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IEEE P802.15
Wireless Personal Area Networks

Project IEEE P802.15 Working Group for Wireless Personal Area Networks (WPANs)

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Re: [03/0280r4, 03/0281r4]

Abstract [General Operating Policies and Procedures tune-up.]

Purpose [The purpose of this contribution is to capture proposed rule changes to tune-up the 802.15 WG Operating Rules (original document 99001r6). When accepted, they will be used to revise 99001r6 to r7.]

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Policies and Procedures of IEEE Project 802 Working Group P802.15, WPANs

“R7” Revision approved: November 14, 2003
1.0 Approved: July 5, 1999

IEEE Project 802 Wireless Personal Area Network Working Group 802.15

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1 References:

2 References refer to the latest versions of these documents. Many other useful documents are
3 available on-line.

4 [1] IEEE Project 802 LAN MAN Standards Committee (LMSC) Policies and Procedures
5

6 [2] IEEE Standards Companion
7

8 [3] IEEE-SA Standards Board Operations Manual
9

10 [4] IEEE-SA Standards Board Bylaws
11

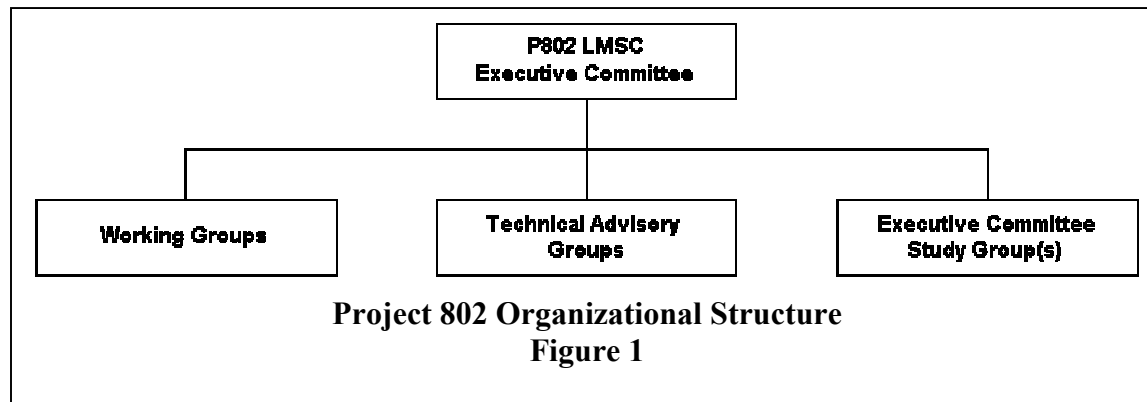
12 [5] Overview and Guide to IEEE 802 LMSC
13

14 [6] Welcome to IEEE Standards Development Online
15

16 [7] Robert's Rules of Order - Newly Revised 10th edition) Edited by Henry M. Robert III &
17 William J. Evans (Paperback ISBN 0-7382-0307-6), (Hardcover ISBN 0-7382-0384-X) or
18 latest version

19 **1. Overview**

20 The 802.15 Working Group (WG) is responsible for developing Wireless Personal Area Network
21 (WPAN) standards under the auspices of the IEEE Project 802 LAN/MAN Standards Committee
22 (P802 LMSC). The 802.15 WG is one of several working groups reporting to the P802 LMSC.
23 The 802.15 WG operates under the Policies and Procedures of IEEE Project 802 (ref [1]) and
24 the hierarchy of policies and procedures under which IEEE Project 802 operates. In the event of
25 any conflict between the Policies and Procedures of 802.15 and the Policies and Procedures of
26 IEEE Project 802, the Policies and Procedures of IEEE Project 802 take precedence.
27



1 The P802 LMSC Sponsor Executive Committee (SEC) directs the P802 LMSC. The SEC serves
 2 as the SEC for both the sponsor ballot groups as well as the Standards Development Groups.
 3 P802 LMSC has been divided into Working Groups, Technical Advisory Groups and, on a
 4 temporary basis, Executive Committee Study Groups to standardize technologies applicable to
 5 local and metropolitan area networks. See figure 1.

6
 7 A brief overview of the standards development process is provided in [clause 7.1](#) of this
 8 document.

9 **2. Working Group**

10 **2.1. Function**

11 The 802.15 WG's charter is to develop Physical layer and MAC specifications for Wireless
 12 Personal Area Networks. These Standards activities are carried out under Project Authorization
 13 Requests (PAR) approved by the IEEE-SA Standards Board and assigned to 802.15 WG. Since
 14 the scope of standards work which comprises 802.15 WG activities may be widely dispersed in
 15 time, technology and structure, individual standards activities within 802.15 WG are, at the
 16 discretion of the 802.15 WG, carried out by Task Groups (TG) operating under, and reporting to,
 17 the 802.15 WG. A TG may in turn create Sub-Task Groups as necessary to accomplish the work
 18 of the TG.

19
 20 The 802.15 WG is chartered to:

- 21 • define, maintain, and revise the 802.15 standards, recommended practices, and guides
- 22 • develop new standards, recommended practices, and guides in a reasonable time frame
- 23 within the scope of the P802 LMSC
- 24 • forward these standards to ISO/IEC JTC1, if applicable
- 25 • maintain liaisons with other groups within P802 LMSC, and other relevant standards
- 26 setting bodies and Radio Spectrum regulatory bodies
- 27

1 The 802.15 WG activities are administered by the WG Chair who is assisted in this task by the
2 Working Group Advisory Committee ([see 2.3](#)).

3
4 The structure of 802.15 WG is illustrated in [figure 2](#).

5 **2.2. WG Officers**

6 The policies and procedures for the election of, and the terms served by, the WG Chair and Vice-
7 Chair are contained in the Policies and Procedures of IEEE Project 802 (See [ref \[1\]](#), 5.1.2).

8 Removal of the WG Chair or Vice-Chair is also covered by this document (See [ref \[1\]](#), 5.1.4.5).

9 **2.2.1. Chair**

10 As stated in P802 policies and procedures, the chair of the WG is responsible for presiding over
11 WG Plenary and Interim sessions and combined TG meetings. The chair only votes on matters
12 before the Working Group in cases where a deciding vote must be cast.

13
14 In addition, minutes of TG meetings are to be reviewed by the TG chairs and made available for
15 review by the WG Chair one week after closure of the session.

16 **2.2.2. Vice Chair**

17 Unlike the chair, except when acting in the capacity of the chair, the vice chair, normally votes,
18 and comments on issues with the same rights as all other voting members.

19 **2.2.3. Secretary**

20 The minutes of meetings taken by the Secretary (or designee) are to be provided to the WG chair
21 in time to be available to the membership one week after close of the session.

22
23 The minutes of the meeting are to include documents produced by the voting process and
24 document list. Sufficient detail should be presented in the meeting minutes to allow a person
25 knowledgeable of the activity, but not present at the discussion, to understand what was agreed
26 to and why. Minutes shall be posted to the WG web site within 7 days of the close of the
27 meeting. See IEEE Standards Companion ([ref \[5\]](#)) for details on content and form of minutes.

28 **2.2.4. WG Technical Editor**

29 The Working Group Technical Editor is responsible to set the overall tone of the Drafts
30 produced by the Task Group Technical Editors, and is a resource to them.

31 **2.2.5. Treasurer**

32 The Treasurer is responsible for the financial operations of the Working Group and the Working
33 Group treasury. This shall include, but is not limited to overseeing the collection, disbursement and
34 retention of all Working Group funds, the creation and supervision of budgets for Working
35 Group hosted interim sessions, ensuring that disbursements are made only for approved expenses
36 and the generation and submission of all financial reports and audit packages.
37

2.2.6. Assistants

The WG Chair may appoint and dismiss assistants to any of the above offices, as the needs of the WG change.

2.3. WG Advisory Committee

The 802.15 WG Advisory Committee (AC) functions as the coordinating body supporting the Chair in formulations of policy and the performance of his/her duties. The 802.15 WG AC has no formal meetings, voting procedures, nor policies. The intent is to have the 802.15 WG AC operate in a consultative manner via weekly teleconference calls. There is adequate policy and procedural rigor imposed on WG 802.15 by the Policies and Procedures of IEEE Project 802 and its hierarchy of policies and procedures.

2.3.1. Function

The function of the WG AC is to assist the WG Chair in performing the following tasks:

- Providing procedural and, if necessary, technical guidance to the Task Groups and Study Groups (SG) as it relates to their charters.
- Overseeing WG, TG, and SG operation to see that it is within the scope of WG 802.15's charter.
- Examining TG draft standards, recommended practices, and guides proposed for submission to WG ballot.
- Considering complaints of WG, TG and SG members and their resolution at the Plenary and Interim Meetings.
- Managing WG 802.15 logistics, e.g. concurrent TG and SG meetings, etc.
- Manage liaison activities between meetings of the WG.

2.3.2. Membership

Membership of the WG AC is composed of the following WG 802.15 officers:

- WG Vice-Chair.
- Treasurer.
- Recording Secretary.
- Task Group Chairs.
- Study Group Chairs.
- Technical Editors.

2.4. WG Membership

The policies and procedures governing WG membership including establishment, retention, loss and rights are contained in the Policies and Procedures of IEEE Project 802 (See [ref \[1\]](#), 5.1.3).

The following additional requirements are imposed within WG 802.15:

- 1 • TG and SG meetings do not count towards 802.15 WG voting rights unless they are held
2 in conjunction with a WG meeting. In that case they are treated as if the member
3 attended the parallel meeting within the WG.
- 4 • To establish voting rights participants must request to become a voter during an 802.15
5 WG Opening or Closing plenary meeting when additions to the voter list are solicited by
6 the Chair from the "Nearly Voting Member" list or by following the WG's attendance
7 recording processes.
- 8 • To establish and retain voting rights participants must record and maintain complete
9 contact information in the 802.15 database.
- 10 • Potential voters must attend two meetings, at least one of which must be a plenary.
11 Voting rights will be affective at the beginning of the next attended plenary. The
12 attendance must occur within four consecutive meetings. Participation is defined as
13 attending 75% of all meetings during an officially sanctioned session of the WG.
- 14 • Voting rights may be lost by:
 - 15 ▪ Failure to pay conference fee
 - 16 ▪ Missing two out of three consecutive letter ballots
 - 17 ▪ Failure to maintain contact information

18
19 In addition to the requirements for membership the following is highly recommended for most
20 efficient exchange of information between members:

- 21 • E-mail address capable of handling large file attachments
 - 22 • Laptop computer at meetings capable of connecting to the network or sharing files.
- 23
24

25 **2.5. Operation of the WG**

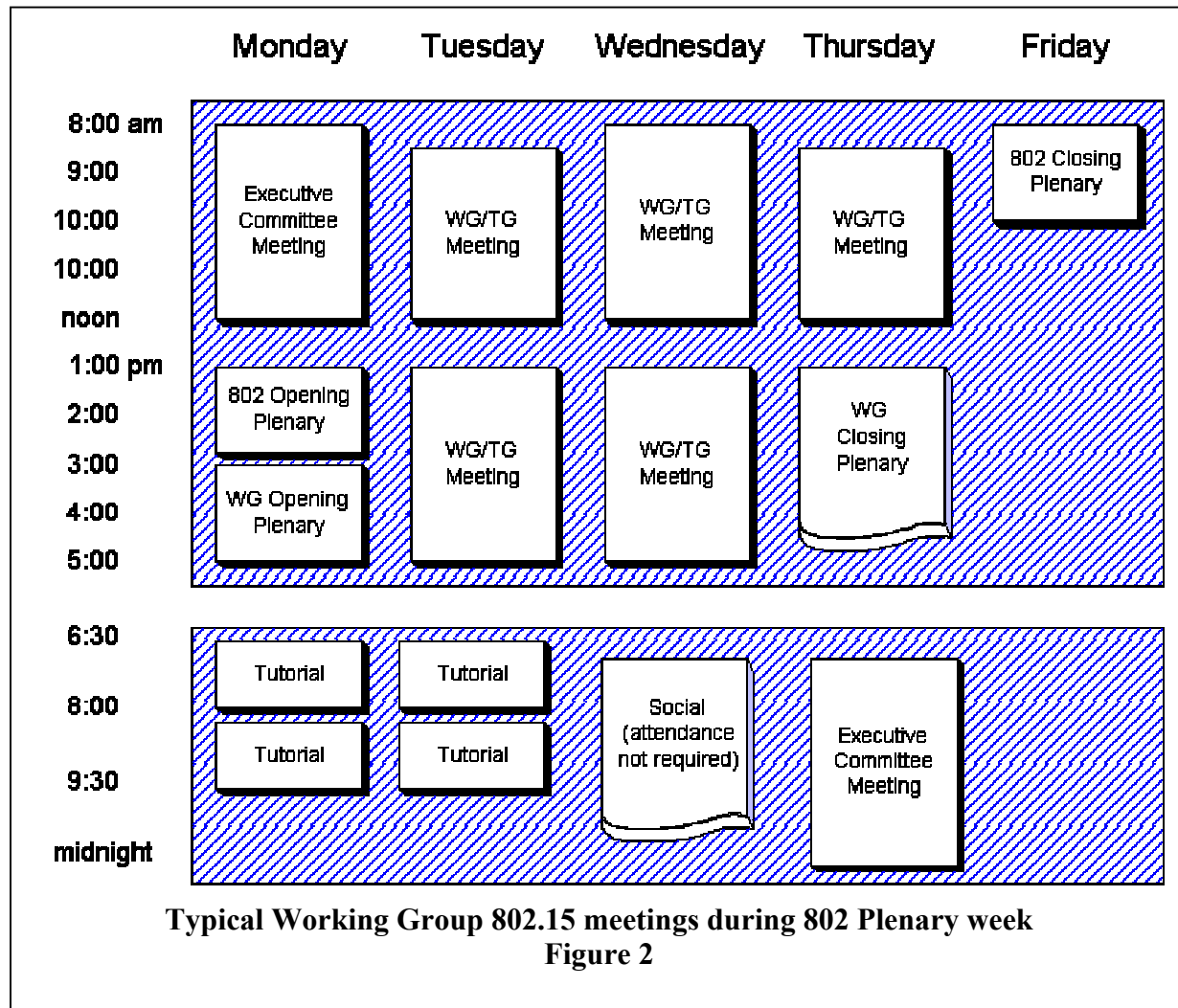
26 2.5.1. Chair's Function

27 The Chair of a WG may decide procedural issues or may put them to a vote of the WG. The WG
28 participants and the Chair decide technical issues by vote. The WG Chair decides what is
29 procedural and what is technical.

30 2.5.2. WG Plenary Meetings

31 2.5.2.1. Plenary Session

1 The 802.15 WG plenary session is conducted three times a year as part of the P802 LMSC
 2 plenary sessions (see [ref \[5\]](#)). The 802.15 WG plenary session is a meeting of individuals
 3 interested in developing and maintaining WPAN standards. Typically the 802.15 WG



4 Opening/Closing plenary meetings are held between the opening and closing meetings of each
 5 P802 LMSC plenary (see [figure 2](#)). Occasionally there are TG or SG meetings during the
 6 Executive committee meeting on Monday morning and/or the weekend preceding the plenary
 7 (Note: meetings held before the opening of 802 plenary meeting are treated as interim meetings.)
 8

9 The 802.15 WG plenary is open to all registered P802 attendees. As is the case with all 802
 10 Working Group meetings only voting members have the right to participate in the discussions
 11 (see [ref \[1\]](#), 5.1.3.5). The Working Group Chair may grant the privilege to observers to
 12 participate in discussions.
 13

1 The WG 802.15 Plenary is conducted by the Chair or the Chair's designated delegate. The
2 802.15 WG Opening plenary meeting will include the presentation of the following information:
3

- 4 • The agenda (which was distributed 30 days earlier) including any items requiring a vote.
5 In addition the following information is on the 802.15 web site and should be read and
6 understood by participants.
- 7 • The existence of these policies and procedures and where they can be obtained.
- 8 • The existence of the Policies and Procedures of IEEE Project 802 and where they can be
9 obtained.
- 10 • Intellectual Property Rights (IPR) and copyright notices.

11
12 The function of a plenary meeting is to gather and disseminate information and take action as
13 follows:

- 14 • Status reports from the Task Groups and Study Groups.
- 15 • Liaison reports from other standards organizations, other IEEE 802 WGs and TAGs.
- 16 • Reports on schedules for future plenary meetings.
- 17 • Announcements and general news.
- 18 • Vote on such matters that may be brought before it such as recommendations of its Task
19 Groups and the election of 802.15 officers.
- 20 • Make recommendations for SEC action with respect to standards projects, P802, and
21 liaison matters.
- 22 • Calls for interest in new work items.
- 23 • Call for relevant patents
- 24 • Items for subsequent meetings

25 26 27 2.5.2.2. Interim Meetings

28 The respective group schedules interim WG, TG, or SG meetings no later than the end of the
29 prior plenary meeting. The date/time/place of the meeting(s) must be approved and announced
30 at the final WG Plenary and entered in the minutes of the meeting. Official actions of these
31 meetings are valid if one of the following occurs:

- 32 • A quorum is present
- 33 • Confirmation vote passes at the next Plenary
- 34 • Appropriate level of approval (75%+ for technical, 50%+ for procedural) from a letter
35 ballot that has been pre-authorized by the WG at the time of the meeting approval
- 36 • Specific empowerment that has been pre-authorized by the WG at the time of the meeting
37 approval

38 39 2.5.2.3. Ad Hoc and Liaison Meetings

1 Any AC member may call Ad Hoc and Liaison meetings. They have no official status and do
2 not count for voting rights purposes. No binding actions may be taken at these meetings unless
3 specifically chartered by the WG. Since they may involve negotiation of proprietary
4 information, they may be closed to the general membership of the WG. The "Ad Hoc and
5 Liaison" meeting Agendas will be approved by anyone in the Working Group AC prior to
6 Working Group distribution as discussed in these policies and procedures.

7 2.5.3. Voting

8 There are two types of votes in the WG: votes on motions and votes in straw polls.

9

10 Only the WG members can make and vote on motions.

11

12 All participants may participate in a straw poll at the discretion of the WG Chair.

13

14 The WG Chair defines motions as either technical or procedural. On a technical motion, a vote
15 is carried by a minimum 75% approval of the sum of those voting "Approve" or "Do Not
16 Approve". On a procedural motion, a vote is carried by a greater than 50% approval of the sum
17 of those voting "Approve" or "Do Not Approve".

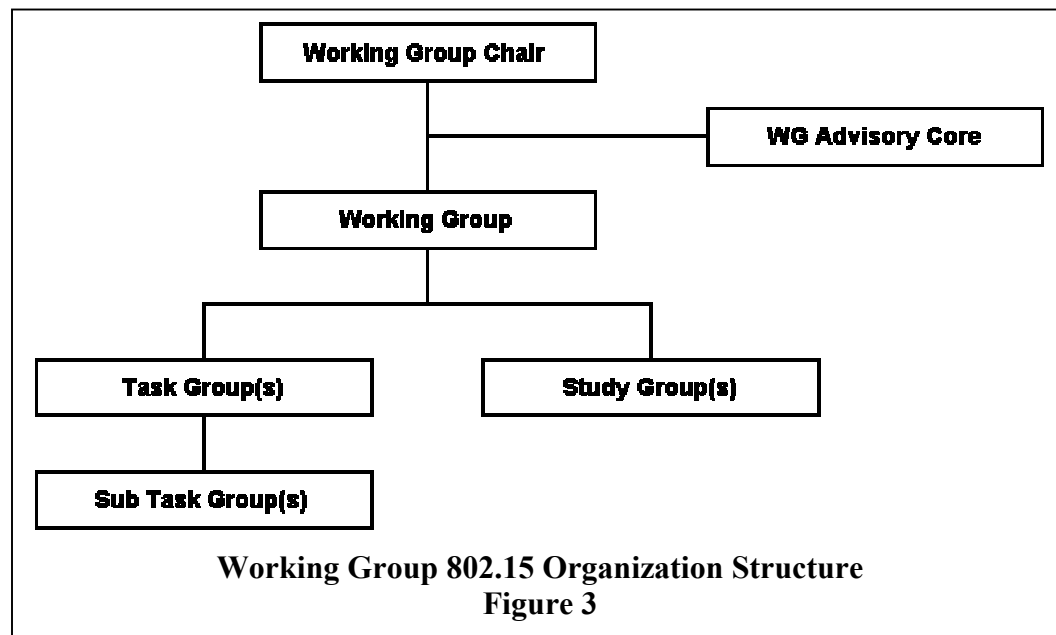
18

19 The decision to define a motion as technical or procedural rests with the WG Chair. Generally a
20 technical motion is defined as a motion that will materially affect the content of a draft. This is
21 because a draft itself will ultimately be subject to a 75% majority vote at the LMSC ballot.

22 The decision by the WG to submit a draft standard or a revised standard to the WG ballot group
23 must be ratified as a technical vote.

24 2.5.4. Minimum Meeting Notification Requirements

25 A meeting notice and agenda must be made available to all WG 802.15 members and observers
26 at least 30 days prior to any WG meeting. This notice will include as a minimum the date, time,
27 location, host, hotel details, travel details if necessary and a stated purpose.



1 2.5.5. Precedence of Policies and Procedures

2 The policies and procedures governing Working Group Functions, Chair and Vice-Chair,
 3 Membership, meetings and the operation of a Working Group are provided by the Policies and
 4 Procedures of IEEE Project 802 and the hierarchy of policies and procedures under which IEEE
 5 Project 802 operates. These policies and procedures are all included in this document by
 6 reference and are not reproduced here, however the reader is encouraged to become familiar with
 7 these policies and procedures in addition to the policies and procedures provided in this
 8 document. If 802.15 WG Operating Policies and Procedures conflicts with the 802 Operating
 9 Policies and Procedures, then the 802 Operating Policies and Procedures shall take precedence.

10 2.5.6. Maintenance of Policies and Procedures

11 WG Policies and Procedures are a requirement of the Policies and Procedures of IEEE Project
 12 802, which state that the WG chair shall (see [ref \[1\]](#), 5.1.4.4):

13 *"Establish Working Group policies and procedures beyond the Working Group*
 14 *policies and procedures set down by the Executive Committee. These policies*
 15 *and procedures must be written and all Working Group members must be aware*
 16 *of them."*

17 The WG 802.15 policies and procedures are to be made publicly available and posted in the WG
 18 802.15 area of the IEEE web site. Suggestions for improvements should be submitted to the
 19 Vice-Chair who will bring them up for discussion at the following plenary.

20 Proposed changes to WG Policies and Procedures must be received no later than the day before
 21 the 802.15 opening plenary. If there are any proposed changes a meeting shall be held to discuss
 22 the changes. The changes shall then be circulated at least one week prior to the next plenary and

1 an announcement shall be made at that WG opening plenary that a vote shall be taken on the
2 changes at the WG closing plenary (see below).

3 Proposed changes shall be in written form and should include:

- 4 • The purpose, objective, or problem the proposed change is intended to address
- 5 • The specific text of the rule change
- 6 • The rationale for the chosen text

7
8 These policies and procedures of operation of WG 802.15 can be changed by either:

- 9 • A vote taken at the closing plenary of 802.15 WG, passing with a least 2/3 approval of
10 those voting either for or against.
- 11 • An affirmative WG 802.15 letter ballot. This ballot shall adhere to the standard letter
12 ballot requirements (see 2.7.2)

13 The Chair shall decide which of the above methods shall be used. The SEC of the P802
14 committee must approve all changes.

15 2.5.7. Working Group Procedures

16 The following list describes the normal content and operations of Plenary and Interim P802.15
17 meetings.

- 18 1. The Working Group meetings start promptly at 8:00 a.m. end promptly at 5:30 p.m. or
19 per the approved meeting agenda.
- 20 2. A Working Group "Session" refers to a set of meeting days that may not be contiguous.
21 A Working Group "Meeting" refers to a single day's meeting. The intermediate
22 adjournments from day to day, or the recesses taken during the day, do not destroy the
23 continuity of the meetings, which in reality constitute one session.
- 24 3. The reports from the Task Groups and Study Groups deal primarily with issues related to
25 P802.15 as a whole or Liaison coordination. Reports of those items that will be covered
26 in the Plenary and Interim meetings should be minimized to avoid duplication of
27 discussions.
- 28 4. Roberts Rules of Order [7] are used in Working Group "Plenary and Interim" meetings.
29 The following items control debate procedures. The Chair or vote of the WG may
30 modify them for a specific period, as necessary.
 - 31 • Issues brought before the Full Working Group for resolution by vote should be
32 phrased as a motion and distributed, if possible, to the Working Group Chair before
33 the meeting.
 - 34 • The maker of the motion has up to five minutes of uninterrupted time to explain the
35 motion and to answer questions about it. After this, the seconder of the motion will be
36 sought.

- 1 • Each Working Group member has two minutes of uninterrupted time to state an
2 opinion about the motion. It is not necessary that all two minutes be used.
- 3 • The debate is confined only to the current motion.
- 4 • If the Working Group extensively modifies a TG’s motion the Task Group Chair may
5 withdraw the motion and present it to the Working Group at the next meeting or
6 session (which ever comes first).
- 7 5. When the Working Group meeting in the evening fails to cover all agenda items (except
8 for informational items), the clock stops at 5:30 p.m. the WG Chair has the discretion to
9 extend that meeting agenda time to allow the Working Group the necessary time to
10 resolve the agreed to agenda items.

11 **2.6. Submission of Papers**

12 2.6.1. Document Numbering and File Names

13 P802.15 uses the LMSC document numbering scheme. Every official document produced or
14 archived by the Working Group will have a document number assigned in the format:

15
16 **WG-yy-nnnn-rr-SSSS_Title.format**

17
18 where:

- 19 • WG is the Working Group (e.g. 802.15),
20 • yy is the year produced (3003 is “03”),
21 • nnnn is a sequential 4 digit reference number assigned by the WG secretary, designee,
22 or automated system, and
23 • rr is the two digit sequential revision number. The original document version is “00”.
24 • SSSS represents the Task Group identification. For example: TG3 is 0030, TG3a is
25 003a, and a High Speed Study Group would be HTSG.

26
27 Skipping revision numbers between posted documents is not allowed. The Title and
28 document extension is added at the end and all spaces in the title should be filled with dash
29 marks. For example,

30
31 15-03-03091-01-WG_Policies-and-Procedures.doc.

32
33 The document sequence number “0000” will be reserved for the master index of documents for
34 the year. Each time the document list is published, the revision number is incremented.

35
36
37 Draft standards for 802.15 will have the format

38
39 **P802.15.n/Di**

40

1 where *i* is the Draft Revision Number and *n* is the Project designation 802.15.1, .2, .3, .3a, .4, .4a,
2 etc. (e.g., P802.15.3/D16), or as specified by IEEE-SA..

3 2.6.2. Required Document Formats

4 Document file formats will be defined by the WG Chair in the Chair's Guidelines.

5
6 Documents submitted to WG 802.15 shall use the style templates supplied by the WG for all
7 submissions, and shall comply with all copyright policies and procedures.

10 2.7. WG Balloting

11 A draft must successfully pass a WG letter ballot (conditional approval excepted) before it can
12 be forwarded to the SEC for approval for Sponsor Ballot Group voting. The policies and
13 procedures governing WG letter ballots, comment resolution and confirmation letter ballots are
14 contained in the Operating Policies and Procedures of IEEE Project 802 (See [ref \[1\]](#), 5.1.4.2.2).
15 An overview of the process is also provided in [subclause 7.1](#) of this document.

16
17 Additional requirements that are imposed within WG 802.15 are specified by the clauses below.

18 2.7.1. Draft Standard Balloting Group

19 The 802.15 WG balloting group consists of all voting members of the 802.15 WG as of the
20 opening day of the ballot as determined by the WG Chair.

21 2.7.2. Draft Standard Balloting Requirements

22 Before a draft is submitted to WG letter ballot it shall in addition have met the following
23 requirements:

- 24 • It must be complete with no open technical issues.
- 25 • It must be made available on the web site a week before the meeting before it is to be
26 discussed. All changes made to the draft after the initial posting shall be presented for
27 review during the closing plenary immediately prior to the vote for approval to go to WG
28 ballot.
- 29 • It must be formatted according to the IEEE Standards Style Manual and as specified in
30 the IEEE-SA templates (See [ref \[6\]](#)).
- 31 • It must be approved for submittal to WG ballot at the 802.15 WG closing plenary.

32 For a WG letter ballot to be considered valid the abstention rate must be less than 30%.

33 When present, state diagrams shall take precedence over text.

2.7.3. Draft Standard Formatting Requirements

The draft must be provided in the current IEEE electronic format. At a minimum this shall be completed prior to the Sponsor ballot however it is preferable that the draft be maintained in this format for its entire life.

Changes to IEEE 802.15 draft standards shall be shown in underscore and ~~strikeout~~.

2.8. Financial Operations

The WG may operate with a Treasury providing that the following conditions are met:

- Operation with treasury requires the approval of the Working Group and the approval of the 802 Executive Committee.
- The Working Group shall have a Treasurer.
- The Working Group treasury shall be operated in compliance with all applicable requirements of the IEEE, the Computer Society and 802 LMSC.

3. Task Groups

3.1. TG Function

The function of the Task Group is to produce a draft standard, recommended practice, guideline, supplement, or portion of a draft standard (collectively referred to herein as “standards”) to the WG. These shall be within the scope of the P802 LMSC, the charter of the WG and under an approved PAR as established by the P802 LMSC SEC and approved by the IEEE Standards Board. After the publication by the IEEE of the standard, recommended practice or guideline, the function of the TG is complete and its charter expires ([see 3.5](#)). It is a function of the WG 802.15 to maintain published 802.15 standard(s) ([see Clause 5](#)).

3.2. TG Officers

3.2.1. TG Chair

TG Chairs shall be appointed by the WG Chair and confirmed by a motion that is approved by a minimum 75% majority of attending WG members. The TG Chair is required to confirm that the function of secretary is performed for each TG meeting. TG meetings are not allowed to function without a secretary or designee.

3.2.2. Secretary

The minutes of meetings taken by the Secretary (or designee) are to be provided to the TG chair in time to be available to the WG chair for publication a week after close of the session.

The minutes of the meeting are to include documents and resolutions produced by the voting process and document list. See Standards Companion for details on content and form of minutes.

1 **3.3. TG Membership**

2 The TG will draw its membership from the WG. The TG shall have the same voting rules as
3 802.15 WG.

4 **3.4. Operation of the TG**

5 The TG's primary responsibility is to produce documents listed in 3.1 in a reasonable amount of
6 time for review and approval by the WG. Democratic procedures are to be implemented using
7 Robert's Rules of Order in combination with WG 802.15 policies and procedures. At no time
8 will the IEEE's operating policies and procedures, which are based upon ANSI's procedures for
9 openness and fairness, be compromised.

10 **3.4.1. Chair's Function**

11 The Chair of a TG may decide procedural issues or may put them to a vote of the TG. The TG
12 participants and the Chair decide technical issues by vote. The TG Chair decides what is
13 procedural and what is technical.

14 **3.4.2. Meetings and Participation**

15 All TG meetings are open to members and observers. The TG chair may grant observers the
16 privilege of participating in discussions.
17

18 A TG shall normally meet during the WG plenary meetings. Additionally, the TG may meet as
19 often as required and agreed to by the TG participants. A meeting notice and agenda must be
20 distributed to all WG 802.15 members and observers at least 30 days prior to any meeting. This
21 notice will include as a minimum the date, time, location, host, hotel details, travel details if
22 necessary and a stated purpose. Task group meetings not held in conjunction with WG meetings
23 do not count towards P802.15 voting rights.

24 **3.4.3. Voting**

25 There are two types of votes in the TG: votes on motions and votes in straw polls.
26

27 Only the TG members can make and vote on motions.
28

29 All participants may participate in a straw poll at the discretion of the TG Chair.

30 The TG Chair defines motions as either technical or procedural. On a technical motion, a vote is
31 carried by a minimum 75% approval of the sum of those voting "Approve" or "Do Not
32 Approve". On a procedural motion, a vote is carried by a greater than 50% approval of the sum
33 of those voting "Approve" or "Do Not Approve". Any vote can be subjected to ratification at the
34 WG level under WG voting policies and procedures.
35

36 The decision to define a motion as technical or procedural rests with the TG Chair. Generally a
37 technical motion is defined as a motion that will materially affect the content of a draft. This is
38 because a draft itself will ultimately be subject to a 75% majority vote at both WG and LMSC
39 ballot.

1
2 The decision by the TG to request the WG to submit a draft standard or a revised standard to the
3 WG ballot group must be ratified by the TG as a technical vote.

4 3.4.4. Task Group Chair's Responsibilities

5 The main responsibility of the TG Chair is to ensure the production of the TG's document as
6 defined by its PAR, and to guide the TG through the approval and publication process. The
7 responsibilities include:

- 8 • Call meetings and issue a notice and agenda for each meeting at least 30 days prior to the
9 meeting.
- 10 • Assure that there is a Recording Secretary for each meeting.
- 11 • Issue meeting minutes and important requested documents to members of the TG, the
12 WG AC, and liaison groups. The meeting minutes are to include:
 - 13 ▪ list of participants
 - 14 ▪ next meeting schedule
 - 15 ▪ agenda as revised at the start of the meeting
 - 16 ▪ voting record:
 - 17 □ resolution
 - 18 □ mover and seconder
 - 19 □ numeric results
- 20 • Hold officer elections when necessary.
- 21 • Maintain liaison with other organizations at the direction of the WG AC or at the
22 discretion of the TG Chair with the approval of the WG AC. All liaison and liaison
23 statements shall be approved by the 802 SEC.
- 24 • Work with the IEEE staff to complete the publication process for the draft standard,
25 recommended practice or guideline.

26
27 Sufficient detail should be presented in the meeting minutes to allow a person knowledgeable of
28 the activity, but not present at the discussion, to understand what was agreed to and why.
29 Minutes shall be posted to the WG web site within 7 days of the close of the meeting. Any TG
30 that wishes to reference a standard developed or under development by another organization
31 within P802 LMSC, by another IEEE group or by an external organization, should refer to the
32 requirements of subclause 3.5.3.2 of the 802 Policies and Procedures ([ref \[1\]](#)).

33
34 The TG Chair reports to the WG at the closing plenary of each session that the TG has meetings.
35 In addition to the presentation to the WG at the closing plenary, the TG Chair is responsible for
36 the production of a summary report to be posted to the P802.15 web site no later than 2 weeks
37 after the close of the session.

3.4.5. Task Group Chair's Authority

To carry out the responsibilities cited in Section 3.4.3, the TG Chair has authority to:

- Call meetings and issue meeting minutes.
- Decide which issues are technical and which are procedural.
- Establish TG policies and procedures beyond the WG policies and procedures. These policies and procedures must be posted to the WG web site.
- Assign/unassign subtasks and task leaders or executors, e.g. secretary, subgroup Chair, etc.
- Speak for the TG to the WG.
- Determine if an organization or consortium is dominating the TG, and, if so, raise the issue to the WG AC.
- Make final determination if and how negative letter ballots are to be resolved when a draft standard, recommended practice, or guideline, is to be sent to the WG for approval for LMSC letter ballot or Standards Board approval under the guidance of the WG Chair.
- Be representative of the TG during coordination and interaction with IEEE staff.
- Collect fees to meet TG expenses for ad hoc meetings, as required.

3.4.6. Task Group Vice Chair

The Task Group Vice Chair should be prepared to take over the duties of the Task Group Chair in the event of temporary or permanent absence, and to assume or assign secretary duties when required and to be able to give reports for the Chair as necessary. The Vice Chair should also attend to any business that might otherwise prevent the chair from orderly conduct of the meetings, such as attending to emergency messages, AV equipment and general inquiries.

Between meetings, be prepared to respond to inquires regarding the committee and keep the Chair informed.

3.4.7. Task Group Technical Editor

The Technical Editor is responsible for organizing, maintaining the draft standards in the format used by the IEEE standards department. The editor is responsible for publishing updates of draft standards as soon after a session as possible, but not later than the agreed to deadlines. The Technical Editor is also responsible to work with the IEEE staff including proof reading, and coordinating changes. Must use file formats (and tools) specified by IEEE-SA.

3.4.8. Precedence of Operating Policies and Procedures

If TG operating Policies and Procedures conflicts with the WG operating Policies and Procedures, then the WG operating Policies and Procedures shall take precedence.

1

2 **3.5. Deactivation of a TG**

3 After the objective of the TG is complete, its charter expires and the TG is deactivated. The TG
4 or the 802.15 WG may deactivate a TG. If the TG has not completed its work within its allotted
5 period of time, the TG can be disbanded by a vote of the TG or the 802.15 WG.
6

7 **4. Study Groups**

8 **4.1. Function**

9 The function of a Study Group is to complete a defined task with specific output and in a specific
10 time frame. Once this task is complete the function of the SG is complete and its charter expires.
11

12 A common function of an 802.15 Study Group (SG) is to draft a complete PAR and “five”
13 criteria and to gain approval for them at WG 802.15, 802 SEC, IEEE New Standards Committee
14 (NesCom) and the IEEE Standards Board. The decision of whether to utilize the 802.15 WG or
15 to establish a new WG or Technical Advisory Group (TAG) to carry out work items
16 recommended by a SG is to be made by the SEC with advice from the 802.15 WG.

17 **4.2. Formation**

18 A SG is formed when enough interest has been identified for a particular area of study within the
19 scope of WG 802.15. The first step in the process is a call for interest. Any member or observer
20 can make this at the WG 802.15 opening plenary. An 802.15 SG can then be initiated by vote of
21 the 802.15 WG and must be approved by the 802 SEC. During this approval process the 802
22 SEC decides whether a SG is within the scope of WG 802.15. The SEC determines if it should
23 be moved to another WG or should be set up as an Executive Committee Study Group (ECSG).

24 **4.3. Continuation**

25 A SG exists from Plenary to Plenary. If it has not completed its work within that time, a request
26 must be made to the WG for an extension until the next Plenary. Any request for SG extension
27 will be voted upon at the WG 802.15 closing plenary.

28 **4.4. Study Group Operation**

29 Study groups follow the operating procedures for Task Groups specified above with the
30 following exceptions detailed below.

31 **4.4.1. Study Group Meetings**

32 These Study Group meetings do not count towards 802.15 WG voting rights unless they are held
33 in conjunction with a WG or TG meeting. In that case they are treated as if the member attended
34 the parallel meeting.

4.4.2. Voting at Study Group Meetings

Any person attending a Study Group meeting may participate in SG discussions, make motions and vote on all motions (including recommending approval of a PAR and “five” criteria).

4.4.3. Attendance List

Since Study groups may have members who are not part of the parent WG, a separate attendance list must be maintained for the meetings of the Study group. This list is to be in the same format as the WG and will be submitted as a document to the WG.

5. Maintenance

Maintenance of the 802.15 standards are performed by the maintenance TG. The maintenance TG is a standing TG. It requests a PAR when sufficient maintenance requests have been received for a ballot. A study group is not normally required to write the PAR for the maintenance TG. “Maintenance” includes addendum and corrigendum PARs but not revisions.

The maintenance TG follows all the Policies and Procedures of a normal task Group described above with the exception that there are no TG meetings when there are no outstanding maintenance requests requiring action.

6. Inquiries/Interpretations

Inquiries and interpretations of standards, recommended practices or guideline that were generated by a WG 802.15 TG shall be directed to the Secretary of the IEEE Standards Board, who will forward the request to the 802.15 WG Chair. The Chair or his/her designate shall attempt to resolve the inquiry or interpretation if possible, and the Chair, or his/her designate, may petition the WG to reactivate the TG if necessary. An interpretation request may also be forwarded to the maintenance TG.

All interpretations require approval by WG 802.15 before they can be published. This approval can be given by either:

- a) A minimum 75% approval of the sum of attending WG 802.15 voting members voting "Approve" or "Do Not Approve" taken at the WG 802.15 closing plenary.
- b) An affirmative WG 802.15 letter ballot. This ballot shall follow the normal letter ballot requirements.

If a request is made for a letter ballot on the subject, this request will be discussed and voted on at the closing plenary. A greater than 50% approval of the sum of attending WG 802.15 voting members voting "Approve" or "Do Not Approve" taken at the WG 802.15 closing plenary is required for a interpretation to be sent out for a WG letter ballot. If no such request for a letter ballot is made, or the request fails, the interpretation itself will be voted on at the closing

1 plenary. A motion requesting a letter ballot will take precedence over a motion to approve the
2 interpretation.

3 **7. Procedures**

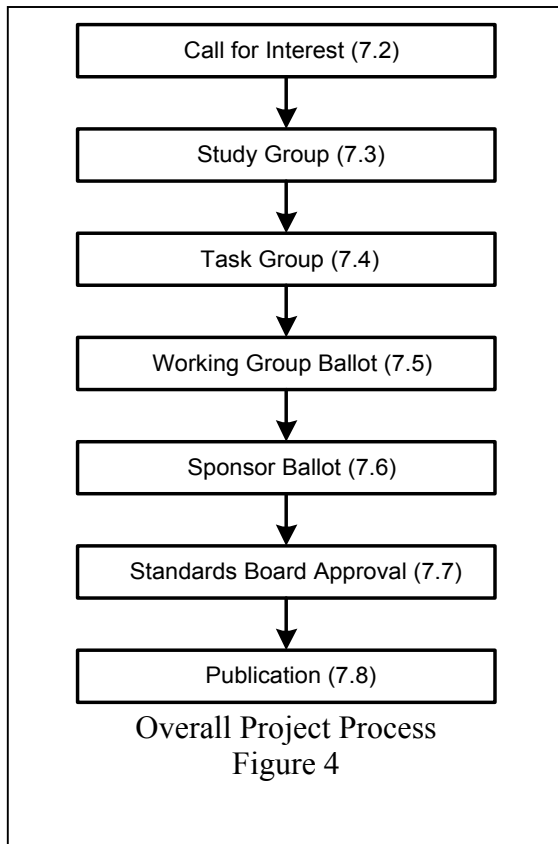
4 This section contains procedures that are specific to certain activities within the WG. Note that
5 some procedures, such as obtaining PARs and coordination with other standards bodies are
6 covered by the Operating Policies and Procedures of IEEE project 802 and are not reproduced
7 here.

8 **7.1. Overview of the Project Process**

9 The following subclauses give a brief overview of the entire project process. For a detail
10 explanation of the processes and procedures involved the reader is encouraged to consult the
11 Operating Policies and Procedures of IEEE project 802, LAN MAN Standards Committee
12 (LMSC) ([ref \[1\]](#)), The IEEE Standards Companion ([ref \[2\]](#)), the IEEE-SA Standards Board
13 Operations Manual ([ref \[3\]](#)) and the IEEE-SA Standards Board Bylaws ([ref \[4\]](#)).
14 This project process is illustrated in [figure 4](#).

15

1



7.2. Call for interest

A call for interest in a subject is made in the 802.15 WG plenary.

7.3. Study Group

Study Groups are covered in [Clause 4](#) and the 802 Policies and Procedures (see [ref \[1\]](#), 5.3). Steps in this stage include:

- Develop PAR and Five Criteria.
- Provide a plenary week tutorial to 802.
- Obtain approval at WG 802.15, 802 SEC, NesCom, and IEEE Standards Board.

7.4. Task Group

Task Groups are covered in [Clause 3](#) of this document. Steps in this stage include:

- Develop goals.
- Write initial draft of standard
- Develop agreement upon completed draft.

19

20 7.5. Working Group Ballot

21 Working Group ballots are covered above and the 802 Policies and Procedures (see [ref \[1\]](#),
22 5.1.4.2.2). Steps in this stage include:

- 23 • WG preview of document.
- 24 • Conduct WG ballots, which, by default, are electronic (e-mail)
- 25 • Resolve comments from WG ballot.
- 26 • Re-circulate for approval including any unresolved negatives and revised areas in ballot
27 package.
- 28 • Iterate to closure.

29

30 The WG and Sponsor balloting process is illustrated in [figure 5](#).

31 Letter ballots are returned by e-mail after the voter fills in their vote. For e-mail returns
32 acknowledgment is sent by Chair within two business days. It is the duty of the voter to re-send
33 email vote if it is not acknowledged in that time frame.

1
2 Voting members have an obligation to vote. Not returning two, valid, ballots in a sequence of 3
3 letter ballots will automatically terminate voting rights. Abstentions are only counted as valid if
4 they are based on "lack of expertise"

5 All "No" votes require the submission of detailed comments as defined in the IEEE Policies and
6 Procedures for Sponsor Ballots to be counted as valid.

7 Comments are to be returned in the format given in the ballot instruction document that
8 accompanies the draft.

9 **7.6. Sponsor ballot**

10 Sponsor ballots are covered in detail in the IEEE Standards Companion (see [ref \[2\]](#)). Steps in
11 this stage include:

- 12 • Form ballot pool using the IEEE staff. (In practice this takes about 3 months).
- 13 • Obtain approval for Sponsor ballot from WG 802.15 and 802 SEC.
- 14 • Submit draft to IEEE for Sponsor ballot.
- 15 • Resolve comments from Sponsor ballot. Each comment must be answered by the WG
16 with a response that indicates level of agreement with the comment and what actions will
17 be taken as a result. The responses to the comments must be clear, concise, and at a
18 technical level that addresses Sponsor ballot group member's knowledge.
- 19 • Re-circulate for approval including any unresolved negatives and revised areas in ballot
20 package.
- 21 • Iterate to closure.

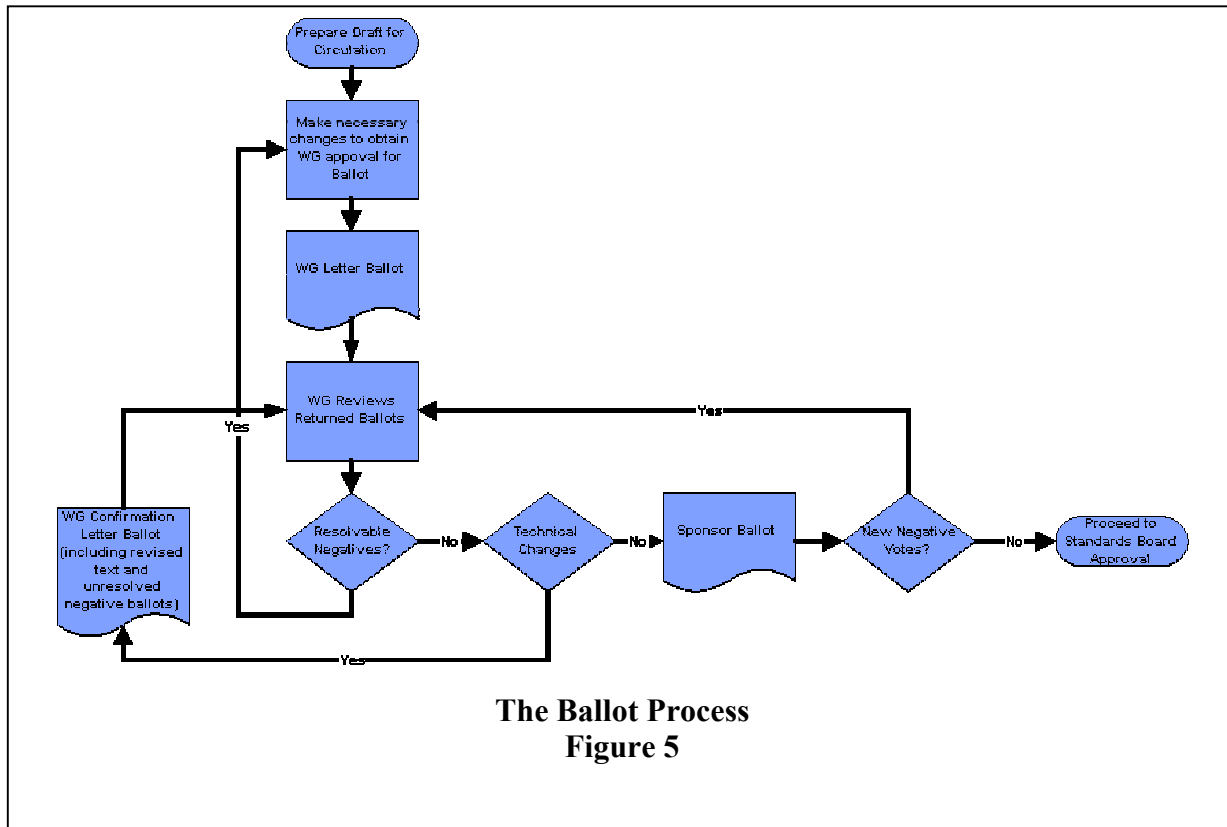
22 **7.7. Standards Board Approval**

- 23 • Obtain approval for submission from WG 802.15 and 802 SEC.
- 24 • Check for Intellectual Property Rights (IPR) requirements.
- 25 • Submit to RevCom and IEEE-SA Standards Board for approval.

26 **7.8. Publication**

- 27 • Support IEEE editor in preparation for publication.
- 28 • Maintenance Phase.

29



1

2 **8. Recommended Activities for WG Officers and Appointees**

3 **8.1. Chair**

4 Before session tasks:

- 5 • preparation of:
- 6 - meeting agenda
- 7 - attendance list
- 8 - voter tokens
- 9 • Submit agenda items for the opening SEC meeting
- 10 (a week before the meeting)
- 11 • Attend the opening SEC meeting
- 12 • Report the status of the working group to the plenary 802 meeting

13

14 During session tasks:

- 15 • Conduct working group meetings

- 1 • Assign task of document control and collection.
- 2 • Make sure the various tasks for the meeting operation (see below) are performed smoothly
- 3 • Check the mailbox for SEC members regularly
- 4 • Keep SEC members informed as early as possible about 802.15 matters requiring approval
- 5 at their closing SEC night meeting
- 6 • Submit the voters list to the meeting organisers
- 7 • Maintain mailing lists.
- 8 • Submit a hard/soft copy of the attendance list to the meeting organisers by the final
- 9 plenary session of the Working Group
- 10 • Attend the closing meeting of the SEC and lead 802.15 business through the ExCom
- 11 • Report progress to the final 802 plenary meeting
- 12 • Obtain computer files of the documents for web site publication
- 13 • Maintain roll call list
- 14
- 15 After session tasks:
- 16 • Prepare agenda and venue for next meeting; publish on web site, and email the notice to
- 17 members
- 18 • Manage the preparation of the meeting place as well as the venue for the next interim
- 19 meeting
- 20 • Collect ballot return forms, acknowledge and merge into consolidation file(s) (if WG
- 21 ballot active)
- 22 • Obtain ballot return forms from IEEE staff and merge into consolidation file(s) (if
- 23 Sponsor ballot active)
- 24 • Update membership status
- 25 • Update public documents on web site
- 26 • Update Draft documents in members-only web site and send email IEEE staff to add to
- 27 the Draft Standards Catalogue
- 28 • Respond to inquiries regarding the committee
- 29 • Be prepared to assign document numbers
- 30 • Work with TG chairs to prepare meeting agendas and room requirements for next
- 31 session(s)
- 32 • Update list servers

8.2. Vice Chair

Typical tasks include:

- Be prepared to take over the duties of the chair in the event of temporary or permanent absence.
- Be prepared to assume or assign secretary duties when required.
- Between meetings, be prepared to respond to inquiries regarding the committee and keep the chair informed.
- Maintain oversight of document process
- During meetings, attend to any business that might otherwise prevent the chair from orderly conduct of the meetings, such as attending to emergency messages, and inquiries from the plenary staff.
- During meetings, provide a second vote count to insure accurate and fair voting.
- Assist the chair during IEEE P802 SEC meetings held on initial and final days.
- Assist the chair, or be prepared to give the plenary reports at the first and last full IEEE P802 sessions.
- Act as parliamentarian using the most current Roberts Rules of Order [7]

8.3. Attendance Recorder

The objective of this task is to maintain an accurate record of attendance for voter qualification.

The chair provides a book containing the necessary paperwork. The duties include:

- Be the custodian of the attendance book or electronic attendance recording system throughout the session.
- Make sure that people sign in for each meeting period
 - Sign attendance book for officers and presenters then circulate to attendees.
 - After each meeting period, cancel all unsigned blocks.
 - Cancel and audit any signatures placed in any other meeting period block and initial the cancellation.
 - Arbitrate any attendee record discrepancies
 - Make sure the book gets to all P802.15 rooms
 - Ensure quick circulation of the attendance book
 - Regularly update chair with new participants list
- Return the attendance book to the chair at session end.

1

2 **8.4. Document Coordinator**3 The primary duty of this appointed position is to keep meeting informed about document status
4 during plenary sessions. Duties include:

- 5
- 6 • After assignment by the chair, maintain a consistently numbered set of documents and
7 files on server and update web site archive as required.
 - 8 • Verify document formats before presentation and circulation of materials to membership
 - 9 • Update document list throughout meeting and provide to chair
 - 10 • Collect all electronic presentations and working transparencies used during the meeting
11 and file with the related document.

11

12