

# Policies and Procedures of the IEEE P1687 Standard Body

## 1 General

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Unless otherwise specified herein, IEEE P1687 will be run in accordance with TTSC Policies and Procedures. In cases of conflict, this document will prevail unless disallowed by the IEEE.

## 2 Membership

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Membership to IEEE P1687 will be open to all, but must be gained and maintained.

### 2.1 Gaining Membership

Gaining membership begins with a request to a current member. At the next meeting, the new member will join the meeting and the requested member will make introductions during the taking of attendance. Soon after making the request, access will be granted to all working materials so the purpose of becoming familiar with the state of the standard. The requestor must attend that first meeting, plus four more consecutive meetings in order to attain membership.

### 2.2 Maintaining Membership

The working group wishes to maintain a dedicated and contributing body and therefore promotes 100% attendance. To maintain membership, attendance is required. In acknowledgement that absences are sometimes unavoidable, a member may miss two out of the most recent five meetings and still retain membership. This may be set-aside by request of hiatus as described in Requested Hiatus (section 2.7.) Membership will be determined at the conclusion of role-call.

### 2.3 Voting Privileges

All members get to take part in voting. However, in the case that more than two members from any company are members, they must cast a maximum of two votes amongst them. It is up to the participants from that company to determine how to apportion and cast the votes.

Attendance affects voting privilege, as well. Regardless of member status, if the 2 in 5 rule as laid out in Maintaining Membership (section 2.2) is not met, voting status is revoked until it is met.

Voting Privilege will be determined at the conclusion of role-call.

### 2.4 Proxies

If a voting event is known ahead of time, absentee voting may take place by voting through email to the chairman. Additionally, by emailing the chairman a member may establish another member as a standard proxy in case of absence.

## **2.5 Involuntary Loss of Membership**

Loss of membership can also occur if, at the discretion of a 2/3 super-majority of the working group, a member is found unsuitable for the group. This must be determined formally with a motion, a second and a vote. The motion and vote will take place using an anonymous voting method as laid out in Anonymous Voting (section 4.9.)

## **2.6 Regaining Membership**

If membership was lost due to absences, simply following the procedure in Gaining Membership (section 2.1) is sufficient. Essentially, just begin attending, again, and after five meetings, membership is re-attained.

If membership was lost involuntarily, after a mandatory hiatus of 5 meetings, membership may be regained by following the procedure in Gaining Membership (section 2.1)

## **2.7 Requested Hiatus**

For personal or business reasons, from time to time, a member may have to miss meetings. With a request to the working group, any member may request, in advance, a specified number of absences from consecutive meetings. If such requests are made in advance, they are assumed to be granted. However, they are requests and, at the motion of a member, they may be put to a vote and thereby potentially denied. If sufficient time permits, this vote must be taken before the first meeting to be missed or after the last meeting for which the requested absence was made, otherwise it must be taken during the first meeting to be missed. In the case of denial, then membership will be determined in accordance with Maintaining Membership (section 2.2.)

# **3 Communication**

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## **3.1 Website**

The IEEE P1687 website is the official repository and location for announcements. All parties interested in P1687 should be directed to the website. The website will have public and private areas. Anyone may have access to the public areas. Only Working Group members will have access to the private areas. The private area is password protected and the password may be changed from time to time.

## **3.2 Email**

Two email lists will be set up. One for the Working Group (p1687-wg) and one for general announcements (p1687-announce). These will be the standard conduits for email communication. It is not a requirement that meetings will be announced on the p1687-announce mail list, though that is desirable. Inclusion on the p1687-announce list is obtained by a request to the chair. Inclusion on the p1687-wg is a function of Working Group membership and will be kept as current as is feasible.

## **3.3 Minutes**

At every meeting, minutes will be taken. The minutes will record attendance, motions and votes. In addition, minutes may capture summarized discussion. At request, any

personal reference in the minutes will be removed. Meeting minutes will be sent out by email shortly after the meeting and from the time they are sent, attendees will have 48 hours to object to content or lack thereof, including requests for anonymity. Thereafter, the minutes will be posted in the private section of the website. From time to time, the Working Group may decide to make some meeting minutes public and they will then be posted on the publicly available portion of the website.

### **3.4 Content**

Certain information will be made available to the public on the IEEE P1687 website:

- All publicly presented materials (for instance at the ITC and VTS open meetings)
- Membership information will be made available to the public on the website. Email addresses posted on the website will be obfuscated to protect us from unwanted, automated, emails (SPAM).
- Mail-list subscription procedures
- Meeting announcements
- Our PAR
- This P&P document
- Other documents as the Working Group decides to release them from time to time

## **4 Meetings**

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IEEE1687 will generally have two types of meetings, face-to-face and conference call.

### **4.1 Conference Calls**

Conference calls are scheduled and posted on the website with appropriate contact information 1 day in advance of the call. Conference Call attendance will be limited to the number of slots made available by the company donating the call bridge. These slots are reserved for the host and past attendees, first, with the remained being made available on a first come first serve basis. If more people wish to attend than slots are available, then attempts will be made to acquire a bridge with more slots. Those who were unable to attend should expect to donate the conference call bridge.

### **4.2 Face to Face Meetings**

The IEEE P1687 Working Group meets in person twice per year at ITC and VTS. These meetings are fixed with the release of the preliminary program of the event with specifics of time and place available on the IEEE P1687 website approximately 1 month in advance.

In addition, from time to time, IEEE P1687 will have working meetings. These usually also occur at ITC and VTS as well as other times and places. The location and time for these meetings will be posted approximately 1 month in advance on the IEEE P1687 website. Attendance is limited by the facilities.

Note that due to limitations of resources, specifics of timing and location of these meetings may change up to the actual time of the meeting. Members are responsible for maintaining coordination with other members as the meeting time approaches.

### **4.3 Structure**

Meetings will be composed of three periods. In the first period attendance is taken. The second period is agenda and new business review where the topics of discussion for the third period is agreed upon. The third (and last) period is discussion, where old and, if agreed to, new business is discussed.

### **4.4 Conduct**

Aside from role call, conduct will be handled informally until informality no longer works. When informality breaks down, conduct will be in accordance with Robert's Rules of Order in increasing strictness until order is re-established. Any working group member may invoke this formality at any time.

### **4.5 Resources**

Meetings require resources. For most meetings a benefactor to provide the resources can be found. However, there are usually limits to the goodwill of benefactors. As a consequence, if a request to attend results in exceeding the goodwill of the existing benefactor, that request may be granted with the requirement that the requestor either become the benefactor or find a benefactor willing to accommodate the costs associated with providing expanded meeting facilities. Over time, attempts will be made to spread the costs associated with this, if necessary.

### **4.6 Quorum**

Quorum is defined as at least 4 voting members plus one of either the Chair.

### **4.7 Order of Ascension**

In the case of absent officers, the order of ascension is: Chair, Vice-Chair, Editor. If all three are absent, prior to the time of the meeting any officer may delegate their position to a voting member for that meeting.

### **4.8 Voting**

A vote may be called only when a quorum exists. Voting may be done informally by a simple call for dissent. If dissent exists, either further discussion can proceed, or a member may call for a formal vote.

### **4.9 Anonymous Voting**

Some votes need anonymity to be preserved. In such cases, the motion should be made via email to the Chair and Vice-Chair. The chair should recognize the motion, announce it and call for seconds which also should be delivered via email to the chairs. If seconded, the chair should call for a vote which also should be delivered via email to the chairs. In no case, should the Chair(s) disclose the identity of the introducer of the motion, the seconder(s) nor the identity of the voters and their votes. At the end of the vote, the tally of for, against and abstentions should be announced as usual and action taken.

In the case of the Chair or Vice-Chair being the subject of the vote, he will recuse himself and the remaining Chair shall appoint another member to act in the capacity of chair for the purpose of this vote only.

## **5 Amendments**

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From time to time, this document may be found lacking in substance or clarity. At those times, it may be amended by the Working Group with a 2/3 super-majority vote being necessary to pass the amendment.