IEEE P802.11
Wireless LANs

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| Investigation into attendance re: Nov 2015 action item |
| Date: 2016-01-20 |
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Abstract

This document contains the results of investigation into the November 2015 plenary action item related to attendance:

* **Nov 2015 closing plenary motion:**
	+ Direct the WG leadership to investigate the necessary changes in rules and procedures to enable “Attendance requirements shall be considered satisfied by attendee who has registered for 802.11 as primary group, when the badge is picked up”, and report back to the WG in the January 2016 session.”
	+ Moved: Knut Odman, Seconded: Paul Lambert, Result: 41-2-8 Passes
	+ See <https://mentor.ieee.org/802.11/dcn/15/11-15-1226-03-0000-november-2015-wg-motions.pptx>
* **Summaryof rules and procedure documents examined:**
	+ LMSC P&P – No applicable text or changes required
	+ LMSC Operations Manual – Applicable text describes required registration fee and participation credit, expect no changes would be required
	+ LMSC WG P&P – applicable text defines WG membership 2/4 plenary requirement and defines participation credit; changes required:”*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”*
	+ IEEE 802.11 Operations manual – Applicable text and changes required
	+ IEEE Audit Committee (AudCom) baseline WG P&P document section 4.1.1: ***“Attendance credit is granted to those who attend at least 50% of a meeting’s duration.”***
* **Observations:**
	+ Proposed change (to registration only) not viable under current AudCom WG P&P baseline (AudCom approval, and prior EC approval required for changes).
	+ AudCom rules require participation level of at least 50%.
	+ Current 802 LMSC rules require participation ***in at least 75% of meeting slots designated as required***. “Meeting slots designated as required” can be modified.
	+ A change from “75%” to “at least 50%” requires changes at 802 level (in LMSC WG P&P, use existing EC LMSC process for modification) and at 802.11 level (802.11 Operations Manual).
* Additional information provided: 802.1 and 802.3 practice
* R1: Page 10 Table added, summarize WG practices

**IEEE 802 LMSC Policies &Procedures,** [**http://standards.ieee.org/about/sasb/audcom/pnp/LMSC.pdf**](http://standards.ieee.org/about/sasb/audcom/pnp/LMSC.pdf)

No requirements on WG membership registration/attendance

**IEEE 802 LMSC Operations Manual,** [**http://www.ieee802.org/PNP/approved/IEEE\_802\_OM\_v18.pdf**](http://www.ieee802.org/PNP/approved/IEEE_802_OM_v18.pdf)

**Section 5 IEEE 802 LMSC sessions**

There is no membership requirement for attendance at an IEEE 802 LMSC plenary session or an interim session of an IEEE 802 LMSC subgroup; they are open forums. However, anyone who attends any portion of a technical meeting that is part of an IEEE 802 LMSC plenary session or an interim session of an IEEE 802 LMSC subgroup is obligated to comply with the registration requirements for the session.

For the purposes of this OM, a technical meeting is defined as, but is not limited to, any meeting of a IEEE 802 LMSC WG, TAG, ECSG, any of their subgroups, or any call for interest at an IEEE 802 LMSC session.

**Section 5.4 Registration policy**

In order for an individual to become registered for a given IEEE 802 LMSC plenary or interim

session of an IEEE 802 LMSC subgroup, the individual shall:

1. Have complied with the registration requirements for all previously attended IEEE 802 LMSC plenary sessions and interim sessions of IEEE 802 LMSC subgroups, including payment of any required registration fees, and
2. Have completed a valid registration for the session in question, including payment of any required registration fee.

An individual who attends any portion of a technical meeting that is part of an IEEE 802 LMSC plenary session or an interim session of an IEEE 802 LMSC subgroup is obligated to comply with the registration requirements for that session.

An individual who attends any portion of a technical meeting that is part of an IEEE 802 LMSC plenary session or an interim session of an IEEE 802 LMSC subgroup but does not comply with the registration requirements for that session, and further has not complied with those requirements within 60 days after the end of the session, including payment of any required registration fees, shall be subject to the following sanctions:

1. No participation credit will be granted for said session.
2. Any participation credit acquired before said session toward membership in any IEEE 802 LMSC group is revoked.
3. Membership in any IEEE 802 LMSC group is terminated.
4. No participation credit will be granted for attendance at any subsequent IEEE 802 LMSC session until the individual has complied with the registration requirements for all previously attended IEEE 802 LMSC sessions by the start of said subsequent session.

An individual who has lost membership in an IEEE 802 LMSC group due to failure to comply with the registration requirements for an IEEE 802 LMSC plenary or interim session of an IEEE 802 LMSC subgroup may again earn membership in an IEEE 802 LMSC group as follows:

First, comply with the registration requirements for all IEEE 802 LMSC plenary and interim sessions previously attended by the individual. An individual may not be granted membership in any IEEE 802 LMSC group until this requirement is fulfilled.

Second, acquire the participation credit required for group membership as required for an individual that had never previously attended an IEEE 802 LMSC session. The interpretation and implementation of the registration policy for IEEE 802 LMSC plenary sessions and IEEE 802 LMSC hosted interim sessions shall be the responsibility of the Treasurer and the Executive Secretary.

The interpretation and implementation of the registration policy for interim sessions of IEEE 802 LMSC subgroups not hosted by the IEEE 802 LMSC shall be the responsibility of the Chair and Treasurer (if any) of the IEEE 802 LMSC subgroup(s) holding the session.

**IEEE 802 Working Group Policies and Procedures,** [**http://www.ieee802.org/PNP/approved/IEEE\_802\_WG\_PandP\_v18.pdf**](http://www.ieee802.org/PNP/approved/IEEE_802_WG_PandP_v18.pdf) **Highlighted sections are applicable**

# 4.0 Working Group Membership

## 4.1 OverviewThis clause shall not be modified except to be compliant with the Sponsor’s procedures.

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

**This clause may be modified. Modification of the number of meetings that shall be attended to allow or maintain membership may only be increased from the number given in these procedures, not decreased.**

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.

**802.11 Operations Manual,** [**https://mentor.ieee.org/802.11/dcn/14/11-14-0629-14-0000-802-11-operations-manual.docx**](https://mentor.ieee.org/802.11/dcn/14/11-14-0629-14-0000-802-11-operations-manual.docx) **:** Highlighted sections are applicable and may require modification

**Section 3.6.4 Session Attendance:**

Attendance at WG, TG, SG and/or SC meetings is recorded electronically. If electronic recording is not possible, manual written documentation will be used. Each attendee is responsible for recording attendance. The mechanism for recording attendance is described in the opening reports of the WG Opening Plenary. Each attendee is expected to only sign in for the meeting designation that they are attending in that time slot. Time slots are defined as WG meeting hours as defined in the approved Agenda graphic for the interim or plenary session in progress. It is expected that attendees have participated in at least 75% of the designated meeting they have signed in for. Failure to sign in may impact voting rights (see section 7 of this document). Inability to sign in should be reported to the WG Vice-Chair responsible for attendance recording.

Occasionally an attendee may wish to record their participation at a meeting (as required by IEEE-SA rules), but does not want (or is not entitled) to claim attendance credit. For example, the attendee may have been present for less than 75% of the slot. Such an attendee should send an email once per session to the WG Vice-Chair responsible for attendance to record the attendee’s presence.

**Section 3.6.5 Session Meeting Etiquette**

* Officers may access the 802.11 website and documentation server as necessary to conduct business
* The secretary may receive electronic communication/transmissions of presented material for inclusion in the minutes
* Officers conducting a meeting are permitted to record their attendance.

**Section 6.5.1 Standing Committee Meetings**:

Attendance at SC meetings held as part of an 802.11 WG session counts towards 802.11 WG voting rights.

**Section 6.8 Ad-hoc Group(s):**

The 802.11 agenda may reserve meeting time for ad-hoc groups, in which case attendance at such ad-hoc group meetings counts towards the session attendance.

**Section 7.1 Earning and Losing Voting Rights:**

A “properly attended session” is an 802.11 WG interim or plenary session at which the participant has

* Recorded their contact details and affiliation.
* Recorded attendance for 75% of the “in session hours” (i.e. morning and afternoon) meeting slots (these are indicated as such on the session graphic in the WG agenda). Evening meetings may be substituted for any of the “in session hours” meetings.
* Registered for the session and paid any required meeting fee.

**Section 7.1.3 Potential Voter:**

A Potential Voter becomes a Voter at the start of the next attended plenary session provided that they have:

* Recorded their contact details and affiliation.
* Recorded attendance for at least one 802.11 meeting slot.
* Registered for the session and paid any required meeting fee.

**IEEE AudCom Working Group Policies and Procedures Baseline document, see** [**https://standards.ieee.org/about/sasb/audcom/bops.html**](https://standards.ieee.org/about/sasb/audcom/bops.html) **and** [**http://standards.ieee.org/about/sasb/audcom/wg\_p-p\_individual\_2013.doc**](http://standards.ieee.org/about/sasb/audcom/wg_p-p_individual_2013.doc)

**Section 4: Working Group Membership:**

**4.0 Working Group Membership**

**4.1.1 Working Group Membership Status**

**This clause may be modified. Modification of the number of meetings that shall be attended to allow or maintain membership may only be increased from the number given in these procedures, not decreased.**

Membership shall be granted automatically to those participants attending the meeting of a newly chartered Working Group upon their request. Thereafter, membership shall be granted after the participant attends two consecutive meetings of an existing Working Group, and also requests membership status.

Each member is expected to attend meetings as required by these procedures. The Secretary records attendance at meetings. Attendance credit is granted to those who attend at least 50% of a meeting’s duration. Attendance at a meeting via teleconferencing and/or electronic means, e.g., Internet conferencing, shall count towards the attendance requirements.

Voting member status is maintained through consistent participation at meetings and through Working Group votes. If a Working Group member misses two consecutive meetings, or two consecutive Working Group letter ballots, his or her voting privilege may be revoked. The Chair shall notify, in writing, a member who fails to attend two consecutive meetings and who has therefore lost his or her membership.

A member who lost his or her voting privileges shall have his or her voting privileges reinstated by attendance at two consecutive meetings of the Working Group and upon request for member status. All voting privileges and rights shall be restored after attending the second consecutive meeting. If, for reasons of personal hardship, a member cannot attend two consecutive meetings (but that member continues to vote in ballots taken between meetings), the Working Group Chair will be consulted on the status of the member.

**Additional information: 802.1 and 802.3 Practice to meet the LMSC WG P&P requirements**

**802.1: Information from Glenn Parsons, chair 2016-01-15**

- 802.1 holds two kinds of working sessions; Plenary sessions (in conjunction with the Plenary sessions of 802 as a whole), in March, July, and November of each year, and Interim sessions, scheduled as needed, usually one held between adjacent Plenary sessions.

- Each working session consists of a number of meetings; a meeting is a contiguous period of time during which the working group (or its task groups) meet to do business. Typically a meeting consists of a morning or an afternoon during a Plenary or Interim session; there are therefore typically between 4 and 9 meetings held during a session.

- Participants in 802.1 working sessions can claim attendance credit by signing in using the on-line attendance system that is available during each meeting. By signing in, you are indicating that, by the end of that morning or afternoon meeting, you will have been present for the majority of the time allocated for that meeting. (This last point is significant, as it is not legitimate to claim attendance at a meeting of two different working groups that occupy the same time period. However, the online attendance software system makes this very difficult to achieve.) In this context, "...the majority of time..." is taken to mean 75% or more of the working time available for that morning or afternoon meeting.

- A participant that claims attendance credit for 75% or more of the meetings scheduled for an 802.1 session and declares their affiliation on the signup system will be credited with qualifying attendance at that session.

- A participant that has qualifying attendance at two out of the last four Plenary sessions of 802.1 becomes a voting member at the first meeting they attend during the next Plenary session they attend, PROVIDED THAT they have emailed the WG Chair, indicating that they have the intention to become a voting member of the working group. Qualifying attendance at one properly constituted 802.1 Interim session that occurred within the span of the last four Plenary sessions can be substituted for one of the two qualifying Plenary session attendances.

- Voting membership is maintained by achieving qualifying attendance at two out of the last four Plenary sessions of 802.1, and by responding to 2 out of the last 3 Working Group ballots. "Respond" in this context is defined as returning a ballot indicating "Approve", "Disapprove", or "Abstain due to lack of technical expertise". Again, qualifying attendance at one properly constituted 802.1 Interim session that occurred during the span of the last four Plenary sessions can be substituted for one of the two qualifying Plenary session attendances.

- Voting membership, and all attendance credit achieved up to that date, can be lost by a participant failing to meet their financial obligations to IEEE 802 or to the sponsors of an Interim meeting, i.e., by failing to pay any attendance fees or dues that may be owing to IEEE 802 or to a meeting sponsor.

Secondly:

If you are planning to gain voting rights in 802.1, please bear in mind that you should properly regard voting membership as an obligation, rather than a privilege. By gaining voting rights, you are taking on the responsibility of active participation in the work of the WG, and in particular, active participation in WG ballots. If you do not feel able to commit to doing that work, please reconsider whether it is appropriate to become a voter. In order for our work to progress, we are required to gain a 75% voter response rate in WG ballots, so the last thing we need is voting members that cannot or will not carry out their obligations.

## 802.3 IEEE 802.3 Requirements for Working Group voting membership, see <http://www.ieee802.org/3/rules/member.html>

If you wish to vote on an IEEE 802.3 standard at the Working Group ballot stage you need to be a member of the IEEE 802.3 Working Group at the date of the initial Working Group ballot of that draft.

* **Membership is by individual, not company.**
* **To become a member:**
	+ Attend and record attendance for at least 75% of the sessions at two of the last four IEEE 802.3 Working Group Plenary meetings.
		- If you attend and record attendance for at least 75% of the sessions at a two day, or longer, duly constituted IEEE 802.3 Task Force interim meeting or IEEE 802.3 Study Group meeting co-located with a Task Force meeting, this can be substituted for attendance at one plenary.
	+ Provide complete and current contact information in the IEEE 802.3 Working Group database.
	+ Request to become a member during an IEEE 802.3 Working Group opening or closing plenary meeting when additions to the voter list are solicited by the IEEE 802.3 Chair from the "Potential voter" list.
* **To remain a member you must:**
	+ Maintain current contact information in the IEEE 802.3 Working Group database.
	+ Attend and record attendance for at least 75% of the sessions at two of the last four IEEE 802.3 Working Group Plenary meetings.
		- If you attend and record attendance for at least 75% of the sessions at a two day, or longer, duly constituted IEEE 802.3 Task Force interim meeting or IEEE 802.3 Study Group meeting co-located with a Task Force meeting, this can be substituted for attendance at one, and only one, plenary.
	+ Participate in IEEE 802.3 Working Group ballots. Membership may be lost for not returning, or abstaining, other than for 'lack of expertise', in two of the last three IEEE 802.3 Working Group ballots.

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| **802 WG** | **Attendance requirement** | **Paper attendance** | **Attendance recorded** | **Notes** |
| 802.1 | 75% of meetings, generally 4-9 meetings per session | None |  |  |
| 802.3 | 75% of meetings, 4 (each day) per plenary, per TG at interim | Yes, sign in per meeting attended | In minutes by TF | Opening and closing plenary are the only available IMAT sign-in times on the days they occur |
| 802.11 | 75% of required 2hr blocks, closing plenary, extra slots | None | In WG minutes with indication of 75% or not.  | IMAT holds per meeting attendance; multiple meetings per timeslot not supported in IMAT |

**References:**