IEEE LMSC

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| Rules discussion on when agenda, calendar, and IMAT information should be available |
| Date: 2024-07-15 |
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Abstract

This document is provided to instigate discussion on guidelines or rules regarding when the IEEE 802 calendar and IMAT should be updated to provide the meeting information for a Plenary Session. This document provides draft changes to the 802 OpsMan to instigate these discussions.

Currently, there are limited requirement on when an agenda for an 802 meeting needs to be made available. In the 802 Ops Man there is a requirement for the agenda for LMSC interim electronic meetings, see the text below from the IEEE 802 LAN/MAN STANDARDS COMMITTEE (LMSC) OPERATIONS MANUAL ([ec-17-0090r26](https://mentor.ieee.org/802-ec/dcn/17/ec-17-0090-26-0PNP-ieee-802-lmsc-operations-manual.pdf)).

5.3.2 Notifications:

Notification of the IEEE 802 LMSC Interim Electronic Meeting agenda shall be made 15-days prior to the meeting and shall be announced on the IEEE 802 LMSC reflectors. The meeting shall be open for observers. The notification shall provide the proposed agenda and call-in information. On rare occasions, there may be a need for an IEEE 802 LMSC Interim Electronic Meeting to address unexpected circumstances that require a quick response. If the Standards Committee Chair decides that such an IEEE 802 LMSC Interim Electronic Meeting is in order, the notification requirement may be as little as 24 hours.”

It would be helpful to the members and other meeting participants if the meeting agenda for all meetings were available to them prior to the meeting. Further it would be helpful set guidance on when an agenda would be made available.

Therefore: Additions are proposed to add text for a requirement to provide the agenda, update the 802 calendar, and IMAT for Plenary meetings, Interim meetings, and electronic meetings.

Add the following subsections:

5.1.3 IEEE 802 LMSC Plenary Session notifications

Notification of the IEEE 802 LMSC Plenary Session and agendas (including all LMSC agendas, WG agendas, and SC agendas for the session) shall be made available 60-days prior to the meeting and shall be announced on the IEEE 802 LMSC reflector and appropriate IEEE 802 WG and SC reflectors. The meeting shall be open to all interested parties. The notification shall provide the session attendance (including as appropriate: location, venue, meeting fees, electronic attendance information) and the agendas (LMSC, WG, SC and tutorial agendas).

The 802 calendar and the 802 WG and SC calendars shall be available 30-days prior to the meeting and shall include meeting access information (location and electronic attendance information as appropriate). The IMAT meeting information shall be available 5-days prior to the meeting.

All agendas, calendar, IMAT information may be updated at any time 4 hours prior to the start of the meeting, notifications of such updates shall be made on the appropriate 802 reflector, Note: meeting agendas can be modified during the meeting.

5.2.4 Interim Session notifications

Notification of the IEEE 802 LMSC Interim Session and agendas (including all LMSC agendas, WG agendas, and SC agendas for the session) shall be made available 60-days prior to the meeting and shall be announced on the IEEE 802 LMSC reflector and appropriate IEEE 802 WG and SC reflectors. The meeting shall be open to all interested parties. The notification shall provide the session attendance information (including as appropriate: location, venue, meeting fees, electronic attendance information) and the agendas (LMSC, WG, SC and tutorial agendas).

The 802 calendar and the 802 WG and SC calendars shall be available 30-days prior to the meeting and shall include meeting access information (location and electronic attendance information as appropriate). The IMAT meeting information shall be available 5-days prior to the meeting.

All agendas, calendar, IMAT information may be updated at any time 4 hours prior to the start of the meeting, notifications of such updates shall be made on the appropriate 802 reflector, Note: meeting agendas can be modified during the meeting.

And amend 5.3.2 Notifications as shown below
5.3.2 Notifications:

Notification of the IEEE 802 LMSC Interim Electronic Meeting agenda shall be made 15-days prior to the meeting and shall be announced on the IEEE 802 LMSC reflectors. The meeting shall be open for observers. The notification shall provide the proposed agenda and call-in information. On rare occasions, there may be a need for an IEEE 802 LMSC Interim Electronic Meeting to address unexpected circumstances that require a quick response. If the Standards Committee Chair decides that a quick response IEEE 802 LMSC Interim Electronic Meeting is required,notification may be made as little as 24 hours prior to the meeting.

**References:**