

Operations Manual for P1904.1

Standard for Interoperability of Ethernet Passive Optical Networks

The principles contained in the IEEE Standards Association (IEEE-SA) Baseline Operating Procedures for IEEE Entity Standards Working Groups constitute the fundamental requirements for proper standards practice in the IEEE. The objective of the Working Group is to conduct standards development meetings to develop and produce IEEE standards documents. For further information, see the IEEE-SA Standards Board Operations Manual [3], subclause 5.3.

Revision	Publication Date	Change Summary and Reason
1.0	9-Feb-2010	Initial Release
1.1	22-Jun-2010	Correct typo in Table 1. Membership level requirements and privileges
1.2	18-Feb-2011	Update clause 5.5 per Motion #3 Vancouver meeting Feb. 2011
1.3	1-May-2012	Clause 6.2 is updated to reflect the new IEEE SA project management contract per Motion #5 from Prague meeting on April 2012.

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1. Preface

In today's technological environment, standards play a critical role in product development and market competitiveness. Responsibility for how a standard evolves begins in the Working Group. Every input, behavior, and action has both a contributory and a potential legal consequence. This manual helps protect Working Group member entities and their representatives and the IEEE by establishing the necessary framework for a sound standardization process.

2. Modifications to These Procedures

This operations manual describes in detail the orderly transaction of business by the Working Group. The Working Group may amend these procedures as required. Amendments to these rules shall require a supermajority vote of the voting members.

2.1 History

Edition 1.0 Initial release of this document

3. Hierarchy

The [P1904.1 Policies and Procedures](#) [1] take precedence to this document.

This document takes precedence to Robert's Rules of Order Newly Revised (Robert's Rules).

4. Membership

The P1904.1 Working Group is an entity based organization. There are four types of membership (see Table 1): Voting member, Attaining member, Observer, and Visitor. The privileges established vary with the type of membership as detailed below.

Three criteria are used to determine the membership type of an entity: payment of Working Group fees, level of IEEE SA Corporate Membership, and Participation in the Working Group as measured by meeting attendance and participation in letter ballots.

Table 1. Membership level requirements and privileges

WG Membership Type		Voting Member	Attaining Member	Observer	Visitor
Working Group Fees Paid		Yes	Yes	No	n/a
IEEE SA Corporate Membership		Adv.	Adv.	any	none
Attendance Requirement Met		Yes	No	n/a	n/a
Allowed Activity	Vote on motions	yes	no	no	no
	Make technical contributions	yes	yes	no	no
	Access to archived meeting materials	yes	yes	no	no
	Subscribe to members-only e-mail reflector	yes	yes	no	no
	Attend meetings	yes	yes	yes	(1)
	Subscribe to public e-mail reflector	yes	yes	yes	yes

Note 1: An Entity which is not an IEEE SA Corporate member is permitted to send one or more representatives to one Working Group meeting.

4.1 Membership Criteria

4.1.1 Payment of Working Group fees

Working Group fees are described in subclause 6.2. This criterion is assessed based on the entity having paid all applicable fees. A Voting member shall have all due fees paid in full.

Occasionally this criterion may be waived for a period of six week if the entity can provide good faith evidence that it is working to resolve the unpaid fees. Waiver of this criterion requires approval of the IEEE-SA staff representative.

4.1.2 Level of IEEE-SA Corporate Membership

The IEEE has established a program for IEEE SA Corporate Membership. There are two levels of IEEE-SA Corporate Membership: Basic and Advanced. See the [IEEE-SA Corporate Membership website](#) [4] for additional details of this program.

4.1.3 Working Group Participation

Member entities of the Working Group are expected to participate in all meetings of the Working Group. To establish Voting membership, an entity is required to attend at least two consecutive meetings of the Working Group or attend the first organizational meeting of the Working Group. Failure to attend two consecutive meetings of the Working Group shall result in the loss of Voting membership status.

Member entities are expected to participate in all letter ballots. Failure to participate in two consecutive letter ballots that close at least 7 days apart shall result in the loss of Voting membership status.

4.2 Membership Types

4.2.1 Voting Member

A Voting member is an entity that has Advanced IEEE SA Corporate Membership, has paid Working Group fees, and has met the attendance requirement. Voting members are granted the following rights and privileges:

- 1) may vote on all technical and procedural motions of the Working Group and its subgroups;
- 2) may make technical contributions to the Working Group and its subgroups;
- 3) may access all archived meeting materials (past and present) of the Working Group and its subgroups. This includes a complimentary soft copy of any standards produced by the Working Group upon publication;
- 4) may subscribe to the members-only e-mail reflector of the Working Group and its subgroups;
- 5) may attend meetings of the Working Group and its subgroups;
- 6) may subscribe to the public e-mail reflector of the Working Group and its subgroups.

4.2.2 Attaining Member

An Attaining member is an entity that has Advanced IEEE-SA Corporate Membership, has paid Working Group fees, but has not met the attendance requirement. Attaining members are granted the following rights and privileges:

- 1) may make technical contributions to the Working Group and its subgroups;
- 2) may access all archived meeting materials (past and present) of the Working Group and its subgroups;
- 3) may subscribe to the members-only e-mail reflector of the Working Group and its subgroups;
- 4) may attend meetings of the Working Group and its subgroups;
- 5) may subscribe to the public e-mail reflector of the Working Group and its subgroups.

4.2.3 Observer

An Observer is an entity that has either a Basic or an Advanced IEEE-SA Corporate Membership and that has not paid in full the Working Group fees. Observers are granted the following rights and privileges:

- 1) may attend meetings of the Working Group and its subgroups;
- 2) may subscribe to the public e-mail reflector of the Working Group and its subgroups.

4.2.4 Visitor

A Visitor is an entity that does not have IEEE-SA Corporate Membership. Unaffiliated individuals may also be included in Visitors category. Visitors are granted the following rights and privileges:

- 1) may attend one meeting of the Working Group or one meeting of any subgroup of the Working Group;
- 2) may subscribe to the public e-mail reflector of the Working Group and its subgroups

5. Working Group Meetings

There are specific membership requirements for attending IEEE P1904.1 Working Group meetings. However, any entity may attend any portion of one Working Group meeting as a Visitor. A Visitor is obligated to comply with the registration requirements for the Working Group meeting, including payment of any registration fees.

For the purposes of this document, a “meeting” is defined as, but is not limited to, any meeting of the IEEE P1904.1 Working Group or any of its subgroups, or any call for interest at a Working Group meeting.

5.1 Required Attendance

The Working Group Policy and Procedures state criteria for attendance credit (see [P1904.1 Policies and Procedures](#) [1]).

5.1.1 Attendance Tracking

The Working Group shall formally track attendance of individuals at all meetings. This may be done via a sign-in list or other suitable means. Individuals are required to provide information on their entity and their affiliation(s) at each meeting and may be asked to verify all roster information (see [P1904.1 Policies and Procedures](#) [1]).

The table below illustrates how meeting attendance would be determined for a four-day meeting.

Table 2. Example of meeting attendance calculation for a 4 day meeting

Entity	DR/DRA	Day				% Present
		1	2	3	4	
A	DR	Y	N	Y	Y	75
B	DR	Y	Y	Y	N	100
	DRA	N	N	N	Y	
C	DR	Y	Y	N	N	50
	DRA 1C	Y	Y	N	N	
	DRA 2C	Y	Y	N	N	
D	DR	Y	N	N	N	75
	DRA 1D	N	Y	N	N	
	DRA 2D	N	N	Y	N	

5.2 Conducting Votes

Two types of votes exist for the Working Group; technical votes that require a supermajority and procedural votes that require simple majority (see P1904.1 Policies and Procedures [1]). At the discretion of the Chair, matters may be decided by voice vote of the Working Group.

5.2.1 Voting at Working Group Meetings

5.2.1.1 Voting Methodology

Voting during the Working Group meetings shall be taken using a voting card system. In this system each Voting member shall have one voting card (referred to as an Entity Voting Card or simply voting card). Each Entity Voting Card shall be unique to the entity.

The voting card will be checked out from the Executive Secretary by an entity DR or DRA at the beginning of each meeting.

The Entity Voting Card is the only means by which an entity is allowed to cast a counted vote. If an Entity Voting Card is lost or misplaced during a meeting the Executive Secretary should be notified immediately. An entity that has lost or misplaced their voting card may be issued a replacement card. Once a replacement voting card has been issued, a lost or misplaced voting card that is found shall be returned to the Executive Secretary and it shall not be used for voting. A replacement Entity Voting Card will be made available at the beginning of the next Working Group meeting.

5.2.1.2 Vote by Voice

Voting by voice acclamation is allowed, however only the DR or DRA in possession of the Entity Voting Card should participate.

5.2.1.3 Counted Vote

When a counted vote is called by the Chair the DR or DRA in possession of the Entity Voting Card must raise the Entity Voting Card to cast their vote.

5.2.1.4 Roll Call Vote

If a Roll Call vote is called, the DR or DRA in possession of the Entity Voting Card cast the entities vote in accordance with *Roberts Rules of Order: Newly Revised* [8]. The voting DR/DRA must display the voting card when casting the vote.

Upon a call for a roll call vote, the Chair shall proceed according to these three options.

- a) The Chair may hold the vote
- b) The Chair may hold a vote on the question of whether to hold a roll call vote. This vote shall achieve greater than 25% of the members voting Yes to pass. The 25% is counted by dividing the count of Yes votes by the sum of the Yes and No votes. This vote is not subject to a roll call vote.
- c) The Chair may refuse the request for a roll call vote if this privilege is being abused by members repeatedly calling for a roll call vote. The Chair shall allow both the majority and minority reasonable and fair use of the roll call vote.

For each request for a roll call vote, the minutes shall include:

- i. The entity name and the name of the requestor of the roll call vote.
- ii. The decision of the Chair on the request and,
- iii. The results of the vote on whether to hold the roll call or the reasons of the Chair for denying the roll call vote.

For each roll call vote, the minutes shall include each member's name, entity name, their vote and the final result of the vote

5.2.1.5 Voting Card Misconduct

Tampering with the Entity Voting Card is strictly forbidden. Any entity found tampering with an Entity Voting Card may be referred to the Sponsor for possible disciplinary action.

5.2.2 Voting by Letter Ballot

Matters not decided by voting at meetings may be decided by a Working Group Letter Ballot at the discretion of the Working Group Chair. A Working Group Letter Ballot may be conducted by electronic means.

The Working Group Chair may vote in Working Group Letter Ballot.

Unless otherwise noted in the Policies and Procedures of the Sponsor [7], approval of motions decided by Working Group Letter Ballot require the same approval levels required in meetings. For a motion to be approved by Working Group Letter Ballot, at least 50% of the voting members at the time the Working Group Letter Ballot is announced shall respond to the Working Group Letter Ballot. The response time shall be at least 14 days.

5.2.3 Voting on Draft Standards

The decision to submit a draft standard or a revised standard to the Sponsor Ballot Group shall be ratified by a Working Group Letter Ballot. Extra conditions exist for Working Group Letter Ballots on draft standards. The Working Group Letter Ballot shall contain three choices:

- Approve. (May attach non-binding comments.)
- Do Not Approve. (Shall attach specific comments on what shall be done to the draft to change the vote to “Approve”.)
- Abstain. (Shall include reasons for abstention.)

To forward a draft standard or a revised standard to the Sponsor for approval for Sponsor Ballot Group voting, a supermajority approval of the Working Group Letter Ballot is necessary with at least 50% of the eligible Working Group members returning ballots. The approval ratio is computed only from the “Approve” and “Do Not Approve” votes. Revised drafts approved in subsequent Working Group Letter Ballot for forwarding to the Sponsor Ballot Group do not require Sponsor approval for forwarding.

The Working Group Chair determines if and how negative votes in an otherwise affirmative Working Group Letter Ballot are to be resolved. Normally, the Working Group meets to resolve the negatives or assigns the task to a ballot resolution group.

There is a recirculation requirement for Working Group Letter Ballot on draft standards. The Working Group follows the same process for Letter Ballot recirculation as the IEEE-SA Standards Board (see subclause 5.4.3.2 “Resolution of comments, objections, and negative votes” in the IEEE-SA Standards Board Operations Manual [3]).

The response time for a Working Group Letter Ballot on a draft shall be at least 30 days. However, for recirculation ballots the response time shall be at least 15 days.

Submission of a draft standard or a revised standard to the Sponsor shall be accompanied by any outstanding negative votes and a statement of why these unresolved negative votes could not be resolved.

5.3 Meeting Contributions

5.3.1 Requesting Presentation Time

Presentation time at an upcoming meeting shall be requested from the Chair at least 10 calendar days prior to the meeting. The request shall include the final version of the presentation (in pdf

format), subject matter, name of presenter and affiliation. Modifications to presentations submitted to the Chair after this deadline shall be confined to editorial changes only (correction of typos, updates to the list of supporters, etc.). Attempts to present a contribution with non-editorial changes shall result in the contribution being moved to the end of the agenda.

5.3.2 Post Deadline Contributions and Contributions from the Floor

Contributions delivered to the Chair later than 10 calendar days before the start of the meeting or submitted from the floor will be scheduled for presentation at the discretion of the Working Group and require a motion to amend the agenda if they do not already appear on it.

5.3.3 Restrictive Notices Prohibited

IEEE rules prohibit the presentation of contributions with restrictive notices. Under no circumstances shall a contribution or presentation containing restrictive notices (such as “Confidential”, Copy Right notices, etc.) be presented. Any member noticing such a restrictive notice should call for a point of order and the Chair shall instruct the presenter to discontinue the presentation.

5.4 Working Group Meeting Hosts

Any meeting may be hosted by a member entity, a group of member entities, or a third party (further referred to as the Host). The Host is responsible for the financial and logistical planning, and preparation for and execution of the meeting. The Host may charge meeting participants a reasonable fee to offset the costs of the meeting facilities.

The responsibilities, authorities, and liabilities of the Host are defined in the following list.

- a) The Host is responsible for the finances and the logistical planning, preparation for and execution of the meeting.
- b) The Host shall consult and coordinate with the Chair(s) of the Working Group or Working Group subgroup(s) participating in the session on the financial and logistical planning (including adequate sound system, projectors, screens, etc.), and preparation for and execution of the meeting.
- c) The Host is solely responsible for all contracts and agreements that are for goods and/or services exclusively for the meeting.
- d) The Host is solely responsible for collecting the fees, if any, from attendees and for paying the meeting expenses including any incurred penalties.
- e) The Host is solely responsible for any meeting deficit.
- f) The Host shall remit any surplus funds due to collected meeting fees to the IEEE SA for credit to the Working Group account
- g) The Host shall submit a financial report detailing all monies collected and paid in connection with its duties as Host.

5.5 Registration Policy

All entity representatives shall pay any registration fee for a Working Group meeting. Failure to pay by an entity representative shall result in a loss of meeting attendance credit by that entity.

In the event an entity representative is unable to attend a meeting for which they have registered a request may be made for a refund of the registration fee. All refund requests are to be submitted to the Chair prior to the advanced registration date. Refunds requested prior to registration deadline will be honored.

Refunds of registration fees after the advanced registration date are generally not allowed. In exceptional circumstances such requests may be honored by consensus of the Working Group Officers in consultation with the host.

6. Working Group Financial Operations

The Working Group may wish or need to conduct financial operations in order for it to host meetings for itself or one or more of its sub groups or to acquire goods and/or services that it requires for its operation.

A Working Group that claims any beneficial interest in or control over any funds or financial accounts whose aggregate value is \$500 or more is determined to have a treasury and said to be “operating with treasury”.

A Working Group may operate with treasury only if it requests permission and is granted permission by the Sponsor to operate with treasury and thereafter complies with the rules of this subclause. The Working Group request to operate with treasury shall be supported by a motion that has been approved by majority of the Working Group. The Working Group may, again by Working Group approved motion, surrender Sponsor granted permission to operate with treasury. The Sponsor may withdraw permission for a Working Group to operate with treasury for cause.

A Working Group subgroup shall not operate with treasury.

6.1 Working Group Financial Operation with Treasury

The Working Group shall operate without a treasury.

6.2 IEEE-SA Working Group Services Fee

The Working Group has contracted to have the IEEE-SA provide certain services for the project. The IEEE-SA charges a fee for this service, billable directly to each member entity. This fee will be assessed based on the number of member entities at the beginning of February and August of 2012 and 2013, but not to exceed 1,750 US dollars per installment. Each member entity will be charged an equal portion of the fees. Member entities, upon joining the Working Group, shall be charged the total fees incurred by each member from the date of the agreement.

Thus, over the lifetime of the agreement, every Working Group member will contribute equally to the services fees incurred by the Working Group.

Any unused funds will be carried over to the following year. Any funds that remain unused during the last year of the project may be used for additional services including, but not limited to, the facilitation of meeting accommodations, celebratory and other events, awards, etc. upon the publication of the document.

The following services will be provided by the IEEE-SA.

- 1) Project management including:
 - a) Guidance and oversight of the Working Group (Working Group) policies and procedures
 - b) Active facilitation and oversight of the standard development process
 - c) Secretarial support and overall administration of the project including attendance at Working Group face-to-face meetings
 - d) The project manager will be the single point of contact at the IEEE for the delivery and coordination of all services allowing the Working Group participants to focus their expertise on technical issues.
- 2) Draft document development support.
- 3) One comprehensive review of the resulting document to facilitate the sponsor ballot process.
- 4) Coordinating IEEE Sponsor ballot process.
- 5) Supporting final project submittal and liaising with the IEEE SASB Review Committee (RevCom), as needed.
- 6) Expedited publication - Publication within 30 days of approval by the IEEE-SA Standards Board for documents up to 200 pages (versus an average publication time of 3 to 4 months).
- 7) Public Relations - two press releases at key milestones to promote and increase the visibility of the project.
- 8) Provide periodic financial reports on revenues (i.e., collections from Working Group members) and expenses (i.e., payments to outside contractors and IEEE).
- 9) Legal support (consultation on P1904.1 Policies and Procedures [1] and other operating rules, consultation on anti-trust and patent issues, provide Working Group member indemnification for Working Group activities if required (see IEEE Bylaw I-300.3 [2]).
- 10) Provide financial management for the Working Group (i.e., collect Working Group meeting registration fees).
- 11) Provide an annual financial report to the Working Group officers.

7. Subgroups

From time to time, the Working Group may determine that forming a subgroup would expedite the completion of its work. A subgroup can be in the form of a task force or other informal bodies at the discretion of the Working Group. The formation of any task force or other subgroup of the Working Group shall be affirmed by a majority of the Working Group.

7.1 Task Forces

A task force may be formed to complete a specific subset of the work undertaken by the Working Group.

7.1.1 Task Force Officers

The officer positions required for a task force are Chair and Editor. The required task force Officers shall be appointed by the Working Group Chair and shall be affirmed by a majority of the Working Group membership. In the event a required task force officer is not affirmed by the Working Group, the Working Group Chair may temporarily appoint the position. The temporary appointment shall be for a term of no more than six months and may not be the candidate which failed to be affirmed by the Working Group.

7.1.2 Task Force Operation

Progress of each task force shall be reported at the Working Group meeting by the appropriate Chair. Task forces may elect officers other than the Chair and Editor, if necessary, and shall follow the general operating procedures for the Working Group.

Individual task force meetings that are held during a Working Group meeting should be held serially. Task force meetings held outside of Working Group meetings should not overlap in time and should be scheduled with member time zone constraints considered.

7.1.3 Voting at Task Force Meetings

Any Voting member entity attending a task force meeting may vote on all motions. An entity shall have one vote.

All motions made by a task force shall be reaffirmed by the Working Group Voting members. Technical motions shall be reaffirmed by a supermajority of the Working Group Voting members. Other motions shall be reaffirmed by a majority of the Working Group Voting members.

8. References

- [1] [P1904.1 Policies and Procedures](http://www.ieee1904.org/1/documents/P1904_1_PandP.pdf)
http://www.ieee1904.org/1/documents/P1904_1_PandP.pdf
- [2] [IEEE Bylaws](http://www.ieee.org/web/aboutus/whatis/bylaws/index.html)
<http://www.ieee.org/web/aboutus/whatis/bylaws/index.html>
- [3] [IEEE-SA Standards Board Operations Manual](http://standards.ieee.org/sa/sa-om-main.html)
<http://standards.ieee.org/sa/sa-om-main.html>
- [4] [IEEE SA Corporate Membership WEB](http://standards.ieee.org/sa-mem/corp_overview.html)
http://standards.ieee.org/sa-mem/corp_overview.html
- [5] [IEEE Policies](http://www.ieee.org/web/aboutus/whatis/policies/index.html)
<http://www.ieee.org/web/aboutus/whatis/policies/index.html>

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- [6] [IEEE Financial Operations Manual](http://www.ieee.org/portal/cms_docs_iportals/iportals/aboutus/whatis/finopsmanual.pdf)
http://www.ieee.org/portal/cms_docs_iportals/iportals/aboutus/whatis/finopsmanual.pdf
- [7] [IEEE Communications Society Policies and Procedures Manual](http://ww2.comsoc.org/about/documents/pp)
<http://ww2.comsoc.org/about/documents/pp>
- [8] Henry M. Robert III, et al, *Robert's Rules of Order: Newly Revised*, 10th Edition (Cambridge: Da Capo Press 2000).