

Project	IEEE 802.20 Working Group on Mobile Broadband Wireless Access < http://grouper.ieee.org/groups/802/mbwa >	
Title	Reference Documents for Proposed 802.20 Operating Rules	
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Re:	802.20 Operating RULEs	
Abstract	Operating Rules of the LMSC and of 802.11 for reference in developing the 802.20 operating rules.	
Purpose	For information	
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**OPERATING RULES OF IEEE PROJECT 802
LAN MAN STANDARDS COMMITTEE (LMSC)**

Revised effective July 12, 2002

1. OVERVIEW

The scope of the IEEE Project 802 LAN MAN Standards Committee is to develop and maintain networking standards and recommended practices, using an open and accredited process, and to enable and advocate them on a global basis.

Project 802 (P802) is a Standards Committee which reports to the Standards Activity Board (SAB) of the IEEE Computer Society. It operates under sponsorship of the IEEE Computer Society. In the event of any conflict between these rules and the IEEE Computer Society rules, the rules of the IEEE Computer Society shall take precedence.

The P802 Standards Committee is directed by a Sponsor Executive Committee which oversees the operation of a standards sponsoring organization (see Figure 1 PROJECT 802 REPORTING RELATIONSHIP). The P802 Sponsor Executive Committee serves as the Executive Committee for both the sponsor ballot groups as well as the Standards Development Groups. The standards sponsoring organization is designated as the LAN MAN Standards Committee (LMSC) and includes the Sponsor Executive Committee, a balloting pool for forming LMSC Sponsor balloting groups, and a set of Standards Development Groups.

The terms “local area network” (LAN) and “metropolitan area network” (MAN) encompass a number of data communications technologies and the applications of these technologies. There is no single technology that is applicable to all applications. Correspondingly, no single local or metropolitan area network standard is adequate for all applications. In recognition of these facts, the standards developing organization has been divided into Working Groups and Technical Advisory Groups to standardize a small number of the technologies applicable to local or metropolitan area networks (see Figure 2 STANDARDS DEVELOPMENT GROUPS).

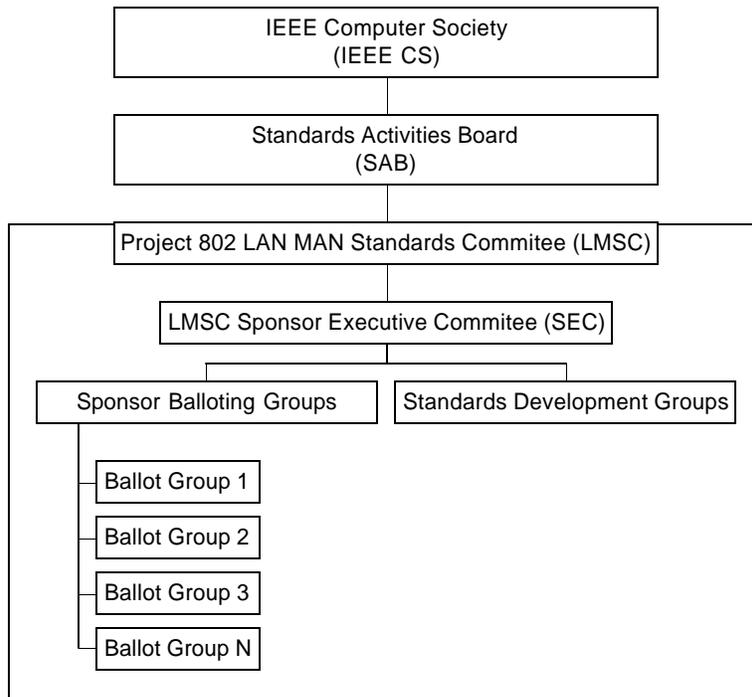


Figure 1 PROJECT 802 REPORTING RELATIONSHIP

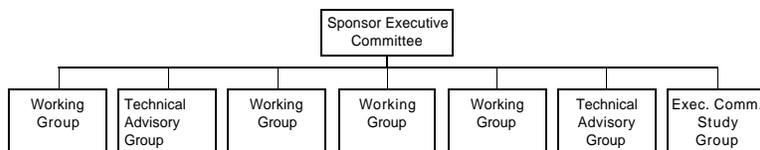


Figure 2 STANDARDS DEVELOPMENT GROUPS

The division of the Standards Development Groups into Working Groups, Study Groups, and Technical Advisory Groups is necessitated by:

- a) Getting the standards out in a reasonable time, with each group working at its own pace and reflecting the maturity of the particular technology.
- b) Each group maintaining and revising its own standard, as appropriate.

On the other hand, overall coordination of the Working Groups and Technical Advisory Groups is necessary to:

- a) Keep the individual standards within the scope of Project 802's charter.
- b) Prevent overlap or conflict between the individual standards.
- c) Promote common technologies between the individual standards in the interest of compatibility.

The P802 Sponsor Executive Committee provides this coordination as a portion of its function.

Described below are the rules under which the LMSC will operate.

2. LAN MAN STANDARDS COMMITTEE PLENARY

The Plenary session consists of the Opening Plenary meetings, Executive Committee meetings and Working Group meetings. 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:

- a) Status reports from the Working Groups and Technical Advisory Groups.
- b) Liaison reports from other standards organizations such as ASC X3, ECMA, etc.
- c) Reports on schedules for future Plenary and Working Group meetings.
- d) Announcements and general news.

The main object of the Opening Plenary meeting will be to welcome new attendees and to inform the 802 membership about what is being done in the Working Groups and Executive Committee Study Groups. 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.

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

Each Working Group, Technical Advisory Group, and Executive Committee Study Group Chair shall provide a status report to the SEC Recording Secretary no later than one hour after the end of closing Executive Committee meeting. This status report shall include a description of the progress made during the week, as well as plans for further work and 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.

There is no membership requirement for attendance at the Plenary session; it is an open forum. The Plenary meetings are conducted by the LMSC Chair or a designated delegate. The LMSC Treasurer may collect fees from all attendees of any meeting held in conjunction with the Plenary session to cover the expenses of operating the LAN MAN Standards Committee.

3. 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.

3.1 Function

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

- a) Charter the Study Groups, Working Groups and Technical Advisory Groups.
- b) Appoint the initial Chairs of the Working Groups and Technical Advisory Groups. (The Chairs of Working Groups and Technical Advisory Groups are confirmed or elected by the Working Group and Technical Advisory Group members themselves.)

- c) Provide procedural and, if necessary, technical guidance to the Working Groups and Technical Advisory Groups as it relates to their charters.
- d) Oversee Working Group and Technical Advisory Group operation to see that it is within the scope of Project 802, and the charter of the Working Groups and Technical Advisory Groups.
- e) Examine and approve Working Group draft standards for proper submission to sponsor ballot group (see Section 4); not for technical content.
- f) Consider complaints of Working Group and Technical Advisory Group members and the resolutions of the Plenary, Working Groups and Technical Advisory Groups.
- g) Manage the Functional Requirements and other global Project 802 issues.
- h) Handle press releases and other external organization matters.
- i) Manage Project 802 logistics, i.e., concurrent Working Group and Technical Advisory Group meetings, finances, etc.
- j) Oversee formation of sponsor ballot groups and sponsor ballot process.

3.2 Membership

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

- a) LAN MAN Standards Committee Chair.
The Chair is elected by the Executive Committee and confirmed by the Standards Activities Board. The LMSC Chair is also the Chair of the Executive Committee.
- b) The Vice Chair(s), the Executive Secretary, the Recording Secretary, and the LMSC Treasurer.
These positions are appointed by the LMSC Chair and confirmed by the Executive Committee.
- c) The LMSC Chair may appoint a 2nd Vice Chair. A Vice Chair will be responsible for such duties as may be assigned by the LMSC Chair. In the case of unavailability or incapacity of the Chair, the 1st Vice Chair shall act in the capacity of the Chair.
- d) Chairs of the Working Groups.
- e) Chairs of the Technical Advisory Groups (TAG).

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

Each member of the Executive Committee shall, prior to confirmation by the executive committee, file with the Recording Secretary a letter of endorsement from their sponsoring organization. This letter is to document several key factors relative to their participation on the Executive Committee and is to be signed by both the executive committee member and an individual who has management responsibility for the Executive Committee member. This letter shall contain at least the following:

1. statement of qualification based on technical expertise to fulfill the assignment, and
2. statement of support for providing necessary resources (e.g., time, travel expenses to meetings), and
3. recognition that the individual is expected to act in accordance with the conditions stated in 3.4.1 Voting Guidance dealing with voting “as both a professional and as an individual expert.”

3.3 Reaffirmation

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

3.4 Voting Rules

Voting in the Executive Committee is by simple majority. The Chair only votes to break ties. A quorum is at least one-half of the Executive Committee voting members.

3.4.1 Voting Guidance

It is expected that LMSC Executive Committee members will vote as both professionals and as individual experts, except under the Directed Position provisions of Procedure 8, 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 LMSC Executive Committee will meet to consider what, if any, action to take on the presented evidence. Such action may include any action up to and including a recommendation for removal from office.

3.4.2 Voting Between Plenary Meetings

At times, it may become necessary for the Executive Committee to render a decision that cannot be made prior to the close of one plenary but must be made prior to the following plenary. The SEC electronic balloting mechanism may be used at the discretion of the Chair or the 1st Vice Chair. The electronic balloting mechanism shall include a means by which non SEC members can observe and comment on the discussion.

3.4.2.1 Electronic Balloting

The Chair or the 1st Vice Chair shall issue, tally the results of the ballot and determine the minimum duration of the ballot. A majority of eligible voting SEC members must vote approve in order for the ballot to pass.

3.5 Meetings

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

3.6 Change of Rules

These rules of the operation of the LMSC may be changed as described in this section.

3.6.1 Initiation of Proposed Rules Changes

1. Proposed changes shall be in written form and include:
 - a) The purpose, objective, or problem the proposed change is intended to address.
 - b) The specific text of the rule change and the rationale for the chosen text.
2. Proposed changes may be created by:
 - a) Any working group or technical advisory group. A proposal shall require the affirmative vote of at least three fourths of the members present when the vote is taken, quorum requirements shall be as specified in "Voting at a Meeting" in the section, "LMSC Standards Development Groups."
 - b) Any Executive Committee Member

Writers of proposed rule changes are encouraged to seek the advice of experienced members of the SEC to help form the wording in a manner appropriate for and consistent with the LMSC Operating Rules.

3.6.2 Executive Committee Action on Proposed Rules Changes

The proposed rules change shall be presented at an Executive Committee meeting in conjunction with a Plenary Session. The Executive Committee shall take one of three actions on the proposal: Approve for Distribution and Executive Committee Ballot, or Assign for Study, or Reject.

Approval for Distribution and Executive Committee Ballot shall require the affirmative vote of at least two thirds of all voting members of the Executive Committee and will result in the distribution of the proposal and an Executive Committee letter ballot on the change.

If Approval for Distribution and Executive Committee Ballot is not achieved, a vote to Assign the proposal for study is taken, (see "Assignment of the Proposal to Study"). Assignment for Study shall require the affirmative vote of at least one third of all voting members of the Executive Committee. If less than one-third of the Executive Committee members support further consideration of a proposal then no further action is taken on the proposal and it is Rejected.

3.6.3 Distribution and Executive Committee Ballot

The Executive Committee Vice Chair, (or other Executive Committee member) designated by the LMSC Chair, shall distribute the proposed change to all persons who have attended the current Plenary Session or one of the preceding two Plenary Sessions at least sixty (60) days prior to the next Plenary Session and further; invite and collect comments for presentation to the Executive Committee.

Concurrent with distribution to the LMSC members, an Executive Committee letter ballot shall be conducted, to close thirty (30) days prior to the next Plenary Session.

3.6.4 Assignment of the Proposal to Study:

If the Executive Committee votes to assign a proposal to further study, the Executive Committee Vice Chair or others designated by the LMSC Chair, shall complete appropriate additional study of the proposal and respond to the Executive Committee expediently for its reconsideration for Distribution and Executive Committee Ballot.

3.6.5 LMSC Approval

After distribution of a proposed rules change and an Executive Committee letter ballot has been conducted, the LMSC Vice Chair (or other LMSC Executive Committee member designated in accordance with Section 3.6.3.) shall tabulate the ballot results, attempt to resolve comments, and present the comments and proposed resolution at an Executive Committee meeting in conjunction with a Plenary Session. The Executive Committee shall approve, assign, or fail to accept the proposal.

LMSC approval shall require the affirmative vote of at least two thirds of all voting members of the Executive Committee. LMSC approval will result in the rules change becoming effective at the end of Plenary Session during which approval is voted. The revised LMSC Operating Rules shall be forwarded to the Computer Society Standards Activities Board (CS SAB); when the rules are known to be in conflict with the CS SAB Policies and Procedures the cover letter shall request formal CS SAB approval of the variance. In the case where the rules change is in conflict with the Policies and Procedures of CS SAB, the rule change will be put into effect as stated above but will be withdrawn immediately if rejected by the CS SAB. CS SAB rejection shall be announced to the LMSC Executive Committee by the most expeditious means available (e-mail, FAX, regular mail) and to the LMSC membership at the next Plenary Session.

If LMSC approval is not achieved, a vote to assign the proposal for further study and recommendation shall be taken. Assignment shall require the affirmative vote of at least one third of all voting members of the Executive Committee, otherwise no further action is taken on the proposal.

4. LAN MAN STANDARDS COMMITTEE (LMSC)

The LAN MAN Standard Committee (LMSC) is the standards sponsor organization and focal point for Local and Metropolitan Area Network Standards Sponsor activities. The LMSC includes the Executive Committee and a balloting pool for forming LMSC Sponsor Balloting Groups. All members of the Balloting Groups shall be members or affiliates of the IEEE or the IEEE Computer Society unless otherwise requested by the Executive Committee and approved by the Standards Activity Board. The Balloting Groups are formed by soliciting members of the LMSC balloting pool who are interested in voting on specific documents to be balloted, such as draft standards, recommended practices or guidelines. The LMSC Sponsor Ballots will be administered by the Executive Committee in accordance with Section 5 of the IEEE Standards Manual and Procedure 7 of these rules.

5. LMSC STANDARDS DEVELOPMENT GROUPS

The LMSC standards developing organization consists of the Executive Committee and the Working Groups and Technical Advisory Groups that develop the draft standards, recommended practices and guidelines.

5.1 LMSC Working Groups

5.1.1 Function

The function of the Working Group is to produce a draft standard, recommended practice or guideline. These must be within the scope of the LMSC, the charter of the Working Group and an approved PAR, or a PAR under consideration by the IEEE Standards Board, as established by the Executive Committee. After the approval of the Working Group's standard, recommended practice or guideline, the function of the Working Group is to review, revise, and affirm its documents.

5.1.2 Chair

LMSC Working Group Chairs and Vice Chairs shall be elected by the Working Group and confirmed by the LMSC Executive Committee. Terms shall end at the end of the first Plenary session of the next even numbered year.

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

An individual who has served as Chair or Vice Chair of a given Working Group for a total of more than eight years in that office may not be elected to that office again.

A Working Group may elect a new Chair at any Plenary session, subject to confirmation by the LMSC Executive Committee. A motion to hold an election must be passed by 75% of the voting members of the Working Group present.

5.1.3 Membership

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

5.1.3.1 Establishment

All persons participating in the initial meeting of the Working Group become members of the Working Group. Thereafter, membership in a Working Group is established by participating in the meetings of the Working Group at two out of the last four Plenary sessions, and (optionally) a letter of intent to the Chair of the Working Group. Participation is defined as at least 75% presence at a meeting.

Membership starts at the third Plenary session attended by the participant. One duly constituted interim Working Group or task group meeting may be substituted for the Working Group meetings at one of the two Plenary sessions (See 5.1.3.5 Meetings and Participation).

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

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

No participation credit will be granted to any individual who has outstanding financial obligations to LMSC; retroactive credit for participation in meetings shall not be granted if payment is not made prior to the start of the next meeting. (Note: Assumes LMSC Treasurer personally contacts individual, verbally or in writing, but with some assurance that communication was, in fact, received, and in sufficient time to respond.)

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

5.1.3.2 Retention

Membership is retained by participating in at least two of the last four Plenary session meetings. One duly constituted interim Working Group or task group meeting may be substituted for one of the two Plenary meetings.

5.1.3.3 Loss

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

5.1.3.4 Rights

The rights of the Working Group members include the following:

- a) To receive a notice of the next meeting.
- b) To receive a copy of the minutes.
- c) To vote at meetings if and only if present.
- d) To vote in Working Group Letter Ballots.
- e) To examine all Working Draft documents.
- f) To lodge complaints about Working Group operation with the Executive Committee.
- g) To petition the Executive Committee in writing. (A petition signed by two-thirds of the combined members of all Working Groups forces the Executive Committee to implement the resolution.)

5.1.3.5 Meetings and Participation

Working Group meetings are open to anyone who has complied with the registration requirements (if any) for the meeting. Only members have the right to participate in the discussions. The privilege of observers to participate in discussions may be granted by the Working Group Chair.

Interim Working Group or Technical Advisory Group meetings are to have as a goal: 1) Reasonable notification (>4 weeks) in addition to any announcement given at a plenary, and 2) Few last minute shifts in location (<< 1 per year).

5.1.4 Operation of the Working Group

The operation of the Working Group has to be balanced between democratic procedures that reflect the desires of the Working Group members and the Working Group Chair's responsibility to produce a standard, recommended practice, or guideline, in a reasonable amount of time. Roberts Rules of Order shall be used in combination with these operating rules to achieve this balance.

5.1.4.1 Chair's Function

The Chair of the Working Group decides procedural issues. The Working Group members and the Chair decide technical issues by vote. The Working Group Chair decides what is procedural and what is technical.

5.1.4.2 Voting

There are two types of votes in the Working Group. These are votes at meetings and votes by letter ballot.

5.1.4.2.1 Voting at Meeting

A vote is carried by a 75% approval of those members voting "Approve" and "Do Not Approve". No quorum is required at meetings held in conjunction with the Plenary session since the Plenary session time and place is established well in advance. A quorum is required at other Working Group meetings. The Working Group Chair may vote at meetings. A quorum is at least one-half of the Working Group members.

5.1.4.2.2 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 Working Group Chair. The Working Group Chair may vote in letter ballots.

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 Executive Committee for approval for Sponsor Ballot Group voting, a letter ballot (or confirmation letter ballot) must be done first within the Working Group. A 75 percent approval of the Working Group 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 Executive Committee approval.

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

There is a recirculation requirement. For guidance on the recirculation process see Section 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 Executive Committee must be accompanied by any outstanding negative votes and a statement of why these unresolved negative votes could not be resolved.

5.1.4.3 Working Group Chair’s Responsibilities

The main responsibility of the Working Group Chair is to produce a draft standard, recommended practice, or guideline, or to revise an existing document. The 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 Working Group, the Executive Committee, 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 and second
 - . Numeric results

Sufficient detail shall be presented in the minutes to allow a person knowledgeable of the activity, but not present at the discussion, to understand what was agreed to and why.

Minutes shall be distributed within 45 days of the meeting to the attendees of the meeting, all members and all liaison people.

- c) Maintain liaison with other organizations at the direction of the Executive Committee or at the discretion of the Working Group Chair with the approval of the Executive Committee.

If in the course of standards development any Working Group utilizes a standard developed or under development by another organization within Project 802, by another IEEE group or by an external organization, the Working Group shall reference that standard and not duplicate it.

If a standard cannot be utilized as is and modifications or extensions to the standard are necessary, the Working Group should:

- 1) define the requirements for such changes,
- 2) make these requirements known to the other organization, and
- 3) solicit that organization for the necessary changes.

Only if the required changes cannot be obtained from the other organization, can the Working Group, with the concurrence of the Executive Committee, develop these changes itself. Even in the latter case, the Working Group should seek the concurrence of the other organization by joint meetings, joint voting rights or other mechanisms on the changes being made.

- d) Provide a full accounting to the LMSC Treasurer of all fees collected and retained, under authority of 5.1.4.4 Working Group Chair's Authority, to meet Working Group expenses, and the disposition of these funds.
- e) Speak for the Working Group to the Executive Committee and, in the case of a "Directed Position" vote the will of the Working Group in accordance with Procedure # 8.

5.1.4.4 Working Group Chair's Authority

To carry out the responsibilities cited in 5.1.4.3 Working Group Chair's Responsibilities, the Working Group Chair has the authority to:

- a) Call meetings and issue meeting minutes.
- b) Decide which issues are technical and which are procedural.
- c) Establish Working Group rules beyond the Working Group rules set down by the Executive Committee. These rules must be written and all Working Group members must be aware of them.
- d) Assign/unassign subtasks and task leaders or executors, e.g. secretary, subgroup chair, etc.
- e) Determine if the Working Group is dominated by an organization, and, if so, treat that organizations' vote as one (with the approval of the Executive Committee).
- f) 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 Executive Committee for approval for Sponsor Ballot Group voting.
- g) Collect fees to meet Working Group expenses.

5.1.4.5 Removal of Working Group Chairs or Vice Chairs.

The procedures specified in 5.1.2 Chair are to be followed under normal circumstances. If a Working Group 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 Working Group or TAG, then it is the responsibility of that Working Group to make and pass (75% of voting members present required) a motion to that effect and so notify the 802 Executive Committee 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 IEEE Computer Society, Standards Activities Board “SAB Policies and Procedures” Section 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., Working Group).

The LMSC Executive Committee may remove the Chair or a Vice Chair of a Working Group or TAG for cause.

The Chair of the LMSC Executive Committee 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 LMSC Executive Committee 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.

In the clear and documented case of gross misconduct, the Chair of the LMSC Executive Committee may suspend the Chair of a Working Group, with the concurrence of the IEEE Computer Society VP of Standards. A meeting or teleconference of the LMSC Executive Committee shall be convened as soon as practical, but in no case later than thirty (30) days, to review the suspension as provided for above.

5.1.4.6 Precedence of Operating Rules

If Working Group operation conflicts with the LMSC Operating Rules, then the LMSC Operating Rules shall take precedence.

5.1.5 Deactivation of Working Group

The LMSC Executive Committee may deactivate a Working Group. If the Working Group has not generated standards or recommended practices, the Working Group can be disbanded. If the Working Group has produced standards or recommended practices, the Working Group should be hibernated.

5.1.5.1 Disbanding a Working Group.

After all standards, recommended practices and Technical Reports for which a hibernating working group is responsible are withdrawn or transferred to another group or groups, the hibernating working group will be disbanded.

The disbanding of a Working Group requires a letter ballot of the LMSC Executive Committee. A disbanded Working Group is then completely abolished.

5.1.5.2 Hibernation of a Working Group

A Working Group can be hibernated at the request of the Working Group chair and the approval of the LMSC Executive Committee. The hibernating Working Group can be returned to active status by the LMSC Executive Committee.

5.1.5.2.1 Core of Experts

The chair of a hibernating Working Group 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 Working Group.

5.1.5.2.2 Inquiries/Interpretations

Inquiries and interpretations of standards and recommended practices that were generated by a hibernating Working Group shall be directed to the chair of the hibernating Working Group. 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 LMSC Executive Committee to activate the Working Group.

5.1.5.2.3 Executive Committee Representation

The chair of a hibernating Working Group may retain voting rights on the LMSC Executive Committee for three LMSC Plenary meetings after the WG has hibernated:

- a) if the chair of the hibernating WG was the chair of the WG when it entered hibernation, and
- b) if the chair of the hibernating WG maintains attendance by attending at least 75% of both the opening and closing Executive Committee meetings at two of the last four plenary sessions.

New non-voting hibernating Working Group chairs to replace vacancies may be appointed by the LMSC chair as soon as practical and affirmed by the LMSC Executive Committee at the next plenary meeting. A non-voting Hibernating Working Group Chair of the Executive Committee shall be recognized as a full member of the SEC, having all rights and meeting privileges except the right of voting on SEC motions.

5.2 LMSC Technical Advisory Groups (TAG)

The function of a Technical Advisory Group is to provide assistance to Working Groups. The TAGs operate under the same rules as the Working Groups, with the following exceptions:

- a) A TAG may not write standards, but may write recommended practices and guidelines.
- b) A TAG is established by the Executive Committee at the request of one or more Working Groups to provide assistance within a technical topic area.
- c) The primary responsibility of a TAG is to provide assistance within its topical area as specifically requested by one or more of the Working Groups.
- d) The decision to submit a draft recommended practice or draft guideline to Sponsor Ballot Group voting shall be governed by the same rules as those governing the submission of a draft standard (see 5.1.4.2.2 Voting by Letter Ballots).
- e) Any report generated by a TAG that is forwarded to any Working Group in the name of the TAG, needs to get a 75% approval vote of the TAG members present who vote “Approve” and “Do Not Approve”.

5.3 Study Groups

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

1. An Executive Committee Study Group (ECSG) is initiated by vote of the Executive Committee and the ECSG Chair is appointed and approved by the Executive Committee. The ECSG Chair has the same responsibilities as a Working Group Chair as specified in 5.1.4.1 but does not have Executive Committee voting rights.
2. A Working Group Study Group (WGSG) is initiated by vote of the Working Group or TAG and approved by the Executive Committee. The WGSG Chair is appointed and approved by the Working Group or TAG.

The Study Group shall have a defined task with specific output and a specific time frame established within which they are allowed to study the subject. It is expected that the work effort to develop a PAR will originate in a ECSG or WGSG. A Study Group shall report its recommendations, shall have a limited lifetime, and is chartered meeting-to-meeting. After the Study Group recommendation(s) has been accepted by the parent body, the Study Group will be disbanded no later than the end of the next Plenary Session.

The decision of whether to utilize an existing Working Group or TAG, or to establish a new Working Group or TAG to carry out work items recommended by a Working Group shall be made by the Executive Committee with due consideration of advice from the Study Group.

5.3.1 Study Group Operation

Progress of each Study Group shall be presented at Opening Plenary meetings by the Working Group, TAG, or ECSG Chair. Study Groups may elect officers, other than the Chair, if necessary and will follow the general operating procedures for Working Groups specified in 5.1.3.5 and 5.1.4. Because of the limited time duration of a Study Group no letter ballots are permitted.

5.3.2 Voting at Study Group Meetings

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

Procedure 1 USE OF LMSC FUNDS

The purpose of having a LMSC treasury is to:

1. Pay for the cost of conducting the Plenary session and other LMSC meetings held in conjunction with the Plenary session for:
 - cost of hotel meeting rooms
 - document reproduction
 - meeting administration
 - equipment/supplies/services needed for the efficient conduct of business, etc.
2. Reimburse individuals for LMSC expenses not covered by other sources, e.g. corporations, other IEEE organizations, etc.
3. Expedite the setting of LAN/MAN standards, e.g. printing of draft standards and conducting ballots.
4. To support the publication and dissemination of standards.

The source of funds for LMSC are the joint meeting fees from meeting participants.

Specific policies regarding the treasury are listed below:

1. The LMSC Executive Committee shall authorize all expenditures.
2. The LMSC Chair, Executive Secretary, Recording Secretary, Treasurer, and each Working Group and TAG Chair shall be reimbursed for expenditures up to \$200 between LMSC Plenary sessions without specific authorization from the Executive Committee. If circumstances arise where an expense beyond the \$200 is likely to occur, this expense should be cleared by contacting 6 members of the LMSC Executive Committee and the LMSC Treasurer and getting their approval.
3. The cost of providing documents or other benefits to parties outside LMSC should be shifted to these parties, e.g. the use of commercial printers, or the IEEE Computer Society, to distribute documents on a cost basis should be encouraged.
4. Major expenses or commitments, such as hotel arrangements or large draft printings, that are to occur between LMSC Plenary sessions should be estimated and approved by the Executive Committee prior to making these commitments.
5. A separate checking account will be kept for LMSC. This account will be administered by the LMSC Treasurer. The Treasurer will provide reports about LMSC finances to the LMSC membership at large at LMSC Plenary sessions and to the Executive Committee. The Treasurer's Report will be included in the Executive Committee meeting minutes which are distributed to the IEEE Computer Society's Executive Director and the IEEE Computer Society's VP for Standards.
6. The LMSC Treasurer shall strive to maintain an operating reserve (uncommitted funds on hand) between 75% and 100% of the expenses of a single LMSC Plenary session.
7. Executive Committee approval of a meeting site for a LMSC Plenary session constitutes authority for the Treasurer to pay all ordinary expenses for that meeting and any extraordinary expenses presented as part of the meeting site proposal.

Procedure 2

PROCEDURE FOR PARS

1. Any standards activity whose aim is to produce a Standard, Recommended Practice or Guideline must submit a PAR within six months of beginning their work.

Refer to Working Guide for Submittal of Project Authorization Request (PAR) and PAR Form, 1 January 1990.

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.

2. Submit proposed PAR and, if applicable, responses to the five criteria per 6.0 below to LMSC Executive Committee for approval prior to sending outside of LMSC.

(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 5 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 delivered to all Executive Committee members not less than 30 days prior to the day of the Opening Executive Committee meeting of an LMSC Plenary session. At the discretion of the LMSC Chair, PARs for ordinary items (like Maintenance PARs) and PAR changes essential to the orderly conduct of business (like division of existing work items or name changes to harmonize with equivalent ISO JTC-1 work items) may be placed on the Executive Committee agenda if delivered to Executive Committee members 48 hours in advance.

Delivery may be assumed if sent by either FAX or e-mail one full working day prior to the deadline, or if sent by express delivery service with guaranteed delivery one working day prior to the deadline, or if sent by US Mail, or Air Mail ten working days prior to the deadline. All PARs must be accompanied by supporting documentation which must include at least:

Explanatory technical background material

Expository remarks on the status of the development of the PAR, e.g., approved by WG, Draft pending Working Group approval at next meeting, etc.

3. In order to ensure wide consideration by the 802 members, PARs for significant new work (those that will result in a new Standard/Recommended Practice/Guideline or an addition to an existing one)

must pass through the following process during the Plenary session week in which Executive Committee approval is sought:

The PAR must be presented in summary at the opening Plenary meeting to the general 802 membership. Supporting material must be available in sufficient detail for members of other Working Groups to understand if they have an interest in the proposed PAR, i.e., if they would like to contribute/participate in the proposed work, or identify if there is conflict with existing or anticipated work in their current Working Group. It is highly recommended that a tutorial be given at a previous Plenary session for major new work items.

Working Groups, other than the proposing Working Group, must express concerns to the proposing Working Group as soon as possible and must submit written comments to the proposing Working Group and the Executive Committee not later than 5:00 p.m. on Tuesday.

The proposing Working Group must respond to commenting Working Groups and to the Executive Committee together with a Final PAR not later than 5:00 p.m. on Wednesday. It will be assumed that insufficient coordination and/or inter Working Group consideration had occurred prior to the submission of the PAR if this deadline is not met, and the proposed PAR will not be considered by the Executive Committee at their closing Executive Committee meeting.

4. Working Group Chair shall sign the copyright acknowledgment.
5. LMSC Chair shall as sponsor submit the PAR to the following:
 - a. Chair, CS Standards Activities Board
 - b. IEEE Standards Office Secretary to NESCOM

6.0 CRITERIA FOR STANDARDS DEVELOPMENT (FIVE CRITERIA)

6.1 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).

6.2 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 which are compatible with systems management standards.

6.3 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.

6.4 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.
- c) Confidence in reliability.

6.5 Economic Feasibility

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

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

7. Withdrawn PARs.

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

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

Procedure 3

PROCEDURE FOR COORDINATION WITH OTHER STANDARDS BODIES

All communications shall comply with clause 5.1.4 (Position Statements on standards to legislative bodies, government agencies, and international organizations) of the IEEE Standards Association Standards Board Operations Manual.

IEEE 802 communications

- Communications from the LMSC to external standards bodies shall not be released without prior approval by the SEC. Such approval indicates that the communication represents the position of IEEE 802.
- All communications by IEEE 802 with external standards bodies shall be issued by the LMSC Chair and shall be copied to the SEC.

Working Group communications

- Working Group communications with external standards bodies that are not "Information Only" shall be copied to the SEC.
- Working Group communications with external standards bodies shall not imply that they represent the position of IEEE or IEEE 802. They shall be issued by the Working Group Chair and the LMSC Chair shall be included in the distribution list.

SEC members receiving incoming liaison letters from external standards bodies shall forward a copy to the LMSC Chair.

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

Procedure 4

PROCEDURE FOR COMMUNICATION WITH GOVERNMENT BODIES

All communications shall comply with clause 5.1.4 (Position Statements on standards to legislative bodies, government agencies, and international organizations) of the IEEE Standards Association Standards Board Operations Manual.

These procedures apply to communications with government and intergovernmental bodies on regulatory issues.

IEEE 802 position statements

- Position statements to government bodies shall not be released without prior approval by the SEC (requires 2/3 majority as per section 15 of the Nov. 14, 1999 IEEE Policy and Procedure).
- All position statements shall be issued by the LMSC Chair as the position of IEEE 802 (stated in the first paragraph of the statement). Position statements shall be copied to the SEC 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.

Working group position statements

- Working Group position statements with government bodies shall not be released without prior approval by a 75% majority of the Working Group. Such position statements may proceed unless blocked by an SEC vote. For position statements not presented for review in an SEC meeting, SEC 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 position statement will be withheld until the motion fails.
- Working Group position statements shall be identified in the first paragraph as the position of only the Working Group and shall be issued by the Working Group Chair and shall include the LMSC Chair in the distribution. Such statements shall not bear the IEEE or IEEE 802 logos.

Incoming liaison letters to SEC members shall be forwarded to the LMSC Chair.

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

Proposed position statements 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 SEC.

Procedure 5

PROCEDURE FOR LIMITING THE LENGTH OF THE IEEE LMSC EXECUTIVE COMMITTEE MEETINGS

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

Procedure 6

POLICY FOR DISTRIBUTION OF NEW IEEE LMSC STANDARDS PUBLICATIONS

1. Books will be distributed to those participants of the Working Group and major contributors listed in front matter of the standard who directly contributed to that standard or supplement. The LMSC Chair will establish the book distribution policy. The Executive Secretary in conjunction with the Working Group chair will implement the policy including generating information to provide to the IEEE Office for any distribution by IEEE Standards.
2. CD-ROMs, containing all IEEE 802 standards available at that point in time, available normally at the July Plenary on an annual basis, will be distributed to registered attendees who are Working Group voting members or SEC members at the issuing meeting, and at subsequent plenary meetings for those not attending the issuing meeting until a new CD-ROM is available. Handout will occur on Wednesday (8AM-5PM).

The CD-ROM program will be reviewed annually by the IEEE 802 Chair and the IEEE Standards Department to ensure its appropriateness and to make any adjustments in the product development process and business arrangements that might be necessary.

Procedure 7

IEEE LMSC DOCUMENT NUMBERING PLAN

1. This numbering scheme applies to all LMSC Working Groups and TAGs.
2. It will cover all draft documents as well as other 802.x Working Group/TAG submissions to provide a complete index of all Working Group/TAG documents.
3. The format for the document numbers will be as follows:

either 802.na/Di-yy/m (formal draft standards)
or 802.n{tg}-yy/m (all other documents & correspondence)

where:

n = a Working Group/TAG Designator (i.e. 0, 1, ..., 11),
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, which starts at 1 and is increased by 1 with each new revision,
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,
tg = an optional task group designator to be used specifically for tracking task group submissions that are independent of the Working Group/TAG as a whole. Documents relevant to the whole Working Group/TAG will use the 802.n-yy/m form. The allowed formats for a task group designator are: one letter, two letters, or one letter followed by one number. All other characters are specifically prohibited.

Procedure 8

PROCEDURE FOR PROJECT MANAGEMENT

1. Update the Working Group or Technical Advisory Group status report and Sponsor Ballot milestone chart after every LMSC meeting. (Administered by LMSC Chair).
2. Send the minutes of each Working Group or Technical Advisory Group meeting, and any new drafts, to the IEEE Standards Secretariat.
3. Prepare or update a list of Working Group or Technical Advisory Group papers, drafts, minutes, etc. which may be of interest to outside people who follow the progress of the work. Send the list and the materials to the IEEE Standards Secretariat. (Administered by the LMSC Executive Secretary)
4. Sponsor ballots will be conducted by the IEEE Standards Secretariat. (Two response ballots with a copy to the Standards Secretariat and a copy to the Working Group Chair)

Procedure 9

PROCEDURE FOR ESTABLISHING A DIRECTED POSITION

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

Decisions of a Working Group may be of such a nature that the Working Group members deem it necessary to "Direct" the Working Group Chair to vote a specific way on Executive Committee motions related to a Working Group decision. When directed, through the process described below, the Working Group Chair shall vote as mandated by the Working Group resolution for the specified subject on any formal vote(s) in the Executive Committee. It would be anticipated that the use of a directed (i.e., instructed) vote is an exceptional situation and hence used infrequently, e.g., critical PAR votes, formation of new Working Groups and Study Groups.

Working Group developed positions are not to be considered as automatic "Directed Positions." After a Working Group motion has been passed that establishes the Working Group's position, a separate Directed Position (75% required to pass per 5.1.4.2 Voting) motion is required to make that Working Group Position a Directed Position. A Directed Position motion applies only to a specific, bounded, Working Group issue that is to be brought before the Executive Committee. Directed Position motions may not be combined, nor may any procedure be adopted that diminishes the extraordinary nature of establishing a "Directed Position."

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

Procedure 10

PROCEDURE FOR CONDITIONAL APPROVAL TO FORWARD A DRAFT STANDARD

Rationale: 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 Working Group or LMSC recirculation ballot, respectively.

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

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

Motions requesting conditional approval to forward where 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 Working Group responses.
- Schedule for confirmation ballot and resolution meeting.

In the vote tally, Approve votes (and Abstain votes) include those votes that were initially Disapprove where the voter has accepted the resolution of the voter's comments and changed the vote to Approve (or Abstain). Disapprove votes include only those votes where some comment resolutions have not been accepted by the voter and the voter continues to disapprove. 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, 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:

1. The ballot cover letter shall include the following statement: "This ballot is being conducted under the procedure for conditional approval of the IEEE 802 Operating Rules (add the exact reference and the current IEEE 802 Operating Rule URL here)."
2. Confirmation ballot is completed. Generally, the confirmation ballot and resolution should occur in accordance with the schedule presented at the time of conditional approval.
3. After resolution of the confirmation ballot is completed, the approval percentage is at least 75% and there are no new DISAPPROVE votes.

4. No technical changes, as determined by the Working Group Chair, were made as a result of the confirmation ballot.
5. No new valid DISAPPROVE comments on new issues that are not resolved to the satisfaction of the submitter from existing DISAPPROVE voters.
6. If the Working Group Chair determines that there is a new invalid DISAPPROVE comment or vote, the Working Group Chair shall promptly provide details to the SEC.
7. The Working Group Chair shall immediately report the results of the ballot to the SEC including: the date the ballot closed, vote tally and comments associated with any remaining disapproves (valid and invalid), the Working Group responses and the rationale for ruling any vote invalid.

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**IEEE 802.11
Wireless Local Area Networks (WLANs)**

Operating Rules of IEEE Project 802

Working Group 802.11, Wireless LANs

www.ieee802.org/11

Date:

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<http://standards.ieee.org/guides/opman/>
- [rules3] Operating rules of IEEE project 802, LAN MAN Standards Committee (LMSC)
<http://ieee802.org/rules.pdf>
- [rules4] Robert's Rules of Order Newly Revised (Latest Published Edition), by Henry M. Robert (Editor), [Sarah Corbin Robert](#), and [William J. Evans](#) (Editor), Perseus Publishing, ISBN 0-7382-0307-6.

Other References

- [other1] IEEE Standards Companion
<http://standards.ieee.org/guides/companion/>
- [other2] Overview & guide to IEEE 802 / LMSC
<http://grouper.ieee.org/groups/802/overview2000.pdf>
- [other3] Adobe Acrobat Reader for viewing PDF files
<http://www.adobe.com/support/downloads/main.html>
- [other4] ISO/IEC JTC1: International Standards Organization / International Engineering Consortium Joint Technical Committee 1
<http://www.jtc1.org>
- [other5] Wireless LAN Association (WLANA) Wireless Ethernet Compatibility Alliance (WECA)
<http://www.wi-fi.com>
- [other6] IEEE Standards Style Manual
<http://standards.ieee.org/guides/style/>

Acronyms

802 EC	LMSC executive committee
802 LMSC	Project 802, LAN/MAN standards committee
ANSI	American National Standards Institute
CAC	chair advisory committee
CSMA/CA	carrier sense multiple access / collision avoidance
CSMA/CD	carrier sense multiple access / collision detect
EC	executive committee
ID	identification
IEC	International Engineering Consortium
IEEE	International Electrical and Electronics Engineers, Inc.
IEEE-SA	IEEE Standards Association
IPR	intellectual property rights
ISO	International Standards Organization
LAN	local area network
LMSC	LAN/MAN standards committee
MAN	metropolitan area network
MTG	maintenance task group
NesCom	new standards committee (IEEE-SA)
PAR	project authorization request
PC	personal computer
PCMCIA	Personal Computer Memory Card International Association
PDF	portable document format (Adobe Acrobat file format)
RevCom	review committee (IEEE-SA)
SC	standing committee
SG	study group
TAG	technical advisory group
WG	working group
WLAN	wireless local area network

1 Overview

The 802.11 Working Group (WG) is responsible for developing Wireless Local Area Network (WLAN) standards under the auspices of the IEEE Project 802 LAN/MAN Standards Committee (802 LMSC). The 802.11 WG is one of several WGs reporting to the 802 LMSC. The 802.11 WG operates under the Operating rules of IEEE Project 802, LAN/MAN Standards Committee ([ref. \[rules3\]](#)) and the hierarchy of rules under which IEEE Project 802 operates. In the event of any conflict between the Operating Rules of 802.11 and the Operating rules of IEEE Project 802, the Operating rules of IEEE Project 802 take precedence.

The 802 LMSC Executive Committee (802 EC) directs the 802 LMSC. The 802 EC serves as the EC for both the sponsor ballot groups as well as the Standards Development Groups. 802 LMSC has been divided into WGs, Technical Advisory Groups (TAGs) and, on a temporary basis, Executive Committee Study Groups (EC SGs) to standardize technologies applicable to local and metropolitan area networks as shown in Figure 1.1.

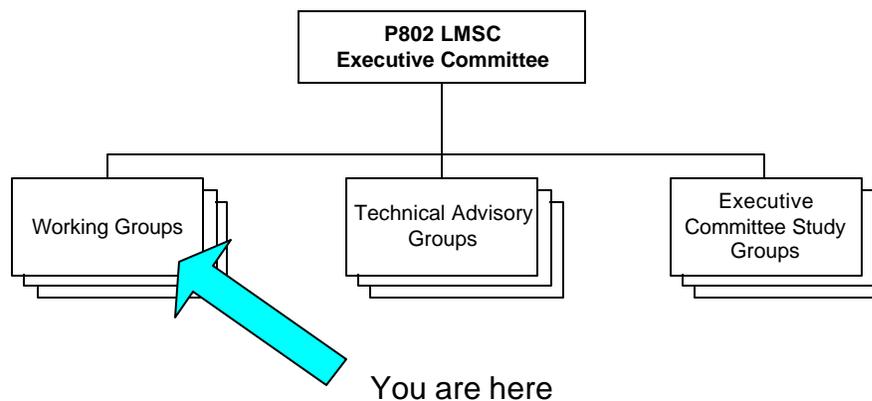


Figure 1.1 – Project 802 Organizational Structure

A brief overview of the standards development process is provided in subclause 9.1 of this document. See also [refs. \[other1\]](#) and [\[other2\]](#).

2 Working Group

2.1 Function

The 802.11 WG's charter is to develop Physical layer and MAC sub-layer specifications for wireless Local Area Networks (LANs) carried out under Project Authorization Requests (PAR) approved by the IEEE Standards Board and assigned to 802.11 WG. Since the scope of standards work which comprises 802.11 WG activity is widely dispersed in time, technology and structure, individual standards activities within 802.11 WG are, at the discretion of the 802.11 WG, carried out by Task Groups (TG) operating under, and reporting to, the 802.11 WG. A TG may create sub-task groups (sub-committee) as specified in the latest version of Robert Rules of Order as necessary to accomplish the work of the TG.

The 802.11 WG is chartered to:

- Maintain and revise the 802.11 standards.
- Develop new standards in a reasonable time frame within the scope of the 802 LMSC.
- Forward these standards to International Standards Organization / International Engineering Consortium (ISO/IEC) JTC1.
- Maintain liaisons with other groups within 802 LMSC, and other relevant standards setting bodies and Radio Spectrum regulatory bodies.

The 802.11 WG activities are administered by the WG Chair who is assisted in this task by the WG Chair Advisory Committee (CAC; see subclause 2.4).

The structure of 802.11 WG is illustrated in Figure 2.1.1

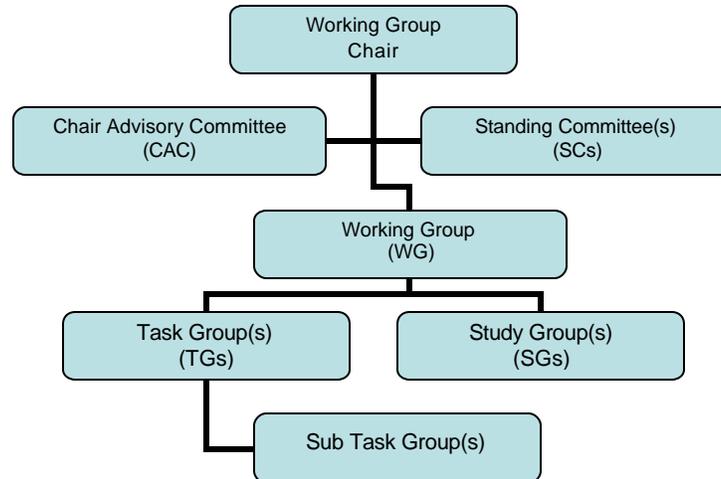


Figure 2.1.1 – WG 802.11 Organizational Structure

2.2 Precedence of Operating Rules

The rules governing WG Functions, Chair and Vice-Chair, Membership, meetings and the operation of a WG are provided by the Operating rules of IEEE Project 802 and the hierarchy of rules under which IEEE Project 802 operates. These rules are all included in this document by reference and are not reproduced here; however the reader is encouraged to become familiar with these rules in addition to the rules provided in this document. If 802.11 WG Operating Rules conflicts with the 802 Operating Rules, then the 802 Operating Rules shall take precedence.

The WG has its own Operating Rules and Bylaws as detailed above, and also adheres to Robert's Rules of Order for parliamentary procedures whilst running each session. Currently, we use the Robert's Rules of Order Newly Revised (Latest Published Edition), by Henry M. Robert (Editor), Sarah Corbin Robert, and William J. Evans (Editor) ([ref. \[rules4\]](#)). This book is available in paperback or hardback. The WG does not solely recommend or exclusively endorse this book, or any supplier. Other books on the subject are available commercially.

2.3 Working Group Officers

The rules and procedures for the election of, and the terms served by, the WG Chair and Vice-Chair(s) are contained in the Operating rules of IEEE Project 802 (see [ref. \[rules3\]](#), 5.1.2). Removal of the WG Chair or Vice-Chair(s) is also covered by this document (see [ref. \[rules3\]](#), 5.1.4.5). The activities of the officers are described in subclause 2.3.10.

2.3.1 Working Group Chair

As stated in 802 rules, the Chair of the WG is responsible for presiding over WG Plenary sessions. The Chair only votes on matters before the WG in cases where a deciding vote must be cast.

2.3.2 Working Group Vice-Chair(s)

In the event that there are multiple WG Vice-Chairs, the WG Chair shall designate a first WG Vice-Chair at the time of election of the WG Vice-Chair(s). Unlike the WG Chair, except when

acting in the capacity of the Chair, the WG Vice-Chair(s) normally vote and comment on issues with the same rights as all other voting members. Specific responsibilities of each WG Vice-Chair are designated by the WG Chair.

2.3.3 Working Group Secretary

The WG Secretary is appointed by the WG Chair and confirmed by the WG. The minutes of meetings taken by the Secretary (or designee) are to be provided to the WG Chair in time to be available to the membership one week after close of each session.

The minutes of the meeting are to include documents produced by the voting process and document list. See Standards Companion ([ref. \[other1\]](#)) for details on content and form of minutes.

2.3.4 Working Group Technical Editor

The WG Technical Editor is responsible for:

- Organizing, maintaining the draft standards in the format used by the IEEE standards department.
- Prepare an update of the draft standard as soon after a session as possible.
- Proof read and coordinates changes of documents edited by IEEE staff.
- Send the WG Chair the following:
 - The Adobe Acrobat portable document format (PDF) file of the standard. ([ref. \[other3\]](#))
 - A word processing document file in a format that is acceptable by the IEEE standards department.

2.3.5 Working Group Treasurer

802.11 WG operates without treasurer and without treasury unless specified by the Chair. Occasionally there may be a need for short-term funds associated with a particular meeting. Any debts and collections shall take place within that meeting. The sponsoring group or individual will be responsible for financing short-term expenses for interim meetings. It is the responsibility of the sponsoring group or individual to provide a statement of accounts if a meeting registration fee is levied on members and present to the WG at the next WG meeting.

2.3.6 Working Group Officer Election Process

The election of the IEEE 802.11 WG Officers (Chair and Vice-Chairs) is held in March of each even-numbered year. The nominations for the election shall be held at the WG Opening Plenary meeting. The WG Chair shall designate one of the WG Vice-Chairs as an Acting Chair Pro Tem if the WG Chair is running for re-election. If not running for re-election, the WG Chair shall conduct the election process. This election process shall be used for each WG officer election.

1. The Acting Chair shall open the floor for nominations.
2. The Acting Chair shall close nominations after the nominations have been made..
3. Each candidate shall be given a short time (nominally, two minutes) for an introductory statement of acceptance that should nominally contain the candidate's:
 - a. Summary of qualifications
 - b. Commitment to participate and accept duties and responsibilities
 - c. Vision for the WG.
4. The floor shall be opened for discussion (nominally for five-ten minutes total).
 - a. The Acting Chair should limit the duration of comments and promote open participation, both pros and cons. If only one candidate is nominated, the Acting Chair may choose to sharply limit the debate.

5. The discussion shall be repeated, with the WG Chair leading the process for the nomination(s) of the WG Vice-Chair(s).
6. At the Mid-Plenary meeting, the WG Officers shall conduct the election, count the votes, and notify the membership of the results.
 - a. Voting tokens shall be used to cast valid votes during the session.
 - b. In order to be elected, any candidate must receive a simple majority (over 50%) of the votes cast in the election for the respective position.
 - c. Should no candidate receive a majority in the election, a runoff election shall be held at the WG Closing Plenary meeting. The process shall be similar to the initial election, except that:
 - i. New nominations shall not be permitted.
 - ii. In the runoff election, the nominated candidate having received the fewest votes in the previous election round shall not be an eligible candidate (in case a tie prevents this possibility, all the nominated candidates shall remain eligible).
 - d. If the process is inconclusive, another runoff shall be held, as in the point above.
7. Should a runoff process not lead to the election of a Vice-Chair, the election may be deferred to the next WG session, at the Chair's discretion. However, every reasonable effort should be made to conclude the election of the Chair.

2.3.7 Working Group Chair Succession

In the event that the WG Chair is unable to perform the duties, and has not designated a temporary proxy from the WG Vice-Chair(s), the first WG Vice-Chair shall take the lead and perform all duties of the WG Chair until such time that the WG Chair can return to the post or an election is held if the WG Chair is permanently unable to return to the post. The Acting Chair will consult with the 802 LMSC Chair regarding the election process to verify the 802 LMSC rules that may apply. The new election will be held for the remaining portion of the current WG Chair's Term at the first plenary session.

2.3.8 Public Relations and Marketing Communications

The Chair and Vice-Chairs shall be the sole point of contact for all official IEEE 802.11 marketing communications and public relations with industry technical journals, editors, press, other industry media bodies, and government bodies. The Chair will be assisted in these duties by the WG Publicity group standing committee (SC) Chair.

2.3.9 Liaisons

Liaison relationships are established with other groups within 802 LMSC, other relevant standards setting bodies, industry promotional bodies, Special Interest Groups (SIGs), and Radio Spectrum regulatory bodies (liaison groups). Liaisons shall be recommended by the WG Chair and confirmed by the vote of the WG. Liaisons shall be reconfirmed each year at the July 802 plenary. Liaisons will be granted voting rights upon confirmation of their liaison status in 802.11 and will seek to be granted voting rights in their respective liaison groups.

2.3.9.1 Liaison Roles and Responsibilities:

- Liaisons are responsible for providing updates and status reports to the WG at plenary and interim sessions. If a liaison does not provide this in two consecutive sessions, then the WG Chair may withdraw the liaison responsibility from the concerned individual. The WG Chair recommends a replacement as necessary.
- Liaisons cannot pass on responsibilities, nor have other individuals represent their post without having WG or WG Chair approval.
- Liaisons have the same voting rights, privileges and obligations as 802.11 voting members. Liaisons are given 802.11 WG attendance credit for attending liaison group meetings that are concurrent with 802.11 WG sessions.

- Liaisons shall be empowered to report status of the WG developments to their respective liaison groups, and shall report back to the WG the status of the liaison group at interim and plenary sessions.

2.3.10 Recommended Activities for Working Group Officers

2.3.10.1 WG Chair

Before session tasks, but not limited to:

- Submit agenda items for the opening Executive Committee meeting (a week before the meeting).
- Attend the opening Executive Committee meeting.
- Report the status of the WG to the plenary 802 meeting.

During session tasks, but not limited to:

- Conduct full WG meetings.
- Assign task of document control and collection.
- Check the mailbox for Executive Committee members regularly.
- Keep Executive Committee members informed as early as possible about 802.11 matters requiring approval at their closing 802 EC night meeting.
- Submit the list of voters to the meeting organizers.
- Update Mailing list on computer and prepare attendance list for distribution on the file server by the day before the closing plenary of the WG.
- Submit a hard copy of the attendance list to the meeting organizers by the final plenary session of the WG.
- Attend the closing 802 EC meeting and lead 802.11 business through the meeting.
- Maintain roll call list.

After session tasks:

- Prepare a WG progress report to the 802 EC Recording Secretary within 2 calendar days after closing of the Friday 802 EC meeting.
- Prepare agenda and venue for next meeting; publish on web site, and email notice to members
- Manage the preparation of the meeting place as well as the venue for the next interim meeting.
- Collect ballot return forms, acknowledge and merge into consolidation file(s) (if WG ballot active).
- Obtain ballot return forms from IEEE staff and merge into consolidation file(s) (if Sponsor ballot active).
- Update public documents on web site.
- Update Draft documents in members-only web site and send email to IEEE staff to add to the Draft Standards Catalogue.
- Respond to inquiries regarding the committee.
- Be prepared to assign document numbers.
- Work with TG Chairs to prepare meeting agendas and room requirements for next session(s).
- Update list servers.

2.3.10.2 WG Vice-Chair(s)

Before session tasks, but not limited to:

- Preparation of:
 - Attendance list
 - Voter tokens

During session tasks, but not limited to:

- 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.
- Oversee document process; obtain computer files of the documents for web site publication

- 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.
- Provide a second vote count to insure accurate and fair voting.
- Assist the Chair during IEEE 802 Executive Committee 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 802 sessions.

2.3.10.2.1 Attendance Recording

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

- Make sure that people are accounted for during each meeting period
 - Arbitrate any attendee record discrepancies
 - Make sure all 802.11 rooms are accounted for
 - Regularly update Chair with new participants list
- Return the attendance results to the Chairman at session end
- Provide attendance record of the session for tracking account purposes for meeting organizers.
- Maintain database of voter membership.

2.3.10.2.2 Document Collection and Maintenance

The objectives of this task are:

- After assignment by the Chair, maintain a consistently numbered set of documents and files on flash cards and on the meeting server and the IEEE 802.11 WEB site.
- Verify document formats before presentation and circulation of materials to membership
- Update document list and assign document numbers as requested.
- Keep meeting attendees informed about document status during plenary and interim sessions.

2.4 Working Group Chair Advisory Committee

The 802.11 WG Chair Advisory Committee (CAC) functions as the coordinating body supporting the WG Chair in formulations of policy and the performance of his duties. The 802.11 CAC has no formal meetings, voting procedures, or policies. The intent is to have the 802.11 CAC operate in a consultative manner. There is adequate policy and procedural rigor imposed on WG 802.11 by the Operating rules of IEEE Project 802 ([ref. \[rules3\]](#)) and its hierarchy of rules.

2.4.1 Function

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

- Provide procedural and, if necessary, technical guidance to WG, TGs, SGs and SCs as it relates to their charters.
- Oversee WG, TG, SG and SC operation to see that it is within the scope of WG 802.11.
- Review TG draft standards proposed for submission to WG letter ballot and offer recommendations if any, to the WG.
- Consider complaints of WG, TG, SG and SC members and their resolution at the Plenary, WG, TG, SG and SC meetings.
- Manage WG 802.11 logistics, e.g. concurrent TG, SG and SC meetings, etc.

2.4.2 Membership

Membership of the CAC is composed of the following WG 802.11 officers:

- WG Chair
- WG Vice-Chair(s)
- WG Secretary.

- TG Chairs and TG Vice-Chair(s)
- SG Chairs and SG Vice-Chair(s)
- SC Chairs and SC Vice-Chair(s)

2.5 Documentation

All 802.11 documents are disseminated in electronic format only, other than exceptional cases. Documents are only accepted if they adhere to the rules spelled out in this subclause.

2.5.1 Types

The document shall be one of the following types:

- Draft Standard and Amendments
- Tentative agenda
- Tentative minutes
- Reports (from a TG, SG, SC or a liaison meeting or a ballot), including financial reports
- Draft positions or statements (WG, TG, SG, or SC level)
- Approved positions or statements (WG, TG, SG or SC level)
- Submissions (Presentations, Motions, Simulation Results, etc.)

2.5.2 Format

Documents with the exception of draft standards and amendments shall in the current template as specified by the WG Chair. The templates are located on the 802.11 WG website at: <http://ieee802.org/11/Documents/format-rules.html>.

Draft standards and amendments shall be submitted to IEEE in a format acceptable by the IEEE standards department. Draft standards and amendments shall be made available to the WG in Adobe Acrobat format.

If a submitter is not able to submit in Microsoft Office application format, the document shall be submitted in Adobe Acrobat format, but only as the last resort and agreed upon by the documentation controller, normally one of the WG Vice-Chair(s).

2.5.3 Layout

The layout of draft standards shall be according to the IEEE style manual ([ref. \[other6\]](#)). All other documents shall be based on the current template for Microsoft Word (portrait and landscape; which is available on the IEEE 802.11 website) including the correct document number and revision number.

Documents based on other than Word or PowerPoint applications shall have the following layout:

- Paper size: letter (8.5'x11')
- Margins: top = 0.6', bottom = 0.5', inside and outside = 0.75', gutter of 0.5 and mirror image, headers 0.3' from edge.
- The header is as follows:
 - Times (New) Roman, 14 point, bold, line below:
 - Left: the month and year of issue
 - Right: the text "doc: IEEE 802.11-yy/nn", where yy are the last two digits of the year and nn are the digits of the document number; revisions are indicated by addition at the end of the text of "-r" followed by the revision number.
- The footer is as follows:
 - Times (New) Roman, 12 point, line above.
 - Left: the text type and status of the document (see subclause 0)
 - Center: "page n", where n is the page number.
 - Right: Submitter name(s) and / or company name(s).

2.5.4 Timing of Submissions

Documents will be placed on the tentative agenda depending on the time of the submission, the earlier submission getting the higher priority. Documents provided at the session may not get on agenda if no time is available.

2.5.5 Naming conventions

The file name shall be as shown in Table 2.5.5.1. An example of a good filename that conforms to the naming convention is 11-02-652r0-WG-Motion-to-form-a-study-group.ppt.

Table 2.5.5.1 – File Naming Convention

gg-yy-sssr(n)[I]-G-HumanName.ext	
where	
"gg"	is the 802 group 11
"yy"	is the last 2 digits of the year the document is presented
"sss"	is the sequence number of the document
"(n)"	is the revision number (new documents start with r0)
"[I]"	is an optional letter "A" added to the document number (for companion documents - as a Power Point Presentation to a Word document submission)
"G"	is the WG, TG (task group letter), SG (as designated by chair), or SC (as designated by chair) to which the document assigned or presented (see the document list for approved letters)
"HumanName"	The human name should be as short as possible (please use either a dash or underscore for the coupling letter). Try to avoid adding the TG in the name.
ext	Is the commonly used 3 letter file extensions: .doc for Word, .ppt for PowerPoint, .pdf for Adobe Acrobat compatible files.

2.6 Motions

A motion may be made at any time during the meetings. However, a motion that changes a draft shall be presented in a submission that has been;

- Accepted by document control (see 2.5)
- Available electronically (via flash card or on the server).

A motion can only be voted on when its submission has been available to all voters who are participating in the session for a time not less than four WG session hours before the vote.

2.7 Membership

The rules and procedures governing WG membership including establishment, retention, loss and rights are contained in the Operating rules of IEEE Project 802 (see [ref. \[rules3\]](#), 5.1.3). Additional requirements for WG voting rights are defined in clause 6 below.

2.7.1 Member Recommended Tools

As the 802.11 WG relies exclusively on electronic files, hard copies of submissions, drafts, or presentations are not provided for session attendees. During sessions an IEEE 802.11b WLAN is available for use by attendees to have access to all electronic session documentation. All public documents are archived on the IEEE 802.11 web site soon after each session.

In addition to the requirements for membership, the following are highly recommended for most efficient exchange of information between members:

- An email address capable of handling large file attachments
- A laptop computer for use at the meetings with a PC Card Type II or PCMCIA Type II slot(s)
- An IEEE 802.11b WLAN Card that is Wi-Fi™ ([ref. \[other5\]](#)) certified. The WG does not recommend, nor endorse products.
- A flash memory card for laptop computer.

2.8 Working Group Sessions

2.8.1 Plenary Session

The 802.11 WG plenary session is conducted three times a year as part of the 802 LMSC plenary sessions (see [ref. \[other2\]](#)). The 802.11 WG plenary session is a meeting of individuals interested in developing and maintaining WLAN standards. Typically the 802.11 WG Opening and Closing plenary meetings are held at each 802 LMSC plenary (see Figure 2.7.1.1). Occasionally there are TG, SG, or SC meetings during the Executive committee meeting on Monday morning and/or the weekend preceding the plenary. (Note: meetings held before the opening of 802 plenary meeting are treated as ad-hoc meetings.)

The 802.11 WG plenary is open to all registered 802 attendees. As is the case with all 802 WG meetings only voting members have the right to participate in the discussions (see [ref. \[rules3\]](#), 5.1.3.5). The WG Chair may grant the privilege of observers to participate in discussions. Within the WG 802.11 the privilege of observers to participate in discussions is granted by default.

The WG 802.11 Plenary is conducted by the Chair or the Chair's designated delegate. The 802.11 WG Opening plenary meeting will include the presentation of the following information:

- The 802.11 WG voting rules (this document).
- The existence of these operating rules and where they can be obtained.
- The existence of the operating rules of IEEE Project 802 and where they can be obtained.
- The agenda distributed earlier including any items requiring a vote.
- Intellectual Property Rights (IPR) and copyright notices.

The function of the plenary meetings is to gather and disseminate information and take action as follows:

- Status reports from the TGs, SGs and SCs.
- Liaison reports from other standards organizations, other IEEE 802 WGs and TAGs.
- Reports on schedules for future plenary meetings.
- Announcements and general news.
- Vote on such matters that may be brought before it such as recommendations of its TGs and the election of 802.11 officers.
- Make recommendations for 802 EC action with respect to standards projects, 802 and liaison matters.
- Calls for interest in new work items.
- Call for relevant patents.
- Items for subsequent meetings.

PLENARY		72nd IEEE 802.11 WIRELESS LOCAL AREA NETWORKS SESSION											
R7		Hyatt Regency St.Louis, 1 St.Louis Union Station, St.Louis, MO 63103, USA.											
		March 10th-15th, 2002											
		The graphic below describes the weekly session of the IEEE P802.11 WG in graphic format.											
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY							
07:00-07:30					802.11 WG CHAIRs ADVISORY COMMITTEE								
07:30-08:00													
08:00-08:30		802 SEC MEETING	TGH TGE TGF TGI	802 R-REG TGE TGF TGH	TGE TGI TGF TGG	802.11 WG CLOSING PLENARY							
08:30-09:00													
09:00-09:30													
09:30-10:00													
10:00-10:30		Break	Break	Break	Break	Break							
10:30-11:00													
11:00-11:30		802 PLENARY	TGH TGE TGF PC	802.11 WG MID-SESSION PLENARY	TGE TGI TGF TGG	802.11 WG CLOSING PLENARY							
11:30-12:00	Joint Mtg with 802 R-Reg												
12:00-12:30		Lunch	Lunch	Lunch	Lunch	Joint Mtg with 802 R-Reg							
12:30-13:00													
13:00-13:30	Optional Meeting Time & Network Setup	802.11 / 802.15 JOINT OPENING PLENARY (ending with a 10 minute new members orientation)	TGH WNG SC TGF TGG	802 COEX BoF TGE TGF TGG	TGH TGI TGF TGG	802 SEC MEETING							
13:30-14:00													
14:00-14:30		Break	Break	Break	Break								
14:30-15:00													
15:00-15:30													
15:30-16:00		TGH TGE TGG TGI	TGH TGI TGF TGG	WNG SC TGE TGF TGG	TGH TGI TGE TGG								
16:00-16:30	11/15/R-REG CO-ORD												
16:30-17:00		Dinner	Dinner	Break	Dinner	Joint Mtg with 802 R-Reg							
17:00-17:30													
17:30-18:30	Break												
18:30-19:00	802.11 WG CHAIRs ADVISORY COMMITTEE (CAC)	TGH TGE TGG TGI	TGH TGI TGF TGG	IEEE Social Evening	TGH TGI TGE WNG SC								
19:00-19:30													
19:30-20:00													
20:00-20:30													
20:30-21:00													
21:00-21:30													

Figure 2.7.1.1 – Typical WG 802.11 meetings during 802 Plenary Session

2.8.2 Interim Sessions

Interim sessions of the WG, TGs, SGs and/or SCs are scheduled by the respective groups no later than the end of the prior plenary meeting. There is no standing schedule for interim sessions; however typically a WG interim session is held between 802 plenary sessions. Other interim sessions may be scheduled as needed to conduct business of the WG, TGs, SGs and/or SCs. The date, time, and place of the session(s) must be approved by the WG. Interim sessions shall be announced at the final WG Plenary meeting and entered in the minutes of the meeting.

Official actions of these sessions are valid if one of the following occurs:

- A WG quorum is present.
- Specific empowerment that has been pre-authorized by the WG at the time of the meeting approval.

If a quorum is not present, the session is not required to immediately adjourn, and is expected to continue business in an orderly fashion. All original main motions ([ref. \[rules4\]](#), p95), voted on during that session that is not valid for one of the reasons listed above must be reaffirmed using one of the following methods:

- Obtain appropriate level of approval (75%+ for technical, 50%+ for procedural) from a WG letter ballot that has been pre-authorized by the WG at the time of the meeting approval.
- Reaffirm by either a 40 day or 15 day WG electronic letter ballot, at the WG Chair's discretion.
- Reaffirm at the next 802.11 plenary session.

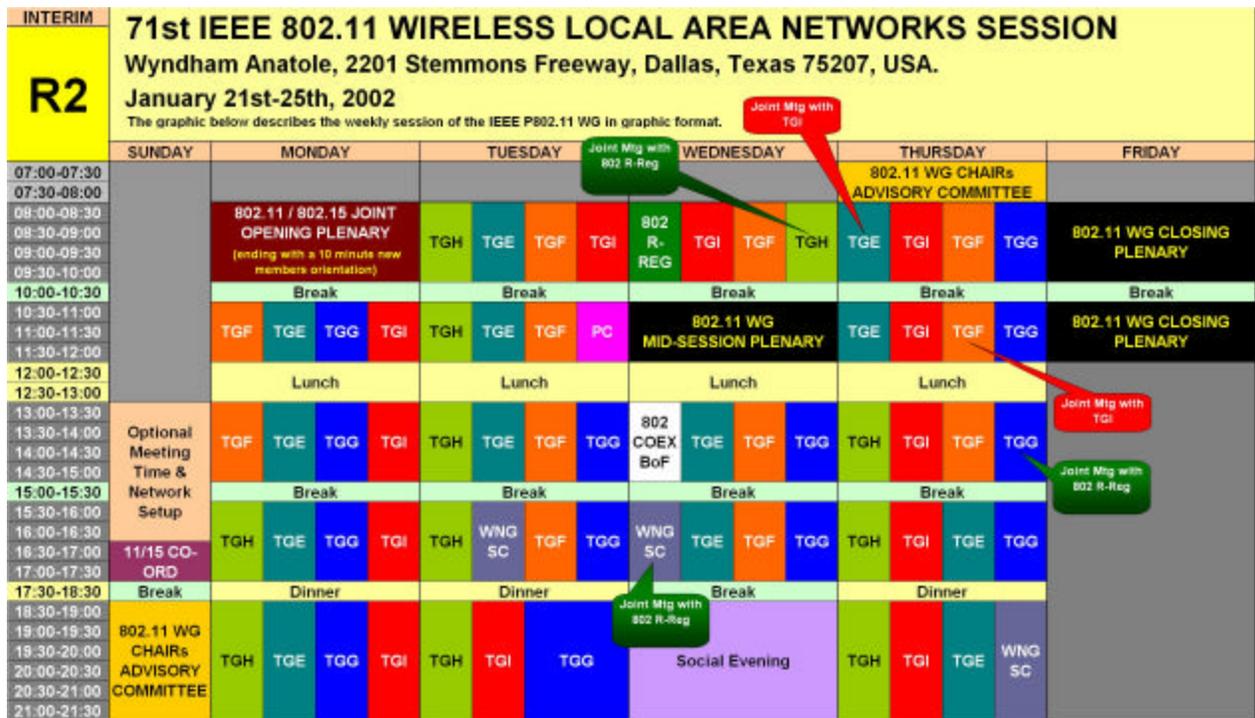


Figure 2.7.2.1 – Typical WG 802.11 meetings during Interim Session

2.8.3 Session Meeting Schedule

802.11 Interim and Plenary sessions start with an opening plenary meeting followed by previously scheduled TG, SG, and/or SC meetings. Midway through the week a mid session plenary meeting is held. TG, SG, and/or SC meetings continue and the CAC will meet mid week as scheduled. A final closing plenary meeting is held to close the session. Start times and end times for the session are published at least 30 days in advance.

2.8.4 Session Logistics

2.8.4.1 Attendance

Attendance at WG, TG, SG and/or SC meetings is recorded electronically. If electronic recording is not possible manual written documentation will be used. Each attendee is responsible for signing in to the attendance e-Attendance form for 802.11. Each attendee shall be responsible for obtaining a Member Identification (ID) that is valid for that session. Each attendee is expected to only sign in for the meeting designation that they are attending. It is expected that attendees have participated in at least 90% of the designated meeting they have signed in for. Failure to sign in may impact voting rights (see subclause 6). Inability to sign in should be reported to the WG Vice-Chair.

2.8.4.2 Meeting Etiquette

During any WG, TG, SG and/or SC meetings cell phones and pagers must be shut off or in the vibrate mode of operation, in order not to interrupt the meeting. Electronic communication with the Officers conducting official meetings shall be deferred until after the meeting. The use of audio and/or video recording of any 802.11 meeting is specifically prohibited. Still photography is only permitted by a public request and permission of the meeting membership via the WG Chair, and is not for commercial purposes.

Meetings are run in an orderly fashion, and outbursts or other disruptions during a meeting are not tolerated. Conversations whether on cell phones or with other individuals in a meeting should be moved outside the meeting room.

Comments should be directed to the Chair of the meeting in accordance with Robert's Rules of Order and personal comments directed to individuals should be avoided.

2.9 WG Balloting

A draft must successfully pass a 40 day WG letter ballot before it can be forwarded to the 802 EC for approval for Sponsor Group voting (see [ref. \[rules3\]](#), 5.1.4.2.2). The rules and procedures governing WG letter ballots, comment resolution and confirmation letter ballots are contained in the Operating rules of IEEE Project 802 (see [ref. \[rules3\]](#), 5.1.4.2.2). An overview of the process is also provided in subclause 9.1 of this document.

The following additional requirements are imposed within WG 802.11.

2.9.1 Draft Standard Balloting Group

The 802.11 WG balloting group consists of all voting members of the 802.11 WG as of the close of day the ballot distribution was completed, as determined by the WG Chair.

2.9.2 Draft Standard Balloting Requirements

Before a draft is submitted to WG letter ballot, it shall meet the following requirements:

1. The TG must approve the draft by at least 75%, indicating the TG has conducted a technical review of the draft, and believes the draft is technically complete, and ready for WG approval e.g. not place holders or notes for future action, editing, or clarifications.
2. It must be made available per subclause 2.5.
3. If any changes need to be made to the draft after posting, these changes, whether technical or editorial, shall be approved prior to the vote for approval to go to WG letter ballot. The editor will be instructed to incorporate these changes whether technical or editorial into the draft prior to the release of the draft to letter ballot.
4. Any voting member can bring a motion requesting that, after the editor has completed the draft, work be approved by a ten day confirmation letter ballot of the draft before submission to WG letter ballot. This will be a procedural motion requiring simple majority.
5. The availability of the draft must be announced on the WG email reflector during or prior to the WG session or regularly scheduled interim session.
6. The draft must be formatted according to subclause 2.9.3.
7. The draft must be approved for submittal to WG letter ballot at the 802.11 WG closing plenary. This will be a technical motion requiring at least 75% approval..

For a WG letter ballot to be considered valid the abstention rate must be less than 30% as per the 802 LMSC operating rules (see [ref. \[rules3\]](#)).

2.9.3 Formatting Requirements for Draft Standard and Amendments

The draft must be provided in the current IEEE electronic format (see [refs. \[rules1\]](#), [\[rules2\]](#), [\[rules3\]](#)). 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.

Areas affecting existing clauses of IEEE 802.11 shall be shown in the draft in underscore and ~~strikeout~~ against the current standard. Note that the amended draft standard may not be the same as the published standard due to approved but unpublished supplements.

2.10 Maintenance of Operating Rules

WG operating rules are a requirement of the Operating Rules of IEEE Project 802, which state that the WG Chair shall:

"Establish WG rules beyond the WG rules set down by the LSMC EC. These rules must be written and all WG members must be aware of them."

2.10.1 Availability

The WG 802.11 operating rules are to be made publicly available at the meetings and posted in the WG 802.11 area of the IEEE web site

2.10.2 Requesting Changes

Proposed improvements shall be in written form and presented to the WG Vice-Chair and include:

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

Those proposing rule changes are encouraged to seek the advice of the WG Chair or any member of the CAC or other experienced members to help form the wording in a manner appropriate for and consistent with the WG 802.11 Operating Rules.

2.10.3 Change Process

The rules of WG 802.11 operation can be changed by the following process:

1. Suggestions for improvements are submitted to the WG Vice-Chair(s) or WG Chair by any WG member
2. WG Vice-Chair and the WG Chair compile the submitted suggested improvements
3. WG Vice-Chair presents collected suggestions to the CAC for review
4. The WG Chair or WG Vice-Chair(s) shall prepare a submission of the proposed changes to present to the WG for consideration at the next opening plenary meeting
5. The submission shall be posted to the WG website (www.ieee802.org/11) one (1) session prior to WG consideration
6. The submission will be presented at the WG opening plenary meeting
7. The submission will be discussed during the session
8. The submission may be voted on at the closing plenary if no modifications are required to the submission. A 2/3 majority approval of the members voting yes or no shall be required to pass.
9. A request for an affirmative WG 802.11 letter ballot may be submitted at the closing plenary regarding this submission. A majority approval of the members voting yes or no at the closing plenary is required for a change to be sent out for a WG letter ballot. This WG letter ballot has the same response requirements as any other WG letter ballot in terms of the maintenance of voting rights. If no such request for a letter ballot is made, or the request fails, the change itself will be voted on at the closing plenary. A motion requesting a letter ballot will take precedence over a motion to approve the changes.
10. A modified submission must have an affirmative WG 802.11 letter ballot requested. A majority approval of the members voting yes or not at the closing plenary is required for the change to be sent out for a WG letter ballot. This WG letter ballot has the same response requirements as any other WG letter ballot in terms of the maintenance of voting rights. If no such request for a letter ballot is made, or the request fails, the changes shall be posted to the WG Website, and considered at the next WG plenary session.
11. The 802 EC must approve all changes to become effective.

Balloting requirements for the changes to the rules shall meet those for WG drafts (see subclause 2.9.2).

3 Task Groups

3.1 Function

The function of the Task Group (TG) is to produce a draft standard, recommended practice, guideline, supplement, or portion of a draft standard to the WG. These shall be within the scope of the 802 LMSC, the charter of the WG and under an approved PAR as established by the 802 EC 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 subclause 3.8). It is a function of the WG 802.11 to maintain published 802.11 standards (see clause 7). All business brought to the floor of the WG that deals with a topic assigned to a TG shall be automatically referred to the TG by the WG Chair, without discussion on the floor of the WG.

3.2 Task Group Chair

The TG Chair is elected by a WG majority approval.

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.

3.3 Task Group Vice-Chair

TG Vice-Chair is elected by a WG majority approval.

3.4 Task Group Secretary

The TG Secretary shall be appointed by the TG Chair and confirmed by a TG motion that is approved with a minimum 50% majority.

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 one week after close of the session.

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

3.5 Task Group Technical Editor

The TG Technical Editor shall be appointed by the TG Chair and confirmed by a TG majority approval.

The TG Technical Editor is responsible for:

- Organizing, maintaining the draft standards for the TG in the format used by the IEEE standards department.
- Preparing an update of the draft standard as soon after a session as possible.
- Proof reading and coordinating changes of documents edited by IEEE staff.
- Send the TG Chair the following:
 - The Adobe Acrobat PDF file of the standard ([ref. \[other3\]](#)).
 - A word processing document file in a format that is acceptable by the IEEE standards department.

3.6 Task Group Membership

Members and observers from WG 802.11 make up the TG membership. The TG Chair may choose to establish membership rules for voting if the TG Chair believes it is necessary to ensure that the business of the TG moves forward in an orderly basis. In this case the TG shall follow the same membership requirements and the same voting rules as 802.11 WG. At the formation of a TG from a SG, all SG participants are automatically granted membership of the TG.

3.6.1 Rights

The rights of the TG participants include the following:

- To receive a notice of the next meeting and agenda.
- To receive a copy of the meeting minutes.
- To vote at meetings if present and the TG is operating without membership rules for voting or participant is qualified under the WG voting rules.
- To examine all working draft documents.
- To lodge complaints about TG operation with the WG Chair.

3.6.2 Meetings and Participation

All TG meetings are open to members and observers. Attention is however drawn to the registration requirements for all members and observers attending the 802 Plenary where TG meetings also occur. If the TG Chair has decided to institute membership rules only WG members have the right to participate in the decisions. In this case, the TG Chair may grant observers the privilege of participating in discussions.

A TG will normally meet during the week of the 802 LMSC plenary. The WG Chair determines, taking into account TG status, if this plenary week TG meeting is required. Depending on the workload, interim TG meetings can be held between the 802 LMSC plenaries as often as required and agreed to by the TG membership. A meeting notice and agenda must be distributed to all WG 802.11 members and observers at least 30 days prior to any meeting. This notice will include as a minimum the date, time, location, host, hotel details, travel details if necessary and a stated purpose. TG meetings that are less than two days in duration or that take place adjunct to and co-located with the Plenary meeting do not count towards 802.11 WG voting rights.

3.7 Operation of the Task Group

The TG's primary responsibility is to produce a draft standard, recommended practice, or guideline in a reasonable amount of time for review and approval by the WG. Democratic procedures are to be implemented using Robert's Rules of Order ([ref. \[rules4\]](#)) in combination with WG 802.11 rules. At no time will the IEEE's operating rules, which are based upon the procedures of American National Standards Institute (ANSI) for openness and fairness, be compromised.

3.7.1 Task Group Chair's Functions

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

The TG Chair is responsible for presiding over TG sessions.

3.7.1.1 Task Group Chair and Task Group Vice-Chair Functions

The TG Chair and TG Vice-Chair shall operate the TG in an unbiased fashion. To maintain impartiality, it is preferred but not mandated that the TG Chair and TG Vice-Chairs refrain from taking sides in debate on technical motions.

It is the responsibility of the TG Chair and TG Vice-Chair to lead the TG in producing a quality draft standard in a timely fashion as specified by the specific PAR.

3.7.2 Voting

There are two types of votes in the TG; votes on motions and votes in straw polls.

Where a TG is operating with membership rules for voting (see subclause 3.6) only the TG members can make and vote on motions. Where these membership rules are not in force, any TG participant is entitled to make motions, subject only to the provision that they believe that they are qualified to vote on the matter before the TG.

In all cases, regardless of any membership rules that may or may not be in force, all participants who feel qualified may participate in a straw poll.

The TG Chair defines motions as either technical or procedural. On a technical motion, a vote is carried by a minimum 75% approval of the sum of those voting "Approve" or "Do Not Approve". On a procedural motion, a vote is carried by a greater than 50% approval of the sum of those voting "Approve" or "Do Not Approve". Any vote can be subjected to ratification at the WG level under WG voting rules (see [ref. \[rules3\]](#), 5.1.4.2).

The decision to define a motion as technical or procedural rests with the TG Chair. Generally a technical motion is defined as a motion that will materially affect the content of a draft. This is because a draft itself will ultimately be subject to a 75% majority vote at both WG and 802 LMSC ballot.

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

3.7.3 Task Group Chair's Responsibilities

The main responsibility of the TG Chair is to ensure the production, and to guide through the approval and publication process, a draft standard, recommended practice or guideline, or revision to an existing document as defined by the relevant PAR. The responsibilities include:

- Call meetings, including teleconferences, and issue a notice and agenda for each meeting at least 30 days prior to each session.
- Assure that there is a Recording Secretary for each meeting.
- Issue meeting minutes and important requested documents to members of the TG, the CAC, 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 including resolution, mover and seconder, and numeric results
- Hold officer elections when necessary.
- Maintain liaison with other organizations at the direction of the CAC or at the discretion of the TG Chair with the approval of the CAC. All liaison and liaison statements shall be approved by the 802 EC.
- Work with the IEEE staff to complete the publication process for the draft standard, recommended practice or guideline.

Sufficient detail shall be presented in the meeting minutes to allow a person knowledgeable of the activity, but not present at the discussion, to understand what was agreed to and why. Minutes shall be distributed within 45 days of the meeting to the attendees of the meeting, all TG participants and all liaison groups. Any TG, which wishes to reference a standard, developed or under development by another organization within 802 LMSC, by another IEEE group or by an external organization, should refer to the requirements of the 802 Rules ([ref. \[rules3\]](#), subclause 3.5.3.2).

The TG Chair reports to the WG at the closing plenary of each session that the TG has meetings. In addition to the slides presented to the WG at the closing plenary, the TG Chair is responsible for the production of a summary report to be posted to the 802.11 web site no later than one (1) week after the close of the session.

3.7.4 Task Group Chair's Authority

To carry out the responsibilities cited in subclause 3.7.3, the TG Chair has authority to:

- Call meetings, including teleconferences, and issue meeting minutes.
- Decide which issues are technical and which are procedural.

- Establish TG rules beyond the WG rules. These rules must be written and all TG members must be aware of them.
- Assign and 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 CAC.
- 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 802 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 as required.

3.7.5 Precedence of Operating Rules

If TG operating rules conflicts with the WG operating rules, then the WG operating rules shall take precedence.

3.8 Deactivation of a Task Group

802.11 WG may deactivate a TG it has formed. After the objective of the TG is complete, its charter expires and is deactivated by the WG. If the TG has not completed its work within its allotted period of time, the TG can request to be disbanded by the 802.11 WG or request an extension of time. The TG may request the WG to deactivate the TG prior to the expiration of the PAR. Motion to deactivate a TG requires 75% approval.

4 Study Groups

4.1 Function

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

The normal function of a SG is to draft a complete PAR and five criteria (see subclause 9.2) and to gain approval for them at WG 802.11, 802 EC, IEEE New Standards Committee (NesCom) and the IEEE Standards Board. The decision of whether to utilize the 802.11 WG or to establish a new WG or TAG to carry out work items recommended by a SG is made by the 802 EC with advice from the 802.11 WG.

4.2 Formation

A SG is formed when sufficient interest has been identified for a particular area of study within the scope of WG 802.11. The first step in the process is a call for interest. Any WG member or observer can make this at the WG 802.11 opening plenary. An 802.11 SG can then be initiated by 75% approval of the 802.11 WG and must be approved by the 802 EC. During this approval process the 802 EC decides whether a SG is within the scope of WG 802.11, should be moved to another WG or should be set up as an Executive Committee Study Group.

4.3 Continuation

A SG exists for up to 6 months. If it has not completed its work within that time, a request must be made to the WG for an extension for up to additional 6 months. Any request for SG extension will be voted upon at the WG 802.11 closing plenary.

4.4 Study Group Operation

SG follow the operating procedures for TG specified above with the following exceptions detailed below.

4.4.1 Study Group Meetings

SG meetings held adjunct to 802.11 WG Plenary or Interim sessions count towards 802.11 WG voting rights.

4.4.2 Voting at Study Group Meetings

Any person attending a SG 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 SGs may have members who are not part of the parent WG, a separate attendance list must be maintained for the meetings of the SG and will be submitted as a document to the WG Vice-Chair.

5 802.11 Standing Committee(s)

5.1 Function

The function of the Standing Committee (SC) is to perform a specific function as defined by the WG Chair.

5.2 Membership

Members and observers from WG 802.11 make up the SC membership.

5.3 Formation

The Chair of the WG has the power to appoint SCs when enough interest has been identified for a particular area of study within the scope of WG 802.11. To determine that sufficient interest has been identified, the formation of the SG shall be ratified by a simple majority of the WG.

5.4 Continuation

SCs are constituted to perform a specific function and remain in existence until the specific function is no longer required at the WG Chair's discretion.

5.5 Standing Committee Operation

SCs follow the operating procedures for TGs specified clause 3. **Standing Committee Meetings**
Attendance at SC meetings counts towards 802.11 WG voting rights. SC meetings may only be held adjunct to 802.11 WG sessions.

5.5.2 Voting at Standing Committee Meetings

Any person attending a SC meeting may participate in SC discussions, make motions and vote on all motions.

6 Voting Rights

Voting rights are achieved by attending interim and plenary sessions. All participants represent themselves as individuals. All participants must pay a meeting fee to participate in any of the meetings during an interim or plenary session. There are WG plenary, SG, TG, and SC meetings during a session. All participants and observers can vote in SG and SC meetings. Only voting members have the privilege to make motions, 2nd motions and vote during WG and TG meetings. However the WG and TG Chairs may permit participants and observers to participate in straw polls, discussions and debates.

6.1 Earning Voting Rights

A participant earns voting rights by attending interim and plenary sessions. A participant must attend two (2) out of four (4) consecutive plenary sessions to achieve voting rights. An interim session may be substituted for a plenary. Voting rights are issued at plenary sessions as described in subclause 6.2. A participant must attend at least 75% of the morning and afternoon meetings within a session as part of the requirement for moving to the next level voting membership. Evening meetings may be substituted for any of the morning or afternoon meetings within an interim or plenary session. There are five levels of membership: New Participant, Aspirant, Nearly Voter, Voter and Non-Voter.

6.1.1 New Participant

A New Participant is an individual attending an interim or plenary session for the first time. Each New Participant shall provide the necessary contact information for the IEEE 802.11 voting membership database. The contact information shall include: name, affiliation, address, phone number and email address. It is the responsibility of the new participant to make the WG Chair and WG Vice-Chairs aware of any changes to their contact information for the purpose of maintaining the IEEE 802.11 voting membership database. The contact information shall be used for publishing session attendance lists, WG letter ballots, Sponsor letter ballots and email access. If a New Participant attends 75% of all of the meetings in an interim or plenary session, and pays the meeting fee, the new participant becomes an Aspirant member at the beginning of the next session and will be added to the IEEE 802.11 WG email technical reflector at the close of the first session.

6.1.2 Aspirant

An Aspirant will have access to the IEEE 802.11 WG email technical reflector. An Aspirant will become a Nearly Voter at the close of the second attended session, as described in subclause 6.2 and have access to the member's private section of the 802.11 website providing the individual attends 75% of the meetings within the session and pays the meeting fee.

6.1.3 Nearly Voter

A Nearly Voter will have voting rights at the opening of the third session, which must be a plenary, as described in subclause 6.2. A voting token will be made available at the opening of the plenary. The Nearly Voter will have voting rights and become a voter at the opening of the plenary providing the meeting fee is paid. The Nearly Voter will have access to the members private section of the 802.11 website.

6.1.4 Voter

A Voter has access to the member's private area of the website. Voters are permitted to make motions, 2nd motions, and participate in WG letter ballots and eligible to serve as a WG officer. It is up to the individual to maintain their voting rights and make the WG Chair and WG vice-Chair aware of any changes in contact information. A voter may lose their voting rights as described in subclause 6.4.

6.1.5 Non-Voter

A Non-Voter is a member who has lost voting rights, as described in subclause 6.4. Non-Voters do not have access to the member's private section of the 802.11 website. The Non-voter may earn voting rights by going through the process as a new participant described in subclause 6.1.1.

6.2 Number of Sessions required to become a Voter

Figures 6.2.1 and 6.2.2 illustrate the timeline to become a voter. A new participant must attend two (2) out of four (4) consecutive plenary sessions to achieve voting rights, on the third plenary session the participant will become a voting member. An interim may be substituted for a plenary as illustrated in Figure 6.2.1. If a new participant attends for the first time starting on a plenary, then an interim session is substituted as the second plenary and voting privileges are granted on the third plenary as illustrated in Figure 6.2.2.

<u>Plenary</u>		<u>Interim</u>		<u>Plenary</u>	
B-	New Part.	B-	Aspirant	B-	Nearly Voter
E-	Aspirant	E-	Nearly Voter	E-	Voter
B =Beginning		E =End			

Figure 6.2.1 – New Participant Starting at a Plenary Session

However, if the new participant attends for the first time at an interim, that interim is substituted for a plenary. Only one interim may be substituted for a plenary. Voting rights are granted at the next plenary session as illustrated in Figure 6.2.2.

<u>Interim</u>		<u>Plenary</u>		<u>Interim</u>		<u>Plenary</u>	
B-	New Part.	B-	Aspirant	B-	Nearly Voter	B-	Nearly Voter
E-	Aspirant	E-	Nearly Voter	E-	Nearly Voter	E-	Voter
B =Beginning		E =End					

Figure 6.2.2 – New Participant Starting at an Interim Session

6.3 Voting Tokens

Votes on motions during WG and TG meetings shall use a voting token, unless a roll call vote is requested by a WG voting member or directed by the WG Chair. Voting tokens with member names are available at the opening of each interim and plenary session from the WG vice-Chair for those voting members. Voting tokens are only available to Nearly Voting members at plenary sessions. Voting tokens will be valid for the duration of the session in progress. If a voting member loses a voting token, they must report it to the WG Chair or WG vice-Chair to obtain a replacement.

6.4 Voting Rights Dismissal

Once an individual becomes a voting member, it is the individual's responsibility to maintain voting privileges. Voting privileges may be revoked if any one of the following occurs:

- Failure to pay interim or plenary meeting fee
- Failure to respond and vote on 2 out of 3 consecutive mandatory WG letter ballots

Failure to satisfy minimum participation criteria, i.e., you must participate in 2 out of 4 consecutive plenary sessions. (Note: One interim session can be substituted for a plenary session)

- Misrepresentation and/or misuse of voting token
- Use of your voting token by another participant.

If the voting rights are removed then the individual's voting status becomes a Non-Voter. Access to the private area of the WG website and both WG email reflectors is also removed.

7 Maintenance Task Group

A Maintenance Task Group (MTG) is created by the WG to perform maintenance of the 802.11 standard. The WG requests a PAR when sufficient maintenance requests have been received for ballot. The WG writes the PAR for the creation of the MTG.

The MTG follows the rules of a TG as described in clause 3.

8 Inquiries and Interpretations

Inquiries and interpretations of 802.11 standards, recommended practices or guidelines shall be directed to the Secretary of the IEEE Standards Board, who will forward the request to the 802.11 WG Chair. The Chair or a designee shall attempt to resolve the inquiry or interpretation if possible, and the Chair, or a designee, may petition the WG to reactivate the TG if necessary. An interpretation request may also be forwarded to the MTG.

All interpretations require approval by WG 802.11 before they can be published. This approval can be given by either:

- a) A minimum 75% approval of the sum of attending WG 802.11 voting members voting "Approve" or "Do Not Approve" taken at the WG 802.11 closing plenary.
- b) An affirmative WG 802.11 letter ballot. This ballot shall follow the normal letter ballot requirements (see clause 2.9.2).

If a request is made for a letter ballot, this request will be discussed and voted on at the closing plenary. A greater than 50% approval of the sum of attending WG 802.11 voting members voting "Approve" or "Do Not Approve" taken at the WG 802.11 closing plenary is required for an 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 plenary. A motion requesting a letter ballot will take precedence over a motion to approve the interpretation.

9 Procedure Section (Informative)

This section contains procedures that are specific to certain activities within the WG. Note that some procedures, such as obtaining PARs and coordination with other standards bodies, are covered by the Operating Rules of IEEE project 802 ([ref. \[rules3\]](#)) and are not reproduced here.

9.1 Overview of the Project Process

The following subclauses give a brief overview of the entire project process. For a detailed explanation of the processes and procedures involved, the reader is encouraged to consult the Operating rules of IEEE project 802 LMSC ([ref. \[rules3\]](#)), The IEEE Standards Companion ([ref. \[other1\]](#)), the IEEE Standards Operations Manual ([ref. \[rules2\]](#)) and the IEEE Standards Board Bylaws ([ref. \[rules1\]](#)).

This project process is illustrated in Figure 9.1.1.

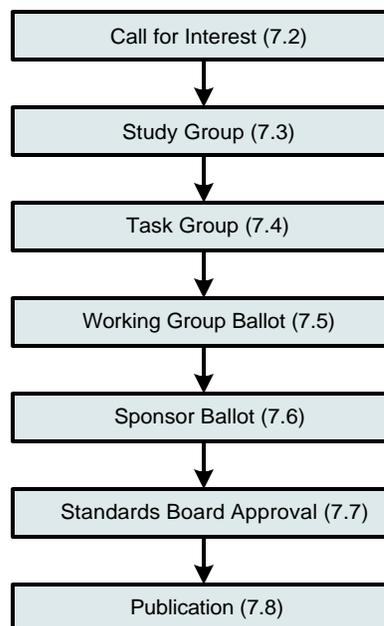


Figure 9.1.1 - Overall Project Process

9.1.1 Call for interest

A call for interest in a subject is made in the 802.11 WG plenary (see subclause 4.2).

9.1.2 Study Group

Study Groups are covered in clause 4 and the 802 rules (see [ref. \[rules3\]](#), 5.3). Steps in this stage include:

- Develop PAR and Five Criteria (see subclause 9.2).
- Obtain approval at WG 802.11, 802 EC, NesCom and IEEE Standards Board.

It is highly recommended that an 802 plenary week tutorial be given at a plenary session for major new work items prior to requesting approval.

9.1.3 Task Group

TGs are covered in clause 3 of this document. Steps in this stage include:

- Develop goals.
- Develop agreed upon complete draft.

9.1.4 Working Group Ballot

WG ballots are covered in subclause 2.9 and the 802 rules (see [ref. \[rules3\]](#), 5.1.4.2.2). Steps in this stage include:

- WG pre-view of document.
- Conduct WG ballots, which, by default, are electronic
- Resolve comments from WG ballot.
- Re-circulate for approval including any unresolved negatives and revised areas in ballot package.
- Iterate to closure.

This process is illustrated in Figure 9.1.4.1.

Letter ballots are returned by e-mail after the voter fills in the vote and returns to the Chair administering the letter ballot. The WG Chair and WG Vice-Chair(s) are copied on all returned electronic letter ballots. For email returns acknowledgments are sent by the Chair administering the letter ballot within two business days. It is the duty of the voter to resend an email vote if it is not acknowledged in that time frame.

Voting members have an obligation to vote. Not returning two valid ballots in a sequence of three letter ballots will automatically terminate voting rights. Abstentions are only counted as valid if they are based on "lack of expertise" must be indicated on the returned letter ballot electronic form.

For letter ballots, to be counted as valid, a "No" vote requires the submission of detailed comments, as defined in the IEEE rules for Sponsor Ballots ([ref. \[rules5\]](#)).

Comments are provided in the format given in the ballot instructions document. All comments are reviewed and addressed in resolution comment documents and approved by the WG and TG administering the letter ballot before a re-circulation letter ballot is conducted.

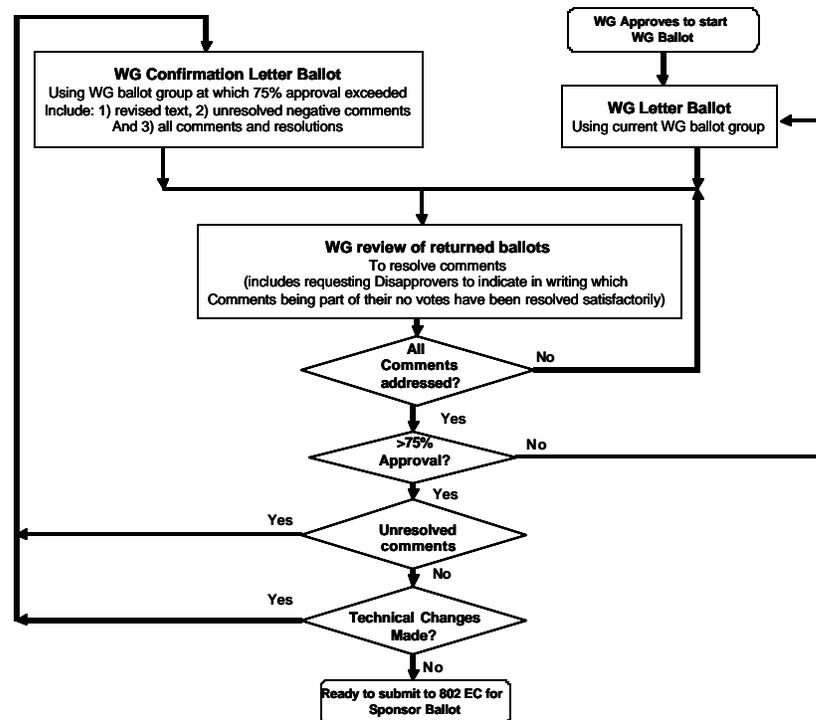


Figure 9.1.4.1 – WG ballot process

9.1.5 Sponsor ballot

Sponsor ballots are covered in detail in the IEEE Standards Companion (see [ref. \[rules2\]](#)). Steps in this stage include:

- Form ballot pool using the IEEE staff. (In practice this takes about 3 months.)
- Obtain approval for Sponsor ballot from WG 802.11 and 802 EC.
- Submit draft to IEEE for Sponsor ballot.
- Resolve comments from Sponsor ballot. Each comment must be answered by the WG with a response that indicates level of agreement with the comment and what actions will be taken as a result. The responses to the comments must be clear, concise, and at a technical level that addresses Sponsor ballot group member's knowledge.
- Re-circulate ballot for approval including any unresolved negatives and revised areas in ballot package.
- Iterate to closure.

This process is illustrated in Figure 9.1.5.1.

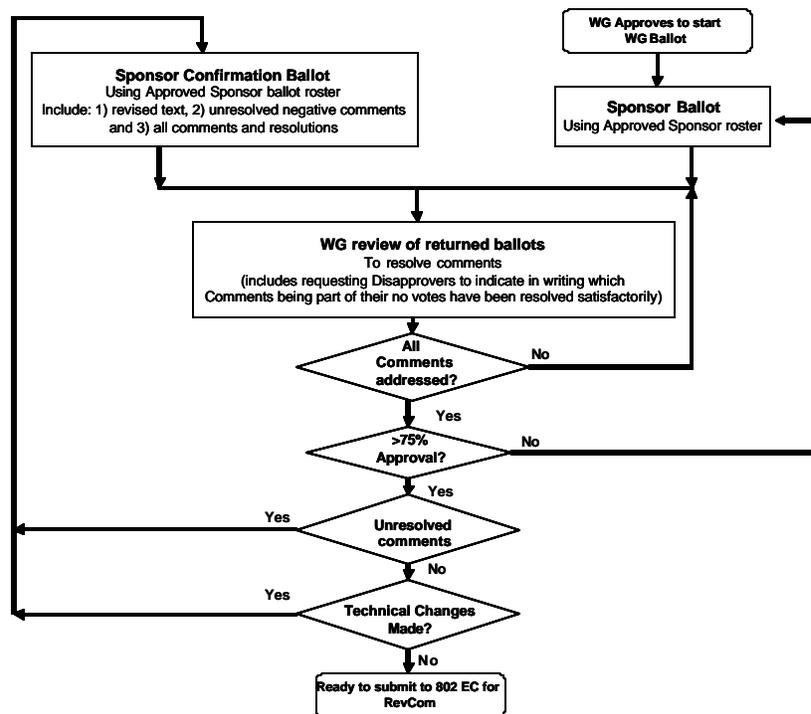


Figure 9.1.5.1 – Sponsor Group ballot process

9.1.6 Standards Board Approval

- Obtain approval for submission from WG 802.11 and 802 EC.
- Check for Intellectual Property Rights requirements.
- Submit to the Review Committee of IEEE-SA (RevCom) and IEEE Standards Board for approval.

9.1.7 Publication

- Support IEEE editor in preparation for publication.
- Maintenance Phase.

9.2 Five Criteria

When a SG presents a request to the 802.11 WG for the WG to forward a draft PAR to the 802 EC for approval, the SG in addition presents a completed set of responses to the 'five criteria' (ref. [rules3]). This is a set of formal criteria that the study group demonstrates that the proposed project meets. These five criteria are listed below:

- 1) Broad Market Potential
- 2) Compatibility
- 3) Distinct Identity
- 4) Technical Feasibility
- 5) Economic Feasibility