEE Code of Conduct

- The core principles of the IEEE Codes of Ethics & Conduct are to:
  - Uphold the highest standards of integrity, responsible behavior, and ethical and professional conduct
  - Treat people fairly and with respect, to not engage in harassment, discrimination, or retaliation, and to protect people's privacy.
  - Avoid injuring others, their property, reputation, or employment by false or malicious action

- The most recent versions of these Codes are available at http://www.ieee.org/about/corporate/governance

Information for Attendees

- Patent Policy, Patent FAQ, Antitrust guidelines, Patent Tutorial, Patent information in the IEEE Standards Companion, what you need to know about standards and the law, the LOA form, the LOA cover letter, the LOA database and the LOA process flowchart.
  - https://standards.ieee.org/about/sasb/patcom/materials.html
  - https://standards.ieee.org/about/sasb/patcom/patents.html
- Affiliations FAQ:
  - http://standards.ieee.org/faqs/affiliation.html
- Ethics policy:
  - https://www.ieee.org/about/corporate/governance/p7-8.html
- Copyright for Contributions to IEEE Standards Development
  - https://standards.ieee.org/ipr/index.html

Items for June 8 Call

Agenda

- Key changes to 2020

- Formulate plan for issues

- Review responsibilities of Chair

- Duly authorized meetings

Term limits (new text)

- This clause shall not be modified, except (1) to reduce the term of office to one, two, or three years and (2) to select either 'shall' or 'should' in regards to consecutive terms.

- The term of office for each officer shall be [four] years. An officer [shall/should] serve no more than two consecutive terms in the same office, but an officer may serve until a successor is selected provided the Working Group or Standards Committee works in good faith to fill the vacancy before or as soon as possible after the term expires. The term of office for a Working Group Officer can be extended to the expiration of that project's PAR by the Standards Committee.

Term Limits - Suggestion

- In P&P, we have defined hibernation for WGs with no active PARs

- Hence, add to OM:

  - A Working Group officer may serve more than two consecutive terms as long as the Working Group has an active PAR assigned to it by the LMSC.

- Or try to delete and argue with AudCom/SASB

2/3 vs. 3/4 vote

- Option to change to 3/4 removed in 2020 baseline, unless it to be compliant with the Standards Commitee's procedures

- Hence, add to OM
  - Technical decisions by a Working Group
  - All technical decisions by a Working Group shall be supported by a 3/4 (three-fourths) approval vote.
  - (add in definition of vote here)

- Then change in WG P&P and see if AudCom/SASB agrees.

- If not, the LMSC could refuse to approve actions of a WG based on the reason that they did not follow the LMSC approved procedure that requires 3/4 consensus.

Chair's responsibilities

- q) Call meetings and issue a notice for each meeting at least 30 calendar days prior to the meeting

- r) Ensure agendas are published at least 14 calendar days before a meeting

- s) Ensure important requested documents are issued to members of the Working Group, the Standards Committee, and liaison groups.

- t) 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.

- u) Maintain liaison with other organizations at the direction of the Standards Committee or at the discretion of the Working Group Chair with the approval of the Standards Committee

- v) Ensure that any financial operations of the Working Group comply with the requirements of the IEEE 802 LMSC Operations Manual

Chair's responsibilities

- w) Assign/unassign subtasks and task leaders (e.g., secretary, subgroup chair, etc.)

- x) Manage balloting of projects

- y) Decide which matters are procedural and which matters are technical

- z) Decide procedural matters or defer them to a vote by the Working Group

- aa) Place issues to a vote by Working Group members

- bb) Preside over Working Group meetings and activities of the Working Group according to all of the relevant policies and procedures

Quorum

- We have added
  - "No quorum is required at meetings held in conjunction with the plenary session since the plenary session time and place is established well in advance. No quorum is required for any Working Group meeting publicly announced at least 45 days in advance. A quorum is required at other Working Group meetings."

- This may cause problems with AudCom/SASB.

- Perhaps add at the end of the WG P&P as a new section?

- In gaining one duly constituted recent interim Working Group or Task Group session may be substituted

- What is "duly"?