

1
2
3
4
5
6
7

IEEE PROJECT 802
LAN MAN STANDARDS COMMITTEE (LMSC)
POLICIES AND PROCEDURES

Revised effective January 4, 2006

TABLE OF CONTENTS

TABLE OF CONTENTS	I
1. INTRODUCTION	1
1.1 Common Abbreviations -----	2
2. LMSC SCOPE	2
3. LMSC ORGANIZATION	2
4. RESPONSIBILITIES OF THE SPONSOR	4
5. OFFICERS	4
6. MEMBERSHIP	4
6.1 Voting Membership -----	4
6.2 Application -----	4
6.3 Review of Membership -----	5
6.4 Membership Roster -----	5
7. SUBGROUPS CREATED BY THE SPONSOR	5
7.1 LMSC Executive Committee -----	5
7.1.1 Function -----	5
7.1.2 Membership -----	6
7.1.3 Voting Rules -----	7
7.1.4 Meetings -----	9
7.1.5 Revision of the LMSC P&P -----	9
7.1.6 Appeal and complaint process -----	11
7.2 LMSC Working Groups -----	13
7.2.1 Function -----	13
7.2.2 WG Officers -----	14
7.2.3 Membership -----	14
7.2.4 Operation of the WG -----	16
7.2.5 Deactivation of Working Group -----	20
7.2.6 Working Group Financial Operations -----	21
7.3 LMSC Technical Advisory Groups (TAGs) -----	23
7.4 Study Groups -----	24

1	7.4.1 Study Group Operation -----	25
2	7.4.2 Voting at Study Group Meetings -----	25
3	7.5 Balloting Group -----	25
4	7.5.1 Interest Categories -----	25
5	8. LMSC SESSIONS -----	25
6	8.1 Plenary Sessions -----	26
7	8.1.1 LMSC PLENARY -----	26
8	8.2 Interim Sessions -----	27
9	8.2.1 Interim Session Hosts -----	27
10	8.2.2 Interim Session Fees -----	28
11	8.2.3 Interim Session Financial Reporting -----	28
12	8.3 Registration Policy -----	29
13	9. VOTE -----	30
14	9.1 Procedure for Establishing a Directed Position -----	30
15	10. COMMUNICATIONS -----	31
16	10.1 Formal Internal Communication -----	31
17	11. INTERPRETATIONS -----	31
18	12. APPEALS -----	31
19	13. PARLIAMENTARY PROCEDURES -----	32
20	14. POSITION STATEMENTS FOR STANDARDS -----	32
21	14.1 Procedure for Coordination with Other Standards Bodies -----	32
22	14.1.1 IEEE 802 communications -----	32
23	14.1.2 WG or TAG communications -----	32
24	14.2 Procedure for Communication with Government Bodies -----	32
25	14.2.1 IEEE 802 Communications -----	33
26	14.2.2 WG or TAG Communications -----	33
27	15. STANDARDS PUBLICITY -----	33
28	16. USE OF LMSC FUNDS -----	33
29	17. PROCEDURE FOR PARS -----	35

1	17.1 IEEE-SA Standards Board Approval -----	35
2	17.2 LMSC Approval -----	35
3	17.3 Plenary Review -----	36
4	17.4 Chair responsibilities -----	36
5	17.5 Criteria for Standards Development (Five Criteria) -----	37
6	17.5.1 Broad Market Potential -----	37
7	17.5.2 Compatibility -----	37
8	17.5.3 Distinct Identity -----	37
9	17.5.4 Technical Feasibility -----	37
10	17.5.5 Economic Feasibility -----	38
11	17.5.6 Withdrawn PARs -----	38
12	18. POLICY FOR DISTRIBUTION OF NEW IEEE LMSC STANDARDS	
13	PUBLICATIONS	38
14	19. IEEE LMSC DRAFT NUMBERING PLAN	38
15	20. PROCEDURE FOR CONDITIONAL APPROVAL TO FORWARD A DRAFT	
16	STANDARD	39
17	21. PROCEDURE FOR COEXISTENCE ASSURANCE	40
18	-----	

Deleted: TABLE OF CONTENTS	1¶
1. INTRODUCTION	1¶
1.1 Common Abbreviations	2¶
2. LMSC SCOPE	2¶
3. LMSC ORGANIZATION	2¶
4. RESPONSIBILITIES OF THE SPONSOR	4¶
5. OFFICERS	4¶
6. MEMBERSHIP	4¶
6.1 Voting Membership	4¶
6.2 Application	5¶
6.3 Review of Membership	5¶
6.4 Membership Roster	5¶
7. SUBGROUPS CREATED BY THE SPONSOR	5¶
7.1 LMSC Executive Committee	5¶
7.1.1 Function	5¶
7.1.2 Membership	6¶
7.1.3 Voting Rules	7¶
7.1.4 Meetings	9¶
7.1.5 Revision of the LMSC Policies and Procedures (P&P)	9¶
7.1.6 Appeal and complaint process	11¶
7.2 LMSC Working Groups (WGs)	14¶
7.2.1 Function	14¶
7.2.2 WG Officers	14¶
7.2.3 Membership	14¶
7.2.4 Operation of the Working Group	16¶
7.2.5 Deactivation of Working Group	20¶
7.2.6 Working Group Financial Operations	22¶
7.3 LMSC Technical Advisory Groups (TAGs)	24¶
7.4 Study Groups	25¶
7.4.1 Study Group Operation	26¶
7.4.2 Voting at Study Group Meetings	26¶
7.5 Balloting Group	26¶
7.5.1 Interest Categories	26¶
8. LMSC SESSIONS	26¶
8.1 Plenary Sessions	27¶
8.1.1 LAN MAN STANDARDS COMMITTEE PLENARY	27¶
8.2 Interim Sessions	28¶
8.2.1 Interim Session Hosts	28¶
8.2.2 Interim Session Fees	29¶
8.2.3 Interim Session Financial Reporting	29¶
8.3 Registration Policy	30¶
9. VOTE	31¶
9.1 Procedure for Establishing a Directed Position	31¶
10. COMMUNICATIONS	32¶
10.1 Formal Internal Communication	32¶
11. INTERPRETATIONS	32¶
12. APPEALS	33¶
13. PARLIAMENTARY PROCEDURES	33¶
14. POSITION STATEMENTS	... [1]

Formatted: Font: 10 pt, Do not check spelling or grammar

Deleted: DRAFT_LMSC_P&P_NOVE
MBER_2005_R051204_REVS_ON.DOC

1. Introduction

The IEEE Project 802 (IEEE P802) LAN MAN Standards Committee (LMSC) is the standards sponsor organization and focal point for IEEE Local and Metropolitan Area Network Standards Sponsor activities.

The operation of the LMSC is subject to regulations contained in a number of documents, including these Policies and Procedures (P&P).

The regulating documents are identified in the following list and are given in their order of precedence from highest to lowest. If any two documents in this list contain conflicting regulations, the conflict shall be resolved in favor of the document of higher precedence.

[New York State Not-for-Profit Corporation Law](#)

IEEE Certificate of Incorporation

[IEEE Constitution](#)

[IEEE Bylaws](#)

[IEEE Policies](#)

[IEEE Financial Operations Manual](#)

IEEE Board of Directors Resolutions

[IEEE Standards Association \(IEEE-SA\) Operations Manual](#)

IEEE-SA Board of Governors Resolutions

[IEEE-SA Standards Board Bylaws](#)

[IEEE-SA Standards Board Operations Manual](#)

[IEEE Computer Society \(CS\) Constitution](#)

[IEEE CS Bylaws](#)

[IEEE CS Policies and Procedures Manual \(PPM\), Section 10](#)

IEEE CS Board of Governors Resolutions

[IEEE CS Standards Activities Board Policies and Procedures \(SAB P&P\)](#)

LMSC [Policies and Procedures \(LMSC P&P\)](#)

Working Group/Technical Advisory Group Policies and Procedures [\(WG/TAG P&P\)](#)

Robert's Rules of Order Newly Revised (latest edition) is the recommended guide for parliamentary matters not covered in the documents identified above.

The order of precedence presented here has been derived from the [Model Operating Procedures for IEEE Standards Sponsors](#) developed by the IEEE-SA, augmented by documents identified within the SAB P&P. While both the IEEE-SA, and [IEEE Computer Society \(CS\)](#), via the IEEE TAB, report to the IEEE Board of Directors independently, for purposes of standards development the CS, via the IEEE CS [Standards Activities Board \(SAB\)](#), acts as a sponsor within the IEEE-SA, and its documents have been placed accordingly in the order of precedence.

Deleted: Policies and Procedures

Deleted: IEEE CS

Deleted: IEEE CS

Deleted: (

Deleted:)

Deleted: IEEE

Deleted: (

Deleted: SAB

Deleted:)

Deleted: 41

Formatted: Font: 10 pt, Do not check spelling or grammar

Deleted: DRAFT_LMSC_P&P_NOVE
MBER_2005_R051204_REVS_ON.DOC

1.1 Common Abbreviations

The following abbreviations are commonly used throughout these P&P.

Deleted: Policies and Procedures

<u>CS:</u>	<u>IEEE Computer Society</u>
<u>EC:</u>	<u>LMSC Executive Committee</u>
<u>ECSG:</u>	<u>Executive Committee Study Group(s)</u>
<u>IEEE:</u>	<u>Institute of Electrical and Electronics Engineers</u>
<u>SAB:</u>	<u>IEEE CS Standards Activities Board</u>
<u>IEEE-SA:</u>	<u>IEEE Standards Association</u>
<u>IEEE TAB:</u>	<u>IEEE Technical Activities Board</u>
<u>LAN:</u>	<u>Local Area Network</u>
<u>LMSC:</u>	<u>LAN/MAN Standards Committee</u>
<u>MAN:</u>	<u>Metropolitan Area Network</u>
<u>PAR:</u>	<u>Project Authorization Request</u>
<u>P&P:</u>	<u>Policies and Procedures</u>
<u>PAN:</u>	<u>Personal Area Network</u>
<u>RAN:</u>	<u>Regional Area Network</u>
<u>SG:</u>	<u>Study Group(s)</u>
<u>TAG:</u>	<u>Technical Advisory Group(s)</u>
<u>TG:</u>	<u>Task Group or Task Force</u>
<u>WG:</u>	<u>Working Group(s)</u>
<u>WGSG:</u>	<u>Working Group Study Group(s)</u>

Deleted: LMSC: LAN/MAN Standards Committee¶
EC: Executive Committee¶
WG: Working Group¶
IEEE-SA: IEEE Standards Association¶
TAG: Technical Advisory Group¶
PAR: Project Authorization Request¶
MAN: Metropolitan Area Network¶
LAN: Local Area Network¶
IEEE: Institute of Electrical and Electronics Engineers¶
P&P: Policies and Procedures¶
IEEE CS: IEEE Computer Society¶
IEEE CS SAB: IEEE CS Standards Activities Board¶
IEEE TAB: IEEE Technical Activities Board¶
PAN: Personal Area Network¶
RAN: Regional Area Network¶
ECSG: Executive Committee Study Group¶
WGSG: Working Group Study Group¶

2. LMSC Scope

The scope of the LMSC is to develop and maintain networking standards and recommended practices for local, metropolitan, and other area networks, using an open and accredited process, and to enable and advocate them on a global basis.

3. LMSC Organization

The LMSC has grown significantly from the original IEEE Project 802 that was its origin, but because of its roots and the family of standards it has developed; it is also widely known as “IEEE 802”. The terms “LMSC” and “LMSC Standards” will be used in these P&P.

LMSC operates as a sponsor within the IEEE Standards Association, and LMSC has reporting requirements to the Standards Activity Board (SAB) of the IEEE Computer Society (see Figure 1). LMSC is governed by an Executive Committee (EC) and LMSC procedures are designed to minimize overlap and conflict between standards and to promote commonality and compatibility among the family of LMSC standards. LMSC standards are developed within a Working Group (WG) or Technical Advisory Group (TAG) (see Figure 2).

Deleted: IEEE Project 802 (IEEE P802) LAN MAN Standards Committee (

Deleted:)

Deleted: LAN/MAN Standards Committee (

Deleted:)

Deleted: Standards

Deleted: 41

Formatted: Font: 10 pt, Do not check spelling or grammar

Deleted: DRAFT_LMSC_P&P_NOVE
MBER_2005_R051204_REVS_ON.DOC

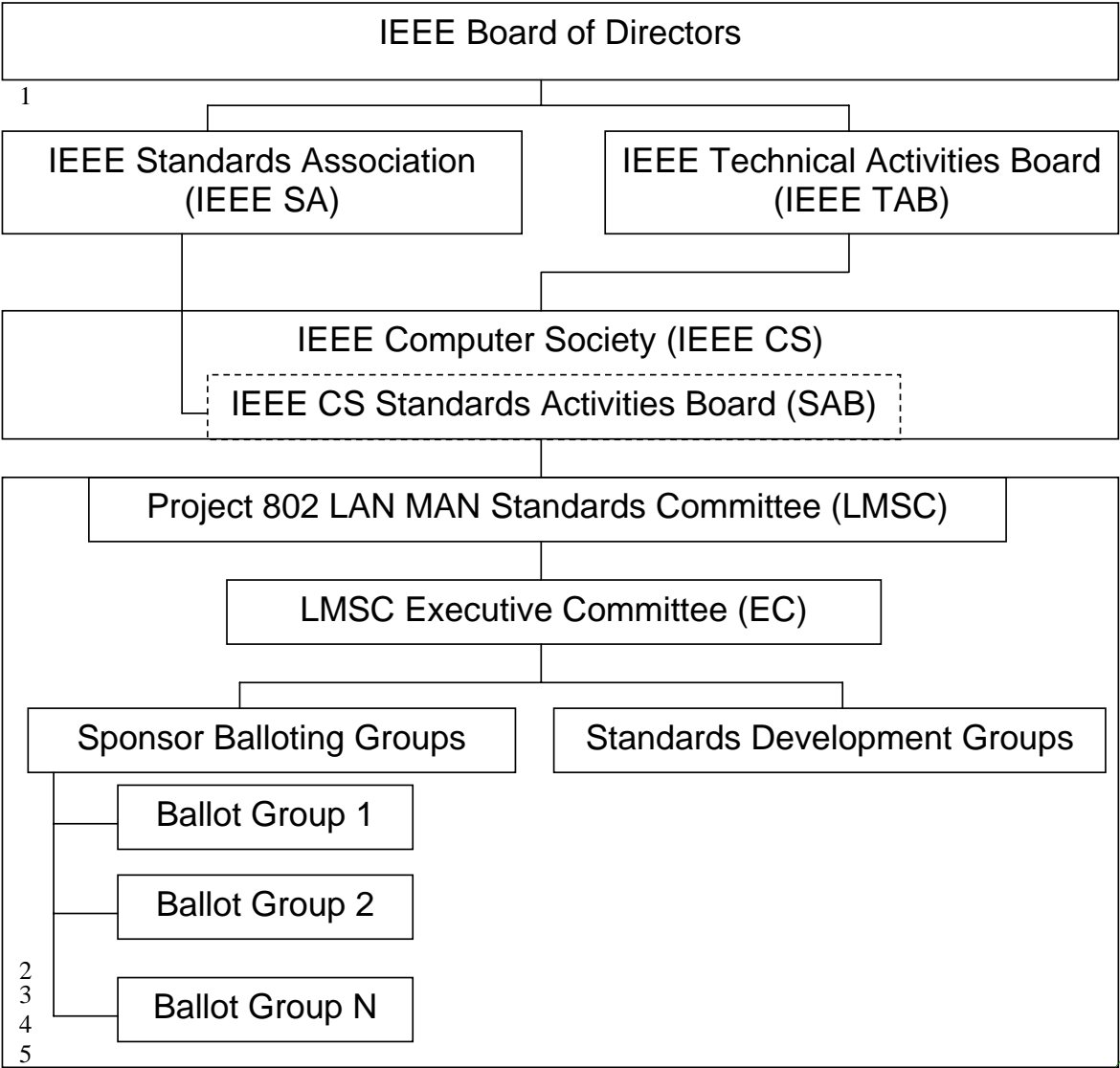


Figure 1 **LMSC REPORTING RELATIONSHIPS**

Deleted: IEEE PROJECT 802

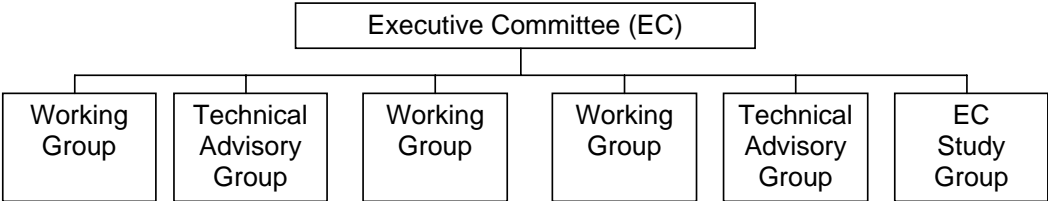


Figure 2 **STANDARDS DEVELOPMENT GROUPS**

Deleted: 41
Formatted: Font: 10 pt, Do not check spelling or grammar
Deleted: DRAFT_LMSC_P&P_NOVE
MBER_2005_R051204_REVS_ON.DOC

Further details of the organization and officers of the LMSC are provided in section 5 and 7 of this document.

4. Responsibilities of the Sponsor

The LMSC shall be responsible for the following:

- a) Evaluating project proposals and deciding whether or not to generate a PAR
- b) Developing LMSC proposed IEEE standards within its scope
- c) Initiating Sponsor ballots of proposed standards within its scope
- d) Maintaining the active standards developed by the LMSC
- e) Responding to requests for interpretations of the standards developed by the LMSC
- f) Acting on other matters requiring LMSC effort as provided in these procedures
- g) Cooperating with other appropriate standards development organizations
- h) Protecting against actions taken in the name of the LMSC without committee authorization

5. Officers

The Chair, Vice Chairs, Executive Secretary, Recording Secretary, and Treasurer of the LMSC ~~EC~~ serve respectively as the Chair, Vice Chairs, Executive Secretary, Recording Secretary, and Treasurer of the LMSC. Further details on the duties of these offices are provided in clause 7.1 of this document. 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.

Deleted: Executive Committee

6. Membership

Membership in LMSC is established by establishing membership in one of its defined subgroups (See clause 7 Subgroups Created by the Sponsor).

6.1 Voting Membership

Voting Membership is as defined for each of the subgroups of the LMSC (See clause 7 Subgroups Created by the Sponsor), and as further defined within established P&P of LMSC subgroups.

6.2 Application

Deleted: 41

Formatted: Font: 10 pt, Do not check spelling or grammar

Deleted: DRAFT_LMSC_P&P_NOVE
MBER_2005_R051204_REVS_ON.DOC

Parties interested in participating within LMSC should establish membership in accordance with the procedures established in this P&P and any subordinate P&P for the LMSC subgroup of interest. In some cases, membership may be established by application to the chair of a subgroup, in accordance with this P&P and the P&P of the subgroup of interest.

6.3 Review of Membership

The proper authority for each subgroup shall regularly review membership in the subgroup to ensure that the membership rules in this P&P and subordinate P&P are enforced.

6.4 Membership Roster

Membership rosters shall be maintained by each WG and TAG in accordance with the P&P of that WG or TAG.

7. Subgroups Created by the Sponsor

The LMSC organization consists of the EC, the WG and TAG (that develop the draft standards, recommended practices, and guides), and SG.

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).

7.1.1 Function

The function of the EC is to oversee the operation of the LMSC in the following ways:

- Charter the SG, WG, and TAG.
- Appoint the initial Chairs of the WG and TAG. (The Chairs of WG and TAG are elected by the WG and TAG members themselves.)
- Provide procedural and, if necessary, technical guidance to the WG and TAG as it relates to their charters.
- Oversee WG and TAG operation to ensure that it is within the scope of Project 802, and its established charter.
- Examine and approve WG draft standards for proper submission to Sponsor ballot group (see subclause 9.1); not for technical content.

Deleted: Executive Committee

Deleted: Working Groups

Deleted: Technical Advisory Groups

Deleted: [

Deleted:]

Deleted: Study Groups

Deleted: LAN MAN Standards Committee

Deleted: Study Groups

Deleted: Working Groups

Deleted: Technical Advisory Groups

Deleted: Working Groups

Deleted: Technical Advisory Groups

Deleted: Working Groups

Deleted: Technical Advisory Groups

Deleted: Working Group

Deleted: Technical Advisory Group

Deleted: Working Groups

Deleted: Technical Advisory Groups

Deleted: Working Group

Deleted: Technical Advisory Group

Deleted: Working Group

Deleted: 41

Formatted: Font: 10 pt, Do not check spelling or grammar

Deleted: DRAFT_LMSC_P&P_NOVE
MBER_2005_R051204_REVS_ON.DOC

- 1 f) Consider complaints of WG and TAG members and the resolutions of the Plenary, WG,
2 and TAG.
3 g) Manage the Functional Requirements and other LMSC issues.
4 h) Handle press releases and other external organization matters.
5 i) Manage LMSC logistics, i.e., concurrent WG and TAG meetings, finances, etc.
6 j) Oversee formation of Sponsor ballot groups and Sponsor ballot process.
7

Deleted: Working Group

Deleted: Technical Advisory Group

Deleted: Working Groups

Deleted: Technical Advisory Groups

Deleted: global Project 802

Deleted: Project 802

Deleted: Working Group

Deleted: Technical Advisory Group

8 7.1.2 Membership

9
10 The officers of the EC, by virtue of their office hold corresponding offices for the LMSC, and are
11 referred to by that title. Membership of the EC is composed of the following voting members:

Deleted: Executive Committee

Deleted: LAN MAN Standards
Committee (

Deleted:)

Deleted: Executive Committee

13 *LMSC Chair*

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

Deleted: CS

19 *LMSC Vice Chair(s)*

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

24 *LMSC Executive Secretary, Recording Secretary, and Treasurer*

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

27 *Chairs of Active WG*

Deleted: Working Groups

29 *Chairs of the TAGs*

Deleted: Technical Advisory Groups (

Deleted:)

Deleted: Executive Committee

31 In addition, the EC includes the following non-voting members:

33 *Chairs of Hibernating WG*

Deleted: Working Groups

34 *Appointed WG or TAG Chairs*

35 *Acting positions (prior to the close of the plenary meeting where appointed or elected)*

36
37 All appointed and elected positions become effective at the end of the plenary session where the
38 appointment/election occurs. Prior to the end of that plenary session, such persons filling
39 vacancies are considered 'Acting', and do not vote. Persons who are succeeding someone that
40 currently holds the position do not acquire any EC rights until the close of the plenary session.

41 Membership is retained as in WG (see 7.2.3.2 Retention). All members of the EC shall be
42 members or affiliates of The IEEE-SA and either the IEEE or the IEEE Computer Society.

Deleted: Working Groups

Deleted: Executive Committee

Deleted: 41

Formatted: Font: 10 pt, Do not
check spelling or grammar

Deleted: DRAFT_LMSC_P&P_NOVE
MBER_2005_R051204_REVS_ON.DOC

44 The term for all positions of the EC ends at close of the first plenary session of each even
45 numbered year. Unless otherwise restricted by these P&P or the relevant WG/TAG P&P,

individuals may be confirmed for a subsequent term if reappointed or re-elected to the position. 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 EC members who are not Chairs of active WG 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 WG.

Deleted: Working Groups

Deleted: Working Groups

Any person to be confirmed by 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:

Deleted: executive committee

- a) Statement of qualification based on technical expertise to fulfill the assignment
- b) Statement of support for providing necessary resources (e.g., time, travel expenses to meetings), and
- c) 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.”

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 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

Only members of the EC with voting rights are counted in the approval rate calculation in determining the approval threshold for any EC vote. Unless specified otherwise in these P&P all EC votes are in addition subject to the following provisions: Voting is by simple majority of those voting approve divided by those voting approve or disapprove. The Chair may vote only if his vote can change the outcome. Votes on disciplinary matters concerning EC members must meet a 2/3 approval threshold.

7.1.3.1 Voting Guidance

It is expected that EC members will vote as both professionals and as individual experts, except under the Directed Position provisions of this P&P, and *not* as a member of any affiliate block (organization, alliance, company, consortium, special interest group, etc.). If substantive evidence is presented to the LMSC Chair that this provision is violated, the EC will meet to consider what, if any, action to take on the presented evidence up to and including suspension of voting rights and removal from office.

Deleted: 41

Formatted: Font: 10 pt, Do not check spelling or grammar

Deleted: DRAFT_LMSC_P&P_NOVE
MBER_2005_R051204_REVS_ON.DOC

7.1.3.2 EC Quorum Requirements

A Quorum for the purpose of conducting formal business shall be a majority of EC members with voting rights.

7.1.3.3 Voting at Meetings

Except where otherwise noted in this P&P, approval of an EC motion is achieved if a simple majority of EC members approve the motion (approve/(approve + disapprove)). The LMSC Chair only votes if his vote can change the outcome of a vote. Proxy voting is not permitted.

The following actions have exceptional voting requirements:

- Approval of PARs and Drafts for forwarding to IEEE-SA shall require approval by a majority of EC members present with voting rights.

7.1.3.4 Electronic Balloting

At times, it may become necessary for the EC to render a decision that cannot be made prior to the close of one plenary but must be made prior to the opening of the following plenary. Such decisions may be made using electronic balloting. Provision shall be made for the LMSC membership to observe and comment on EC electronic ballots. All comments from those who are not members of the EC shall be considered. Commenters who are not members of the EC are urged to seek an EC voting member (normally their WG or TAG Chair) to include the viewpoint of the commenter in their vote.

Deleted: Working Group

Deleted: Technical Advisory Group

The LMSC Chair, or an EC member designated by the Chair (usually a Vice Chair), shall determine the duration of the ballot, issue the ballot by e-mail and tally the votes after the ballot is closed. EC voting members shall return their vote and comments by e-mail.

The minimum duration of an electronic ballot shall normally be 10 days. For urgent matters once sufficient response is received to clearly decide a matter, the Ballot may be closed early. This allows a decision to be reached in less than 10 days. Ballots where the possibility of an early close exists must be clearly marked accordingly. Otherwise, the tally of votes shall not be made until at least 24 hours after the close of the ballot to allow time for delivery of the e-mail votes.

The affirmative vote of a majority of all members of the EC with voting rights is required for an electronic ballot to pass except when specified otherwise by these P&P. If at the end of the ballot insufficient votes have been received to pass the ballot, the ballot fails.

Deleted: 41

Formatted: Font: 10 pt, Do not check spelling or grammar

Deleted: DRAFT_LMSC_P&P_NOVE
MBER_2005_R051204_REVS_ON.DOC

7.1.4 Meetings

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

Deleted: Executive Committee

7.1.4.1 Procedure for Limiting the Length of the IEEE LMSC EC Meetings

Deleted: Executive Committee

- a) The reports from the WG 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.
- b) Roberts Rules of Order shall be used in EC meetings. Issues brought before the EC for resolution by vote should be phrased as a motion and distributed, if possible, to the EC members before the meeting.
- c) The maker of the motion, after the motion has been seconded, has up to five minutes to explain the motion and to answer questions about it.
- d) Each EC member has two minutes of uninterrupted time to state an opinion about the motion. It is not necessary that all two minutes be used.
- e) Motions needing concurrence of the WG will be tabled for review at the next EC meeting.
- f) The opening EC meeting shall start at 8:00 a.m. and end no later than 10:30 a.m. on Monday morning and the closing EC meeting shall start at 1:00 p.m. and shall end no later than 6:00 p.m. on Friday of the plenary session.
- g) If the EC so modifies a WG's motion that the WG Chair believes the WG membership may no longer support the revised motion then the WG should be given the opportunity to reconsider what action it wishes to take and present it to the EC at the next EC meeting. This action can be accomplished by a Privileged Non-debatable "Request to Defer Action" made by the affected WG Chair which will automatically cause all action on the motion to be deferred until the end of the next regular EC meeting.

Deleted: Working Groups

Deleted: Executive Committee

Deleted: Executive Committee

Deleted: Executive Committee

Deleted: Executive Committee

Deleted: Working Group(s)

Deleted: Executive Committee

Deleted: Executive Committee

Deleted: Executive Committee

Deleted: Executive Committee

Deleted: Working Group

Deleted: Working Group

Deleted: Working Group

Deleted: Working Group

Deleted: Executive Committee

Deleted: Executive Committee

Deleted: Working Group

Deleted: Executive Committee

Deleted: Policies and Procedures

Deleted: (P&P)

7.1.5 Revision of the LMSC P&P

These P&P may be changed as described in this subclause.

7.1.5.1 Initiation of Proposed P&P Revisions

Proposed changes shall be in written form and include:

- a) The objective of the proposed change.
- b) The specific text of the proposed change and the rationale for the chosen text.

Proposed changes may be created by:

Deleted: 41

Formatted: Font: 10 pt, Do not check spelling or grammar

Deleted: DRAFT_LMSC_P&P_NOVE
MBER_2005_R051204_REVS_ON.DOC

- 1 a) Any active ~~WG~~ or ~~TAG~~. A proposal shall require the affirmative vote of at least three
2 fourths of the members present when the vote is taken. Quorum requirements shall be as
3 specified in subclause 7.2.4.2 (Voting).
4 b) Any EC Member.

Deleted: working group

Deleted: technical advisory group

5
6 Writers of proposed changes are encouraged to seek the advice of experienced members of the
7 EC to help form the wording in a manner appropriate for and consistent with these P&P.

Deleted: Executive Committee

9 7.1.5.2 ~~EC~~ Action on Proposed Changes to these P&P

10
11 The proposed P&P revision shall be presented at an EC meeting in conjunction with a Plenary
12 Session.

13
14 Approval for Distribution and EC Ballot shall require the affirmative vote of at least two-thirds
15 of Committee members with voting rights who vote to approve or disapprove and will result in
16 the distribution of the proposal and an EC electronic ballot on the P&P revision.

Deleted: Executive Committee

18 7.1.5.3 Distribution and ~~EC~~ Ballot

19
20 EC ballots on P&P Revisions shall be at least 30 days in duration and shall close at least 30 days
21 before the opening of the next plenary session (to allow time for comment resolution).
22 Distribution of ballots on P&P revisions to the LMSC membership shall be accomplished as
23 provided by subclause 7.1.3.4.
24

25 7.1.5.4 LMSC Approval

26
27 After distribution of a proposed P&P Revision and an EC electronic ballot has been conducted,
28 the EC member designated in accordance with subclause 7.1.3.4 shall tabulate the ballot results,
29 attempt to resolve the comments, and present the comments and proposed resolution at an EC
30 meeting in conjunction with a Plenary Session.

31
32 LMSC approval of the revised text of the proposed P&P revision shall require the affirmative
33 vote of at least two-thirds of all EC members with voting rights (regardless of whether they are
34 present). The vote shall be taken at a plenary closing EC meeting. LMSC approval will result in
35 the change becoming effective at the end of Plenary Session during which approval is voted. The
36 revised P&P shall be forwarded to the ~~SAB~~ and the ~~IEEE-SA Audit Committee (AudCom)~~.

Deleted: Computer Society Standards
Activities Board (CS

Deleted:)

Deleted: IEEE Standards Association (

Deleted:)

Deleted: 41

Formatted: Font: 10 pt, Do not
check spelling or grammar

Deleted: DRAFT_LMSC_P&P_NOVE
MBER_2005_R051204_REVS_ON.DOC

37
38 If LMSC approval is not achieved, the proposed revision is rejected, and may not be considered
39 again until a future session. P&P revisions become effective at the end of the plenary session at
40 which they are approved. An up-to-date LMSC P&P should be maintained on the [IEEE 802](#)
41 [website](#).
42

7.1.5.5 Editorial discretion

In some circumstances minor revisions may be made to the LMSC P&P without a revision ballot. These circumstances include

- Basic layout/formatting that does not change the meaning of any of the text
- Correction of spelling and punctuation
- Error in implementing approved changes

All other LMSC P&P revisions must be balloted in accordance with the process defined in subclause 7.1.6. If any voting member of the EC protests an editorial change of the P&P within 30 days of its release, that editorial change will be without effect.

7.1.6 Appeal and complaint process

A significant attempt should be made to resolve concerns informally, since it is recognized that a formal appeals process has a tendency to negatively, and sometimes permanently, affect the goodwill and cooperative relationships between and among persons. If the informal attempts to resolve a concern are unsuccessful and a formal complaint is filed, the following formal procedure shall be invoked.

7.1.6.1 Appeals pool

The appeals pool consists of:

- Current members in good standing of the EC who have attended both the opening and closing EC meetings at two of the last four plenary sessions.
- Former members of the EC who are members in good standing of an active WG/TAG having qualified for member status through attendance.
- Current WG/TAG Vice Chairs confirmed by the EC who are members in good standing of an active WG/TAG having qualified for member status through attendance.

7.1.6.2 Appeal brief

The appellant shall file a written appeal brief with the LMSC Recording Secretary within 30 days after the date of notification/occurrence of an action or at any time with respect to inaction. The appeal brief shall state the nature of the objection(s) including any resulting adverse effects, the clause(s) of the procedures or the standard(s) that are at issue, actions or inaction that are at issue, and the specific remedial action(s) that would satisfy the appellant's concerns. Previous efforts to resolve the objection(s) and the outcome of each shall be noted. The appellant shall include complete documentation of all claims in the appeal brief. Within 20 days of receipt of the appeal brief, the LMSC Recording Secretary shall send the appellant a written acknowledgment

Deleted: EC

Deleted: EC

Deleted: 41

Formatted: Font: 10 pt, Do not check spelling or grammar

Deleted: DRAFT_LMSC_P&P_NOVE
MBER_2005_R051204_REVS_ON.DOC

of receipt of the appeal brief, shall send the appellee (the Chair of the WG at issue or the LMSC Chair) a copy of the appeal brief and acknowledgment, and shall send the parties a written notice of the time and location of the hearing ("hearing notice") with the appeals panel. The hearing with the appeals panel shall be scheduled at the location set for, and during the period of, the first LMSC plenary session (nominally Wednesday evenings) that is at least 60 days after mailing of the hearing notice by the LMSC Recording Secretary.

Deleted: EC

7.1.6.3 Reply brief

Within 45 days after receipt of the hearing notice, the appellee should send the appellant and LMSC Recording Secretary a written reply brief, specifically addressing each allegation of fact in the appeal brief to the extent of the appellee's knowledge. The appellee shall include complete documentation supporting all statements contained in the reply brief.

Deleted: EC

7.1.6.4 Appeals Panel

The IEEE 802 EC Chair shall appoint from the appeals pool an appeals panel consisting of a chair and two other members of the panel who have not been directly involved in the matter in dispute, and who will not be materially or directly affected by any decision made or to be made in the process of resolving the dispute. At least two members shall be acceptable to the appellant and at least two shall be acceptable to the appellee. If the parties to the appeal cannot agree on an appeals panel within a reasonable amount of time, the whole matter shall be referred to the full EC for Consideration.

7.1.6.5 Conduct of the Hearing

The hearing shall be open except under the most exceptional circumstances and at the discretion of the EC chair. The appellant has the burden of demonstrating adverse effects, improper actions or inaction, and the efficacy of the requested remedial action. The appellee has the burden of demonstrating that the committee took all actions relative to the appeal in compliance with its procedures and that the requested remedial action would be ineffective or detrimental. Each party may adduce other pertinent arguments, and members of the appeals panel may address questions to individuals before the panel. The appeals panel shall only consider documentation included in the appeal brief and reply brief, unless

- a) Significant new evidence has come to light; and
- b) Such evidence reasonably was not available to the appellant or appellee, as appropriate, at the time of filing; and
- c) Such evidence was provided by the appellant or appellee, as appropriate, to the other parties as soon as it became available.

This information shall be provided at least two weeks before the date of the appeals panel hearing.

Deleted: 41

Formatted: Font: 10 pt, Do not check spelling or grammar

Deleted: DRAFT_LMSC_P&P_NOVE
MBER_2005_R051204_REVS_ON.DOC

The rules contained in the current edition of *Robert's Rules of Order Newly Revised (latest edition)* shall apply to questions of parliamentary procedure for the hearing not covered herein.

7.1.6.6 Appeals Panel Decision

The appeals panel shall render its decision in writing within 30 days of the hearing, stating findings of fact and conclusions, with reasons there for, based on a preponderance of the evidence. Consideration may be given to the following positions, among others, in formulating the decision:

- a) Finding for the appellant, remanding the action to the appellee, with a specific statement of the issues and facts in regard to which fair and equitable action was not taken;
- b) Finding against the appellant, with a specific statement of the facts that demonstrate fair and equitable treatment of the appellant and the appellant's objections;
- c) Finding that new, substantive evidence has been introduced, and remanding the entire action to the appropriate group for reconsideration.

7.1.6.7 Request for Re-hearing

The decision of the appeals panel shall become final 30 days after it is issued, unless one of the parties files a written notice of request for re-hearing prior to that date with the LMSC Recording Secretary, in which case the decision of the appeals panel shall be stayed pending review by the EC at its next meeting. At that time, the EC shall decide

Deleted: EC

- a) To adopt the report of the appeals panel, and thereby deny the request for re-hearing; or
- b) To direct the appeals panel to conduct a re-hearing.

Further complaints if a re-hearing is denied shall be referred to the Computer Society SAB.

7.1.6.8 Further Appeals

Appeals and complaints concerning EC decisions shall be referred to the Computer Society SAB.

Deleted: Executive Committee

7.2 LMSC WG

Deleted: Working Groups (WGs)

If the IEEE-SA Standards Board approves a PAR, forwarded by the LMSC, that assigns the work to a new LMSC WG, that WG immediately comes into existence.

Deleted: Working Group

Deleted: Working Group

Deleted: 41

7.2.1 Function

Formatted: Font: 10 pt, Do not check spelling or grammar

Deleted: DRAFT_LMSC_P&P_NOVE
MBER_2005_R051204_REVS_ON.DOC

1 The function of the WG is to produce draft standards, recommended practices or guides. This
2 document must be within the scope of the LMSC, the scope of the WG as determined by the EC
3 and an approved PAR or a PAR approved by the EC that is under consideration by the IEEE-SA
4 Standards Board. After the approval of a WG's standard, the WG is responsible to revise and
5 maintain its documents.

Deleted: Working Group

Deleted: Working Group

Deleted: Working Group

Deleted: Working Group

6
7 The WG should periodically review and confirm that the five criteria used to approve its PAR
8 still reflect the state of the project. Should a WG need to modify the responses to the five criteria
9 during development in order to accurately reflect the state of the project, the modified responses
10 shall be submitted to the EC for approval.
11

12 7.2.2 WG Officers

13
14 LMSC WG Chairs and Vice Chairs shall be elected by the WG and confirmed by the LMSC EC.
15 Terms shall end at the end of the first plenary session of the next even numbered year. WG
16 Chairs must also be members of any grade of the IEEE and members of the IEEE-SA.

Deleted: Working Group

Deleted: Working Group

Deleted: Executive Committee

17
18 Initial appointments and temporary appointments to fill vacancies due to resignations or
19 removals for cause, may be made by the Chair of the LMSC, and shall be valid until the end of
20 the next plenary session.

21
22 An individual who has served as Chair or Vice Chair of a given WG for a total of more than
23 eight years in that office may not run for election to that office again, unless the question of
24 allowing that individual to run for election again is approved by a 75% vote of the WG one
25 plenary in advance of that election.

Deleted: Working Group

Deleted: Working Group

26
27 A WG may elect a new Chair at any plenary session, subject to confirmation by the LMSC EC.
28 A motion to hold an election must be passed by 75% of the voting members of the WG present.

Deleted: Working Group

Deleted: Executive Committee

Deleted: Working Group

30 7.2.3 Membership

31
32 Membership belongs to the individual, not an organization, and may not be transferred.
33

Deleted: Working Group

Deleted: Working Group

Deleted: Working Group

Deleted: Working Group

Deleted: Working Group

Deleted: Working Group

Deleted: t

Deleted: g

Deleted: Working Group

Deleted: 41

Formatted: Font: 10 pt, Do not
check spelling or grammar

Deleted: DRAFT_LMSC_P&P_NOVE
MBER_2005_R051204_REVS_ON.DOC

34 7.2.3.1 Establishment

35
36 All persons participating in the initial meeting of the WG become members of the WG.
37 Thereafter, membership in a WG is established by participating in the meetings of the WG at two
38 out of the last four plenary sessions, and (optionally) a letter of intent to the Chair of the WG.
39 Participation is defined as at least 75% presence at a meeting. Membership starts at the third
40 plenary session attended by the participant. One duly constituted interim WG or Task Group
41 (TG) meeting may be substituted for the WG meetings at one of the two Plenary sessions (See
42 subclause 7.2.3.5 Meetings and Participation).
43

1 Attendees of the WG who have not achieved member status are known as observers. Liaisons are
2 those designated individuals who provide liaison with other working groups or standards bodies.

Deleted: Working Group

4 Although not a requirement for membership in the WG, participants are encouraged to join the
5 IEEE, IEEE Standards Association (IEEE-SA) and the IEEE Computer Society. Membership in
6 the IEEE SA will also allow participants to join the sponsor level ballot group. WG members
7 shall participate in the consensus process in a manner consistent with their professional expert
8 opinion as individuals, and not as organizational representatives.

Deleted: Working Group

Deleted: Working Group

10 Membership may be declared at the discretion of the WG Chair (e.g. for contributors by
11 correspondence or other significant contributions to the WG).

Deleted: Working Group

Deleted: Working Group

13 **7.2.3.2 Retention**

15 Membership is retained by participating in at least two of the last four plenary session meetings.
16 One duly constituted interim WG or TG meeting may be substituted for one of the two plenary
17 meetings.

Deleted: Working Group

Deleted: task group

19 **7.2.3.3 Loss**

21 Membership may be lost if two of the last three WG letter ballots are not returned, or are
22 returned with an abstention other than “lack of technical expertise.” This rule may be excused by
23 the WG Chair if the individual is otherwise an active participant. Membership may be re-
24 established as if the person were a new candidate member.

Deleted: Working Group

Deleted: Working Group

26 **7.2.3.4 Rights**

28 The rights of the WG members include the following:

Deleted: Working Group

- 30 a) To receive a notice of the next meeting.
- 31 b) To receive a copy of the minutes.
- 32 c) To vote at meetings if and only if present.
- 33 d) To vote in WG Letter Ballots.
- 34 e) To examine all Working Draft documents.
- 35 f) To lodge complaints about WG operation with the EC.
- 36 g) To petition the EC in writing. (A petition signed by two-thirds of the combined members
37 of all WG forces the EC to implement the resolution.)

Deleted: Working Group

Deleted: Working Group

Deleted: Executive Committee

Deleted: Executive Committee

Deleted: Working Groups

Deleted: Executive Committee

39 **7.2.3.5 Meetings and Participation**

Deleted: 41

Formatted: Font: 10 pt, Do not check spelling or grammar

Deleted: DRAFT_LMSC_P&P_NOVE
MBER_2005_R051204_REVS_ON.DOC

1	<u>WG</u> meetings are open to anyone who has complied with the registration requirements (if any)	Deleted: Working Group
2	for the meeting. Only members have the right to participate in the discussions. The privilege of	
3	observers to participate in discussions may be granted by the <u>WG</u> Chair.	Deleted: Working Group
4		
5	7.2.4 Operation of the <u>WG</u>	Deleted: Working Group
6		
7	The operation of the <u>WG</u> has to be balanced between democratic procedures that reflect the	Deleted: Working Group
8	desires of the <u>WG</u> members and the <u>WG</u> Chair's responsibility to produce a standard,	Deleted: Working Group
9	recommended practice, or guide in a reasonable amount of time. <i>Robert's Rules of Order Newly</i>	Deleted: Working Group
10	<i>Revised</i> (latest edition) is the reference for parliamentary procedures.	
11		
12	If, in the course of standards development, any <u>WG</u> utilizes a standard developed or under	Deleted: Working Group
13	development by another organization within Project 802, by another IEEE group, or by an	
14	external organization, the <u>WG</u> shall reference that standard and not duplicate it.	Deleted: Working Group
15		
16	If a standard cannot be utilized as is and modifications or extensions to the standard are	
17	necessary, the <u>WG</u> should:	Deleted: Working Group
18		
19	a) Define the requirements for such changes,	
20	b) Make these requirements known to the other organization, and	
21	c) Solicit that organization for the necessary changes.	
22		
23	Only if the required changes cannot be obtained from the other organization, can the <u>WG</u> , with	Deleted: Working Group
24	the concurrence of the <u>EC</u> , develop these changes itself. Even in the latter case, the <u>WG</u> should	Deleted: Executive Committee
25	seek the concurrence of the other organization by joint meetings, joint voting rights, or other	Deleted: Working Group
26	mechanisms on the changes being made.	
27		
28		
29	7.2.4.1 Chair's Function	
30		
31	The Chair of the <u>WG</u> decides procedural issues. The <u>WG</u> members and the Chair decide	Deleted: Working Group
32	technical issues by vote. The <u>WG</u> Chair decides what is procedural and what is technical.	Deleted: Working Group
33		Deleted: Working Group
34	7.2.4.2 Voting	
35		
36	There are two types of votes in the <u>WG</u> . These are votes at meetings and votes by letter ballot.	Deleted: Working Group
37		
38	7.2.4.2.1 Voting at Meeting	
39		Deleted: 41
40	A vote is carried by a 75% approval of those members voting "Approve" and "Do Not	Formatted: Font: 10 pt, Do not
41	Approve". No quorum is required at meetings held in conjunction with the Plenary session since	check spelling or grammar
42	the Plenary session time and place is established well in advance. A quorum is required at other	Deleted: DRAFT_LMSC_P&P_NOVE MBER_2005_R051204_REVS_ON.DOC
	LMSC POLICIES AND PROCEDURES	
	REVISED JANUARY 4, 2006	
	PAGE 16 OF 16	
	FILE: 060101 EDITORIAL REVISIONS FROM LMSC P&P NOVEMBER 2005_R051204_REVS_	

WG meetings. The WG Chair may vote at meetings. A quorum is at least one-half of the WG members.

Deleted: Working Group

Deleted: Working Group

Deleted: Working Group

7.2.4.2.2 Voting by Letter Ballots

The decision to submit a draft standard or a revised standard to the Sponsor Ballot Group must be ratified by a letter ballot. Other matters may also be decided by a letter ballot at the discretion of the WG Chair. The WG Chair may vote in letter ballots.

Deleted: Working Group

Deleted: Working Group

The ballot shall contain three choices:

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

To forward a draft standard or a revised standard to the EC for approval for Sponsor Ballot Group voting, a letter ballot (or confirmation letter ballot) must be done first within the WG. A 75 percent approval of the WG confirmation letter ballot is necessary with at least 50 percent of the members voting. The 75 percent figure is computed only from the “Approve” and “Do Not Approve” votes. Subsequent confirmation ballots to the Sponsor Ballot Group do not require EC approval.

Deleted: Executive Committee

Deleted: Working Group

Deleted: Working Group

Deleted: Executive Committee

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

Deleted: Working Group

Deleted: Working Group

There is a recirculation requirement. For guidance on the recirculation process see subclause 5.4.3.2 Resolution of comments, objections, and negative votes in the *IEEE-SA Standards Board Operations Manual*.

The letter ballot shall be conducted by electronic means. The response time shall be at least thirty days. However, for recirculation ballots, and for letter ballots not related to the submission of draft standards, the response time shall be at least fifteen days.

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

Deleted: Executive Committee

7.2.4.2.3 Roll Call Votes

A roll call vote may be held at the discretion of the chair.

Deleted: 41

Formatted: Font: 10 pt, Do not check spelling or grammar

Deleted: DRAFT_LMSC_P&P_NOVE
MBER_2005_R051204_REVS_ON.DOC

A roll call vote may be called for by any member of the group, without obtaining the floor, at any time after the question has been put, even after the vote has been announced and another has the floor and it is called for before another motion has been made. The call does not require a second, and cannot be debated, amended, or have any other subsidiary motion applied to it.

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 must 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.

Each roll call vote and call for a roll call vote shall be recorded in minutes of the meeting. For each roll call vote, the minutes shall include each member's name, their vote and the final result of the vote. For each call for a roll call vote, the minutes shall include:

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

7.2.4.3 WG Chair's Responsibilities

The main responsibility of the WG Chair is to enable the WG to operate in an orderly fashion, produce a draft standard, recommended practice, or guide, or to revise an existing document. Responsibilities include:

- a) Call meetings and issue a notice for each meeting at least four weeks prior to the meeting.
- b) Issue meeting minutes and important requested documents to members of the WG, the EC, and liaison groups.

The meeting minutes are to include:

- List of participants
- Next meeting schedule
- Agenda as revised at the start of the meeting
- Voting record (Resolution, Mover / Second, Numeric results)

Minutes shall be made available within 45 days of the meeting to the attendees of the meeting, all members, and all liaisons.

Deleted: Working Group

Deleted: Working Group

Deleted: Working Group

Deleted: Working Group

Deleted: Executive Committee

Deleted: 41

Formatted: Font: 10 pt, Do not check spelling or grammar

Deleted: DRAFT_LMSC_P&P_NOVE
MBER_2005_R051204_REVS_ON.DOC

1	c)	Maintain liaison with other organizations at the direction of the <u>EC</u> or at the discretion of the <u>WG</u> Chair with the approval of the <u>EC</u> .	Deleted: Executive Committee
2			Deleted: Working Group
3	d)	Ensure that any financial operations of the WG comply with the requirements of Section 7.2.6 of these <u>P&P</u> .	Deleted: Executive Committee
4			Deleted: Policies and Procedures
5	e)	Speak on behalf of the <u>WG</u> to the <u>EC</u> and, in the case of a "Directed Position", vote the will of the <u>WG</u> in accordance with the Directed Position Procedure of this P&P (See subclause 9.1 Procedure for Establishing a Directed Position).	Deleted: Working Group
6			Deleted: Executive Committee
7	f)	Establish <u>WG</u> rules beyond the <u>WG</u> rules set down by the <u>EC</u> . These rules must be written and all <u>WG</u> members must be aware of them.	Deleted: Working Group
8			Deleted: Working Group
9	g)	Assign/unassign subtasks and task leaders (e.g., secretary, subgroup chair, etc.)	Deleted: Working Group
10	h)	Determine if the <u>WG</u> is dominated by an organization and, if so, treat that organizations' vote as one (with the approval of the <u>EC</u>).	Deleted: Executive Committee
11			Deleted: Working Group
12	i)	Manage balloting of projects (see 7.2.4.2.2).	Deleted: Working Group
13			Deleted: Executive Committee
14			Deleted: Executive Committee
15		7.2.4.4 Removal of <u>WG</u> Chairs or Vice Chairs	Deleted: Working Group
16			
17		The procedures specified in subclause 7.2.2 (WG Officers) are to be followed under normal circumstances. If a <u>WG</u> or TAG feels it is being inappropriately led or significantly misrepresented by its Chair or a Vice Chair and is unable to resolve the issue internal to the <u>WG</u> or TAG, then it is the responsibility of that <u>WG</u> to make and pass (75% of voting members present required) a motion to that effect and so notify the <u>EC</u> , with the recommended action and all supporting rationale in written form. The process for removal of committee Chairs, Vice Chairs, and other officers is prescribed in the <u>SAB P&P</u> , subclause 4.8.3.1, Removal of Chairs and Vice Chairs, is included here with relative terminology (e.g., subsidiary committee) translated to LMSC terms (e.g., <u>WG</u>).	Deleted: Working Group
18			Deleted: Working Group
19			Deleted: Working Group
20			Deleted: 802 Executive Committee
21			
22			Deleted: IEEE Computer Society, Standards Activities Board "SAB Policies and Procedures"
23			Deleted: "
24			Deleted: Working Group
25			Deleted: LMSC Executive Committee
26			Deleted: Working Group
27		The <u>EC</u> may remove the Chair or a Vice Chair of a <u>WG</u> or TAG for cause.	Deleted: LMSC Executive Committee
28			Deleted: Working Group
29		The Chair of the <u>EC</u> shall give the individual subject to removal a minimum of thirty (30) days written mail notice, with proof of delivery, of a meeting of the <u>EC</u> , at which the removal is to be decided. The individual subject to removal shall have the opportunity to confront the evidence for removal, and to argue in his or her behalf.	Deleted: LMSC Executive Committee
30			Deleted: LMSC Executive Committee
31			Deleted: LMSC Executive Committee
32			
33			
34		In the clear and documented case of gross misconduct, the Chair of the <u>EC</u> may suspend the Chair of a <u>WG</u> , with the concurrence of the IEEE Computer Society VP of Standards. A meeting or teleconference of the <u>EC</u> shall be convened as soon as practical, but in no case later than thirty (30) days, to review the suspension as provided for above.	Deleted: LMSC Executive Committee
35			Deleted: Working Group
36			Deleted: LMSC Executive Committee
37			
38			
39		7.2.4.5 Precedence of Operating Rules	Deleted: Working Group
40			Deleted: Policies and Procedures
41		If <u>WG</u> operation conflicts with the LMSC <u>P&P</u> , then the LMSC <u>P&P</u> shall take precedence.	Deleted: Policies and Procedures
42			Deleted: 41
			Formatted: Font: 10 pt, Do not check spelling or grammar
			Deleted: DRAFT_LMSC_P&P_NOVE MBER_2005_R051204_REVS_ON.DOC

7.2.5 Deactivation of WG

If the WG has produced standards or recommended practices, the WG should be hibernated. The EC may deactivate a WG if it has not produced standards or recommended practices.

7.2.5.1 Hibernation of a WG

A WG can be hibernated at the request of the WG chair and the approval of the EC. The hibernating WG can be returned to active status by the EC.

If at least 50% of the most recent membership roster attends the plenary session where the WG is reactivated, the membership shall be comprised of that roster, and the normal rules for gaining and losing membership will apply. If less than 50% of the membership attends, the procedure for developing membership in a new WG shall be followed.

7.2.5.1.1 Core of Experts

The chair of a hibernating WG shall maintain a list of experts that are available to answer questions and provide clarification about the standards and/or recommended practices generated by the WG.

7.2.5.1.2 Inquiries/Interpretations

Inquiries and interpretations of standards and recommended practices that were generated by a hibernating WG shall be directed to the chair of the hibernating WG. The chair shall attempt to resolve the inquiry or interpretation using the core of experts, as necessary. If the chair is unable to resolve the inquiry or interpretation, the chair may petition the EC to activate the WG.

7.2.5.1.3 EC Representation

Hibernating WG Chairs become non-voting members of the EC after their WG enters hibernation. The LMSC Chair may appoint new non-voting hibernating WG chairs to replace vacancies as soon as practical, subject to confirmation by the EC at the next Plenary meeting. A non-voting Hibernating WG Chair of the EC shall be recognized as a full member of the EC, having all rights and meeting privileges except the right of voting on EC motions.

7.2.5.2 Disbanding a WG

Deleted: Working Group

Deleted: Working Group

Deleted: Working Group

Deleted: LMSC Executive Committee

Deleted: Working Group

Deleted: Working Group

Deleted: Working Group

Deleted: Working Group

Deleted: LMSC Executive Committee

Deleted: Working Group

Deleted: LMSC Executive Committee

Deleted: Working Group

Deleted: Working Group

Deleted: Working Group

Deleted: Working Group

Deleted: LMSC Executive Committee

Deleted: Working Group

Deleted: Executive Committee

Deleted: Working Group

Deleted: Working Group

Deleted: Working Group

Deleted: LMSC Executive Committee

Deleted: Working Group

Deleted: Executive Committee

Deleted: Working Group

Deleted: 41

Formatted: Font: 10 pt, Do not check spelling or grammar

Deleted: DRAFT_LMSC_P&P_NOVE
MBER_2005_R051204_REVS_ON.DOC

After all standards, recommended practices, and Technical Reports for which a hibernating **WG** is responsible are withdrawn or transferred to another group or groups, an **EC** electronic ballot of 30 days minimum duration will be conducted to determine whether the hibernating **WG** will be disbanded.

Deleted: working group

Deleted: Executive Committee

Deleted: working group

If the **EC** electronic ballot on disbanding the group passes, the **WG** is disbanded. If the ballot fails, then the **EC** Chair shall determine a future date when the disbanding of the group will be reballoted.

Deleted: Executive Committee

Deleted: Working Group

Deleted: Executive Committee

Deleted: Working Group

7.2.6 **WG** Financial Operations

A WG may wish or need to conduct financial operations in order for it to host interim sessions for itself or one or more of its sub groups or to acquire goods and/or services that it requires for its operation.

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

A WG sub group shall not operate with treasury.

7.2.6.1 *WG Financial Operation with Treasury*

The financial operations of a WG operating with treasury shall comply with the following rules.

a) The WG shall conduct its financial operations in compliance with all IEEE, IEEE-SA, and IEEE Computer Society rules that are applicable to the financial operations of standards committees. As of January 2005, the documents containing these rules include, but are not limited to, the following:

- IEEE Policies, Sections 11 IEEE Financial Matters and 12.6 Contracts with Exclusive Rights
- IEEE Financial Operations Manual (FOM), Sections FOM.3 Asset/Liability Management and FOM.8 Contract and Purchasing Orders
- Computer Society Policies and Procedures Manual, Section 16.7.1 Checking Accounts

Deleted: 41

Formatted: Font: 10 pt, Do not check spelling or grammar

Deleted: DRAFT_LMSC_P&P_NOVE
MBER_2005_R051204_REVS_ON.DOC

- IEEE-SA Standards Board Operations Manual 5.3 Standards development meetings

- b) The WG shall have a Treasurer who is responsible to the WG Chair for the operation of the WG treasury, for ensuring that the operation of the WG treasury and the WG financial accounts complies with these P&P and follows prudent financial procedures.
- c) The WG shall have an Executive Committee (WG EC) comprised of, at minimum, the WG Chair, Vice Chairs, Secretaries, and Treasurer. The WG Chair shall be the Chair of the WG EC.
- d) The WG shall open and maintain a WG bank account whose title shall begin with “IEEE” followed by the numerical identity of the WG (e.g., IEEE 802.1). The LMSC Chair shall be an authorized signer for the account. The LMSC Treasurer shall be notified within 30 days of the bank, account number, account title, and authorized signers for the account when the account is opened and whenever any of these items change.
- e) The WG may open and maintain one or more WG merchant accounts for the settlement of credit card transactions. The title of each merchant account shall begin with “IEEE” followed by the numerical identity of the WG (e.g., IEEE 802.1). Each WG merchant account shall be linked to the WG bank account. The LMSC Treasurer shall be notified within 30 days of each merchant account, account number, and account title when the account is opened and whenever any of these items change.
- f) All funds collected and/or received by a WG shall be deposited in the WG bank account.
- g) All funds retained by a WG shall be held in the WG bank account or in IEEE approved investments.
- h) The WG may disburse and/or retain funds as appropriate to pay approved expenses and maintain an approved operating reserve.
- i) Signature authority for any WG financial account is restricted to those IEEE, IEEE-SA, and Computer Society officers and/or staff that are required to have signature authority by IEEE, IEEE-SA, and Computer Society regulations; to LMSC officers and to the officers of the WG owning the account, with the sole exception that, at most, two other individuals may be granted signature authority for the WG bank account for the sole purpose of assisting the WG in conducting its financial operations, provided that each such individual has provided agreements, indemnity, and/or bonding satisfactory to the IEEE. The granting of signature authority to any individual other than the WG Treasurer and those required by IEEE, IEEE-SA, Computer Society, or LMSC regulations shall be by motion that is approved by the WG.
- j) The WG shall prepare and maintain its own accounting and financial records.
- k) The WG Treasurer shall prepare for each WG plenary session a financial report that summarizes all of the WG financial activity since the last such report. The report shall be submitted to the LMSC Treasurer before the opening of the session, shall be presented to WG membership at the opening plenary meeting of the session, and shall be included in the session minutes. The format and minimum content of the report shall be as specified by the LMSC Treasurer.
- l) The WG Treasurer shall prepare and submit an audit package for each calendar year during any portion of which the WG operated with treasury, as required by IEEE regulations. The package shall contain all material required by IEEE Audit Operations for an IEEE audit and shall be submitted to the IEEE for audit or to the LMSC Chair for

Deleted: Policies and Procedures

Deleted: 41

Formatted: Font: 10 pt, Do not check spelling or grammar

Deleted: DRAFT_LMSC_P&P_NOVE
MBER_2005_R051204_REVS_ON.DOC

local audit, as required by IEEE audit regulations. If the package is submitted to the IEEE, a summary of the WG's financial operations for the audit year shall be submitted to the LMSC Chair at the same time that the audit package is submitted to the IEEE. The format and minimum content of the summary shall be as specified by the LMSC Treasurer.

- m) The maximum and minimum size of the WG operating reserve may be set by the LMSC EC.
- n) All WG expenditures require the approval of the WG EC, with the sole exception that each WG EC member may be reimbursed from the WG treasury for up to \$200 of WG expenses incurred between WG sessions without specific approval of the WG EC.
- o) The location, date, and fees for each interim session hosted or co-hosted by the WG require the approval of the WG EC.
- p) For each interim session hosted or co-hosted by the WG, all reasonable and appropriate direct expenses for goods and/or services for the session that are provided under contract(s) and/or agreement(s) that are exclusively for that interim session are approved when the WG EC approves the location, date, and fees for the session.
- q) Any contract and/or agreement to which the WG is a party, whose total value is greater than \$5000 and that is not for goods and/or services exclusively for a single interim session hosted or co-hosted by the WG, requires the approval of the WG EC and the LMSC EC before execution.
- r) The WG shall maintain an inventory of each item of equipment that it purchases that has a useful life of greater than 6 months and purchase price of greater than \$50. A copy of the inventory shall be provided to the LMSC Treasurer during December of each year.

7.2.6.2 WG Financial Operation with Joint Treasury

Two or more WG(s) and/or TAG(s), with the approval of the LMSC EC, may operate with a single joint treasury. WG(s) and/or TAG(s) that operate with a joint treasury shall have no other treasury. The merger of separate WG/TAG treasuries into a joint treasury or the splitting of a joint treasury into separate WG/TAG treasuries requires approval of the LMSC EC. Each such action shall be supported by a motion from each of the involved WG(s) and/or TAG(s) that requests the action and that has been approved by the WG/TAG.

The operation of a joint treasury is subject to the same rules as a WG operating with treasury with the following exception: The Executive Committee overseeing the joint treasury shall be a Joint Executive Committee that is the union of the Executive Committees of the WG(s)/TAG(s) operating with the joint treasury. The Chair of the Joint EC shall be selected by the Joint Executive Committee and shall be the Chair of one of the participating WG(s)/TAG(s).

7.3 LMSC Technical Advisory Groups (TAGs)

The function of a TAG is to provide assistance to WG and/or the EC. The TAGs operate under the same rules as the WG, with the following exceptions:

Deleted: Technical Advisory Group

Deleted: Working Groups

Deleted: Executive Committee

Deleted: Working Groups

Deleted: 41

Formatted: Font: 10 pt, Do not check spelling or grammar

Deleted: DRAFT_LMSC_P&P_NOVE
MBER_2005_R051204_REVS_ON.DOC

- 1 a) A TAG may not write standards, but may write recommended practices and guides, and
2 documents on specialty matters within the purview of the TAG.
- 3 b) A TAG is established by the EC at the request of one or more WG, or at the discretion of
4 the EC, to provide assistance within a technical topic area.
- 5 c) The primary responsibility of a TAG is to provide assistance within its topical area as
6 specifically requested by one or more of the WG and/or the EC.
- 7 d) The decision to submit a draft recommended practice or draft guide to Sponsor Ballot
8 Group voting shall be governed by the same rules as those governing the submission of a
9 draft standard (see subclause 7.2.4.2.2 Voting by Letter Ballots).
- 10 e) Any document that is represented as the position of a TAG must have attained approval
11 per the voting procedures in subclause 7.2.4.2.
- 12 f) Between Plenary and Interim meetings, the Chair of the TAG is empowered to schedule
13 teleconference meetings to allow the TAG to conduct business as required, provided that
14 the date and time of the teleconference and agenda are published on the TAG website and
15 e-mail reflector at least 5 calendar days before the meeting.
- 16 g) Votes on TAG documents other than recommended practices and guides may be
17 conducted verbally during teleconference meetings if a majority of the TAG members are
18 present.
- 19 h) Votes on TAG documents other than recommended practices and guides may be
20 conducted via electronic balloting. The minimum ballot period shall be 5 calendar days.
- 21 i) A TAG shall maintain an area on the LMSC web site to post the minutes, conference
22 announcements, submissions, drafts, and output documents.
- 23 j) A TAG shall maintain an e-mail distribution list of its members for making the
24 announcements of teleconferences and availability of important information on the
25 TAG's web site pages.
- 26

Deleted: Executive Committee

Deleted: Working Groups

Deleted: Executive Committee

Deleted: Working Groups

Deleted: Executive Committee

27 7.4 Study Groups

28
29 Study groups are formed when enough interest has been identified for a particular area of study,
30 such as a new access method or modified use of an existing access method. Two types of Study
31 Groups are specified:

- 32
- 33 a) An Executive Committee Study Group (ECSG) is initiated by vote of the EC and the
34 ECSG Chair is appointed and approved by the EC. The ECSG Chair has the same
35 responsibilities as a WG Chair as specified in subclause 7.2.4.1 but does not have EC
36 voting rights.
- 37
- 38 b) A Working Group Study Group (WGSG) is initiated by vote of the WG or TAG and
39 approved by the EC. The WGSG Chair is appointed and approved by the WG or TAG.
- 40

Deleted: Executive Committee

Deleted: Executive Committee

Deleted: Working Group

Deleted: Executive Committee

Deleted: Working Group

Deleted: Executive Committee

Deleted: Working Group

Deleted: 41

Formatted: Font: 10 pt, Do not
check spelling or grammar

Deleted: DRAFT_LMSC_P&P_NOVE
MBER_2005_R051204_REVS_ON.DOC

1 it's initiation. After the Study Group recommendations have been accepted by the parent body,
2 the Study Group will be disbanded no later than the end of the next Plenary Session.

3
4 The decision of whether to utilize an existing WG or TAG, or to establish a new WG or TAG to
5 carry out recommended work items shall be made by the EC with due consideration of advice
6 from the Study Group.
7

Deleted: Working Group

Deleted: Working Group

Deleted: Executive Committee

8 **7.4.1 Study Group Operation**

9
10 Progress of each Study Group shall be presented at Opening Plenary meetings by the WG, TAG,
11 or ECSG Chair. Study Groups may elect officers other than the Chair, if necessary, and will
12 follow the general operating procedures for WG specified in subclauses 7.2.3.5 and 7.2.4.
13 Because of the limited time duration of a Study Group, no letter ballots are permitted.
14

Deleted: Working Group

Deleted: Working Groups

15 **7.4.2 Voting at Study Group Meetings**

16
17 Any person attending a Study Group meeting may vote on all motions (including recommending
18 approval of a PAR). A vote is carried by 75% of those present and voting "Approve" or
19 "Disapprove."
20

21 **7.5 Balloting Group**

22
23 IEEE Standards Sponsor Balloting Groups are created in the IEEE Standards Association
24 through the authorization of the LMSC Chair. Comments received during Sponsor Ballot are to
25 be considered in a manner consistent with IEEE-SA requirements under a process and as
26 determined by the WG.
27

Deleted: Working Group

28 Comment resolution meeting leaders are reminded that members of the Balloting Group are
29 interested parties with respect to comment resolution and shall be given the same notice for
30 comment resolution meetings that is given to the formulating group. The WG Chair or designee
31 shall ensure that the notification is sent to the Balloting Group.
32

33 **7.5.1 Interest Categories**

34
35 Interest Categories for Sponsor Ballots are determined on a per project/standard basis by the
36 responsible subgroup.
37

38 **8. LMSC SESSIONS**

Deleted: 41

Formatted: Font: 10 pt, Do not
check spelling or grammar

Deleted: DRAFT_LMSC_P&P_NOVE
MBER_2005_R051204_REVS_ON.DOC

There is no membership requirement for attendance at an LMSC Plenary session or an interim session of an LMSC subgroup; they are open forums. However, anyone who attends any portion of a technical meeting that is part of an LMSC Plenary session or an interim session of an LMSC subgroup is obligated to comply with the registration requirements for the session.

For the purposes of these P&P, a “technical meeting” is defined as, but is not limited to, any meeting of an LMSC WG, TAG, ECSG, any of their subgroups, or any call for interest at an LMSC session.

Deleted: Policies & Procedures

Deleted: Working Group

Deleted: Technical Advisory Group

Deleted: Executive Committee Study Group

8.1 Plenary Sessions

Plenary sessions are the primary LMSC sessions. All active LMSC WGs and TAGs hold their plenary sessions during LMSC Plenary sessions.

The LMSC may collect fees, usually a registration fee, from all attendees of any portion of any technical meeting that is a part of an LMSC Plenary session to cover the expenses of the plenary session and the expenses of operating the LMSC.

8.1.1 LMSC PLENARY

Deleted: LAN MAN STANDARDS COMMITTEE

The LMSC Plenary session consists of the Opening Plenary meetings, EC meetings and WG meetings. The Plenary session may also offer tutorial programs. If tutorials are offered on Monday, other meetings of 802 subgroups shall not be scheduled to overlap with the time of the tutorial programs. The Plenary meeting is a meeting of individuals interested in local and metropolitan area network standards. The function of the plenary meetings is information dissemination:

Deleted: Executive Committee

Deleted: Working Group

- Status reports from the WG and TAG.
- Liaison communications to 802 as a whole from other standards organizations such as ASC X3, ECMA, etc.
- Reports on schedules for future Plenary and WG meetings.
- Announcements and general news.

Deleted: Working Groups

Deleted: Technical Advisory Groups

Deleted: Working Group

Deleted: Working Groups

Deleted: Executive Committee Study Groups

The main objective of the Opening Plenary meeting will be to welcome new attendees and to inform the 802 membership about what is being done in the WG and ECSG. This report must include background on the relationship of the work to other Groups. It should not be a detailed statement about Standards Numbers and Progress.

Deleted: Working Group

Deleted: Working Group

Deleted: Technical Advisory Group

Deleted: Executive Committee Study Group

At most 10 minutes should be taken by each WG for this material.

Deleted: Executive Committee

Deleted: Executive Committee

Each WG, TAG, and ECSG Chair shall provide a status report to the LMSC Recording Secretary no later than one hour after the conclusion of the closing EC meeting. This status report shall include a description of the progress made during the week, as well as plans for further work and

Deleted: 41

Formatted: Font: 10 pt, Do not check spelling or grammar

Deleted: DRAFT_LMSC_P&P_NOVE
MBER_2005_R051204_REVS_ON.DOC

future meetings. The Recording Secretary shall post these status reports on the 802 web page no later than one week after the close of the plenary meeting.

The Plenary meetings are conducted by the LMSC Chair or a designated delegate.

8.2 Interim Sessions

In addition to plenary sessions, an LMSC WG/TAG or WG/TAG sub group may hold interim sessions. An interim session may be for a single LMSC WG/TAG or WG/TAG subgroup or it may be a joint interim session for any combination of LMSC WGs, TAGs, and WG/TAG sub groups.

Interim sessions shall have as goals: 1) Reasonable notification (>30 days) in addition to any announcement given at a Plenary session, and 2) Few last minute shifts in location (<< 1 per year).

8.2.1 Interim Session Hosts

Each interim session and joint interim session shall have a Host. The Host is the entity that is responsible for the financial and logistical planning, and preparation for and execution of the session.

An interim session or joint interim session may be hosted by the LMSC, an LMSC WG or TAG operating with treasury, several LMSC WGs and/or TAGs operating with a joint treasury, or a non-LMSC entity. LMSC WGs or TAGs not authorized to operate with treasury and LMSC WG or TAG subgroups may not host an interim session.

Alternatively, an interim session or joint interim session may be co-hosted (jointly hosted) by any combination of an LMSC WG or TAG operating with treasury, several LMSC WGs and/or TAGs operating with a joint treasury, and a non-LMSC entity. Each of the entities co-hosting an interim session (Co-hosts) shall have approved a written agreement stating the responsibilities and liabilities of each Co-host and the disposition of any surplus funds before any financial commitments are made for the co-hosted session. When an interim session is co-hosted, the term Host means all of the Co-hosts as a single entity.

The Host may contract with meeting planners and/or other entities to assist it in hosting the session.

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

- a) The Host is solely responsible for the finances and the logistical planning, preparation for and execution of the session.

Deleted: 41

Formatted: Font: 10 pt, Do not check spelling or grammar

Deleted: DRAFT_LMSC_P&P_NOVE
MBER_2005_R051204_REVS_ON.DOC

- b) The Host will consult and coordinate with the Chair(s) of the WG(s)/TAG(s) or WG/TAG sub group(s) participating in the session on the financial and logistical planning, and preparation for and execution of the session.
- c) The Host is solely responsible for all contracts and agreements that are for goods and/or services exclusively for the session.
- d) The Host is solely responsible for collecting the fees, if any, from attendees and for paying the session expenses including any penalties.
- e) The Host is solely responsible for any session deficit and the disposition of any session surplus funds.

8.2.2 Interim Session Fees

The Host of an interim session may collect fees from all attendees of any part of any technical meeting that is part of the session. The fees, usually a registration fee, shall be used to cover the direct expenses of the session and, in some cases, may also be used to cover other WG/TAG operating expenses. The “direct expenses” of a session are those expenses, including penalties, that are incurred for goods and/or services that are completely consumed by the planning, preparation for and/or execution of the session.

If a WG operating with treasury, or several WGs and/or TAGs operating with a joint treasury, are the Host of an interim or joint interim session, any fees collected from attendees should be deposited respectively in the WG treasury or joint treasury. If several WGs operating with treasury and/or several groups of WGs/TAGs operating with joint treasury co-host a joint interim session, any fees collected from attendees should be deposited in the bank account of one of the co-hosting WGs/TAGs, as specified in the co-hosting agreement.

If a WG/TAG operating with treasury hosts or co-hosts an interim session for only itself, or several WG(s) and/or TAG(s) operating with a single joint treasury host or co-host a joint interim session for only themselves, the collected fees, if any, may also be used to cover other operating expenses of the participating WG(s)/TAG(s).

If a WG/TAG operating with treasury hosts or co-hosts a joint interim session for itself or its subgroups and organization units from other WG(s)/TAG(s), or several WG(s)/TAG(s) operating with a joint treasury host or co-host a joint interim session for themselves or their subgroups and organization units from other WG(s)/TAG(s), the collected fees, if any, may also be used to cover other operating expenses of the hosting WG(s)/TAG(s) if, and only if, the fees for the session are agreed to by the Chairs of all of the WG(s)/TAG(s) with an organization unit participating in the session. An “organization unit” of a WG/TAG is defined as the WG/TAG itself or any of its subgroups.

8.2.3 Interim Session Financial Reporting

Deleted: 41

Formatted: Font: 10 pt, Do not check spelling or grammar

Deleted: DRAFT_LMSC_P&P_NOVE
MBER_2005_R051204_REVS_ON.DOC

A WG/TAG or WG/TAG subgroup shall prepare and submit all financial reports required by IEEE, IEEE-SA, Computer Society, and LMSC regulations on any of its interim sessions for which fees were collected and that did not comply with all of the following requirements:

The WG/TAG or WG/TAG subgroup was not the Host of the session.

The Host complied with the definition of a host in subclause 8.2.1 of these P&P.

- a) Neither the WG/TAG or WG/TAG subgroup nor any of its officers had any financial responsibility for the session including any deficit or penalties.
- b) Neither the WG/TAG or WG/TAG subgroup nor any of its officers handled and/or had or exercised any control over any funds either received for the session or disbursed to pay the expenses of the session including penalties.
- c) Neither the WG/TAG or WG/TAG subgroup nor any of its officers had and/or exercised any decision authority over the disposition of any surplus funds from the session.
- d) Neither the WG/TAG or WG/TAG subgroup nor any of its officers have or had any control over or beneficial interest in any surplus funds from the session.

In the case of an interim session that is hosted by a single non-IEEE entity and for which fees are collected, the usual financial goal is for the session to be non-deficit with a minimum surplus. A recommended way of achieving this is for the Host to commit to a contribution to the session and then reduce that contribution as required to minimize any session surplus. It may be most convenient for the Host to not make the contribution (transfer the funds) until the size of the contribution needed to meet the non-deficit minimum surplus goal is known. If there is a surplus, the Host may retain it or dispose of it in any manner it chooses that does not violate item 6 above.

8.3 Registration Policy

In order for an individual to become registered for a given LMSC Plenary or interim session of an LMSC subgroup, the individual must:

- a) Have complied with the registration requirements for all previously attended LMSC Plenary sessions and interim sessions of LMSC subgroups, including payment of any required registration fees, and
- b) Have completed a valid registration for the session in question, including payment of any required registration fee.

An individual who attends any portion of a technical meeting that is part of an LMSC Plenary session or an interim session of an LMSC subgroup is obligated to comply with the registration requirements for that session.

An individual who attends any portion of a technical meeting that is part of an LMSC Plenary session or an interim session of an LMSC subgroup but does not comply with the registration

Deleted: 41

Formatted: Font: 10 pt, Do not check spelling or grammar

Deleted: DRAFT_LMSC_P&P_NOVE
MBER_2005_R051204_REVS_ON.DOC

requirements for that session, and further has not complied with those requirements within 60 days after the end of the session, including payment of any required registration fees, shall be subject to the following sanctions:

- i) No participation credit will be granted for said session.
- ii) Any participation credit acquired before said session toward membership in any LMSC group is revoked.
- iii) Membership in any 802 group is terminated.
- iv) No participation credit will be granted for attendance at any subsequent LMSC session until the individual has complied with the registration requirements for all previously attended 802 sessions by the start of said subsequent session.

An individual who has lost membership in an LMSC group due to failure to comply with the registration requirements for an LMSC Plenary or interim session of an LMSC subgroup may again earn membership in an LMSC group as follows:

First, comply with the registration requirements for all LMSC Plenary and interim sessions previously attended by the individual. An individual may not be granted membership in any LMSC group until this requirement is fulfilled.

Second, acquire the participation credit required for group membership as required for an individual that had never previously attended an LMSC session.

The interpretation and implementation of the registration policy for LMSC Plenary sessions and LMSC hosted interim sessions shall be the responsibility of the LMSC Treasurer and the LMSC Executive Secretary. Unless otherwise specified in WG, TAG, or ECSG P&P, the interpretation and implementation of the registration policy for interim sessions of LMSC subgroups not hosted by the LMSC shall be the responsibility of the Chair and Treasurer (if any) of the LMSC subgroup(s) holding the session.

9. Vote

9.1 Procedure for Establishing a Directed Position

Members of the EC have a responsibility to act in the best interest of the LMSC as a whole. WG Chairs have a responsibility to represent their WG on the EC. At times these responsibilities are in conflict with each other.

Decisions of a WG may be of such a nature that the WG members deem it necessary to "Direct" the WG Chair to vote a specific way on EC motions related to a WG decision. When directed, through the process described below, the WG Chair shall vote as mandated by the WG resolution for the specified subject on any formal vote(s) in the EC. It would be anticipated that the use of a

Deleted: Working Group

Deleted: Technical Advisory Group

Deleted: Executive Committee Study Group

Deleted: policies and procedures

Deleted: LMSC Executive Committee

Deleted: Working Group

Deleted: Working Group

Deleted: Executive Committee

Deleted: Working Group

Deleted: Working Group

Deleted: Working Group

Deleted: Executive Committee

Deleted: Working Group

Deleted: Working Group

Deleted: Working Group

Deleted: Executive Committee

Deleted: 41

Formatted: Font: 10 pt, Do not check spelling or grammar

Deleted: DRAFT_LMSC_P&P_NOVE
MBER_2005_R051204_REVS_ON.DOC

directed (i.e., instructed) vote is an exceptional situation and hence used infrequently, e.g., critical PAR votes, formation of new **WG** and Study Groups.

Deleted: Working Groups

WG developed positions are not to be considered as automatic "Directed Positions." After a **WG** motion has been passed that establishes the **WG**'s position, a separate Directed Position (75% required to pass per subclause 7.2.4.2 Voting) motion is required to make that **WG** Position a Directed Position. A Directed Position motion applies only to a specific, bounded, **WG** issue that is to be brought before the **EC**. Directed Position motions may not be combined, nor may any procedure be adopted that diminishes the extraordinary nature of establishing a "Directed Position."

Deleted: Working Group

Deleted: Working Group

Deleted: Working Group

Deleted: Working Group

Deleted: Working Group

Deleted: Executive Committee

The **WG** Chair, however, has the freedom to express other views in an attempt to persuade members of the **EC** to consider them, however, such views shall be identified as distinct from and not the formal **WG** Directed Position. The **WG** Chair is required to disclose to the **WG** his/her intent to offer a position contrary to a Directed Position. When presenting a Directed Position to the **EC**, the **WG** Chair is obligated to present and support the **WG**'s Directed Position Motion with voting results, along with pros and cons behind the motion.

Deleted: Working Group

Deleted: Executive Committee

Deleted: Working Group

Deleted: Working Group

Deleted: Working Group

Deleted: Executive Committee

Deleted: Working Group

Deleted: Working Group

10. Communications

All Sponsor officers should use Sponsor letterhead if available, or email notification, when corresponding on behalf of Sponsor activities.

10.1 Formal Internal Communication

If correspondence between subcommittees (**WG**, **TG** or other LMSC organization) involves issues or decisions (that is, non-routine matters) affecting other subcommittees, copies should be sent to all affected subcommittee chairs, and the Secretary of the lowest committee (EC, **WG**, etc) with authority over all affected subcommittees.

Deleted: working groups

Deleted: task groups, task forces

11. Interpretations

The policies of subclause 5.9 of the *IEEE-SA Standards Board Operations Manual* shall be followed. The EC is the body that will take the required Sponsor vote to approve the proposed interpretation.

12. Appeals

Appeals are achieved either using processes defined in WG/TAG P&P, or as defined in subclause 7.1.6.

Deleted: 41

Formatted: Font: 10 pt, Do not check spelling or grammar

Deleted: DRAFT_LMSC_P&P_NOVE
MBER_2005_R051204_REVS_ON.DOC

1 **13. Parliamentary Procedures**

2
3 On questions of parliamentary procedure not covered in these Procedures, Roberts Rules of
4 Order (revised) may be used to expedite due process.
5

6 **14. Position Statements for Standards**

7
8 All external communications shall comply with subclause [5.1.4](#) of the *IEEE-SA Standards Board*
9 *Operations Manual*.
10

11 **14.1 Procedure for Coordination with Other Standards Bodies**

12
13 These procedures apply to communications with other standards bodies or similar entities.
14

15 **14.1.1 IEEE 802 communications**

- 16
17
 - Communications from the LMSC to external standards bodies shall not be released
18 without prior approval by the EC. Such approval indicates that the communication
19 represents the position of IEEE 802.
 - All communications by IEEE 802 with external standards bodies shall be issued by the
20 LMSC Chair and shall be copied to the EC.
21
22

23 **14.1.2 WG or TAG communications**

- 24
25
 - WG communications with external standards bodies that are not "Information Only"
26 should be copied to affected members of the EC.
 - WG communications with external standards bodies shall not imply that they represent
27 the position of IEEE or IEEE 802. They shall be issued by the WG or TAG Chair(s) and
28 the LMSC Chair shall be included in the distribution list.
29
30

31 EC members receiving incoming liaison letters from external standards bodies shall forward a
32 copy to the LMSC Chair, and, as applicable, the relevant WG or TAG Chair.
33

34 Informal communications shall not imply that they are a formal position of IEEE 802 or of the
35 WG or TAG.
36

37 **14.2 Procedure for Communication with Government Bodies**

38
39 These procedures apply to communications with government and intergovernmental bodies.

Deleted: Working Group

Deleted: Working Group

Deleted: Working Group

Deleted: Working Group

Deleted: Working Group

Deleted: Working Group

Deleted: 41

Formatted: Font: 10 pt, Do not
check spelling or grammar

Deleted: DRAFT_LMSC_P&P_NOVE
MBER_2005_R051204_REVS_ON.DOC

14.2.1 IEEE 802 Communications

- IEEE 802 communications to government bodies shall not be released without prior approval by 2/3 of the EC.
- All IEEE 802 communications to government bodies shall be issued by the LMSC Chair as the view of IEEE 802 (stated in the first paragraph of the statement). Such communications shall be copied to the EC and the IEEE-SA Standards Board Secretary and shall be posted on the IEEE 802 web site. The IEEE 802 web site shall state that all such position statements shall expire five years after issue.

14.2.2 WG or TAG Communications

- WG or TAG communications with government bodies shall not be released without prior approval by 75% of the WG or TAG. Such communications may proceed unless blocked by an EC vote. For statements not presented for review in an EC meeting, EC members shall have a review period of at least five days; if, during that time, a motion to block it is made, release of the statement will be withheld.
- WG or TAG communications shall be identified in the first paragraph as the view of only the WG or TAG and shall be issued by the WG or TAG Chair(s) and shall include the LMSC Chair in the distribution. Such statements shall not bear the IEEE, the IEEE-SA, or IEEE 802 logos.

Incoming liaison letters to EC members shall be forwarded to the LMSC Chair and, as applicable, the relevant WG or TAG Chair.

Informal communications shall not imply that they are a formal position of the IEEE 802 or of the WG or TAG.

Proposed communications that need to be issued by other IEEE entities shall be forwarded to the IEEE-SA Standards Board Secretary for further processing upon approval by the EC.

15. Standards Publicity

Any publicity issued within LMSC shall be in compliance with subclause 5.1.5 of the *IEEE-SA Standards Board Operations Manual* and with item h) of 7.1.1.

16. Use of LMSC Funds

Deleted: Working Group

Deleted: Working Group

Deleted: Working Group

Deleted: Working Group

Deleted: Working Group

Deleted: Working Group

Deleted: Working Group

Deleted: Working Group

Deleted: 41

Formatted: Font: 10 pt, Do not check spelling or grammar

Deleted: DRAFT_LMSC_P&P_NOVEMBER_2005_R051204_REVS_ON.DOC

The purpose of the LMSC treasury is to allow the LMSC to collect and disburse funds for activities that are appropriate to the orderly development of LAN/MAN standards. Use of such funds includes:

- Payment for the expenses of conducting LMSC hosted sessions and related meetings and for other LMSC operating expenses. Such expenses include, but are not limited to, the expenses for:
 - meeting rooms
 - document reproduction
 - meeting administration
 - food and beverages
 - computer networking and Internet connectivity
 - goods and services needed for the efficient conduct of business
 - insurance
 - audits
- Reimbursement to individuals for appropriate expenses not covered by other sources, such as corporations, other IEEE organizations, etc.

The primary source of funds for the LMSC is the registration fees collected from attendees of LMSC hosted sessions.

Specific policies regarding the treasury are as follows:

- a) The LMSC shall open and maintain an LMSC bank account that will be administered by the LMSC Treasurer.
- b) The LMSC may open merchant accounts as required for the processing of credit card charges. Such accounts shall be administered by the LMSC Treasurer.
- c) All funds received by the LMSC shall be promptly deposited in the LMSC bank account. All funds retained by the LMSC shall be held in the LMSC bank account or, if appropriate, in investments approved by the IEEE.
- d) All LMSC expenditures require the approval of the EC with the sole exception that the LMSC Chair, Vice Chairs, Secretaries, Treasurer, and each **WG** and TAG Chair whose group is not operating with treasury, may be reimbursed from the LMSC treasury for up to \$200 of appropriate expenses incurred between LMSC Plenary sessions without specific approval of the EC.
- e) The Treasurer will provide reports about LMSC finances to the LMSC membership at large at LMSC Plenary sessions and to the **EC**. The Treasurer will provide additional reports and participate in audits as required by IEEE rules.
- f) The LMSC Treasurer shall strive to maintain an operating reserve (uncommitted funds on hand) sufficient for paying the worst-case expenses of canceling an LMSC Plenary session.

Deleted: Working Group

Deleted: Executive Committee

Deleted: 41

Formatted: Font: 10 pt, Do not check spelling or grammar

Deleted: DRAFT_LMSC_P&P_NOVE
MBER_2005_R051204_REVS_ON.DOC

- g) EC approval of the site for an LMSC hosted session constitutes authority for the Treasurer to pay all ordinary expenses for that session and any extraordinary expenses presented as part of the meeting site proposal.

Deleted: Executive Committee

17. Procedure for PARs

17.1 IEEE-SA Standards Board Approval

Any standards activity whose aim is to produce a Standard, Recommended Practice, or Guide must submit a PAR to the IEEE-SA Standards Board within six months of beginning work.

- Refer to the IEEE-SA Working Guide for Submittal of Project Authorization Request (PAR) and PAR Form. (See <http://standards.ieee.org/guides/par/index.html>.)
- Add pages, as necessary, of more detailed information than is on the PAR form about the Scope, Purpose, and Coordination of the proposed project, but include summary text under Scope and Purpose.

17.2 LMSC Approval

Submit proposed PAR and, if applicable, responses to the five criteria per 17.5 below to the EC for approval prior to sending outside of LMSC.

Deleted: LMSC Executive Committee

Approval is contingent on inclusion of responses describing how the proposed PAR meets **the five criteria** and a work plan for the development of managed object definitions, either as part of the PAR or as a part of an additional PAR. PARs which introduce no new functionality are exempt from the requirement to provide responses to the five Criteria. Examples of such PARs are: Protocol Implementation Conformance Statements (PICS), Managed Object Conformance Statements (MOCS), PARs to correct errors and PARs to consolidate documents.

Complete PARs shall be circulated via the EC email reflector to all EC members no less than 30 days prior to the day of the Opening EC meeting of an LMSC Plenary session.

Deleted: Executive Committee

Deleted: Executive Committee

Deleted: 41

At the discretion of the LMSC Chair, PARs for ordinary items (e.g., Maintenance PARs) and PAR changes essential to the orderly conduct of business (e.g., division of existing work items or

Formatted: Font: 10 pt, Do not check spelling or grammar

Deleted: DRAFT_LMSC_P&P_NOVEMBER_2005_R051204_REVS_ON.DOC

1	name changes to harmonize with equivalent ISO JTC-1 work items) may be placed on the <u>EC</u>	Deleted: Executive Committee
2	agenda if delivered to <u>EC</u> members 48 hours in advance.	Deleted: Executive Committee
3		
4	Delivery may be assumed if sent by either FAX or e-mail one full working day prior to the	
5	deadline. All PARs must be accompanied by supporting documentation, which must include:	
6		
7	• Explanatory technical background material	
8		
9	• Expository remarks on the status of the development of the PAR (e.g., approved by WG,	
10	Draft pending <u>WG</u> approval at next meeting, etc.)	Deleted: Working Group
11		
12	17.3 Plenary Review	
13		
14	In order to ensure wide consideration by the 802 members, PARs for significant new work (those	
15	that will result in a new Standard/Recommended Practice/Guide or an addition to an existing	
16	one) must pass through the following process during the plenary session week in which <u>EC</u>	Deleted: Executive Committee
17	approval is sought:	
18		
19	The PAR must be presented in summary at the opening plenary meeting to the general 802	
20	membership. Supporting material must be available in sufficient detail for members of	
21	other <u>WG</u> to understand if they have an interest in the proposed PAR (i.e., if they would	Deleted: Working Groups
22	like to contribute to/participate in the proposed work, or identify if there is conflict with	
23	existing or anticipated work in their current <u>WG</u>). It is highly recommended that a tutorial	Deleted: Working Group
24	be given at a previous plenary session for major new work items.	
25		
26	<u>WG</u> , other than the proposing <u>WG</u> , must express concerns to the proposing <u>WG</u> as soon as	Deleted: Working Groups
27	possible and must submit written comments to the proposing <u>WG</u> and the <u>EC</u> not later than	Deleted: Working Group
28	5:00 p.m. on Tuesday.	Deleted: Working Group
29		Deleted: Working Group
30	The proposing <u>WG</u> must respond to commenting <u>WG</u> and to the <u>EC</u> together with a Final	Deleted: Executive Committee
31	PAR not later than 5:00 p.m. on Wednesday. It will be assumed that insufficient	Deleted: Working Group
32	coordination and/or inter <u>WG</u> consideration had occurred prior to the submission of the	Deleted: Working Groups
33	PAR if this deadline is not met, and the proposed PAR will not be considered by the <u>EC</u> at	Deleted: Executive Committee
34	the closing <u>EC</u> meeting.	Deleted: Working Group
35		Deleted: Executive Committee
36	17.4 Chair responsibilities	Deleted: Executive Committee
37		
38	The <u>WG</u> Chair shall sign the copyright acknowledgment.	Deleted: Working Group
39		
40	The LMSC Chair shall, as Sponsor, submit the PAR to the following:	Deleted: 41
41		Formatted: Font: 10 pt, Do not check spelling or grammar
42	a) Chair, CS Standards Activities Board	Deleted: DRAFT_LMSC_P&P_NOVE
43	b) IEEE-SA Standards Board New Standards Committee (NesCom) Administrator	MBER_2005_R051204_REVS_ON.DOC

17.5 Criteria for Standards Development (Five Criteria)

17.5.1 Broad Market Potential

A standards project authorized by IEEE 802 shall have a broad market potential. Specifically, it shall have the potential for:

- a) Broad sets of applicability.
- b) Multiple vendors and numerous users.
- c) Balanced costs (LAN versus attached stations).

17.5.2 Compatibility

IEEE 802 defines a family of standards. All standards shall be in conformance with the IEEE 802.1 Architecture, Management, and Interworking documents as follows: 802. Overview and Architecture, 802.1D, 802.1Q, and parts of 802.1f. If any variances in conformance emerge, they shall be thoroughly disclosed and reviewed with 802.

Each standard in the IEEE 802 family of standards shall include a definition of managed objects that are compatible with systems management standards.

17.5.3 Distinct Identity

Each IEEE 802 standard shall have a distinct identity. To achieve this, each authorized project shall be:

- a) Substantially different from other IEEE 802 standards.
- b) One unique solution per problem (not two solutions to a problem).
- c) Easy for the document reader to select the relevant specification.

17.5.4 Technical Feasibility

For a project to be authorized, it shall be able to show its technical feasibility. At a minimum, the proposed project shall show:

- a) Demonstrated system feasibility.
- b) Proven technology, reasonable testing.

Deleted: 41

Formatted: Font: 10 pt, Do not check spelling or grammar

Deleted: DRAFT_LMSC_P&P_NOVE
MBER_2005_R051204_REVS_ON.DOC

1 c) Confidence in reliability.
2

3 **17.5.4.1 Coexistence of 802 wireless standards specifying devices for unlicensed operation**
4

- 5 | • A **WG** proposing a wireless project is required to demonstrate coexistence through the
6 preparation of a Coexistence Assurance (CA) document unless it is not applicable.
7 | • The **WG** will create a CA document as part of the WG balloting process.
8 | • If the **WG** elects not to create a CA document, it will explain to the EC the reason the CA
9 document is not applicable.
10

Deleted: working group

Deleted: Working Group

Deleted: Working Group

11 **17.5.5 Economic Feasibility**
12

13 For a project to be authorized, it shall be able to show economic feasibility (so far as can
14 reasonably be estimated) for its intended applications. At a minimum, the proposed project shall
15 show:
16

- 17 a) Known cost factors, reliable data.
18 b) Reasonable cost for performance.
19 c) Consideration of installation costs.
20

21 **17.5.6 Withdrawn PARs**
22

23 Occasionally a PAR is withdrawn. When a PAR is to be withdrawn, the responsible WG chair in
24 consultation with the WG shall consider whether the most current draft has content that should
25 be archived. If so, the WG chair shall ensure the most current draft of the proposed standard is
26 placed on the IEEE Document Distribution Service list. The WG chair shall add a cover page to
27 the draft alerting the reader that the PAR has been withdrawn for this work, giving the specific
28 date of the withdrawal and the rationale for the withdrawal.
29

30 The withdrawn draft shall be maintained on the IEEE Document Distribution Service list for a
31 period of 3 years after the time of withdrawal, after which it shall be removed from the list.
32

33 **18. Policy for Distribution of New IEEE LMSC Standards Publications**
34

35 CD-ROMs containing all IEEE 802 standards will be distributed on an annual basis to registered
36 attendees.
37

38 **19. IEEE LMSC Draft Numbering Plan**
39

40 | This numbering scheme applies to all LMSC **WG** and TAGs.

Deleted: Working Groups

Deleted: 41

Formatted: Font: 10 pt, Do not
check spelling or grammar

Deleted: DRAFT_LMSC_P&P_NOVE
MBER_2005_R051204_REVS_ON.DOC

It covers all IEEE 802 Drafts.

The format for the document numbers will be as follows:

Either P802.na-Di (formal draft standards)

Or P802.n{sc} (all other documents & correspondence)

Where:

n = a ~~WG~~/TAG Designator (i.e. 0, 1, ...),

Deleted: Working Group

a = a PAR Series Designator (i.e. _, A, B, C,...) for drafts of a document produced under an active PAR, and must include the {/Di} field,

i = a Draft Revision Number for working documents produced under an active PAR. Digits for the number may be separated by '-' but should not use any other separators.

yy = a year designator (i.e. 87, 88, 89, ...) to indicate the year in which the document number was assigned,

m = a sequence number which starts at 1 at the beginning of each year and is increased by 1 each time a document number is assigned,

sc = an optional subcommittee designator to be used specifically for tracking subcommittee submissions that are independent of the ~~WG~~/TAG as a whole. Documents relevant to the whole ~~WG~~/TAG will use the 802.n-yy/m form. The allowed formats for a subcommittee designator are: one letter, two letters, or one letter followed by one number. All other characters are specifically prohibited.

Deleted: Working Group

Deleted: Working Group

With the exception of the grandfathered 802.1 numbering scheme, IEEE 802 draft standards documents shall follow the numbering protocols outlined in the *IEEE Standards Style Manual*. One approved exception to these stated policies is that the numbering of draft standards amendments that convert to a revision project shall contain the phrase "-REV" preceding the alphabetical designation of the project.

20. Procedure for Conditional Approval to Forward a Draft Standard

This procedure is to be used when approval to forward a draft standard to LMSC letter ballot or to RevCom is conditional on successful completion of a ~~WG~~ or LMSC recirculation ballot, respectively.

Deleted: Working Group

Seeking conditional approval is only appropriate when ballot resolution efforts have been substantially completed and the approval ratio is sufficient.

Deleted: 41

Formatted: Font: 10 pt, Do not check spelling or grammar

The conditional approval expires at the opening of the next plenary.

Deleted: DRAFT_LMSC_P&P_NOVE
MBER_2005_R051204_REVS_ON.DOC

Agenda Items and motions requesting conditional approval to forward when the prior ballot has closed shall be accompanied by:

- Date the ballot closed
- Vote tally including Approve, Disapprove and Abstain votes
- Comments that support the remaining disapprove votes and WG responses.
- Schedule for recirculation ballot and resolution meeting.

Deleted: Working Group

Where a voter has accepted some comment resolutions and rejected others, only the comments of which the voter has not accepted resolution should be presented.

When conditional forwarding to LMSC ballot has been approved, the conditions shall be met before initiating LMSC ballot. When conditional forwarding to RevCom has been approved by the EC, the submittal may be forwarded to RevCom before the conditions have been fulfilled in order to meet the submittal requirements for the next RevCom meeting. However, the submittal shall be withdrawn from the RevCom agenda if the conditions have not been met one week before the RevCom meeting.

Conditions:

- Recirculation ballot is completed. Generally, the recirculation ballot and resolution should occur in accordance with the schedule presented at the time of conditional approval.
- After resolution of the recirculation ballot is completed, the approval percentage is at least 75% and there are no new DISAPPROVE votes.
- No technical changes, as determined by the WG Chair, were made as a result of the recirculation ballot.
- No new valid DISAPPROVE comments on new issues that are not resolved to the satisfaction of the submitter from existing DISAPPROVE voters.
- If the WG Chair determines that there is a new invalid DISAPPROVE comment or vote, the WG Chair shall promptly provide details to the EC.
- The WG Chair shall immediately report the results of the ballot to the EC including: the date the ballot closed, vote tally and comments associated with any remaining disapproves (valid and invalid), the WG responses and the rationale for ruling any vote invalid.

Deleted: Working Group

Deleted: Working Group

Deleted: Working Group

Deleted: Working Group

Deleted: Working Group

21. Procedure for Coexistence Assurance

If indicated in the five criteria, the wireless WG shall produce a coexistence assurance (CA) document in the process of preparing for WG letter ballot and Sponsor ballot. The CA document shall accompany the draft on all wireless WG letter ballots.

Deleted: working group

Deleted: working group

Deleted: working group

Deleted: 41

Formatted: Font: 10 pt, Do not check spelling or grammar

Deleted: DRAFT_LMSC_P&P_NOVE
MBER_2005_R051204_REVS_ON.DOC

1 The CA document shall address coexistence with all relevant approved 802 wireless standards
2 specifying devices for unlicensed operation. The WG should consider other specifications in
3 their identified target band(s) in the CA document.

Deleted: working group

4
5 The 802.19 TAG shall have one vote in WG letter ballots that include CA documents. As part of
6 its ballot comments, the 802.19 TAG will verify the CA methodology was applied appropriately
7 and reported correctly.

Deleted: working group

8
9 The ballot group makes the determination on whether the coexistence necessary for the standard
10 or amendment has been met.

11
12 A representative of the 802.19 TAG should vote in all wireless Sponsor ballots that are in the
13 scope of the 802.19 coexistence TAG.

Deleted: 41

Formatted: Font: 10 pt, Do not
check spelling or grammar

Deleted: DRAFT_LMSC_P&P_NOVE
MBER_2005_R051204_REVS_ON.DOC

<u>TABLE OF CONTENTS</u>	I
<u>1. INTRODUCTION</u>	1
<u>1.1 Common Abbreviations</u> -----	2
<u>2. LMSC SCOPE</u>	2
<u>3. LMSC ORGANIZATION</u>	2
<u>4. RESPONSIBILITIES OF THE SPONSOR</u>	4
<u>5. OFFICERS</u>	4
<u>6. MEMBERSHIP</u>	4
<u>6.1 Voting Membership</u> -----	4
<u>6.2 Application</u> -----	5
<u>6.3 Review of Membership</u> -----	5
<u>6.4 Membership Roster</u> -----	5
<u>7. SUBGROUPS CREATED BY THE SPONSOR</u>	5
<u>7.1 LMSC Executive Committee</u> -----	5
<u>7.1.1 Function</u> -----	5
<u>7.1.2 Membership</u> -----	6
<u>7.1.3 Voting Rules</u> -----	7
<u>7.1.4 Meetings</u> -----	9
<u>7.1.5 Revision of the LMSC Policies and Procedures (P&P)</u> -----	9
<u>7.1.6 Appeal and complaint process</u> -----	11
<u>7.2 LMSC Working Groups (WGs)</u> -----	14
<u>7.2.1 Function</u> -----	14
<u>7.2.2 WG Officers</u> -----	14
<u>7.2.3 Membership</u> -----	14
<u>7.2.4 Operation of the Working Group</u> -----	16
<u>7.2.5 Deactivation of Working Group</u> -----	20
<u>7.2.6 Working Group Financial Operations</u> -----	22
<u>7.3 LMSC Technical Advisory Groups (TAGs)</u> -----	24
<u>7.4 Study Groups</u> -----	25
<u>7.4.1 Study Group Operation</u> -----	26
<u>7.4.2 Voting at Study Group Meetings</u> -----	26

<u>7.5</u>	<u>Balloting Group</u>	26
<u>7.5.1</u>	<u>Interest Categories</u>	26
8.	<u>LMSC SESSIONS</u>	26
<u>8.1</u>	<u>Plenary Sessions</u>	27
<u>8.1.1</u>	<u>LAN MAN STANDARDS COMMITTEE PLENARY</u>	27
<u>8.2</u>	<u>Interim Sessions</u>	28
<u>8.2.1</u>	<u>Interim Session Hosts</u>	28
<u>8.2.2</u>	<u>Interim Session Fees</u>	29
<u>8.2.3</u>	<u>Interim Session Financial Reporting</u>	29
<u>8.3</u>	<u>Registration Policy</u>	30
9.	<u>VOTE</u>	31
<u>9.1</u>	<u>Procedure for Establishing a Directed Position</u>	31
10.	<u>COMMUNICATIONS</u>	32
<u>10.1</u>	<u>Formal Internal Communication</u>	32
11.	<u>INTERPRETATIONS</u>	32
12.	<u>APPEALS</u>	33
13.	<u>PARLIAMENTARY PROCEDURES</u>	33
14.	<u>POSITION STATEMENTS FOR STANDARDS</u>	33
<u>14.1</u>	<u>Procedure for Coordination with Other Standards Bodies</u>	33
<u>14.1.1</u>	<u>IEEE 802 communications</u>	33
<u>14.1.2</u>	<u>Working Group or TAG communications</u>	33
<u>14.2</u>	<u>Procedure for Communication with Government Bodies</u>	34
<u>14.2.1</u>	<u>IEEE 802 Communications</u>	34
<u>14.2.2</u>	<u>Working Group or TAG Communications</u>	34
15.	<u>STANDARDS PUBLICITY</u>	34
16.	<u>USE OF LMSC FUNDS</u>	35
17.	<u>PROCEDURE FOR PARS</u>	36
<u>17.1</u>	<u>IEEE-SA Standards Board Approval</u>	36

<u>17.2</u>	<u>LMSC Approval</u>	36
<u>17.3</u>	<u>Plenary Review</u>	37
<u>17.4</u>	<u>Chair responsibilities</u>	37
<u>17.5</u>	<u>Criteria for Standards Development (Five Criteria)</u>	38
17.5.1	Broad Market Potential	38
17.5.2	Compatibility	38
17.5.3	Distinct Identity	38
17.5.4	Technical Feasibility	38
17.5.5	Economic Feasibility	39
17.5.6	Withdrawn PARs	39
<u>18.</u>	<u>POLICY FOR DISTRIBUTION OF NEW IEEE LMSC STANDARDS PUBLICATIONS</u>	39
<u>19.</u>	<u>IEEE LMSC DRAFT NUMBERING PLAN</u>	40
<u>20.</u>	<u>PROCEDURE FOR CONDITIONAL APPROVAL TO FORWARD A DRAFT STANDARD</u>	40
<u>21.</u>	<u>PROCEDURE FOR COEXISTENCE ASSURANCE</u>	42