IEEE 802.15™
Wireless Personal Area Networks (WPANs)

Operations Manual

www.ieee802.org/15

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IEEE Project 802 Wireless PAN Working Group 802.15

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References

Policies and Procedures

1. IEEE Standards Board Bylaws
 <http://standards.ieee.org/guides/bylaws/>
2. IEEE-SA® Standards Board Operations Manual
 <http://standards.ieee.org/guides/opman/>

1. [IEEE Project 802 LAN/MAN Standards Committee (LMSC) Sponsor Policies and Procedures](http://standards.ieee.org/board/aud/LMSC.pdf) (LMSC P&P)
2. [IEEE 802 LAN/MAN Standards Committee (LMSC) Operations Manual -- Approved Nov 2009](http://ieee802.org/PNP/2009-11/LMSC_OM_approved_091120_rev_100213.pdf) (

1. [IEEE Project 802 LAN/MAN Standards Committee (LMSC) Working Group Policies and Procedures (WG P&P)](http://ieee802.org/PNP/2009-11/LMSC_WG_PandP_approved_091120_rev_100213.pdf%22%20%5Co%20%22LMSC%20WG%20P%26P)
2. Robert's Rules of Order Newly Revised (Latest Published Edition), by [Henry M. Robert III](http://www.amazon.com/exec/obidos/Author%3DRobert%2C%20Henry%20M./103-9605712-7510225) (Editor), [Sarah Corbin Robert](http://www.amazon.com/exec/obidos/Author%3DRobert%2C%20Sarah%20Corbin/103-9605712-7510225), and [William J. Evans](http://www.amazon.com/exec/obidos/Author%3DEvans%2C%20William%20J./103-9605712-7510225) (Editor), Perseus Publishing, ISBN 0‑7382‑0307‑6.

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1. IEEE Standards Companion
 <http://standards.ieee.org/guides/companion/>
2. Overview & guide to IEEE 802 LMSC
 [http://grouper.ieee.org/groups/802/802 overview.pdf](http://grouper.ieee.org/groups/802/802%20overview.pdf)
3. Adobe Acrobat Reader for viewing PDF files
 [http://www.adobe.com/support/downloads/main.html](http://standards.ieee.org/guides/bylaws/)
4. ISO/IEC JTC1: International Standards Organization / International Engineering Consortium Joint Technical Committee 1
 [http://www.jtc1.org](http://standards.ieee.org/guides/bylaws/)
5. IEEE Standards Style Manual
 <http://standards.ieee.org/guides/style/>

Acronyms

802 EC 802 LMSC executive committee

802 LMSC Project 802, LAN/MAN standards committee

ANA Assigned Numbers Authority

CAC chair advisory committee

IEC International Engineering Consortium

IEEE International Electrical and Electronics Engineers, Inc.

IEEE-SA IEEE Standards Association

IPR intellectual property rights

ISO International Standards Organization

LAN local area network

PAR project authorization request

PDF portable document format (Adobe Acrobat file format)

SC standing committee

SG study group

TAG technical advisory group

WG working group

WLAN wireless local area network

Definitions

|  |  |
| --- | --- |
| Session | Collection (typically a week) of consecutive Work Group meetings |
| Plenary Session | Session where all 802 WGs are present. Plenary sessions occur in March, July, and November |
| Interim Session | Non-plenary session where only some WGs are present. Interim sessions occur in January, May, and September |
|  |   |
| Time Slot | Two hour scheduled time block reserved for a WG, TG, SC, SG, or IG meeting |
| Standards setting bodies | Standards development bodies accredited by IEC or by IEC accredited standard institutes like ANSI |
| Special Interest Groups (SIGs) | Industry associations with the focus of either developing or promoting specifications |
| Radio spectrum regulatory bodies | Bodies empowered by authorization from countries to regulate the RF spectrum |

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# Hierarchy

The following documents take precedence over the procedures described in this document in the following order (highest precedence shown first, in case of revisions, the latest approved revision applies):

[New York State Not-for-Profit Corporation Law](http://law.justia.com/newyork/codes/not-for-profit-corporation/)
[IEEE Certificate of Incorporation](http://www.ieee.org/portal/cms_docs_iportals/iportals/aboutus/whatis/01-05-1993_Certificate_of_Incorporation.pdf)
[IEEE Constitution](http://www.ieee.org/web/aboutus/whatis/Constitution/index.html)

[IEEE Bylaws](http://www.ieee.org/web/aboutus/whatis/bylaws/index.html)

[IEEE Policies](http://www.ieee.org/web/aboutus/whatis/policies/index.html)

[IEEE Board of Directors Resolutions](http://www.ieee.org/web/aboutus/corporate/board/action.html)
[IEEE Standards Association Operations Manual](http://standards.ieee.org/sa/sa-om-main.html)

[IEEE-SA Board of Governors Resolutions](http://http:/standards.ieee.org/sa/bog/resolutions.html)
[IEEE-SA Standards Board Bylaws](http://standards.ieee.org/guides/bylaws/index.html)

[IEEE-SA Standards Board Operations Manual](http://standards.ieee.org/guides/opman/index.html)

[IEEE-SA Standards Board Resolutions](http://standards.ieee.org/board/stdsbd/sasb-resolutions.html)

[IEEE Computer Society (CS) Constitution and Bylaws](http://www2.computer.org/portal/web/volunteercenter/constitution)

[IEEE CS Policies and Procedures, Section 10](http://www2.computer.org/portal/web/volunteercenter/ppm10)

IEEE CS Board of Governors Resolutions

[IEEE CS Standards Activities Board Policies and Procedures (SAB P&P)](http://www2.computer.org/portal/web/standards/policies)

[IEEE Project 802 LAN/MAN Standards Committee (LMSC) Sponsor Policies and Procedures](http://standards.ieee.org/board/aud/LMSC.pdf) (LMSC P&P)

[IEEE Project 802 LAN/MAN Standards Committee (LMSC) Operations Manual](http://ieee802.org/PNP/2008-08/Draft_LMSC_OM_080817_Clean.pdf) (LMSC OM)

[IEEE Project 802 LAN/MAN Standards Committee (LMSC) Working Group (WG) Policies and Procedures](http://standards.ieee.org/board/aud/WG_PandP_Jan2010.doc) (WG P&P)

*Robert’s Rules of Order Newly Revised* (latest edition)is the recommended guide on questions of parliamentary procedure not addressed in these procedures.

# Maintenance of Operations Manual

The Operations Manual is adopted as stated in 9.3 802 WG P&P ([rules5]). It is maintained as directed by the WG Chair.

# 802.15 Working Group

## Overview

The 802.15™ Working Group (WG) is responsible for developing Wireless Local Area Network (WLAN) standards under the authority of the IEEE® Project 802 LAN/MAN Standards Committee (802 LMSC). The 802.15 WG is one of several WGs that comprise the Project 802 LAN/MAN Standards Committee.

The 802 LMSC is directed by the 802 Executive Committee (802 EC). The 802 EC is the sponsor for both sponsor ballot groups as well as the Standards Development Groups. The 802 LMSC has been divided into WGs, Technical Advisory Groups (TAGs) and, on a temporary basis, Study Groups (SG) to standardize technologies applicable to local and metropolitan area networks as shown in Figure 3.1.



Figure .1 – Project 802 Organizational Structure

See references  [[other1]](#other1) and [[other2]](#other2) for some relevant background information on the IEEE standards development process and an introduction to the 802 LMSC.

## Function

The 802.15 WG's charter is to develop Physical layer and MAC layer specifications for wireless Personal Area Networks (PANs) carried out under Project Authorization Requests (PAR) approved by the IEEE Standards Board and assigned to 802.15 WG. Since the scope of standards work which comprises 802.15 WG activity is widely dispersed in time, technology, and structure, individual standards activities within 802.15 WG are, at the discretion of the 802.15 WG, carried out by Task Groups (TGs) operating under, and reporting to, the 802.15 WG.

The 802.15 WG is chartered to:

* Maintain and revise the 802.15 standards, amendments and recommended practices.
* Respond to interpretation requests on published 802.15 standards, amendments and recommended practices.
* Develop new standards in a reasonable time frame within the scope of the 802 LMSC.
* Forward these standards to International Standards Organization / International Engineering Consortium (ISO/IEC) JTC1.
* Maintain liaisons with other groups within 802 LMSC, and other relevant standards setting bodies and radio spectrum regulatory bodies.

The 802.15WG activities are administered by the WG Chair who is assisted in this task by members of the WG Chair Advisory Committee (CAC; see 3.4).

The structure of 802.15 WG is illustrated in Figure 3.2.1.

Figure 3.2.1 – 802.15 WG Organizational Structure

## Working Group Officers’ Responsibilities

### Working Group Chair

As stated in 802 WG Policies and Procedures [[other1](#other1)], the Chair of the WG is responsible for presiding over WG Plenary sessions.

Responsibilities of the chair include:

1. Before session tasks:
* Submit agenda items for the opening Executive Committee meeting (a week before the meeting).
* Attend the opening Executive Committee meeting.
* Report the status of the WG to the plenary 802 meeting.
1. During session tasks:
* Conduct full WG meetings.
* Keep Executive Committee members informed as early as possible about 802.15 matters requiring approval at the closing 802 EC meeting.
* Attend the closing 802 EC meeting; representing and leading 802.15 items of business.
* Maintain a roll call voters list.
1. After session tasks:
* Prepare a WG status report to the 802 EC Recording Secretary within one week after the conclusion of the closing 802 EC meeting. This status report shall include a description of the progress made during the week, as well as plans for further work and future meetings.
* Prepare agenda and venue for next meeting; publish on web site, and email notice to the 802.15 WG Email list
* Manage the preparation of the meeting place as well as the venue for the next interim meeting.
* Prepare sponsor ballot documentation on the IEEE-SA website (the “MyBallot” system), interface with IEEE-SA staff as necessary to conduct ballots, prepare and publish consolidated results. Ensure the sponsor ballot documentation is accurate, complete and self-explanatory.
* Work with IEEE staff to publish 802.15 Drafts, as directed by the WG
* Respond to inquiries regarding the 802.15 WG.
* Work with TG Chairs to prepare meeting agendas and room requirements for next session(s).

### Working Group Vice-Chair(s)

Responsibilities of the Vice-Chair(s) are assigned by the Chair and may include the following.

1. Before session tasks, but not limited to, preparation of:
* Voters list
* Updated Electronic Records of participant status as required by the meeting planner and the IEEE-SA systems according the required schedule
* Populate the Electronic Attendance system with plan of meetings.
	+ Update any changes during the session
* Arbitrate any attendee record discrepancies
* PAR reviews
1. During session tasks, but not limited to:
* Be prepared to take over the duties of the Chair in the event of temporary or permanent absence
* Be prepared to assume or assign secretary duties when required.
* Between meetings, be prepared to respond to inquiries regarding the committee and keep the Chair informed
* Oversee document process
* Attend to any business that might otherwise prevent the Chair from orderly conduct of the meetings, such as attending to emergency messages, and inquiries from the meeting planner or hotel staff
* Assist the Chair in obtaining an accurate and fair vote count
* Assist the Chair during IEEE 802 Executive Committee meetings held on initial and final days
1. After session tasks, but not limited to:
* Update participants status based on attendance, and inform participants of any change in status
* Post a list of active (i.e., Aspirant, Nearly-Voter or Voter) participants on the 802.15 website
* Prepare WG ballot documentation on the 802.15 website, interface with IEEE-SA staff as necessary to conduct ballots, collect ballot return forms, and prepare consolidated ballot results
* Update web site : meeting arrangements, ballot status
* Update 802.15 Draft documents on the 802.15 members-only web site
* Update 802.15 email list servers

### Working Group Secretary

See [Guidelines for 802.15 Secretaries](#_Guidelines_for_secretaries) .and IEEE Standards Companion ([ref. [other1]](#other1)) for details on content and form of minutes.

### Working Group Technical Editor

The WG Technical Editor is responsible for:

* Organizing and conducting regular Editor meetings
* Oversee the Draft publication process:
	+ Coordinate between the IEEE-SA publication editor and TG Technical Editor.
	+ Proof read and coordinates changes of documents edited by IEEE staff.
	+ Advise WG Chair when a Standards Board Approved draft is ready for publication.

### Working Group Treasurer

The WG Treasurer is responsible for the financial operations of the WG and the WG treasury. Specific responsibilities are listed in IEEE 802 WG P&P 14.

### WG Publicity Chair

The Chair may appoint a WG Publicity Chair to assist him in public relations and marketing communications.

### Liaisons

Liaison relationships are established with other groups within 802 LMSC, other relevant standards setting bodies, industry promotional bodies, Special Interest Groups (SIGs), and radio spectrum regulatory bodies (liaison groups). Liaisons shall be recommended by the WG Chair and confirmed by the vote of the WG. Liaisons shall be reconfirmed each year at the July 802 plenary. Liaisons will be granted voting rights upon confirmation of their liaison status in 802.15 and will seek to be granted voting rights in their respective liaison groups.

#### Liaison Roles and Responsibilities:

* Liaisons are responsible for providing updates and status reports to the WG at plenary and interim sessions. If a liaison does not provide this in two consecutive sessions, then the WG Chair may withdraw the liaison responsibility from the concerned individual. The WG Chair recommends a replacement as necessary.
* Liaisons cannot pass on responsibilities, nor have other individuals represent their post without having WG or WG Chair approval.
* Liaisons have the same voting rights, privileges and obligations as 802.15 Voters. Liaisons are given 802.15 WG attendance credit for attending liaison group meetings that are concurrent with 802.15 WG sessions.
* Liaisons shall be empowered to report status of the WG developments to their respective liaison groups, and shall report back to the WG the status of the liaison group at interim and plenary sessions.

## Working Group Officer Election Process

The election of the IEEE 802.15 WG Officers (Chair and Vice-Chairs) is held in March of each even-numbered year. The nominations for the election shall be made at the WG Opening Plenary meeting. The WG Chair shall conduct the election process unless the WG Chair is running for re-electionand an alternate candidate also running for election as Chair requests that the WG Chair designate one of the WG Vice-Chairs as an Acting Chair Pro Tem. This election process shall be used for each WG officer election.

1. The Acting Chair shall open the floor for nominations.
2. The Acting Chair shall close nominations after the nominations have been made.
	1. Each candidate shall be given a short time (nominally, two minutes) for an introductory statement of acceptance that should nominally contain the candidate’s:Summary of qualifications
	2. Commitment to participate and accept duties and responsibilities
	3. Vision for the WG.
3. The floor shall be opened for discussion (nominally for five-ten minutes total).
	1. The Acting Chair should limit the duration of comments and promote open participation, both pros and cons. If only one candidate is nominated, the Acting Chair may choose to sharply limit the debate.
4. The discussion shall be repeated, with the WG Chair leading the process for the nomination(s) of the WG Vice-Chair(s).
5. At the Mid-Plenary meeting, the WG Officers shall conduct the election, count the votes, and notify the WG of the results.
	1. Voting tokens shall be used to cast valid votes during the session.
	2. In order to be elected, any candidate must receive a simple majority (over 50%) of the votes cast in the election for the respective position.
	3. Should no candidate receive a majority in the election, a runoff election shall be held at the WG Closing Plenary meeting. The process shall be similar to the initial election, except that:
		1. New nominations shall not be permitted.
		2. In the runoff election, the nominated candidate having received the fewest votes in the previous election round shall not be an eligible candidate (in case a tie prevents this possibility, all the nominated candidates shall remain eligible).
	4. If the process is inconclusive, another runoff shall be held, as in the point above.

## Working Group Chair Advisory Committee

The 802.15 WG Chair Advisory Committee (CAC) functions as the coordinating body supporting the WG Chair in formulations of policy and the performance of his duties. The 802.15 CAC has no voting procedures, or policies. The intent is to have the 802.15 CAC operate in a consultative manner. The 802.15 CAC may meet during 802.15 interim and plenary sessions and by telecon between sessions as determined by the WG Chair.

### CAC Function

The function of the CAC is to assist the WG Chair in performing the following tasks:

* Provide procedural and, if necessary, technical guidance to WG, TGs, SGs and SCs as it relates to their charters.
* Oversee WG, TG, SG and SC operation to see that it is within the scope of 802.15 WG.
* Review TG draft standards proposed for submission to WG letter ballot and offer recommendations, if any, to the WG.
* Consider complaints of WG, TG, SG and SC members and their resolution at the Plenary, WG, TG, SG and SC meetings.
* Call meetings, including teleconferences, and issue meeting minutes.
* Prepare the WG agenda and materials for the WG plenary meetings.
* Determine room allocation requests to the meeting planners for the next session.
* Manage any other 802.15 WG logistics.

### CAC Membership

The Membership of the CAC is appointed at the discretion of the WG Chair. Membership of the CAC is composed of the following 802.15 WG officers:

* WG Chair
* WG Vice-Chair(s)
* WG Secretary
* WG Technical Editor(s)
* WG Treasurer
* WG Publicity Chair
* WG ANA Lead
* TG Chairs and TG Vice-Chair(s)
* SG Chairs and SG Vice-Chair(s)
* SC Chairs and SC Vice-Chair(s)

The chair of each sub-group that is active at a session should arrange that one of its officers is available at the CAC meetings during that session. There is no need for more than one officer of each sub-group to be present.

## Working Group Sessions

### Plenary Session

The 802.15 WG plenary session is conducted three times a year as part of the 802 LMSC plenary sessions (see [ref. [other2]](#other2)). Typically the 802.15 WG Opening and Closing plenary meetings are held at each 802 LMSC plenary session (see Figure 3.6.1.1). Occasionally there are TG, SG, or SC meetings during the 802 EC meeting on Monday morning and/or the weekend preceeding the plenary session. (Note: meetings held before the opening of 802 plenary meeting are treated as ad-hoc meetings.)



Figure 3.6.1.1 – Typical 802.15 WG meetings during 802 Plenary Session

### Interim Sessions

Interim sessions of the WG, TGs, SGs and/or SCs are scheduled by the respective groups no later than the end of the prior plenary session. A WG interim session is held between 802 plenary sessions. Additional sessions may be scheduled as needed to conduct business of the WG, TGs, SGs and/or SCs. The date, time, and place of the session(s) must be approved by the WG and announced at the WG Closing Plenary meeting and entered in the minutes of the WG meeting.



Figure .6.2.1 – Typical 802.15 WG Meetings during Interim session

### Session Meeting Schedule

802.15 Interim and Plenary sessions start with an opening plenary meeting followed by previously scheduled TG, SG, and/or SC meetings. Midway through the week a mid session plenary meeting is held. TG, SG, and/or SC meetings continue. The CAC meets typically Sunday evening and Wednesday morning. A final closing plenary meeting is held to close the session. Start times and end times are published at least 30 days in advance. Active 802.15 WG session hours are defined from 8:00 am until 9:30 pm from the beginning of the 802.15 WG Opening Plenary through the end of the 802.15 WG Closing Plenary.

### Session Logistics

#### 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 decribed 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 meetings 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 for which they have signed as attended. Failure to sign in may impact voting rights (see clause 8). Inability to sign in should be reported to the WG Vice-Chair responsible for attendance recording.

#### Meeting Etiquette

During any WG, TG, SG, IG, and SC meetings cell phones shall be shut off or in the vibrate mode of operation, in order not to interrupt the meeting. Electronic communication (e.g. email, instant messaging, and social networking) with the Officers conducting official meetings should be deferred until after the meeting; with the following exceptions:

* Officers may access the 802.15 website and documentation server as necessary to conduct business
* The secretary may receive electronic communication/transmissions of presented material for inclusion in the minutes
* Officiers conducting a meeting are permitted to record their attendance.

The use of audio and/or video recording of any 802.15 meeting is specifically prohibited. Still photography is only permitted by a public request and permission of the meeting attendees via the WG Chair, and is not for commercial purposes.

Meetings are run in an orderly fashion, and outbursts or other disruptions during a meeting are not tolerated. Conversations whether on cell phones or with other individuals in a meeting should be moved outside the meeting room.

Comments should be directed to the Chair of the meeting in accordance with Robert’s Rules of Order and personal comments directed to individuals should be avoided.

## Documentation

All 802.15 documents are disseminated in electronic format only, other than exceptional cases. Documents are only accepted if they adhere to the policies and procedures spelled out in this subclause.

### Types

The document shall be one of the following types:

* Draft Standards and Amendments
* Agenda
* Minutes
* Reports (from a TG, SG, IG, SC or a liaison meeting or a ballot), including financial reports
* Draft positions or statements (WG, TG, SG, IG,or SC level)
* Approved positions or statements (WG, TG, SG, IG, or SC level)
* Submissions (Presentations, Motions, Simulation Results, etc.)

### Format

Documents with the exception of draft standards and amendments shall be in the current template as specified by the WG Chair. The templates are located on the 802.15 WG website at: <http://grouper.ieee.org/groups/802/15/pub/Download.html>.

Draft standards and amendments shall be submitted to IEEE-SA in a format acceptable by the IEEE-SA. Draft standards and amendments shall be made available to the WG in Adobe Acrobat format.

If a submitter is not able to submit in Microsoft Office application format, the document shall be submitted in Adobe Acrobat format, but only as the last resort and agreed upon by the documentation controller, normally one of the WG Vice-Chair(s).

### Layout

The layout of draft standards and amendments shall be according to the IEEE-SA Style Guide ([http://standards.ieee.org/guides/style/2009\_Style\_Manual.pdf](http://standards.ieee.org/guides/style/2009_Style_Manual.pdf%20) ). All other documents shall be based on the current template for Microsoft Word (portrait and landscape; which is available on the IEEE 802.15 website) including the correct document number and revision number.

Documents based on other than Word or PowerPoint applications shall have the following layout:

* Paper size: letter (8.5’x11’)
* Margins: top = 0.6’, bottom = 0.5’, inside and outside = 0.75’, gutter of 0.5 and mirror image, headers 0.3’ from edge.
* The header is as follows:
* Times (New) Roman, 14 point, bold, line below
* Left: the month and year of issue
* Right: the text "doc: IEEE 802.15-yy/nnnnrm", where yy are the last two digits of the year; nnnn are the digits of the document number and the revision number is indicated by the digit(s) m, starting at zero.
* The footer is as follows:
* Times (New) Roman, 12 point, line above
* Left: the text type and status of the document (see 3.7.1)
* Center: "page n", where n is the page number
* Right: Primary Submitter name and company name as point of contact.

### Submissions

All documents presented to the WG, TG, or SG should be on the document server prior to presentation.

### File naming conventions

The file name shall be as shown in the table below. An example of a good filename that conforms to the naming convention is 15-10-0652-00-0000-Motion-to-form-a-study-group.ppt.

The electronic documentation system automatically generates the prefix part of the filename (i.e. the “**gg-yy-ssss-rr-GGGG”** below) from data entered by a document author, and requires that any uploaded file exactly match this prefix.

Table 3.7.5 – File Naming Convention

|  |
| --- |
| **gg-yy-ssss-rr-GGGG-HumanName.ext****where** |
| “gg” | is the 802 group 15 |
| "yy" | is the last 2 digits of the year the document is presented |
| "ssss" | is the sequence number of the document |
| “rr” | is the revision number |
| "GGGG" | Is the group code identifying the WG, TG, SG, or SC to which the document assigned or presented.Examples of group codes:0000 – WG000z – TGzTvws – TVWS SG The electronic documentation system provides a mapping of well-known terms (e.g. TGz) to group code (e.g. 000z). |
| “HumanName” | The human name should be as short as possible (please use either a dash or underscore for the coupling letter). Try to avoid adding the TG in the name. |
| ext | Is the commonly used 3 letter file extensions: .doc for Word, .ppt for PowerPoint, .pdf for Adobe Acrobat compatible files. |

## Motions Modifying Drafts

Motions modifying drafts may be made at appropriate times during meetings (see [ref. [rules3]](#rules3)).

However, complex technical changes to a draft shall be in a submission that has been accepted by document control according to document formats specified in 3.7 and has been made available electronically for a period of not less than four active 802.15 WG session hours. The TG chair determines if a technical change is sufficiently complex to require a submission.

## Draft WG Balloting

A draft shall successfully pass a WG letter ballot before it can be forwarded to the 802 EC for approval for Sponsor Group voting (see [ref. [rules3]](#rules3), 7.2.4.2.2). All letter ballots shall be conducted by electronic balloting. The policies and procedures governing WG letter ballots, comment resolution and confirmation letter ballots are contained in the Policies and Procedures of IEEE LMSC (see [ref. [rules3]](#rules3), 7.2.4.2.2).

The following additional requirements are imposed within 802.15 WG.

### Draft Standard Balloting Group

The 802.15 WG ballot pool consists of all 802.15 Voters as of the close of day the ballot distribution was completed, as determined by the WG Chair.

### Draft Standard Balloting Requirements

A draft standard (or amendment) is sent to working group ballot using the procedure described in this subclause.

There is a two-step approval process before a draft can be balloted:

* Approval in a task group
* Approval in the working group

It is the responsibility of the TG to ensure that the draft is ready for balloting, i.e. that it is complete (e.g. no place holders or notes for future action, editing, or clarifications) and of sufficient quality. TGs are encouraged to perform an internal review / comment resolution cycle before bringing a draft to the working group for ballot. Failure to prepare adequately will result in a large number of comments, and could result in a failed ballot. It also antagonizes working group voters. The progress of a draft may be accelerated by taking a more cautious route to initial ballot, resulting in a shorter overall period of comment resolution.

Before a draft is submitted to 802.15 WG letter ballot, it shall meet all the following requirements:

In the Task Group:

1. Either the draft to be balloted, or the precursor draft to be edited, as appropriate, shall be available on the 802.15 website in the open or members area, and announced on the 802.15 WG reflector
2. If any changes need to be made to this draft before it can be balloted by the WG, these changes, whether technical or editorial, shall be described in one or more submissions approved by vote in the TG.
3. For an initial ballot, the TG should approve submittal to WG letter ballot using a motion of the following form (this is considered a technical motion):
	1. (If necessary) [The TG<descriptor> Editor is instructed to prepare P802.15<descriptor>\_D1.0 from P802.15<letters>\_D0.<number> according to changes approved by TG<descriptor>]
	2. Approve a 40 day working group technical letter ballot asking the question “Should P802.15<letters>\_D1.0 be forwarded to Sponsor Ballot?”
4. For subsequent recirculation ballots, (i.e., once a ballot has passed with at least 75% approval): submittal to recirculation ballot uses a motion of the following form:
	1. Having approved comment resolutions for all of the comments received from <ballot> on <group> <draft> as contained in document <resolution doc ref>,
	2. (If necessary) [Instruct the editor to prepare Draft <draft> incorporating these resolutions, and]
	3. Approve a 15 day working group recirculation ballot asking the question “Should P802.15<descriptor>\_D<numbers> be forwarded to Sponsor Ballot?”

In the Working Group:

1. The availability of the draft (or precursor draft) must be announced on the 802.15 WG email reflector during or prior to the meeting slot in which approval of any WG ballot on the draft is considered.
2. Approval of the working group is required to start an 802.15 WG letter ballot, either by motion in a WG meeting or by a fifteen-day electronic ballot. The wording of the approval motion mirrors the wording of the approval motion made in the task group.

A recirculation ballot shall be accompanied by a spreadsheet showing how comments have been resolved from the previous ballot, and a red-line version of the draft standard showing the changes of the previous draft. Comments shall be made referenced to the clean version, but the redline version is provided to help demonstrate the scope of the recirculation ballot.

For an 802.15 WG letter ballot to be considered valid the abstention rate shall be less than 30%. The ballot shall state the closing time and date. If the ballot has not achieved a 50% return by the specified closing date, the ballot may be extended to close when a 50% return of the balloting group is received. This extension for receipt of a 50% return shall not be longer than 60 days.

The TG shall respond to comments that are received with votes. Comments received after the close of balloting, or that do not accompany a vote shall be provided to the TG. The TG shall acknowledge the receipt of these comments to the initiator and take such action the TG deems appropriate.

### Formatting Requirements for Draft Standard and Amendments

The draft shall be provided in the current IEEE electronic format (see [[refs. [rules1]](#ref1)](#rules1), [[rules2]](#rules2), [[rules3]](#rules3)). At a minimum this shall be completed prior to the Sponsor ballot. However it is preferable that the draft be maintained in this format for its entire life.

# Task Groups

## Function

The function of the Task Group (TG) is to produce a draft standard, recommended practice, guideline, supplement, or portion of a draft standard. These shall be within the scope of the IEEE LMSC, the charter of the WG and under an approved PAR as established by the 802 EC and approved by the IEEE Standards Board. After the publication by the IEEE of the standard, recommended practice or guideline, the function of the TG is complete and its charter expires (see subclause 4.8). It is a function of the 802.15 WG to maintain published 802.15 standards (see [rules5: See 5.0 f)](#rules5) ). All business brought to the floor of the WG that deals with a topic assigned to a TG shall be automatically referred to the TG by the WG Chair, without discussion on the floor of the WG.

## Task Group Chair

The TG Chair shall be appointed by the WG Chair and confirmed by a WG majority approval.

The TG Chair is required to confirm that the function of secretary is performed for each TG meeting. TG meetings are not allowed to function without a secretary. The TG Chair can also act as Secretary.

## Task Group Vice-Chair

TG Vice-Chair (an optional position) is appointed by the TG Chair and confirmed by a TG majority. .

## Task Group Secretary

The TG Secretary shall be appointed by the TG Chair.

The minutes of meetings taken by the TG Secretary (or designee) are to be provided to the TG Chair in time to be available to the WG Chair for publication 30- days after close of the session.

## Task Group Technical Editor

The TG Technical Editor shall be appointed by the TG Chair and confirmed by a TG majority approval.

The TG Technical Editor is responsible for:

* Organizing, maintaining the draft standards for the TG in the format used by the IEEE standards department.
* Prepare technical drafts following the editor’s guidelines in 9.4
* Preparing an update of the draft standard after a session as soon as possible, as directed by the TG.
* Proof reading and coordinating changes of documents edited by IEEE staff.
* Send the TG Chair the following:
* The Adobe Acrobat file of the standard ([ref. [other3]](#other3)).
* A word processing document file in a format that is acceptable by the IEEE standards department.

## Task Group Membership

Participants from 802.15 WG make up the TG membership. The TG shall follow the operating policies under the 802.15 WG.

### Rights

The rights of the TG participant that is an Active member of 802.15 (i.e. has an 802.15 membership status of Aspirant, Nearly Voter or Voter) include the following:

* To join the TG email reflector
* To vote at meetings if present providing the participant is qualified under the WG voting policies and procedures.
* To examine all working draft documents during WG Sessions.
* To lodge complaints about TG operation with the WG Chair.

### Meetings and Participation

All TG meetings are open to participants of any status. Attention is however drawn to the registration requirements for those attending 802 Plenary and Interim Sessions where TG meetings also occur. WG Voter members have the right to participate in decisions. The TG Chair may grant participants who are not an 802.15 WG Voter the privilege of participating in discussions.

A TG will normally meet during the week of the 802.15 WG Session. The WG Chair determines, taking into account theTG status, if a TG meeting is required and assigns timeslots for meeting during the session. Depending on the workload, Ad-Hoc TG meetings can be held between the 802.15 WG Sessions as often as required and as recommended by the TG membership with approval by the WG Chair. A meeting notice and agenda must be announced at a WG session or distributed on the TG email reflector at least 30 days prior to any meeting. This notice will include as a minimum the date, time, location, host, hotel details, travel details if necessary and a stated purpose. TG meetings that are not part of an 802.15 WG Session do not count towards 802.15 WG voting rights.

### Teleconferences

Teleconferences are a means to prepare input for sessions provided that the teleconference date, time, agenda, and arrangements are announced either at the WG session or on the TG email reflector at least 7 calendar days prior to the teleconference date and that the minutes (Agenda, List of Attendees, and proceedings) are kept and disseminated to the TG either as emails to the TG’s reflector or as WG documents within 7 days of the teleconference. TG teleconferences do not count towards 802.15 WG voting rights.

## Operation of the Task Group

The TG's primary responsibility is to produce a draft standard, recommended practice, or guideline in a reasonable amount of time for review and approval by the WG.

The operation of the TG is governed by this operations manual and the procedural documents described in [1 Hierarchy](#_Hierarchy).

### Task Group Chair's Functions

The TG Chair may decide non-technical issues or may put them to a vote of the TG. The TG participants and the Chair decide technical issues by vote. The TG Chair decides what is non-technical and what is technical.

The TG Chair is responsible for presiding over TG sessions.

The TG Chair shall operate the TG in an unbiased fashion. To maintain impartiality, the TG Chair shall refrain from taking sides in debate on technical motions.

It is the responsibility of the TG Chair to lead the TG in producing a quality draft standard in a timely fashion as specified by the specific PAR

###  Task Group Vice-Chair Functions

The TG Vice-Chair assists the TG Chair in carrying out the TG Chair Functions. The TG Chair may delegate the control of the meeting to the Vice-Chair, who is responsible to lead the TG, when the TG Chair wants to participate in the TG debate.

### Voting

WG Voters are entitled to make motions and vote subject only to the provision that they believe that they are qualified to vote on the matters before the task group and all participants who feel qualified may participate in strawpolls.

The TG Chair defines motions to be either technical or non-technical. On a technical motion, a vote is carried by a minimum 75% approval of the sum of those voting "Approve" or "Do Not Approve". On a non-technical motion, a vote is carried by a greater than 50% approval of the sum of those voting "Approve" or "Do Not Approve".

The decision to define a motion as technical or non-technical rests with the TG Chair. Generally a technical motion is defined as a motion that will materially affect the content of a draft. This is because a draft itself will ultimately be subject to a 75% majority vote at both WG and 802 LMSC ballot.

### Task Group Chair's Responsibilities

The main responsibility of the TG Chair is to ensure the production, and to guide through the approval and publication process, a draft standard, recommended practice or guideline, or revision to an existing document as defined by the relevant PAR. The responsibilities include:

* Issue a notice and agenda for each approved meeting or ad-hoc, at least 30 days prior to start.
* Issue a notice and agenda of approved teleconferences by issuing a notice and agenda for each, at least 7 days prior to start.
* Assure that there is a Recording Secretary for each meeting.
* Issue meeting minutes and important requested documents to all members. The meeting minutes are to include:
* next meeting schedule and objectives
* agenda as revised at the start of the meeting
* voting record including resolution, mover and seconder, and numeric results
* Maintain liaison with other organizations at the direction of the WG Chair. All liaison and liaison statements shall be approved.
* Work with the WG Chair and Technical Editor to complete the publication process for the draft standard, recommended practice or guideline.

Sufficient detail shall be presented in the meeting minutes to allow a person knowledgeable of the activity, but not present at the discussion, to understand as to what was agreed upon. Minutes shall be distributed within 30 days of the meeting to the attendees of the meeting, all TG participants and all liaison groups.

At each session in which the TG has meetings the TG Chair shall report as follows:

### The session objectives and previous teleconference(s) summary at the opening plenary,

### a status report for the mid-week plenary and

### a closing report (powerpoint) stating achievements, telecon schedule, goals for next meeting.

### Task Group Chair's Authority

To carry out the responsibilities cited in , the TG Chair has the authority to:

* Decide which issues are technical and which are non-technical.
* Assign and unassign subtasks and task leaders or executors, e.g. secretary, subgroup leader, etc.
* Speak for the TG to the WG.
* Determine if an organization or consortium is dominating the TG, and, if so, raise the issue to the WG Chair.
* Be representative of the TG during coordination and interaction with IEEE staff.

## Deactivation of a Task Group

802.15 WG may deactivate a TG it has formed. After the objective of the TG is complete, its charter expires and is deactivated by the WG. If the TG has not completed its work within its allotted period of time, the TG can request to be disbanded by the 802.15 WG or request an extension of time. The TG may request the WG to deactivate the TG prior to the expiration of the PAR. Motion to deactivate a TG requires 75% approval.

# Study Groups

## Function

The function of a Study Group (SG) is to complete a defined task with specific output and in a specific time frame. Once this task is complete, the function of the SG is complete and its charter expires.

The normal function of a SG is to draft a complete PAR and five criteria (see [rules5](#rules5)) and to gain approval for them from the 802.15 WG. The decision of whether to utilize the 802.15 WG or to establish a new WG, TG, or TAG to carry out work items recommended by a SG is made by the 802 EC with advice from the 802.15WG.

## Formation

A SG is formed when sufficient interest has been identified for a particular area of study within the scope of 802.15WG. The first step in the process is a call for interest. Any WG member or observer can make this at the 802.15 WG opening plenary. An 802.15 SG can then be initiated by 75% approval of the 802.15 WG and is subject to approval by the 802 EC. During this approval process the 802 EC decides whether a SG is within the scope of 802.15 WG, should be moved to another WG or should be set up as a 802 Executive Committee Study Group.

## Continuation

A SG is chartered plenary session-to-plenary session. If it has not completed its work within that time, a request may be made to the WG for an extension for up to additional 6 months. Any request for SG extension is voted upon at an 802.15 WG closing plenary.

## Study Group Operation

SG follow the operating procedures for TG specified above with the following exceptions detailed below.

### Study Group Meetings

SG meetings held as part of an 802.15 WG Plenary or Interim sessions count towards 802.15 WG voting rights.

### Voting at Study Group Meetings

Any participant attending a SG meeting may participate in SG discussions, make motions and vote on all motions (including recommending approval of a PAR and five criteria). A vote is carried by 75% of those present voting “Approve” or “Disapprove.”

### Study Group Attendance List

Since SGs may have participants who are not part of the parent WG, a separate attendance list must be maintained for the meetings of the SG and will be submitted as a document to the WG Vice-Chair.

### Reporting Study Group Status

Progress of the SG is presented at the closing 802 EC meeting of each IEEE 802 plenary by the WG Chair.

# 802.15 Standing Committee(s)

## Function

The function of the 802.15 Standing Committee (SC) is to perform a specific function as defined by the WG Chair.

## Membership

Participants from 802 .15 WG make up the SC membership.

## Formation

The Chair of the WG has the power to appoint SCs when enough interest has been identified for a particular area of study within the scope of 802.15 WG. To determine that sufficient interest has been identified, the formation of the SC shall be ratified by a simple majority of the WG.

## Continuation

SCs are constituted to perform a specific function and remain in existence until the specific function is no longer required at the WG Chair’s discretion.

## Standing Committee Operation

SCs follow the operating procedures for TGs specified clause 4.

### Standing Committee Meetings

Attendance at SC meetings held as part of an 802.15 WG session counts towards 802.15 WG voting rights.

### Voting at Standing Committee Meetings

Any person attending a SC meeting may participate in SC discussions, make motions and vote on all motions.

## Standing Committee Chair

The Standing Committee Chair is appointed by the WG Chair and is re-affirmed by the WG majority approval.

# 802.15 Interest Group(s)

## Function

The function of the 802.15 Interest Group (IG) is to provide a forum for specific applications or technologies.

## Membership

Participants from 802 .15 WG make up the IG membership.

## Formation

The Chair of the WG has the power to appoint IGs when enough interest has been identified for a particular area of study within the scope of 802.15 WG. To determine that sufficient interest has been identified, the formation of the IG shall be ratified by a simple majority of the WG.

## Continuation

IGs are constituted to perform a specific function and remain in existence until the specific function is no longer required at the WG Chair’s discretion.

## Intrest Group Operation

IGs follow the operating procedures for TGs specified in 4.

### Interest Group Meetings

Attendance at IG meetings held as part of an 802.15 WG session counts towards 802.15 WG voting rights.

### Voting at Standing Committee Meetings

Any person attending an IG meeting may participate in IG discussions, make motions and vote on all motions.

## Interest Group Chair

The Interest Group Chair is appointed by the WG Chair.

# Voting Rights

Voting rights are achieved by attending 802.15 WG interim and plenary sessions. All participants represent themselves as individuals.

All participants must pay a meeting fee to attend any of the meetings during an interim or plenary session. There are WG plenary, SG, TG, SC and IG meetings during a session.

A participant belongs to one of four levels of membership: Non-Voter, Aspirant, Nearly Voter, and Voter. These are described below.

All participants can vote in SG, SC, and IG meetings. Only Voters have the right to make motions, 2nd motions and vote during WG and TG meetings. However the WG and TG Chairs may permit all participants to participate in straw polls, discussions and debates.

It is the responsibility of all participants to make the WG Chair and the WG Vice-Chair responsible for membership, aware of any changes to their contact information for the purpose of maintaining the IEEE 802.15 voting membership database.

## Earning and Losing Voting Rights

A participant earns voting rights by properly attending 802.15 WG interim and plenary sessions.

A “properly attended session” is an 802.15 WG interim or plenary session at which the participant has

* Recorded their contact details and affiliation.
* Recorded attendance for 75% of the meeting slots (these are indicated as such on the session graphic in the WG agenda). Registered for the session and paid any required meeting fee.

It is the participant’s individual responsibility to ensure that they follow the obligations described below.

### Non-Voter

A Non-Voter is a participant who is described by one or more of the following:

* Is attending a session for the first time
* Never gained any other participant status (i.e. attends some meeting slots, but never enough to “properly attend” a session)
* Gained some other status, but lost it due to failing to properly attend 2 of 4 consecutive plenaries (one of which may be substituted by an interim)
* Gained voting status, and failed to return the required mandatory WG letter ballots

A Non-Voter that properly attends a session becomes an Aspirant member at the end of that session.

A Non-Voter can only gain voting status by following the transition: Aspirant->Nearly Voter->Voter. Any previous attendances do not count towards this.

### Aspirant

An Aspirant becomes a Nearly Voter at the close of the second properly attended session.

Failure to properly attend 1 of 4 consecutive plenary sessions (a single interim session may be substituted for a plenary) results in the Aspirant becoming a non-voter.

### Nearly Voter

A Nearly 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 802.15 meeting slot.
* Registered for the session and paid any required meeting fee.

A Nearly Voter’s badge will contain an 802.15 voting token at the start of a plenary session.

(Note, a nearly voter’s badge will not contain an 802.15 voting token at the start of an interim session, because voting status is only gained at the start of plenary sessions.)

Failure to properly attend 2 of 4 consecutive plenary sessions (a single interim session may be substituted for a plenary) results in the Nearly Voter becoming an Aspirant.

### Voter

A Voter’s badge will contain an 802.15 voting token.

A Voter remains as such provided:

* The Voter continues to properly attend 2 of 4 consecutive plenary sessions (a single interim session may be substituted for a plenary)
* The Voter responds to two (2) out of the last three (3) consecutive mandatory WG letter ballots with an acceptable response
	+ Note – a voter may vote “abstain” for no more than one (1) of the last three (3) mandatory WG letter ballots

If the voting rights are removed for either reason, the participant’s voting status becomes Non-Voter.

## Number of Sessions required to become a Voter

Figure 6.2.1 and figure 6.2.2 illustrate the timeline to become a voter. A new participant must attend two (2) out of four (4) consecutive plenary sessions to achieve voting rights, on the third plenary session the participant will become a voter. An interim may be substituted for a plenary as illustrated in Figure 6.2.1. If a new participant attends for the first time starting on a plenary, then an interim session is substituted as the second plenary and voting privileges are granted on the third plenary as illustrated in Figure 6.2.2.

**2006**

**2006**

**2006**

**March**

**July**

**November**

**Plenary**

**Plenary**

**Plenary**

**B-**

**Non-Voter**

**B-**

**Aspirant**

**B-**

**Voter**

**E-**

**Aspirant**

**E-**

**Potential Voter**

**B - Beginning E- End**

Figure 6.2.1 – New Participant Starting at a Plenary Session

However, if the new participant attends for the first time at an interim, that interim is substituted for a plenary. Only one interim may be substituted for a plenary. Voting rights are granted at the next plenary session as illustrated in Figure 6.2.2.

**2006**

**2006**

**2006**

**2006**

**Jan**

**March**

**May**

**July**

**Interim**

**Plenary**

**Interim**

**Plenary**

**B-**

**Non Voter**

**B-**

**Aspirant**

**B/E**

**B-**

**Voter**

**E-**

**Aspirant**

**E-**

**Potential Voter**

**Potential Voter**

**B - Beginning E- End**

Figure 6.2.2 – New Participant Starting at an Interim Session

## Voting Tokens

Voting Tokens are printed on the participant’s name badge and are used to vote on motions during WG and TG meetings, unless a roll call vote is requested by a WG voter or directed by the WG Chair. Voting tokens are only added for Nearly Voters at plenary sessions. Voting tokens are valid for the duration of the session in progress. If a Voter loses their voting token (name badge) during the session, they must report it to the WG Chair or WG vice-Chair to obtain a replacement from the meeting organizers.

## Membership Flow-Diagram

Non

-

Voter

Aspirant

Potential

Voter

Voter

Start of first

attendance

attended

 1

of

4

attended

 2

 of

 4

Records attendance at next plenary

attended

 0

of

4

attended

 1

of

4

Reflector Access

Reflector

Request

Members Area

Access

attended

<

2

of

4

meetings

or returned

<

2

of

 last 3

ballots

interim

# Access to: Email lists, Telecons, Document server and the 802.15 Drafts

Definition: an Active 802.15 participant is a participant with status Aspirant, Nearly-Voter ,Voter or a Non-Voter who is a member of an active 802.15 WG balloting pool.

## Email lists

The WG maintains an email list on which all meetings and ballots are announced, and which is used for discussion of matters relevant to all 802.15 participants (stds-802-15-4e@listserv.ieee.org). In addition a separate list is provided for each active subgroup.

Any Active 802.15 participant is entitled to be a member of any of these Email lists. The 802.15 website provides links to allow an Active 802.15 participant to manage this access. An Active 802.15 participant that desires access to the IEEE 802.15 WG email reflector(s) may submit a request for such access using the web-based IEEE 802.15 reflector request <http://grouper.ieee.org/groups/802/15/pub/Subscribe.html>.

Postings to any of these lists are restricted to list members, i.e., only a member of a list (identified by email address) can post to that list.

The WG also maintains a read-only reflector, to which all emails to the main WG list are copied. Anyone can join this list. Members of this list cannot post to the list.

## Telecons

WG (and subgroup) Telecons operate under the rules described in this 802.15 OM.

The agenda shall include a summary review of the relevant antitrust and patent P&P and shall include a call for essential patents, where that group is responsible for producing or potentially responsible for producing a standard, amendment or recommended practice. Minutes shall be recorded and posted on the 802.15 document server.

WG (and subgroup) telecons are not permitted to make formal motions, with the exception of comment resolution committees (CRCs).

CRC telecons, albeit announced in the WG and consisting of WG participants, actually operate under the authority of the sponsor, and are therefore permitted to vote on formal motions.

Telecons are generally approved during the closing 802.15 plenary, and cover the period from 10 days after that plenary to 10 days after the next closing 802.15 plenary. Any changes to the telecon schedule after the closing plenary shall be approved by the WG Chair and made by announcement to both the WG and relevant group’s reflector at least 10 days in advance.

Details of 802.15 telecons are posted on the 802.15 website. Anybody may attend.

## Public Document Server

The 802.15 public documents are kept on the IEEE mentor system [https://mentor.ieee.org/802.15/documents](https://mentor.ieee.org/802.11/documents). Anybody may read these documents.

Only Active 802.15 participants may post documents on the 802.15 document server.

## Private Members-only Document Server

Access to drafts and related documentation is provided on the private area of the 802.15 website <http://grouper.ieee.org/groups/802/15/private/members_area.html>. Voters and participants who are part of an active WG ballot pool are entitled to access the private area.

Credentials will be emailed to new Voters after the session in which they become a Voter. These credentials are typically updated once a year.

Local fileserver access to drafts is provided to all attendees at an 802.15 plenary or interim meeting.

## Responsibilities of an 802.15 Sponsor Ballot CRC

An 802.15 Sponsor Ballot CRC shall make available on the 802.15 member’s area any drafts it sends to sponsor ballot.

An 802.15 Sponsor Ballot CRC shall make available on the 802.15 document server all

sponsor ballot comments received and any comment resolutions that it approves.

#  Guidelines for 802.15 Secretaries

Prepare the minutes taking into account the following:

* 1. Use the template for documents
	2. Make sure the Chair of the group can deliver the minutes to the 802.15 WG chair within 30days after closure of the meeting
	3. make the style of motions such that they are easily identifiable
	4. Number the motions
	5. Make a hierarchy of motions by indentation
	6. Refer for attendance list and future meeting plan to the Full Working Group minutes.
	7. Adhere to the following outline of the IEEE Standards Companion:

“Minutes of Meetings

Minutes should be taken at every meeting, preferably by a secretary. The list to the below states what minutes should include. What minutes should not be is a detailed, blow-by-blow inclusion of every speaker’s words. Many minutes are far too detailed, and in so being they are a deterrent to their usefulness to many readers (who simply won’t want to be bothered with trying to get through pages and pages of minutes). Minutes should also include a separate list of action items as assigned by the chair. The chair should use action items to make certain that the work is delegated among various committee members, relieving the burden on only a few committee members. Placing a time deadline on action items is also useful, as it will help the committee members to prioritize this work.

What minutes should include:

Minutes should be short—don’t include every detail in your meetings. After all, they’re called minutes, not hours.

What should be in minutes?

1. Name of Group
2. Date and location of meeting
3. Officer presiding, including the name of the secretary who wrote the minutes
4. Attendance (TG refer to the WG Full minutes, SG and IG must collect attendance list and publish with the minutes. The attendance list will include the name of the meeting attendee. No contact information or affiliation will be published in the minutes as per the 802 LMSC policies and procedures.)
5. Call to order, chair’s remarks.
6. Approval of minutes of previous minutes.
7. Approval of agenda
8. Review of Policies and Procedures of IEEE
9. Technical Topics
	1. Brief summary of discussion, pros and cons, and conclusions
	2. Motions and actions items with name and due date
	3. Copies or document numbers of handouts/presentations
	4. Do not include names, except for movers and seconders of motions unless a roll-call vote is ordered.
10. Subcommittee reports
11. Next meeting (if different than next WG meeting)—date and location

#  Guidelines for Technical Editor’s of IEEE 802.15 WG and Task Groups

The 802.15 WG Technical Editors and TG Technical Editors shall use the following documents (lastest revision) as guidelines for developing and maintaining technical drafts for IEEE 802.15 standards and amendments.

1. Document: 15-10-0286-00-0000--Editors-Guidelines

**End.**