

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

**Date of Approval: 13 November, 2015**  
**Version 18**

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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 an IEEE 802 Working Group (WG) or Technical Advisory Group (TAG), 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](#)

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IEEE-SA Standards Board Approved December 2013

[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](#)

Additional rules governing Working Group operations are located in the IEEE 802 LAN/MAN Standards Committee (LMSC) Operations Manual. The IEEE 802 LMSC Operations Manual takes precedence over a Working Group 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:

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- 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) Maintain existing standards issued by IEEE developed by the Working Group, or assigned to the Working Group 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 Working Group may elect a new Chair or Vice Chair at any plenary session, subject to confirmation by the IEEE802 LMSC Sponsor

All Working Group 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 to fill an open position 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 Working Group 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 Working Group 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.

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### **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**

When carrying out the duties of an officer described in IEEE's policies and procedures, officers of the Working Group:

- a) shall not act:
  - 1) in bad faith;
  - 2) to the detriment of IEEE-SA;
  - 3) to further the interest of any party outside IEEE over the interest of IEEE; or
  - 4) in a manner that is inconsistent with the purposes or objectives of IEEE, and;
- b) shall use best efforts to ensure that participants of the working group conduct themselves in accordance with applicable policies and procedures including, but not limited to, SASB Bylaws 5.2.1.

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.

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- 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 Working Group 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](#).
- o) Call meetings and issue a notice for each meeting at least 30 calendar days prior to the meeting
- p) Ensure agendas are published at least 14 calendar days before a meeting
- q) Ensure important requested documents are issued to members of the Working Group, the Sponsor, and liaison groups.
- r) Ensure a membership roster is created and maintained
- s) Ensure participant attendance is recorded at each meeting
- 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 Sponsor or at the discretion of the Working Group Chair with the approval of the Sponsor
- v) Ensure that any financial operations of the Working Group comply with the requirements of the IEEE 802 LMSC Operations Manual
- w) Assign/unassign subtasks and task leaders (e.g., secretary, subgroup chair, etc.)
- 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)
- y) Manage balloting of projects
- z) Decide which matters are procedural and which matters are technical
- aa) Decide procedural matters or defer them to a vote by the Working Group
- bb) Place issues to a vote by Working Group members
- cc) Preside over Working Group meetings and activities of the Working Group according to all of the relevant policies and procedures



### 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 Working Group membership 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](#).

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- 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 Working Groups. Ex-officio members are allowed to vote on any Working Group motion or ballot, but are not counted towards quorum requirements or ballot return requirements if they don't vote.

A participant is an individual who participates in the Working Group activities, including but not limited to: attending meetings, joining one of the Working Group's email reflectors, participating in ballot.

An attendee is a participant who attends a meeting.

A member is a participant that has satisfied the requirements for membership set forth in this subclause.

#### **4.2.1 Establishment**

All persons that achieve participation credit for the initial session of a Working Group become members of the Working Group. Thereafter, membership in a Working Group is established by achieving participation credit at the sessions of the Working Group for two out of the last four plenary sessions; one duly constituted recent interim Working Group 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 Working Group may also be required in a Working Group 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 Working Group who have not achieved member status are known as observers. Liaison officials are individuals designated by the Working Group Chair who provide liaisons with other Working Groups or standards bodies.

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.

Working Group 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 Working Group Chair (e.g., for contributors by correspondence or other significant contributions to the Working Group). The Working Group Chair may authorize meeting attendance credit for individuals while on activities approved by the Working Group Chair.

The procedure for hibernating a Working Group is described in “Hibernation of a Working Group” subclause of the IEEE 802 LMSC P&P [4]. Upon reactivation of a hibernated Working Group, if at least 50% of the most recent membership roster attends the plenary session where the Working Group 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 Working Group 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 Working Group 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 Working Group 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 Working Group Chair if the individual is otherwise an active member. 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 Working Groups whose subject matter is of significance to a Working Group, the Working Group Chair may designate other Working Groups as target groups.

A home group is a Working Group or TAG in which a person is a member (i.e., has voting rights). A target group is a Working Group or TAG in which the person is attending and the Working Group 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 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 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: for each, include name, email address, affiliation.

All Working Group members are required to update their information contained in the roster when that information changes.

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 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 publicly and to the Working Group reflector. A meeting agenda shall be distributed publicly and to the Working Group reflector at least 14 calendar days in advance of a meeting. Meetings of subgroups may be held as decided upon by the Working Group members or Working Group Chair. Notification of the potential for action shall be included on any distributed agendas for meetings.

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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-half 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 Working Group meeting publicly announced at least 45 days in advance. A quorum is required at other Working Group meetings.

## 6.2 Conduct

Meeting attendees shall demonstrate respect and courtesy toward each other and shall allow each attendee 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) Approval of minutes.
- b) To request IEEE 802 Executive Committee approval of creation of a study group or industry connections activity

### **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 or industry connections activity) 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.

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## 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 Rights

The rights of the Working Group's members include the following:

- a) To receive a timely notice of the next session
- b) To receive a copy of the minutes
- c) To vote at meetings if and only if present
- d) To vote in Working Group Letter Ballots
- e) To examine all the Working Group Draft documents
- f) To lodge complaints about Working Group operation with the Sponsor
- g) To petition the Sponsor in writing

## 11.0 Actions requiring an electronic ballot

Approval to forward a draft standard to the Sponsor shall require approval by a Working Group Electronic Ballot. Abstains shall require a reason be given, and Do Not Approve votes shall require comments on changes required to modify the vote to Approve. For a letter ballot on a draft standard to be valid a majority of all the voting members of the Working Group must have responded Approve, Do Not Approve, or Abstain. Comment resolution, recirculations, etc. should be consistent with Sponsor ballot rules and 5.4.3.2 of the IEEE-SA Standards Board Operations Manual (SASB OM).

The response time for a Working Group letter ballot on a draft shall be at least thirty days. However, for recirculation ballots the response time shall be at least fifteen days.

Submission of a draft standard or a revised standard to the Sponsor shall be accompanied by any outstanding negative votes and a statement of why these unresolved negative votes could not be resolved.

Revised drafts approved in subsequent Working Group letter ballot for forwarding to the Sponsor Ballot Group do not require Sponsor approval for forwarding.

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## 12.0 Roll call votes

A roll call vote may be held at the discretion of the chair.

In addition, a roll call vote may be called for by any member of the group, at any time from when the question has been put until the vote tally is completed. The call does not require a second, and cannot be debated, amended, or have any other subsidiary motion applied to it.

Upon a call for a roll call vote, the chair shall proceed according to these three options.

- a) The chair may hold the vote
- b) The chair may hold a vote on the question of whether to hold a roll call vote. This vote shall achieve greater than 25% of the members voting Yes to pass. The 25% is counted by dividing the count of Yes votes by the sum of the Yes and No votes. This vote is not subject to a roll call vote.
- c) The chair may refuse the request for a roll call vote if this privilege is being abused by members repeatedly calling for a roll call vote. The chair shall allow both the majority and minority reasonable and fair use of the roll call vote.

Each roll call vote and call for a roll call vote shall be recorded in minutes of the meeting. For each roll call vote, the minutes shall include each member's name, their vote and the final result of the vote. For each call for a roll call vote, the minutes shall include:

- i. The name of the requestor of the roll call vote.
- ii. The decision of the chair on the request and, when applicable, the results of the vote on whether to hold the roll call or the reasons of the chair for denying the roll call vote.

## 13.0 Revision of the IEEE 802 LMSC Working Group Policies and Procedures

Revisions to this document shall be submitted by a Sponsor member to the Sponsor no less than 30 day in advance of a Sponsor Vote to approve them. The Sponsor member proposing the revision may modify the proposed revision during the 30 days prior to a Sponsor Vote (in response to comments). Insufficient time to consider complex modifications is a valid reason to vote disapprove. A motion to revise this document shall require a vote of approve by at least two thirds of all voting members of the Sponsor. A vote to approve revisions shall only be taken at a plenary session. If approved, revisions become effective at the end of the plenary session where the vote was taken.

In some circumstances minor revisions may be made to the IEEE 802 LMSC Working Group Policies and Procedures without a revision ballot. These circumstances are

- a) Basic layout/formatting that does not change the meaning of any of the text
- b) Correction of spelling and punctuation
- c) Error in implementing approved changes

All other revisions shall be balloted as described in this clause. If any voting Sponsor member protests an editorial change of the OM within 30 days of its release (the date of notice on the Sponsor reflector constitutes the release date), that editorial change will be without effect.