802.24 Chair’s Guidelines

# Introduction

This document is intended to provide guidance and consistency for the orderly conduct of IEEE 802.24 Technical Advisory Group (TAG) business. These guidelines provide clarification and direction in areas that have been identified as requiring it by the IEEE 802.24 Chair.

# IEEE 802.24 TAG Scope

IEEE 802.24 Vertical Applications TAG focuses on application categories that use IEEE 802 technology and are of interest to multiple IEEE 802 WGs and have been assigned to IEEE 802.24 by the IEEE Executive Committee.

For those applications, IEEE 802.24:

* Acts as a liaison and point of contact with regulatory agencies, industry organizations, other SDOs, government agencies, IEEE societies, etc., for questions regarding the use of 802 standards in those emerging applications.
* Develops white papers, guidelines, presentations and other documents that do not require a PAR that describe the application of 802 standards to those emerging applications
* Acts as a resource for understanding 802 standards for certification efforts by industry bodies.

NOTE: The horizontal technologies are applied to the vertical applications. We figure out what makes that horizontal technology or what enhancements are required to make them more applicable to a specific vertical application.

Names that did not win: Mother of all PARs (MOAP), Application Focus, Application Coordination

# Forming a New Task Group (TBD)

1. Schedule time for a presentation (the best is a tutorial slot) that describes the new application category. The presentation should be:
	1. Application focused
	2. Supported by multiple members and multiple companies
2. If the response from the presentation is favorable, request from the IEEE 802.24 TAG the formation of a subgroup to write a TG scope document for that application category (the current form is 24-14-0014-01).
3. When the subgroup has achieved consensus, get approval of the scope document from the IEEE 802.24 TAG.
4. Submit the document to all IEEE 802 WGs for review following the rules for a PAR for a new project in the IEEE 802 LMSC Operations Manual.
5. Get a motion in a minimum of 2 IEEE 802 WGs (not TAGs) that expresses support for adding this application category and that they will be active participants. The WGs that approve the motion should also identify specific topics of that application category that are relevant to that WG.
6. Bring a motion to the EC to approve adding the area to IEEE 802.24.

# Scope document for forming a new Task Group

Prior to forming a new Task Group, TG scope document shall be created that addresses the following areas:

1. Scope – Provide a clear description of a specific application. The proposed application and area should be clearly bounded.
2. Customer – Who will benefit from the work product of the proposed TG? Is there a clear need for standards in this application space?
3. Similar groups – What are the liaison opportunities?
4. Broad market applicability – Will there be numerous users of the information? Does the application have broad applicability? Is it supported by multiple vendors?
5. Will it identify new ways that 802 standards can be integrated or applied across WGs?
6. Distinct identity – Is this area something already being addressed in 802? Does it require cross WG support?
7. Feasibility – The proposed work will serve the identified users. Initial work items have already been identified.

# Sub Group Chairs and Vice Chairs

The selection of a TG Chair by the TAG Chair shall be confirmed by a simple majority vote of the TAG. The TG Chair may appoint a TG Vice Chair and should appoint a TG Secretary. The TG Chair may act as the TG Secretary if necessary.

The TG Chair is responsible for preparing and posting an agenda 2 weeks in advance of a TG meeting. The TG Chair runs the TG meeting. The TG Chair may schedule teleconferences to conduct work of the TG.

# Elections

Candidates shall announce their intention to run for Chair or Vice Chair by 24 hours in advance of the start of the plenary session in which the election will be held.

The election of officers will be held on the Tuesday meeting slot of the IEEE 802.24 meeting plenary session during which the election is to be held.

If there is more than one candidate for an office, each candidate will have 5 minutes to speak in favor of their candidacy. IEEE 802.24 voting members will have a chance to ask the candidates questions. After the speeches, if any, any, the election will be held by secret ballot.

* In order to be elected, any candidate shall receive a simple majority (over 50%) of the votes cast in the election for the respective position.
* Should no candidate receive a majority in the election, a runoff election shall be held. The process shall be similar to the initial election, except that:
	+ New nominations shall not be permitted.
	+ 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).
	+ If the process is inconclusive, another runoff election shall be held, as described above.