

Policies and Procedures for:
IEEE 802 Working Groups and Technical Advisory Groups

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IEEE 802 Working Group Policies and Procedures for Standards Development

1.0 Introduction

1.1 Role of Standards Development

In today's technological environment, standards play a critical role in product development and market competitiveness. Responsibility for how a standard evolves begins in the Working Group. Every input, behavior, and action has both a contributory and a potential legal consequence. These procedures help protect Working Group participants and the IEEE by establishing the necessary framework for a sound standardization process.

Adherence to these Policies and Procedures is an essential asset in determining the applicability of IEEE's indemnification policy.

1.2 Modifications to These Procedures

These Policies and Procedures outline the orderly transaction of business by the IEEE 802 Working Groups and Technical Advisory Groups, hereinafter referred to as "the Working Group".

The Working Group may amend these procedures with the approval of its Sponsor. The Sponsor may modify these procedures. Modification in this context means that material in these procedures may be modified as long as that clause is not indicated as one that cannot be changed. It is strongly recommended that all subjects included in these procedures are addressed by the Working Group or Sponsor. (See also Clause 7.)

1.3 Hierarchy

Participants engaged in the development of standards shall comply with applicable federal, state, and international laws. In addition, for standards matters, the latest version of several documents takes precedence over these procedures in the following order:

[New York State Not-for-Profit Corporation Law](#)

[IEEE Certificate of Incorporation](#)

[IEEE Constitution](#)

[IEEE Bylaws](#)

[IEEE Policies](#)

[IEEE Board of Directors Resolutions](#)

[IEEE Standards Association Operations Manual](#)

[IEEE-SA Board of Governors Resolutions](#)

[IEEE-SA Standards Board Bylaws](#)

[IEEE-SA Standards Board Operations Manual](#)

[IEEE-SA Standards Board Resolutions](#)

[IEEE 802 LAN/MAN Standards Committee \(LMSC\) Policies and Procedures](#)

[IEEE 802 LAN/MAN Standards Committee \(LMSC\) Operations Manual](#)

Robert's Rules of Order Newly Revised (RONR) is the recommended guide on questions of parliamentary procedure not addressed in these procedures.

1.4 Fundamental Principles of Operation

For the development of standards, openness and due process are mandatory.

Openness means that any person who has, or could be reasonably expected to have, a direct and material interest, and who meets the requirements of these procedures, has a right to participate by:

- a) Attending Working Group meetings (in person or electronically)
- b) Becoming a member of the Working Group
- c) Becoming an officer of the Working Group
- d) Expressing a position and its basis,
- e) Having that position considered, and
- f) Appealing if adversely affected.

IEEE due process requires a consensus of those parties interested in the project. Consensus is defined as at least a majority agreement, but not necessarily unanimity.

Due process is based upon equity and fair play. In addition, due process requires openness and balance (i.e., the standards development process shall strive to have a balance of interests and not to be dominated by any single interest category). However, for the IEEE Standards Sponsor ballot, there shall be a balance of interests without dominance by any single interest category.

2.0 Working Group Responsibilities

The Working Group shall:

- a) Complete the project from Project Authorization Request (PAR) approval to IEEE-SA Standards Board approval as specified by the PAR, and in compliance with IEEE Standards policies and procedures.
- b) Use the IEEE Standards document template format.
- c) Submit to the Sponsor any documentation required by the Sponsor; e.g., a project schedule or a monthly status report.
- d) Notify the Sponsor of the draft development milestones.

- e) Notify the Sponsor when the draft is ready to begin IEEE Standards Sponsor ballot.
- f) Attend to other matters assigned to them by the Sponsor.

3.0 Officers

There shall be a Chair and a Secretary, and there should be a Vice Chair. The office of Treasurer is suggested if significant funds are involved in the operation of the Working Group and/or its subgroups or if the group has multiple financial reports to supply to the IEEE Standards Association. A person may simultaneously hold the positions of Secretary and Treasurer. The Chair and Vice Chair(s) shall each be IEEE members of any grade, except Student grade, or IEEE Society affiliates, and also be members of IEEE-SA.

3.1 Election or Appointment of Officers

A WG may elect a new Chair or Vice Chair at any plenary session, subject to confirmation by the IEEE 802 LMSC Sponsor

All WG elections become effective at the end of the plenary session where the election occurs. A plenary session is as defined in the "Plenary sessions" subclause of the IEEE 802 LMSC Operations Manual. Prior to the end of that plenary session, persons that have been elected during the session are considered 'Acting'. Persons who are succeeding someone that currently holds the position do not acquire any rights for that position until the close of the plenary session.

The term for all WG officers ends at the close of the first plenary session of each even numbered year. Elected officers maintain their offices until the next election opportunity unless they resign, are removed for cause, or are unable to serve for another reason.

The Sponsor shall confirm the election of the Chair and Vice-Chair(s). If the confirmation fails, any existing appointments will stand, and the WG will hold another election at the next plenary session. The Sponsor may make a temporary appointment per 3.2 as necessary.

Unless otherwise restricted by these P&P individuals may be confirmed for a subsequent term if reappointed or re-elected to the position. Officers appointed and confirmed maintain their appointments until the next appointment opportunity unless they resign or are removed for cause.

3.2 Temporary Appointments to Vacancies

If an office other than the Chair or Vice Chair becomes vacant for any reason (such as resignation, removal, lack of nomination at an election), a temporary appointment shall be made by the Chair for a period of up to six months. In the case of Chair or Vice Chair, the Sponsor Chair shall make the temporary appointment, with input from the Working Group. An appointment or election for the vacated office shall be made in accordance with the requirements in Clause 3.0 and 3.1 at the earliest practical time.

3.3 Removal of Officers

An officer may be removed by approval of two-thirds of the members of the Working Group. Removal of the Chair and Vice Chair requires affirmation by the Sponsor. Grounds for removal shall be included in any motion to remove an officer of the Working Group. The officer suggested for removal shall be given an opportunity to make a rebuttal prior to the vote on the motion for removal.

3.4 Responsibilities of Working Group Officers

Elected and appointed officers of the Working Group have a fiduciary duty to the IEEE when acting in their officer role and thus are required (a) to act in the best interest of the IEEE, its members and the general public and not on behalf of any individual, entity or interest group, (b) to comply with all applicable policies and procedures, and (c) to see that participants of the Working Group conduct themselves in accordance with the applicable policies and procedures.

The officers of the Working Group shall manage the day-to-day operations of the Working Group. The officers are responsible for implementing the decisions of the Working Group and managing the activities that result from those decisions.

3.4.1 Chair

The responsibilities of the Chair or his or her designee shall include

- a) Leading the activity according to all of the relevant Policies and Procedures.
- b) Being objective.
- c) Entertaining motions, but not making motions.
- d) Not biasing discussions.
- e) Delegating necessary functions.
- f) Ensuring that all parties have the opportunity to express their views.
- g) Setting goals and deadlines and adhere to them.
- h) Being knowledgeable in IEEE standards processes and parliamentary procedures and ensuring that the processes and procedures are followed.
- i) Seeking consensus as a means of resolving issues.
- j) Prioritizing work to best serve the group and its goals.
- k) Complying with the IEEE-SA Intellectual Property Policies, including but not limited to IEEE-SA Patent Policy (see *IEEE-SA Standards Board Operations Manual* 6.3.2, <http://standards.ieee.org/board/pat/index.html>) and IEEE-SA Copyright Policy (see *IEEE-SA Standards Board Bylaws* 7, <http://standards.ieee.org/guides/bylaws/sect6-7.html#7>).
- l) Fulfilling any financial reporting requirements of the IEEE, in the absence of a Treasurer.

- m) Participating as needed in meetings of the Sponsor to represent the Working Group and, in the case of a “Directed Position”, vote the will of the WG in accordance with the Directed Position Procedure (See “Procedure for establishing a directed position” subclause of the IEEE 802 LMSC OM [5]).
- n) Being familiar with training materials available through [IEEE Standards Development Online](#).

3.4.2 Vice Chair(s)

The responsibilities of the Vice Chair(s) shall include:

- a) Carrying out the Chair's duties if the Chair is temporarily unable to do so or chooses to recuse himself or herself (i.e., to give a technical opinion) or chooses to delegate specific duties.
- b) Being knowledgeable in IEEE standards processes and parliamentary procedures and assisting the Chair in ensuring that the processes and procedures are followed.
- c) Being familiar with training materials available through [IEEE Standards Development Online](#).

3.4.3 Secretary

The responsibilities of the Secretary include:

- a) Scheduling meetings in coordination with the Chair and distributing meeting notices.
- b) Distributing meeting agenda (as per 6.0). Notification of the potential for action shall be included on any distributed agendas for meetings.
- c) Recording minutes of each meeting according to Clause 6.5 and IEEE guidelines (see <http://standards.ieee.org/develop/policies/stdslaw.pdf>), and publishing them within 60 calendar days of the end of the meeting.
- d) Creating and maintaining the participant roster and submitting it to the IEEE Standards Association annually.
- e) Being responsible for the management and distribution of Working Group documentation.
- f) Maintaining lists of unresolved issues, action items, and assignments.
- g) Recording attendance of all attendees.
- h) Maintaining a current list of the names of the voting members and distributing it to the members upon request.
- i) Forwarding all changes to the roster of voting members to the Chair.
- j) Being familiar with training materials available through [IEEE Standards Development Online](#).

3.4.4 Treasurer

The Treasurer shall:

- a) Maintain a budget.
- b) Control all funds into and out of the Working Group's bank account.
- c) Follow IEEE policies concerning standards meetings and finances.
- d) Ensure that the Working Group adheres to the [IEEE Financial Operations Manual](#).
- e) Being familiar with training materials available through [IEEE Standards Development Online](#).

4.0 Working Group Membership

4.1 Overview

Working Group membership is by individual. Those attending meetings shall pay any required meeting fees if established. Participants seeking Working Group membership are responsible for fulfilling the requirements to gain and maintain membership.

4.2 Working Group Membership Status

Members of the sponsor are ex officio members of all WGs. Ex-officio members are allowed to vote on any WG motion or ballot, but are not counted towards quorum requirements or ballot return requirements if they don't vote.

4.2.1 Establishment

All persons that achieve participation credit for the initial session of a WG become members of the WG. Thereafter, membership in a WG is established by achieving participation credit at the sessions of the WG for two out of the last four plenary sessions; one duly constituted recent interim WG or Task Group session may be substituted for one of the two plenary sessions required to establish membership. A recent interim is any of the interims after the first of the four most recent plenaries. A declaration of intent to the Chair of the WG may also be required in a WG to gain membership. Participation credit at a meeting is granted for at least 75% presence at that meeting. Participation credit at a session is defined as participating in meetings during at least 75% of the meetings slots (designated as required) for participation credit at that session. Membership starts at the third plenary session attended by the participant.

Attendees of the WG who have not achieved member status are known as observers. Liaisons are those designated individuals who provide liaison with other WGs or standards bodies.

Although not a requirement for membership in the WG, 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.

WG members shall participate in the consensus process in a manner consistent with their professional expert opinion as individuals, and not as organizational representatives.

Membership may be declared at the discretion of the WG Chair (e.g., for contributors by correspondence or other significant contributions to the WG). The WG Chair may authorize meeting attendance credit for individuals while on activities approved by the WG Chair.

The procedure for hibernating a WG is described in “Hibernation of a WG” subclause of the IEEE 802 LMSC P&P [4]. Upon reactivation of a hibernated WG, if at least 50% of the most recent membership roster attends the plenary session where the WG is reactivated, the membership shall be comprised of that roster, and the normal rules for gaining and losing membership will apply. If less than 50% of the membership attends, the procedure for developing membership in a new WG shall be followed.

4.2.2 Retention

Membership is retained by participating in at least two of the last four plenary sessions. One duly constituted recent interim WG or task group session may be substituted for one of the two plenary sessions.

4.2.3 Loss

Excepting recirculation letter ballots membership may be lost if two of the last three WG letter ballots are not returned, or are returned with an abstention for other than “lack of technical expertise.” This rule may be excused by the WG Chair if the individual is otherwise an active participant. If membership is lost per this subclause, membership is re-established as if the person were a new candidate member, i.e., all previous participation credit is lost.

Persons who do not retain membership, as described in 4.1.1.2 Retention, lose membership but this does not cause the loss of previous participation credit.

4.2.4 Maintaining credit

To encourage attendance in certain target WGs whose subject matter is of significance to a WG, the WG Chair may designate other WGs as target groups.

A home group is a WG or TAG in which a person is a member (i.e., has voting rights). A target group is a WG or TAG in which the person is attending and the WG Chair of the home group has approved as target group. Maintaining credit is meeting participation credit that is registered in the home group while the person is attending a meeting in the target group.

The Chair of the home group shall determine if maintaining credit will be allowed for that home group while attending a target group. A person registering attendance in a target group shall obtain attendance credit in the persons home group and the target group. If the person has more than one home group for which the Chair of the home group has allowed maintaining credit, then the person shall select which home group for which they will be given credit.

4.3 Review of Membership

The Chair shall review the voting membership list at least annually. Voting members are expected to fulfill the obligations of active participation as defined in Clause 4.1.1. When a voting member is found in habitual default of these obligations, the Chair shall consider the matter for appropriate action, which may include termination of membership.

4.4 Working Group Membership Roster

A Working Group roster is a vital aspect of standards development. It serves as a record of members and participants in the Working Group and is an initial tool if an issue of indemnification arises during the process of standards development.

A Working Group officer or designee shall maintain a current and accurate roster of members and participants in the Working Group. The roster shall include at least the following:

- a) Title of the Sponsor and its designation.
- b) Title of the Working Group and its designation.
- c) Officers: Chair, Vice Chair, Secretary, Treasurer (when position is filled).
- d) Members and participants: for each, include name, email address, affiliation, and membership status (e.g., participant, voting member, etc.).

All Working Group members are required to review their information contained in the roster following each meeting they attend. If a Working Group meets only virtually, it shall determine a schedule to check the accuracy of the roster periodically.

A copy of the Working Group roster shall be supplied to the IEEE Standards Association at least annually by a Working Group officer or designee. Due to privacy concerns, the roster shall not be distributed, except to the IEEE-SA staff, IEEE-SA Board of Governors and IEEE-SA Standards Board, unless all Working Group members and participants have submitted their written approval for such distribution.

4.5 Working Group Membership Public List

A Working Group officer or designee shall maintain a current and accurate membership list. The membership list can be posted on the committee web site and can be publically distributed. The membership list shall be limited to the following:

- a) Title of the Working Group and its designation.
- b) Scope of the Working Group.
- c) Officers: Chair, Vice Chair, Secretary, Treasurer (when position is filled).
- d) Members: for all, name, affiliation.

5.0 Subgroups of the Working Group

The Working Group may, from time to time, form subgroups for the conduct of its business. Membership in the subgroup is granted to any member of the Working Group. Such formation shall be explicitly noted in the meeting minutes. At the time of formation, the Working Group shall determine the scope and duties delegated to the subgroup, and may decide to allow participation of non-Working Group members and the terms and conditions under which such members participate in the subgroup. Any changes to its scope and duties will require the approval of the Working Group. Any resolution of a subgroup shall be subject to confirmation by the Working Group.

The Chair of the Working Group shall appoint the Chair of the subgroup.

6.0 Meetings

Working Group meetings may be conducted either exclusively in-person or in-person with one or more participants contributing via electronic means, or exclusively via electronic means. Working Group meetings shall be held, as decided by the Working Group, the Chair, or by petition of 15% or more of the voting members, to conduct business, such as making assignments, receiving reports of work, progressing draft standards, resolving differences between subgroups, and considering views and objections from any source. A meeting notice shall be distributed, by a Working Group officer or designee, 30 calendar days in advance to all participants. A meeting agenda shall be distributed to all participants at least 14 calendar days in advance of a meeting. (Meetings of subgroups may be held as decided upon by the members or Chair of the subgroup.) Notification of the potential for action shall be included on any distributed agendas for meetings.

While having a balance of all interested parties is not an official requirement for a Working Group, it is a desirable goal. As such, the officers of the Working Group should consider issues of balance and dominance that may arise and discuss them with the Sponsor.

Participants shall be asked to state their employer and affiliation at each Working Group meeting as required by the *IEEE-SA SA Standards Board Operations Manual* (Section 5.3.3.1 Disclosure of Affiliation).

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).

6.1 Quorum

A quorum shall be identified and announced before the initiation of Working Group business at a meeting, but if a quorum is not present, actions may be taken subject to confirmation by letter or electronic ballot, as detailed in Subclause 7.2 or at the next Working Group meeting. Unless otherwise approved by the Sponsor, a quorum shall be defined as one-third of Working Group voting members.

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 WG meeting publicly announced at least 45 days in advance. A quorum is required at other WG meetings.

6.2 Conduct

Meeting attendees shall demonstrate respect and courtesy toward each other and shall allow each participant a fair and equal opportunity to contribute to the meeting, in accordance with the IEEE Code of Ethics.

All Working Group participants shall act in accordance with all IEEE Standards policies and procedures. Where applicable, Working Group participants shall comply with IEEE Policies Section 9.8 on Conflict of Interest.

6.3 Executive Session

Meetings to discuss personnel or sensitive business matters (e.g., the negotiation of contracts), or for other appropriate non-public matters (e.g., the receipt of legal advice), may be conducted in Executive Session.

6.4 Meeting Fees

The Working Group, or meeting host, may charge a meeting fee to cover services needed for the conduct of the meeting. The fee shall not be used to restrict participation by any interested parties.

6.5 Minutes

The minutes shall concisely record the essential business of the Working Group, including the following items at a minimum:

- a) Name of group
- b) Date and location of meeting
- c) Officer presiding, including the name of the secretary who wrote the minutes
- d) Attendance, including affiliation
- e) Call to order, Chair's remarks

- f) Approval of minutes of previous meeting
- g) Approval of agenda
- h) Technical topics
 - 1) Brief summary of discussion and conclusions
 - 2) Motions, including the names of mover and seconder
- i) Items reported out of executive session
- j) Next meeting--date and location

Copies of handouts and subgroup reports may be included in the minutes or made available as separate items.

7.0. Voting

7.1 Approval of an Action

Approval of an action requires approval by a majority (or three-quarters) vote as specified below in 7.1.1 (majority) and 7.1.2 (three-quarters) vote is defined as either:

- a) At a meeting (including teleconferences) where quorum has been established, a vote carried by majority (or three-quarters) approval of the votes cast (i.e., Approve or Do Not Approve votes, excluding abstentions) by the voting members in attendance.
- b) By electronic means (including email), a vote carried by majority (or three-quarters) of the votes cast (i.e., Approve or Do Not Approve votes, excluding abstentions), provided a majority of all the voting members of the Working Group responded.

7.1.1 Actions Requiring Approval by a Majority Vote

The following actions require approval by a majority vote

- a) To request EC approval of creation of a study group
- b) Approval of minutes.

7.1.2 Actions Requiring Approval by a Three-Quarters Vote

The following actions require approval by a three-quarters vote:

- a) Approval of change of the Working Group scope *
- b) Establishment of fees, if necessary
- c) Approval to move the draft standards project to the Sponsor for IEEE Standards Sponsor ballot
- d) Any matter regarding the establishment or modification of a PAR or that would make a non-editorial change to a draft standard

- e) A decision to submit a draft standard or a revised standard to the Sponsor for conduct of Sponsor Ballot. See 9.6 for additional constraints
- f) Initiate officer elections other than at the first plenary session of even numbered years.
- g) Adoption of an Operations Manual or revisions thereof
- h) Formation of a subgroup (with the exception of a study group) including its procedures, scope, and duties
- i) Disbandment of a subgroup when no other provisions to disband are in place or prior to its completion
- j) Any other technical matter not defined elsewhere in this document

* Item a) is subject to confirmation by the Sponsor.

7.2 Voting Between Meetings

At the discretion of the Chair, the Working Group shall be allowed to conduct votes between meetings by the use of a letter or electronic ballot. If such actions are to be taken, they shall follow the rules of IEEE Bylaw I-300.4(4).

8.0 Communications

Formal inquiries relating to the Working Group should be directed to the Chair and recorded by the Secretary. All replies to such inquiries shall be made through the Chair. These communications shall make it clear that they are responses from the Working Group. Communications shall be in compliance with the Sponsor's communication requirements.

9.0 Appeals

Any person dissatisfied with a technical decision shall follow the approved procedures for providing technical input to the Working Group, including but not limited to presenting the concern to the Working Group, and making a technical comment during the applicable comment submission and/or balloting period.

Procedural concerns within the Working Group shall first be presented to the Working Group Chair for resolution. If the procedural concern is not resolved after presentation to the Chair, the concern can be brought to the Sponsor for resolution.

10.0 WG financial operations

A Working Group may wish or need to conduct financial operations in order for it to host interim sessions for itself or one or more of its sub groups or to acquire goods and/or services that it requires for its operation.

A Working Group that claims any beneficial interest in or control over any funds or financial accounts whose aggregate value is \$500 or more is determined to have a treasury and said to be “operating with treasury”.

A Working Group may operate with treasury only if it requests permission and is granted permission by the Sponsor to operate with treasury and thereafter complies with the rules of this subclause. The Working Group request to operate with treasury shall be supported by a motion that has been approved by the Working Group. The Working Group may, again by Working Group approved motion, surrender Sponsor granted permission to operate with treasury. The Sponsor may withdraw permission for a Working Group to operate with treasury for cause.

A Working Group subgroup shall not operate with treasury.

10.1 Working Group financial operation with treasury

The financial operations of a Working Group operating with treasury shall comply with the following rules.

- a) The Working Group shall conduct its financial operations in compliance with all IEEE, IEEE SA, and IEEE Computer Society rules that are applicable to the financial operations of standards committees. As of January 2005, the documents containing these rules include, but are not limited to, the following:
 - IEEE Policies, Sections 11 IEEE Financial Matters and 12.6 Contracts with Exclusive Rights
 - IEEE Financial Operations Manual, Sections FOM.3 Asset/Liability Management and FOM.8 Contract and Purchasing Orders
 - Computer Society Policies and Procedures Manual, Section 16.7.1 Checking Accounts
 - SASB OM 5.3 Standards development meetings
- b) The Working Group shall have a Treasurer who is responsible to the Chair and Sponsor Treasurer for the operation of the Working Group treasury, for ensuring that the operation of the Working Group treasury and the Working Group financial accounts complies with this P&P and follows prudent financial procedures. The Treasurer shall:
 - i. Maintain a budget
 - ii. Control all funds into and out of the Working Group’s bank accounts
 - iii. Follow IEEE policies concerning standards meetings and finances
 - iv. Read the IEEE FOM
- c) The Working Group shall have an Executive Committee (Working Group EC) comprised of, at minimum, the Chair, Vice Chairs, Secretaries, and Treasurer of the Working Group. The Chair shall be the Chair of the Working Group EC.
- d) The Working Group shall open and maintain a Working Group bank account whose title shall begin with “IEEE” followed by the numerical identity of the Working Group (e.g., IEEE 802.1). The Sponsor Chair shall be an authorized signer for the account. The Sponsor Treasurer shall be notified within 30 days of the bank, account number, account title, and authorized signers for the account when the account is opened and whenever any of these items change.

- e) The Working Group may open and maintain one or more Working Group merchant accounts for the settlement of credit card transactions. The title of each merchant account shall begin with "IEEE" followed by the numerical identity of the Working Group (e.g., IEEE 802.1). Each Working Group merchant account shall be linked to the Working Group bank account. The Sponsor Treasurer shall be notified within 30 days of each merchant account, account number, and account title when the account is opened and whenever any of these items change.
- f) All funds collected and/or received by a Working Group shall be deposited in the Working Group bank account.
- g) All funds retained by a Working Group shall be held in the Working Group bank account or in IEEE approved investments.
- h) The Working Group may disburse and/or retain funds as appropriate to pay approved expenses and maintain an approved operating reserve.
- i) Signature authority for any Working Group financial account is restricted to those IEEE, IEEE SA, and Computer Society officers and/or staff that are required to have signature authority by IEEE, IEEE SA, and Computer Society regulations; to Sponsor officers and to the officers of the Working Group owning the account, with the sole exception that, at most, two other individuals may be granted signature authority for the Working Group bank account for the sole purpose of assisting the Working Group in conducting its financial operations, provided that each such individual has provided agreements, indemnity, and/or bonding satisfactory to the IEEE. The granting of signature authority to any individual other than the Chair, Treasurer, Sponsor Chair, and Sponsor Treasurer and those required by IEEE, IEEE SA, Computer Society, or Sponsor regulations shall be by motion that is approved by the Working Group.
- j) The Working Group shall prepare and maintain its own accounting and financial records.
- k) The Treasurer shall prepare for each Working Group plenary session a financial report that summarizes all of the Working Group financial activity since the last such report. The report shall be submitted to the Sponsor Treasurer before the opening of the session, shall be presented to Working Group membership at the opening plenary meeting of the session, and shall be included in the session minutes. The format and minimum content of the report shall be as specified by the Sponsor Treasurer.
- l) The Treasurer shall prepare and submit an audit package for each calendar year during any portion of which the Working Group operated with treasury, as required by IEEE regulations. The package shall contain all material required by IEEE Audit Operations for an IEEE audit and shall be submitted to the IEEE for audit or to the Sponsor Chair for local audit, as required by IEEE audit regulations. If the package is submitted to the IEEE, a summary of the Working Group's financial operations for the audit year shall be submitted to the Sponsor Chair at the same time that the audit package is submitted to the IEEE. The format and minimum content of the summary shall be as specified by the Sponsor Treasurer.
- m) The maximum and minimum size of the Working Group operating reserve may be set by the Sponsor.
- n) All Working Group expenditures require the approval of the Working Group EC, with the sole exception that each Working Group EC member may be reimbursed from the Working Group treasury for up to \$200 of Working Group expenses incurred between Working Group sessions without specific approval of the Working Group EC.

- o) The location, date, and fees for each interim session hosted or co-hosted by the Working Group require the approval of the Working Group EC.
- p) For each interim session hosted or co-hosted by the Working Group, all reasonable and appropriate direct expenses for goods and/or services for the session that are provided under contract(s) and/or agreement(s) that are exclusively for that interim session are approved when the Working Group EC approves the location, date, and fees for the session.
- q) Any contract and/or agreement to which the Working Group is a party, whose total value is greater than \$5000 and that is not for goods and/or services exclusively for a single interim session hosted or co-hosted by the Working Group, requires the approval of the Working Group EC and the Sponsor before execution.
- r) The Working Group shall maintain an inventory of each item of equipment that it purchases that has a useful life of greater than 6 months and purchase price of greater than \$50. A copy of the inventory shall be provided to the Sponsor Treasurer during December of each year.

10.2 Working Group financial operation with joint treasury

Two or more Working Groups with the approval of the Sponsor, may operate with a single joint treasury. Working Groups that operate with a joint treasury shall have no other treasury. The merger of separate Working Group treasuries into a joint treasury or the splitting of a joint treasury into separate Working Group treasuries requires approval of the Sponsor. Each such action shall be supported by a motion from each of the involved Working Groups that requests the action and that has been approved by the Working Group.

The operation of a joint treasury is subject to the same rules as a Working Group operating with treasury with the following exception: The Executive Committee overseeing the joint treasury shall be a Joint Executive Committee that is the union of the Executive Committees of the Working Groups operating with the joint treasury. The Chair of the Joint EC shall be selected by the Joint Executive Committee and shall be the Chair of one of the participating Working Groups.