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**IEEE 802.20**

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**Policies and Procedures of IEEE Project 802**

**Working Group 802.20**

**Mobile Broadband Wireless Access**

**January 8, 2004**

**Version 1.0**

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## References

Policies and Procedures

- [rules1] IEEE Standards Board Bylaws  
<http://standards.ieee.org/guides/bylaws/>
- [rules2] IEEE Standards Operations Manual  
<http://standards.ieee.org/guides/opman/>
- [rules3] Policies and Procedures 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/802/802\\_overview.pdf](http://grouper.ieee.org/groups/802/802_overview.pdf)
- [other3] Adobe Acrobat Reader for viewing PDF files  
<http://www.adobe.com/support/downloads/main.html>
- [other4] 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
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

## 1 Overview

The 802.20 Working Group (WG) is responsible for developing Mobile Broadband Wireless Access (MBWA) standards under the auspices of the IEEE Project 802 LAN/MAN Standards Committee (802 LMSC). The 802.20 WG is one of several WGs reporting to the 802 LMSC. The 802.20 WG operates under the Policies and Procedures 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 Policies and Procedures of 802.20 and the Policies and Procedures of IEEE Project 802, the Policies and Procedures 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 (ECSGs) to standardize technologies applicable to local and metropolitan area networks as shown in Figure 1.1.

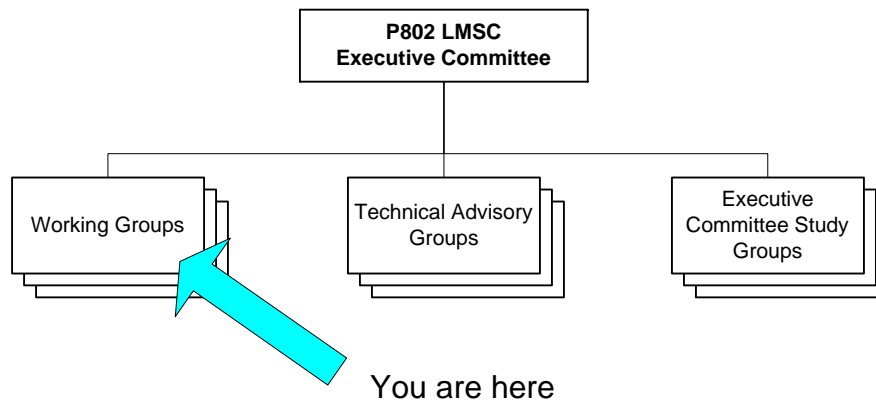


Figure 1.1 – Project 802 Organizational Structure

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

## 2 Working Group

### 2.1 Function

The 802.20 WG's charter is to develop Physical layer and MAC sub-layer specifications carried out under Project Authorization Requests (PAR) approved by the IEEE Standards Board and assigned to 802.20 WG. Individual standards activities within the 802.20 WG may, at the discretion of the 802.20 WG, carried out by Task Groups (TG) operating under, and reporting to, the 802.20 WG. A TG may create sub-task groups as necessary to accomplish the work of the TG.

The 802.20 WG is chartered to:

- Develop, Maintain and Revise the 802.20 standards.
- Develop new standards in a reasonable time frame within the scope of the 802 LMSC.
- Maintain liaisons with other groups within 802 LMSC, and other relevant standards setting bodies and Radio Spectrum regulatory bodies.



The structure of 802.20 WG is illustrated in Figure 2.1.1

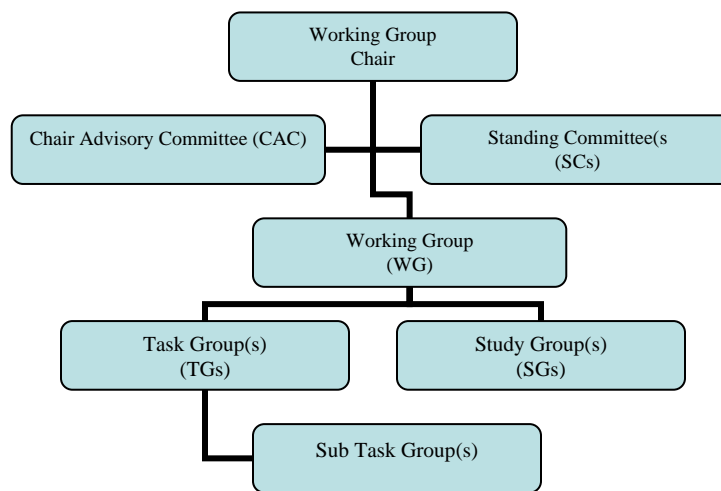


Figure 2.1.1 – WG 802.20 Organizational Structure

## 2.2 Precedence of Policies and Procedures

The rules governing WG Functions, Chair and Vice-Chairs, Membership, meetings and the operation of a WG are provided by the Policies and Procedures 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 802.20 WG Policies and Procedures conflicts with the 802 Policies and Procedures, then the 802 Policies and Procedures shall take precedence.

The WG has its own Policies and Procedures as detailed in this document. The WG also adheres to Robert's Rules of Order for parliamentary procedures whilst running each session where not constrained by its own Policies and Procedures and those included by reference.

## 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 Policies and Procedures 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 sub clause 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. The WG Chair designates specific responsibilities of each WG Vice-Chair.

### 2.3.3 Working Group Secretary

The WG Secretary is appointed by the WG Chair. 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 two weeks 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

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

### 2.3.6 Working Group Officer Elections

Appendix A details the procedures for the election of the IEEE 802.20 Working Group Officers.

### 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 his 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 802.20 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 802.20 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 or Liaison Vice Chair approval.
- Liaisons have the same voting rights, privileges and obligations as 802.20 voting members. Liaisons are given 802.20 WG attendance credit for attending liaison group meetings that are concurrent with 802.20 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 802.20 matters requiring approval at their closing 802 EC night meeting.
- Submit the list of voters to the meeting organizers.
- Submit a hard copy of the attendance list to the meeting organizers following the final plenary session of the WG.
- Attend the closing 802 EC meeting and lead 802.20 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 Working Group 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 802.20 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 802.20 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 802.20 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 802.20 CAC has no formal meetings, voting procedures, or policies. The intent is to have the 802.20 CAC operate in a consultative manner. There is adequate policy and procedural rigor imposed on WG 802.20 by the Policies and Procedures 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 802.20.
- 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 802.20 logistics, e.g. concurrent TG, SG and SC meetings, etc.

### **2.4.2 Membership**

The Membership of the CAC is appointed at the discretion of the WG Chair. Membership of the CAC is composed of the following WG 802.20 elected and appointed officers:

- WG Chair
- WG Vice-Chair(s)
- WG Secretary
- WG Technical Editor
- WG Treasurer
- 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 802.20 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 sub clause.

### 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.

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 802.20 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 802.20-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 sub clause 2.5.1)
  - Center: "page n", where n is the page number.
  - Right: Primary Submitter name and company name as point of contact.

### 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 11-03-0652-00-WG-Motion-to-form-a-study-group.ppt.

Table 2.5.5.1 – File Naming Convention

gg-yy-ssss-rr-GGGG-HumanName.ext	
where	
"gg"	is the 802 group 20
"yy"	is the last 2 digits of the year the document is presented
"ssss"	is the sequence number of the document
"rr"	is the revision number
"GGGG"	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. Motions to adjourn a session per the approved agenda are the exception.

## 2.7 Membership

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

### 2.7.1 Member Recommended Tools

As the 802.20 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 802.20 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 802.20b 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 802.20 WG plenary session is conducted three times a year as part of the 802 LMSC plenary sessions (see [ref. \[other2\]](#)). The 802.20 WG plenary session is a meeting of individuals interested in developing and maintaining MBWA standards. Typically the 802.20 WG Opening and Closing plenary meetings are held at each 802 LMSC plenary. 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 802.20 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, non-voting members, to participate in discussions. Within the WG 802.20 the privilege of observers to participate in discussions is granted by default.

The WG 802.20 Plenary is conducted by the Chair or the Chair's designated delegate. The 802.20 WG Opening plenary meeting will include the presentation of the following information:

- The 802.20 WG voting rules (this document).
- The existence of these policies and procedures and where they can be obtained.
- The existence of the policies and procedures of IEEE Project 802 and where they can be obtained.
- The agenda distributed earlier including any items requiring a vote and known at the opening.
- 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 802.20 officers.
- Make recommendations for 802 EC actions with respect to standards projects, 802 and liaison matters.
- Calls for interest in new work items.
- Call for relevant patents.



- Items for subsequent meetings.

### 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) A WG quorum is present.
- b) 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:

- a) 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.
- b) Reaffirm by either a 40 day or 15 day WG electronic letter ballot, at the WG Chair's discretion.
- c) Reaffirm at the next 802.20 plenary session.

### 2.8.3 Session Meeting Schedule

802.20 Interim and Plenary sessions start with an opening plenary meeting followed by previously scheduled TG, SG, and/or SC meetings. 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 system for 802.20. 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 75% of the designated meeting they have signed in for. Failure to sign in may impact voting rights (see sub clause 6). Inability to sign in should be reported to the WG Vice-Chair. Appendix B also details the requirements and process for Affiliation Statements.

#### 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; with the exception that the

secretary at the head table may receive electronic communication/transmissions of presented material for inclusion in the minutes. The use of audio and/or video recording at any 802.20 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 Draft 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 Policies and Procedures of IEEE Project 802 (see [ref. \[rules3\]](#), 5.1.4.2.2). An overview of the process is also provided in sub clause 9.1 of this document.

The following additional requirements are imposed within WG 802.20.

### **2.9.1 Draft Standard Balloting Group**

The 802.20 WG balloting group consists of all voting members of the 802.20 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 sub clause 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 fifteen 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 sub clause 2.9.3.
7. The draft must be approved for submittal to WG letter ballot at the 802.20 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 Policies and Procedures (see [ref. \[rules3\]](#)). The WG is only obligated to consider comments that are received with ballots and other comments that are received by the close of the ballot. The ballot shall close at 11:59 PM Eastern Time (ET) on the date specified on the ballot. If the ballot has not

achieved a 75% return by the specified closing date, the ballot may be extended to close when a 75% return of the balloting group is received. This extension for receipt of a 75% return shall not be longer than 60 days. Comments received after the close of balloting will be provided to the TG/WG. The TG/WG shall acknowledge the receipt of these comments to the initiator and take such action the TG/WG deems appropriate.

### 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 802.20 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 Policies and Procedures

WG Policies and Procedures are a requirement of the Policies and Procedures 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 802.20 Policies and Procedures are to be made publicly available at the meetings and posted in the WG 802.20 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 802.20 Policies and Procedures.

### 2.10.3 Change Process

The rules of WG 802.20 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 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 802.20 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. This ballot shall follow the normal letter ballot requirements and process. 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 802.20 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 sub clause 2.9.2).

## **2.11 Working Group Financial Operations**

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

- 1) Operation with treasury requires the approval of the Working Group and the approval of the 802 EC.
- 2) The Working Group shall have a Treasurer.
- 3) The Working Group treasury shall be operated in compliance with all applicable requirements of the IEEE, the Computer Society and 802 EC.

## **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 sub clause 3.8). It is a function of the WG 802.20 to maintain published 802.20 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 shall be appointed by the WG Chair and confirmed by TG motion that is approved by a 50% majority.

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 TG 50% majority approval.

### 3.4 Task Group Secretary

The TG Secretary shall be appointed by the TG Chair.

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 two weeks 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 802.20 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 802.20 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 802.20 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 802.20 WG voting rights.

### 3.6.3 TeleConferences

Teleconferences are a means to prepare input for sessions provided that the teleconference date, time, agenda, and arrangements are announced 10 calendar days prior to the teleconference date and that the minutes (Agenda, List of Attendees, and proceedings) are kept and published as WG documents within 7 days of the teleconference. Teleconferences may not be held more frequently than weekly.

## 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 802.20 rules. At no time will the IEEE's Policies and Procedures, 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 sub clause 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 by issuing a notice and agenda for each, at least 30 days prior to start.
- Call teleconferences by issuing a notice and agenda for each, at least 10 days prior to start.
- 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. \[rules3\]](#), sub clause 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 802.20 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 sub clause 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 Policies and Procedures

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

#### 3.8 Deactivation of a Task Group

802.20 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 802.20 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 sub clause 9.2) and to gain approval for them at WG 802.20, 802 EC, IEEE New Standards Committee (NesCom) and the IEEE Standards Board. The decision of whether to utilize the 802.20 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 due consideration of advice from the 802.20 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 802.20. The first step in the process is a call for interest. Any WG member or observer can make this at the WG 802.20 opening plenary. An 802.20 SG can then be initiated by 75% approval of the 802.20 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 802.20, 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 802.20 closing plenary.

#### 4.4 Study Group Operation

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

##### 4.4.1 Study Group Meetings

SG meetings held adjunct to 802.20 WG Plenary or Interim sessions count towards 802.20 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.

### 5 802.20 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 802.20 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 802.20. 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.

Attendance at SC meetings counts towards 802.20 WG voting rights. SC meetings may only be held adjunct to 802.20 WG sessions.

#### 5.5.2 Voting at Standing Committee Meetings

Any person attending a SC meeting may participate in 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, 2<sup>nd</sup> 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 sub clause 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 802.20 voting membership database. The contact information shall include: name, company/organization, 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 802.20 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 802.20 WG email technical reflector after the close of the first session.

#### 6.1.2 Aspirant

An Aspirant will have access to the IEEE 802.20 WG email technical reflector. An Aspirant will become a Nearly Voter at the close of the second attended session, as described in sub clause 6.2 and have access to the member's private section of the 802.20 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 sub clause 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 802.20 website.

#### 6.1.4 Voter

A Voter has access to the member's private area of the website. Voters are permitted to make motions, 2<sup>nd</sup> 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 sub clause 6.4.

#### 6.1.5 Non-Voter

A Non-Voter is a member who has lost voting rights, as described in sub clause 6.4. Non-Voters do not have access to the member's private section of the 802.20 website. The Non-voter may earn voting rights by going through the process as a new participant described in sub clause 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.

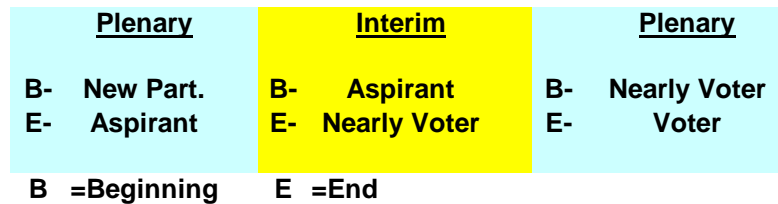


Figure 6.2.1 – New Participant Starting at a Plenary Session

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.

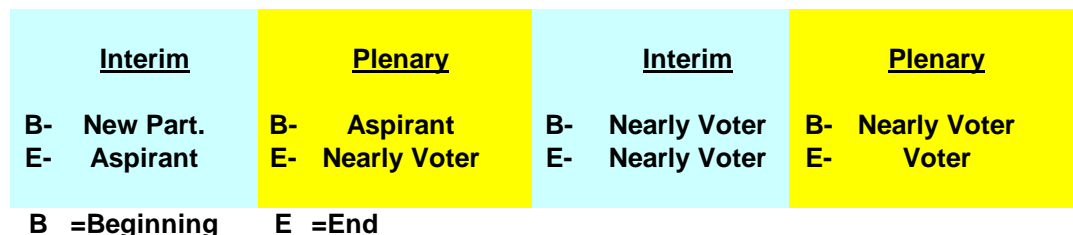


Figure 6.2.2 – New Participant Starting at an Interim Session

### 6.3 Voting Tokens

Votes on motions during WG and TG meetings shall use a voting token. Voting tokens are also used for obtaining written ballots, if necessary and directed by WG Chair or TG 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. Roll call votes may be requested by voting members and directed by the WG Chair or TG Chair, if necessary and appropriate for moving forward in the standards development process.

#### 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 802.20 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 802.20 standards, recommended practices or guidelines shall be directed to the Secretary of the IEEE Standards Board, who will forward the request to the 802.20 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 802.20 before they can be published. This approval can be given by either:

- a) A minimum 75% approval of the sum of attending WG 802.20 voting members voting "Approve" or "Do Not Approve" taken at the WG 802.20 closing plenary.
- b) An affirmative WG 802.20 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 802.20 voting members voting "Approve" or "Do Not Approve" taken at the WG 802.20 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 Policies and Procedures of IEEE project 802 ([ref. \[rules3\]](#)) and are not reproduced here.

### 9.1 Overview of the Project Process

The following sub clauses 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 Policies and Procedures 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.

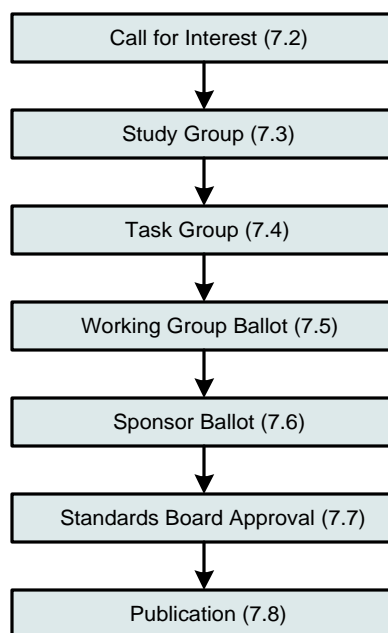


Figure 9.1.1 - Overall Project Process

#### 9.1.1 Call for interest

A call for interest in a subject is made in the 802.20 WG plenary (see sub clause 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 sub clause 9.2).
- Obtain approval at WG 802.20, 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 sub clause 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.

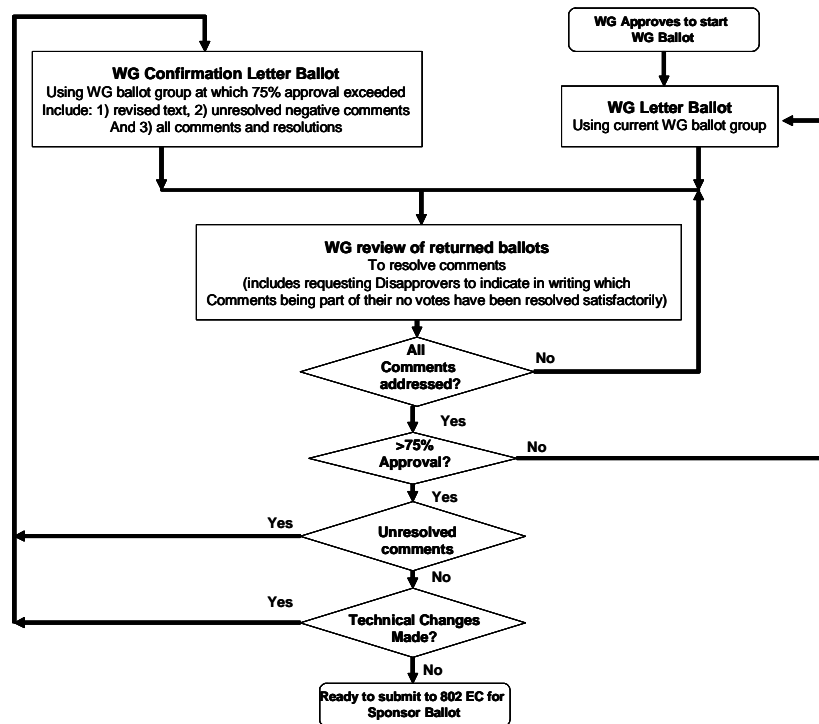


Figure 9.1.4.1 – WG ballot process

### 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 802.20 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.

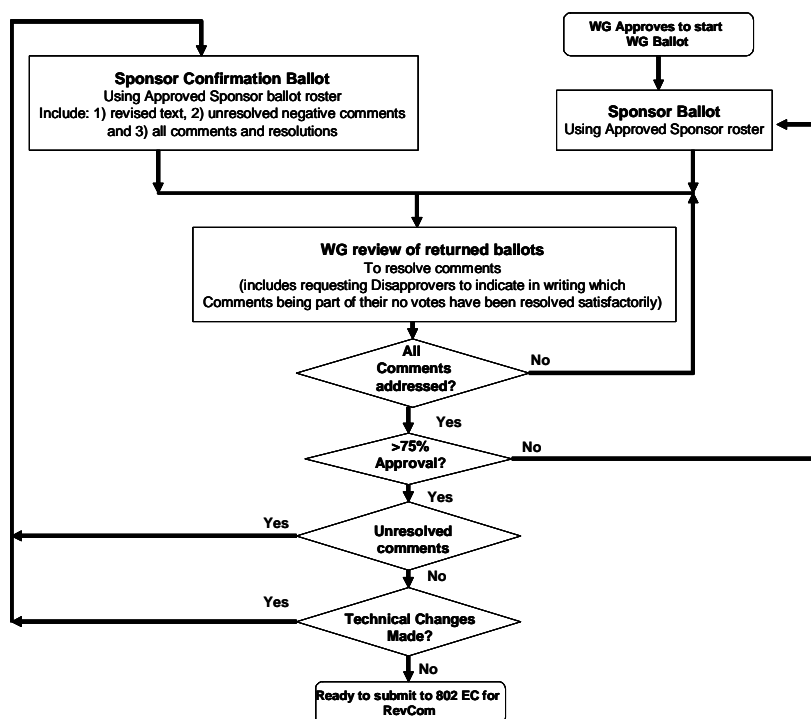


Figure 9.1.5.1 – Sponsor Group ballot process

### 9.1.6 Standards Board Approval

- Obtain approval for submission from WG 802.20 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 802.20 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

### 9.3 Guidelines for secretaries of IEEE 802.20 groups and subgroups.

Please prepare the minutes taking into account the following:

- a. Use the template for documents



- b. Make sure the Chairman of the group can deliver the minutes to the 802.20 chair within 2 weeks after closure of the meeting
- c. Use the following in the footer: “Tentative Minutes of TGx, January 03”
- d. Make the style of motions such that they are easily identifiable
- e. Number the motions
- f. Make a hierarchy of motions by indentation
- g. Refer for attendance list and future meeting plan to the Full Working Group minutes.
- h. Follow the following out of the IEEE Standards Companion:

“Minutes of Meetings

Meeting minutes should be taken at every meeting, preferably by a secretary, as stated previously. The list to the right (below) states what minutes should include. What minutes should not be is a detailed, blow-by-blow inclusion of every speaker’s words. Many minutes are far too detailed, and in so being they are a deterrent to their usefulness to many readers (who simply won’t want to be bothered with trying to get through pages and pages of minutes). Minutes should also include a separate list of action items as assigned by the chair. The chair should use action items to make certain that the work is delegated among various committee members, relieving the burden on only a few members. Placing a time deadline on action items is also useful, as it will help the working group members to prioritize this work.

What minutes should include:

Minutes should be short—don’t include every detail in your meetings. After all, they’re called minutes, not hours.

What should be in minutes?

- 1) Name of Group
- 2) Date and location of meeting
- 3) Officer presiding, including the name of the secretary who wrote the minutes
- 4) Attendance (TG refer to the WG Full minutes, SG and SC must collect attendance list and publish with the minutes)
- 5) Call to order, chair’s remarks.
- 6) Approval of minutes of previous minutes.
- 7) Approval of agenda
- 8) Review of Policies and Procedures of IEEE
- 9) Technical Topics
  - a. Brief summary of discussion, pros and cons, and conclusions
  - b. Motions and actions items with name and due date
  - c. Copies of handouts/presentations
  - d. Do not include names, except for movers and seconders of motions unless a roll-call vote is ordered.
- 10) Subcommittee reports
- 11) Next meeting—date and location

**End.**

**See Appendix A and B.**

## **APPENDIX A IEEE Working Group 802.20 Officer Election Process**

This document details the procedures for the election of the IEEE 802.02 Working Group Officers (Chair and Vice Chairs).

- The election procedures regarding the Working Group Officers shall be in accordance with the relevant clauses of the 802 LMSC Policies and Procedures in effect at the time of the election.
- Any individual who has Voter Membership in the 802.20 Working Group at the time of the election shall be eligible for candidacy and election. Obtaining voting rights and Voter Membership status is detailed in clause 6 of the main document.
- Officer elections shall take place in the March Plenary of even-numbered years, in accordance with LMCS Policies and Procedures.
- In the case of un-expired vacancies, special elections may be required. These shall be scheduled for an 802.20 LMSC Plenary, but may be deferred a future Session. The special election shall be announced to the Working Group as soon as possible after the need is identified. A special election shall follow the same rules and process as a regular election.
- The IEEE 802.20 Working Group shall elect a Chair, a Procedural Vice Chair, and a Liaison Vice Chair, as officers.
- Members are encouraged to declare their candidacy, in a Working Group meeting or via the Working Group email reflector, as soon as possible before the election. The names of members who declare their candidacy at least eight days before the scheduled election shall be placed on the paper ballot.
- The election shall be held at 7:00 PM (local time) the day of the Working Group Opening Plenary meeting.
- Immediately preceding the election, paper ballots shall be distributed to all eligible and present voting members including WG Officers. These shall indicate the declared candidates for Chair, Procedural Vice Chair, and Liaison Vice Chair with spaces for write-in candidates.
- The Procedural Vice Chair, as Acting Chair, shall introduce the Candidates for Chair and request additional nominations. The candidates shall each be given a short time (nominally, three minutes) for a statement. This statement typically covers, but not limited to or prescribed, a summary of their qualification, their commitment to accept duties and responsibilities and their vision for the Working Group.

- The Candidates shall leave the room. The floor shall be open for discussion (nominally five minutes). The Acting Chair should attempt to ensure an emphasis on positive, rather than negative, statements regarding the candidates. However, negative statements regarding past performance of candidates in Working Group assignments is acceptable. The Acting Chair should limit the duration of comments to allow broad membership participation. Afterwards, the candidates shall be invited back into the room.
- This process shall be repeated, with the Chair leading, for the candidate introductions and discussions of each Vice Chair position.
- Following this, each Working Group Member may bring a completed, anonymous ballot to the Secretary, or a designed alternative, and exchange the ballot for the member's custom voting token. No proxy voting is permitted. This process shall take place in plain sight of the Working Group.
- The Chair, Vice Chairs, and Secretary, or as many of these as are present, shall immediately count the ballots. This shall occur in plain and full view of the Working Group or if a recess is called, in the presence of any members who may wish to observe. The full numerical results shall be announced and included in the minutes.
- A candidate must receive a majority (over 50%) of the votes cast in the election for the respective position in order to be elected.
- Should no candidate receive a majority in the election for their respective position, a run-off election shall be held immediately following the initial balloting process. The process shall be the similar as the initial election, except that:
  - New write-in candidates or new nominations shall not be permitted.
  - The candidate having received the fewest votes in the previous election ballot shall not be an eligible candidate. In the case of a tie prevents this possibility, all candidates shall remain eligible.
  - Each Working Group Member present shall be entitled to a paper ballot for each election round.
  - Ballots shall be counted immediately announced and recorded. If the process is inconclusive, additional runoff ballot rounds shall be held to narrow the list of candidates.
  - If the runoff process proves inconclusive, the Chair (Acting Chair) has the discretion to re-open nominations to all Working Group members. Should a runoff process not lead to the election of a Vice Chair or Vice Chairs, the Chair may defer the election to next Working group Session.
- The Working Group Chair shall bring a motion before the 802 LMSC Executive Committee requesting confirmation, in accordance with the LMSC Procedures and Policies, of the elected officers. This shall occur at the next available meeting opportunity of the 802 Executive Committee.

## **APPENDIX B IEEE 802.20 Working Group Affiliation Statements**

Per ANSI essential requirements, if there is a requested from an interested party for identification of affiliation it shall be granted. The ANSI rules apply since IEEE 802 does not have any exception speaking to this issue.

Per the Chair of IEEE 802 and the Standards Association Board counsel, this procedure will be followed unless there is no request from an interested party.

### **Procedure:**

1. All attendees shall state their affiliation using a manual sign in book provided at each Plenary and Interim Session. If the automated/electronic attendance system is updated for the appropriate record field and instructions, the attendees shall use that system.
2. If an attendee is unable to comply with this procedure, the attendee shall notify the WG Chair.
3. Each attendee shall refer to the below ANSI Essential Requirements statement and use the below for guidance in complying with this procedure.

### **Affiliation and ANSI Essential Requirements**

On the Web at:

<http://public.ansi.org/ansionline/Documents/Standards Activities/American National Standards/Procedures, Guides, and Forms/ER2003.doc>

#### **“2.1 Openness**

Timely and adequate notice of any action to create, revise, reaffirm, or withdraw a standard, and the establishment of a new consensus body shall be provided to all known directly and materially affected interests. Notice should include a clear and meaningful description of the proposed activity and shall identify a readily available source of information. In addition, the name, affiliation [2] and interest category of each member of the consensus body shall be made available to interested parties upon request.”

“[2] “Affiliation” refers to the entity that the consensus body member represents (which may or may not be that person’s employer). If the consensus body member is serving in an individual capacity, then the name of the individual, that person’s employer, sponsor and interest category should be available. Contact information is not required.”