IEEE 802 LMSC Working Group Policies and Procedures Background

Overview

- IEEE 802 LAN/MAN Standards Committee uses a single Working Group Policies and Procedures for all of its Working Groups and Technical Advisory Groups
  - Some WGs also have Operations Manuals as a supplement that is subsidary to the common WG P&P.
- The reviewers of AudCom met on a teleconference to discuss the checklist
  - Results in some changes (now approved and uploaded)
  - Others resulted in explanations, which follow

3.5.2 Vice Chairs

- Some IEEE 802 LMSC WGs have more than one Vice Chair
  - Largest WG has almost 300 members
  - Tasks are divided by the Chair according to the Vice Chair's abilities and WG needs

- One difference is, which Vice Chair takes over first?

- New text added to clarify:
  - Carrying out the Chair's duties if the Chair is temporarily unable to do so or chooses to recuse himself or herself (e.g., to give a technical opinion), if there is more than one Vice Chair, the First Vice Chair takes over, if unavailable or recuses himself or herself, the Second Vice Chair takes over;

4.6 Working Group Participant List

- Had "shall not be stored on any personal or work-related electronic devices, except temporarily when required to edit or update the list."

- Comment from Reviewers, what does temporarily mean?

- Changed as:

  - "shall not be stored on any personal or work-related electronic devices, except temporarily ~~when~~ during the time required to use, edit or update the list."

6.1 Quorum

- Text added by IEEE 802 LMSC
  - "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."
- An exception for this text was approved in 2016 and the IEEE 802 LMSC would like to keep it
  - Encourages attendance at the Plenary and Interim Sessions
  - Decisions on forwarding drafts are made by the entire WG via electronic ballot (using Sponsor Ballot like rules).

6.3 Session Fees

- IEEE 802 LMSC and its WGs and TAGs meet in two different ways:
  - Plenary and Interim Sessions, which are a collection of meetings over 1 week (when in person) or 2 weeks (when electronic only)
    - Fees are generally charged for Sessions to offset costs
  - Meeting between the Sessions, of the LMSC, WG or their respective subgroups
    - Typically teleconference
    - Often multiple subgroup meetings every week between Sessions
    - Fees are not charged for meetings outside of Sessions
- Terminology is particular to IEEE 802 LMSC, but reflects our common practice and understanding

6.4 Minutes

- For Sessions, which can have 40-50 meetings for the subgroups of a single WG, 60 days is reasonable.

- For meetings (1-2 hours) that happen outside of a plenary, 15 calendar days
  - Can occur weekly to advance work
  - Complexity of the minutes is less and so easier to complete more quickly
  - Timeliness is also required to progress the work.
  - Members may be more likely to have missed and individual meeting

7.1 Approval of an Action

- Clause 14 defines setting a directed position for a WG Chair

  – Not used often, but provides a method for the members to clearly communicate their desires to the IEEE 802 LMSC

- Text states that three-fourths majority is required, but wasn't in 7.1.2 (reviewers found that)

- Add to 7.1.2

  – "Establishing a Directed Position, as described in Clause 14"

Editorial changes

- ## 4.2 Voting Membership

  - – The clause contains the sentence "A recent Interim Session is any of the Interim Session after the first of the four most recent Plenary Session." The second two usages of "Session" should be plural.

  - – Fixed in most recent version

Editorial change, 4.2 Voting Membership

- From reviewers:
  - "Although not a requirement for membership .... Standards Association ballot group." This sentence seems to be a suggestion/guideline, rather than a clause of PnP. Suggest keeping it outside of this document.

- Response from LMSC:
  - Keep "Although not a requirement for membership in the Working Group, participants are encouraged to join the IEEE, IEEE SA and the IEEE Computer Society."
    - Question does come up, and the LMSC wanted to encourage membership
  - Deleted "Membership in the IEEE SA will also allow participants to join the Standards Association ballot group."
    - Rules for participating in Standards Association ballot properly belong in the SA's rules, not here.

Other editorial changes

- Page 6, 1.5 — "An Interim Session is set of meetings..." grammar correction to "An Interim Session is a set of meetings…"

- Page 7, 1.5 — "A Session is collection of …" grammar correction to "A Session is a collection of …"