

**Operating Procedures
for SCC41
Dynamic Spectrum Access Networks
(DySPAN SCC)**

Adopted 26 March 2008

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Introduction

These Operating Procedures outline the orderly transaction of business for Standards Coordinating Committee 41, which shall act as sponsor for individual standards projects.

Scope

This Standards Coordinating Committee will develop standards related to dynamic spectrum access networks. The focus is on improved use of spectrum. New techniques and methods of dynamic spectrum access require managing interference, coordination of wireless technologies and include network management and information sharing.

If the scope of this SCC changes, the rules in the *IEEE-SA Standards Board Bylaws and the IEEE-SA Standards Board Operations Manual* concerning change of scope shall be followed.

1. Related documents

1.1. *Superior documents*

Although these procedures are approved by the IEEE-SA Standards Board, several documents take precedence in the following order:

New York State Not-for-Profit Law

IEEE Certificate of Incorporation

IEEE Constitution

IEEE Bylaws (includes IEEE Standards Association Bylaws)

IEEE Policy & Procedures Manual

IEEE Board of Directors Resolutions

IEEE Standards Association Operations Manual

IEEE-SA Board of Governors Resolutions

IEEE-SA Standards Board Bylaws

IEEE-SA Standards Board Operations Manual

1.2. *Supporting documents*

On questions of parliamentary procedure not covered in these procedures, Robert's Rules of Order (Revised) shall be used.

2. Committee Organization

SCC41 ("The Committee") shall consist of officers (see clause 3), subgroups (see clause 5), and members.

3. Officers of the Committee

The Officers of the Committee shall consist of a Chair, Vice-Chair, Secretary, and a Treasurer.

(Reference: *IEEE-SA Standards Board Operations Manual*)

The Chair of the Committee is appointed by the IEEE-SA Standards Board. The remaining officers are affirmed by the IEEE-SA Standards Board Chair. There shall be an annual vote of the Committee to elect the Vice-Chair, Secretary, and Treasurer. Officers shall not assume office until affirmed by the IEEE-SA Standards Board Chair. If the IEEE-SA Standards Board Chair declines to affirm one or more officers he shall inform the Chair who will initiate another vote by the Committee. The term of appointment of officers shall be one year, and this term can be renewed annually. The IEEE-SA Standards Board Chair has the authority to remove an officer.

3.1. Duties of Offices

All officers shall be members of the IEEE-SA and the IEEE.

The Chair shall organize the committee; oversee the committee's compliance with these procedures; and submit proposed documents approved by the Committee, with supporting documentation, for appropriate review and approval by the IEEE-SA Standards Board. The Chair shall appoint Subgroup Chairs and create ad hoc committees as needed.

The Vice-Chair shall carry out the Chair's duties if the Chair is temporarily unable to do so.

The Secretary shall record and have published minutes of each meeting, distribute communications, keep the records of the Committee and administer ballots.

The Treasurer shall manage the finances of the committee and prepare reports as required by the chair or Standards Board.

The officers of the committee shall manage the day-to-day work of SCC41. The officers are responsible for implementing the decisions of the Committee and managing the activities that result from those decisions.

4. Responsibilities of the Committee

The Committee shall be responsible for the following:

1. Developing proposed IEEE standards within the scope of the Committee
2. Voting on approval of proposed IEEE standards within its scope (PAR Approval)
3. Provide a readiness review for WG drafts that are being purposed for sponsor ballot. Readiness approval for sponsor ballot is an up or down vote and detailed comments on the draft are not accepted. If the draft is not approved to proceed to sponsor ballot it is returned to the WG for further work.

4. Maintaining the standards developed by the Committee in accordance with the *IEEE-SA Standards Board Operations Manual*
5. Responding to requests for interpretations of the standards developed by the Committee
6. Approve subgroup policies and procedures
7. Acting on other matters requiring Committee effort as provided in these procedures
8. Cooperating with other appropriate standards development organizations
9. Protecting against actions taken in the name of the committee without committee authorization
10. Reporting annually to the IEEE-SA Standards Board
11. Communicating with the IEEE-SA Standards Board on specific SCC activities as needed

5. Membership

The members and its subcommittees are appointed by one or more of the following:

1. The SCC Type 2 Chair
2. An IEEE Society
3. The IEEE-SA Standards Board

Members may be terminated for cause by the Committee Chair. The IEEE-SA Standards Board or an interested Society of the IEEE may designate up to five voting members to the Committee. The Committee Chair will appoint the designees to the committee. Designated members are expected to be participating members of SCC41. If a designated member fails to meet the membership requirements, the designating organization will be notified by the SCC 41 Chair.

5.1. Application

A request for membership shall be indicated by registering on the IEEE SCC41 membership roster located on the MyProject website of the IEEE SA.

Persons desiring membership in the Committee shall attend 2 of 3 consecutive meetings before being considered for membership. Upon successful completion of the attendance requirement the Chair will affirm, to the Committee, the voting status of the applicant.

Membership by representatives from other SDOs is highly encouraged and strongly supported.

Membership in the IEEE-SA is encouraged for all SCC members.

5.2. *Review of Membership*

The Chair shall review the membership list at least annually to assure balance in the membership and the continued active participation of each individual member.

Members are expected to fulfill the obligations of active participation. When a member is found in habitual default of these obligations, the Chair shall consider the matter for appropriate action, which may include termination of membership.

For an individual to maintain status as a member, that person shall:

- (a) attend at least one of three consecutive meetings of the Committee
 - (i) A Plenary Session of SCC41 shall be defined as the “meeting”. Attendance is defined as being present for 75% of the Plenary Session and having paid the requisite meeting fees. Working Group attendance may not be used to satisfy this requirement.
- (b) serve as an active member, as determined by the subgroup chair, of at least one of the Committee’s subgroups
- (c) vote on at least one of every two consecutive electronic ballots of the Committee

A member who desires to continue membership but cannot meet the membership requirements for a valid reason may petition the Committee Chair to enter a suspended membership status. The request shall be submitted to the Secretary in writing and state the reason for the request. Valid reasons include such events as significant illness, maternity/paternity leave, and military service.

5.3. *Interest Categories*

All appropriate interests that might be directly and materially affected by the standards activity of the Committee shall have the opportunity for fair and equitable participation without dominance by a single interest. Members shall propose their own interest categories as appropriate. The interest categories shall be established or revised by a vote of the Committee. Care shall be taken to assure all interest categories are represented to the extent possible.

5.4. *Membership Roster*

The Secretary shall maintain a current and accurate Committee roster and shall distribute it to the members at least annually and upon request. All changes to the roster shall be forwarded to the Chair immediately.

The roster shall include the following:

1. Title of the Committee and its designation
2. Scope of the Committee
3. Officers - Chair, Vice-Chair, Secretary, Treasurer
4. Standards Staff Liaison

5. Members: for all, list name, e-mail address, and business affiliations; for society or organizational Designated Representatives (DR), list the IEEE Society or organization they represent
6. Interest category of each member
7. Tally of interest categories - total of voting members and subtotals for each interest category
8. For each subgroup - title, chair, and names, e-mail addresses, and business affiliations of all members

6. Subgroups Created by the Committee

6.1. Subgroups

When one or more subcommittees are formed to expedite the work of the Committee, their formation (and later disbandment) requires recommendation by a majority of the voting members of the Committee and the approval by the IEEE-SA Standards Board. The scope and duties delegated to the subgroup shall be approved at the time it is formed, and subsequent changes in scope or duties shall also require approval. The scope, duties, and membership of all subgroups shall be reviewed by the Committee annually. The charge to the subgroup shall clearly state which of the following complementary activities is appropriate:

1. The subgroup is responsible for the definitive content of one or more documents and for responding to views and objections thereon. Such subgroups shall maintain a membership roster and shall comply with the provisions for voting on the standard(s).
2. The subgroup is responsible for assisting the Committee (for example, drafting all or a portion of a document, drafting responses to comments, drafting positions on standards, or other purely advisory functions).

Officers of working groups are appointed by the Committee chair who may seek recommendations from the WG membership.

7. Meetings

Committee meetings shall be held, as decided by the Committee, the Chair, or by petition of 10% of the members, to conduct business, such as making assignments, receiving reports of work, considering draft standards, resolving differences among subgroups, and considering views and objections from any source. A 30-day notice, including an agenda, shall be distributed to all members, observers, and experts. Meetings of subgroups may be held as decided upon by the members or Chair of the subgroup.

7.1. Quorum

There shall be a quorum for conducting business at a meeting. If a quorum is not present, actions may be taken subject to confirmation by ballot, as detailed in Section 8.1 See *Robert's Rules of Order (revised)*. A quorum shall be 50% of the voting members of the Committee until the Committee exceeds 50 voting members. Once the membership of the Committee exceeds 50 voting members a quorum shall be 30% of the members or 25 of the voting members of the Committee, whichever is greater. If a quorum is not present at a meeting, the chair may choose to conduct certain business of the meeting electronically or defer the business until a subsequent meeting.

7.2. Meeting Fees

The Committee may charge a meeting fee to cover the expenses of the Committee. The fee shall not be used to restrict participation by any interested parties. The Treasurer shall set the meeting fees in consultation with those planning a particular meeting.

In the event that a member of the Committee has a financial difficulty and is unable to pay the meeting fee, the member may apply to the Committee Chair for a partial or complete waiver of the meeting fee. The Chair shall make the decision regarding the requested relief.

8. Vote

In order to vote on a document at the Sponsor level, each voting committee member shall have paid the appropriate fees associated with balloting privileges.

Each voting committee member shall vote one of the following positions:

1. Affirmative
2. Do Not Approve (Negative With Comments - the reasons for a negative vote shall be given and should include specific wording or actions that would resolve the objection)
3. Do Not Approve (Negative Without Comments)
4. Abstain

8.1. Voting Between Meetings

The Committee shall be allowed to conduct Committee business between meetings at the discretion of the Chair by use of a ballot. If such actions are to be taken, they shall follow the rules of IEEE Bylaw I-300. In the event an electronic ballot is required, the balloting period shall not be less than two weeks.

8.2. Actions Requiring Approval by a Majority

All actions of the Committee except those listed in section 8.3 will require approval by a simple majority vote of the members attending a meeting, or a simple majority vote of members responding to a ballot.

8.3. *Actions Requiring Approval by Two-Thirds*

The following actions require approval by two-thirds vote of members responding to a ballot:

1. Adoption of Committee procedures, interest categories, or revisions thereof
2. Position Statements
3. Approval of change of the Committee scope
4. Approval of termination of the Committee

9. Communications

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

9.1. *Formal Internal Communication*

If correspondence between subcommittees or between Subgroups of different subcommittees involves issues or decisions (that is, non-routine matters) affecting other subcommittees, copies shall be sent to all affected subcommittee chairs, the Secretary, and the Committee officers.

9.2. *External Communication*

Inquiries relating to the Committee should be directed to the Chair, and members should so inform individuals who raise such questions. All replies to inquiries shall be made through the Chair.

10. Interpretations

Written inquiries requesting interpretations of the Committee's IEEE approved standards shall be responded to by the Interpretations Subgroup, if any. The policies of subclause 5.9 of the *IEEE-SA Standards Board Operations Manual* shall be followed. Revisions to the standard resulting from requests for interpretations shall be processed in accordance with the procedures of the IEEE-SA Standards Board and this Committee. Copies of all requests for interpretations and subsequent responses shall be forwarded to the Secretary of the IEEE-SA Standards Board.

11. Appeals

The Committee recognizes the right of appeal. Technical appeals are referred back to the Sponsor. Every effort should be made to ensure that impartial handling of complaints regarding any action or inaction on the part of the Committee is performed in an identifiable manner.

12. Position Statements

All communications shall comply with the *IEEE-SA Standards Board Operations Manual*. These procedures apply to communications with government and intergovernmental bodies.

12.1. Committee Position Statements

Committee position statements shall not be released without prior approval by the Committee which requires two-thirds vote per Section 8.3 of these procedures

12.2. Subgroup Position Statements

Subgroup position statements shall not be released without prior approval by a three-fourths vote of the subgroup. Such position statements may proceed unless blocked by a Committee vote at a Committee meeting. For position statements not presented for review at a Committee meeting, members shall be provided a review period of at least five (5) days. If, during that time, a motion to block the position statement is made, release of the position statement will be withheld [pending failure of the blocking motion].

Subgroup position statements shall be identified in the first paragraph of the position statement as being specifically the position of the subgroup. These statements shall be issued by the Subgroup Chair and shall include the Sponsor Chair in the distribution. Such statements shall bear neither the IEEE nor the IEEE Sponsor logos.

12.3. Informal Communications

Informal communications shall not imply that they are a formal position of the Committee or a subgroup of the Committee. Informal communications shall clearly state which group is originating the communications and shall not imply concurrence by other bodies within the IEEE or of the IEEE itself.

12.4. Position Statements to be Issued by Other Entities

If the Committee wishes to go to another IEEE entity (as defined in Section 15 of the *IEEE Policy and Procedures*) to have that entity offer a position statement, they shall do so after agreement from the IEEE-SA Standards Board and after informing the IEEE-SA BOG. Upon Committee approval, proposed position statements that need to be issued by other IEEE entities shall be forwarded to the IEEE-SA Standards Board Secretary for further action.

13. Standards Publicity

The Committee is encouraged to prepare press releases and other forms of publicity to promote their activities. Please see the *IEEE-SA Standards Board Operations Manual* for further instructions.