

**Proposed Resolution for IEEE 802 LMSC Policy and Procedure Revision Ballot**  
**on**  
**EC Membership & Meeting Policies and Procedures**

**From:** Matthew Sherman, LMSC Vice Chair

**To:** LMSC Executive Committee

**Date:** 3/11/2005

**Duration:** 12/5/2004 - 1/5/2004 @ 11:59 PM EST

**Purpose:** Clarify EC Membership and Meeting policies and procedures

**Rationale for proposed change:**

Numerous issues have been raised with our current EC Membership and Meeting Policies and Procedures including:

- EC Meetings between Plenaries (telecoms, etc.)
- Terms of appointed EC positions and removal if new EC chair
- Procedures for elections and election appeals
- Member Emeritus position

This ballot addresses those issues.

**Proposed Change:**

**5. Officers**

***At the end of this section add-***

These officers shall be members of any grade of the IEEE and members of the IEEE-SA and shall organize the Sponsor, oversee the committee's compliance with these procedures, and submit proposed standards approved by the balloting group with supporting documentation for IEEE-SA Standards Board review and approval as IEEE standards.

**7. Subgroups Created by the Sponsor**

**7.1 LMSC Executive Committee**

The LMSC Executive Committee functions as the Sponsor Executive Committee (SEC) and the Executive Committee of the standards developing organization. It shall be referred throughout this document as the Executive Committee (EC).

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### 7.1.1 Function

The function of the EC is to oversee the operation of the LAN MAN Standards Committee in the following ways:

- a) Charter the Study Groups, Working Groups, and Technical Advisory Groups.
- b) Appoint the initial Chairs of the Working Groups and Technical Advisory Groups. (The Chairs of Working Groups and Technical Advisory Groups are confirmed or elected by the Working Group and Technical Advisory Group members themselves.)
- c) Provide procedural and, if necessary, technical guidance to the Working Groups and Technical Advisory Groups as it relates to their charters.
- d) Oversee Working Group and Technical Advisory Group operation to ensure that it is within the scope of Project 802, and its established charters.
- e) Examine and approve Working Group draft standards for proper submission to Sponsor ballot group (see subclause 9.1); not for technical content.
- f) Consider complaints of Working Group and Technical Advisory Group members and the resolutions of the Plenary, Working Groups, and Technical Advisory Groups.
- g) Manage the Functional Requirements and other global Project 802 issues.
- h) Handle press releases and other external organization matters.
- i) Manage Project 802 logistics, i.e., concurrent Working Group and Technical Advisory Group meetings, finances, etc.
- j) Oversee formation of Sponsor ballot groups and Sponsor ballot process.

### 7.1.2 Membership

The officers of the Executive Committee by virtue of their office hold corresponding offices for the LAN MAN Standards Committee (LMSC) and are referred to by that title. Membership of the Executive Committee is composed of the following voting members:

#### LMSC Chair.

The Chair is elected by the EC and confirmed by the Standards Activities Board. Duties include (but are not limited to overseeing the activities of the LMSC, chairing EC and LMSC Plenary meetings, and representing the LMSC at CS SAB, SA Standard board, and at other organizations as required).

#### LMSC Vice Chair(s)

The LMSC Chair appoints a (1st) Vice Chair and may appoint a 2nd Vice Chair. Vice Chairs must be confirmed by the EC. In the case of unavailability or incapacity of the Chair, the 1st Vice Chair shall act in the capacity of the Chair.

#### LMSC Executive Secretary, Recording Secretary, and Treasurer.

These positions are appointed by the LMSC Chair and confirmed by the EC.

#### Chairs of Active Working Groups.

#### Chairs of the Technical Advisory Groups (TAG).

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**Deleted:** Executive Committee membership, including all rights and responsibilities thereof, is acquired by Working Group/Technical Advisory Group Chairs upon appointment to the position of Chair of a Working Group/Technical Advisory Group and confirmed by the members of the Working Group/Technical Advisory Group, and by all other Executive Committee members when confirmed by the Executive Committee. Membership is retained as in Working Groups (see **Retention**). All voting members of the Executive Committee shall be members or affiliates of the IEEE or the IEEE Computer Society.

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**Deleted:** LAN MAN Standards Committee

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**Deleted:** b) The Vice Chair(s), the Executive Secretary, the Recording Secretary, and the LMSC Treasurer.¶ These positions are appointed by the LMSC Chair and confirmed by the Executive Committee.¶  
c) The LMSC Chair may appoint a 2<sup>nd</sup> Vice Chair. A Vice Chair will be responsible for such duties as may be assigned by the LMSC Chair. In the case of unavailability or incapacity of the Chair, the 1<sup>st</sup> Vice Chair shall act in the capacity of the Chair.¶  
d) Chairs of the Working Groups.¶  
e) Chairs of the Technical Advisory Groups (TAG).

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In addition, the Executive Committee includes the following non-voting members:

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Chairs of Hibernating Working Groups.

#### Members Emeriti

The chair may appoint a person or persons with appropriate qualifications to this non-voting EC position(s). The position may also be left vacant. Confirmation and reappointment for this position are the same as for other appointed positions. Qualifications for the position are at the discretion of the chair and the EC but shall include many years of prior service on the EC. Duties shall be as determined by the LMSC Chair.

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EC membership, including all rights and responsibilities thereof, is acquired by Working Group/Technical Advisory Group Chairs upon appointment to the position of Chair of a Working Group/Technical Advisory Group and confirmation by the members of the Working Group/Technical Advisory Group; and for all other Executive Committee members when confirmed by the Executive Committee. Membership is retained as in Working Groups (see **Error! Reference source not found.** **Error! Reference source not found.**). All voting members of the Executive Committee shall be members or affiliates of the IEEE or the IEEE Computer Society.

The term for all positions of the Executive Committee ends at close of the first Plenary session of each even numbered year. Individuals may be confirmed for a subsequent term if reappointed or re-elected to the position (unless otherwise restricted by these P&P or the relevant WG/TAG P&P). . Members appointed and affirmed maintain their appointments until the next appointment opportunity unless they resign or are removed for cause.

The 802 Chair will ensure that those 802.0 members who are not Chairs of active Working Groups have specific areas of interest to cover in order to encourage a wider view to be taken than that specifically covered by the Chairs of active Working Groups.

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Each member of the EC, shall, prior to confirmation by the EC, file with the Recording Secretary a letter of endorsement from their supporting entity (or themselves if self supporting). This letter is to document several key factors relative to their participation on the EC and is to be signed by both the EC member and an individual who has management responsibility for the EC member. This letter shall contain at least the following:

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1. statement of qualification based on technical expertise to fulfill the assignment.
2. statement of support for providing necessary resources (e.g., time, travel expenses to meetings), and
3. recognition that the individual is expected to act in accordance with the conditions stated in subclause 7.1.3.1 (Voting Guidance) dealing with voting "as both a professional and as an individual expert."

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In case an election or appointment is not confirmed by the EC, the person last holding the position will continue to serve until confirmation of an election or appointment are achieved. Should that person be unable or unwilling to serve, succession will proceed to the person who would have succeeded just prior

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to the election or appointment. If no successor exists, the position may be left vacant, or filled by temporary appointment by the EC Chair.

### 7.1.3 Voting Rules

#### 7.1.3.1 Voting Guidance

#### 7.1.3.2 Voting Between Plenary Meetings

### 7.1.4 Meetings

Executive Committee meetings are open to observers. An open discussion or acknowledgement of a request to participate in a particular discussion is determined by the Chair.

#### 7.1.4.1 Procedure for Limiting the Length of the IEEE LSMC Executive Committee Meetings

1. The reports from the Working Groups and TAGs should deal primarily with issues related to LMSC as a whole or inter-group coordination. Reports of those items that will be covered in the Plenary meeting should be minimized.
2. Roberts Rules of Order shall be used in Executive Committee meetings. Issues brought before the Executive Committee for resolution by vote should be phrased as a motion and distributed, if possible, to the Executive Committee members before the meeting.
3. The maker of the motion has up to five minutes of uninterrupted time to explain the motion and to answer questions about it. After this, the seconder of the motion will be sought.
4. Each Executive Committee member has two minutes of uninterrupted time to state an opinion about the motion. It is not necessary that all two minutes be used.
5. Motions needing concurrence of the Working Group(s) will be tabled for review at the next Executive Committee meeting.
6. The opening Executive Committee meeting shall start at 8AM and end no later than 10:30AM on Monday morning and the closing Executive Committee meeting shall start at 1PM and shall end no later than 6 PM on Friday of the Plenary session.
7. If the Executive Committee so modifies a Working Group's motion that the Working Group Chair believes the Working Group membership may no longer support the revised motion then the Working Group should be given the opportunity to reconsider what action it wishes to take and present it to the Executive Committee at the next Executive Committee meeting. This action can be accomplished by a Privileged Non-debatable "Request To Defer Action" made by the affected Working Group Chair which will automatically cause all action on the motion to be deferred until the end of the next regular Executive Committee meeting.

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All members of the Executive Committee are reaffirmed at the first Plenary session of each even numbered year. The Working Group and TAG chairs are reaffirmed by their representative groups while other members of the Executive Committee are reaffirmed in the Executive Committee meeting.¶

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Deleted: PROCEDURE FOR LIMITING THE LENGTH OF THE IEEE LSMC EXECUTIVE COMMITTEE MEETINGS (Formerly "Procedure 5")

Deleted: <#>The following debate will be confined only to the motion.¶

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#### 7.1.5.2 Meetings by Teleconference

Teleconference meetings of the EC may be held. Any teleconference meeting where formal business is conducted shall be announced along with an agenda identifying topics to be addressed 30 days in advance on the EC reflector. No formal actions can be taken on items not included on the announced agenda. The teleconference shall be announced by the EC Chair or his designee. Quorum and voting requirements of subclause 7.1.3 (Voting Rules) shall apply. Openness requirements apply.

***Renumber Clauses from this point forward to account for folding of section 7.1.3 into 7.1.2***