

Proposed IEEE 802 LMSC Policy and Procedure Revision Ballot
on
WG Membership & Meeting Policies and Procedures

From: Matthew Sherman, LMSC Vice Chair

To: LMSC Executive Committee

Date: 5/2/2005

Duration: 5/2/2005 – 6/2/2005

Purpose: Clarify WG Membership and Meeting policies and procedures

Rationale for proposed change:

Numerous issues have been raised with our current WG Membership and Meeting Policies and Procedures including:

- P&P inconsistencies on Election and Appointments (Clauses 7.1.2 and 7.2.2)
- Affiliation statements (including contractors)
- Procedures for elections and election appeals
- EC Confirmation of Treasurers
- Letters of Endorsements for all EC confirmed positions (addressed in EC M&M change)
- Clarify that letters of intent for membership are optional
- Reconsider WG officer term limits
- Clarify how WG Membership is obtained, maintained and lost
 - Particularly with regard to attendance
 - Faster roll off of non participants
- Quorum requirements

This ballot addresses those issues.

Proposed Changes:

7.2 LMSC Working Groups (WG)

7.2.1 Function

The function of the Working Group is to produce a draft standards, recommended practices, or guidelines. These documents must be within the scope of the LMSC, the charter of the Working Group and an approved PAR, or a PAR approved by the Executive Committee that is under consideration by the IEEE-SA 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 reaffirm its documents.

7.2.2 WG Officers 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. WG Chairs must also be members of any grade of the IEEE and members of the IEEE-SA.

Initial or temporary 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 election of a new chair by the Working Group and confirmation by the EC.

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 run for election be elected to that office again, unless approved by a 75% vote of the Working Group.

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.

The Officers of the WG defined in the WG P&P shall constitute a Working Group Executive Committee (WGE) as referenced elsewhere in this P&P.

7.2.3 Membership

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

7.2.3.1 Establishment

All persons participating in the initial Plenary session 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. In addition, and (optionally) a letter of intent and/or affiliation statement may be required for membership in a to the Chair of the Working Group. Participation at a meeting is defined as at least 75% physical presence at that a meeting. Participation at a session is defined as attending 75% of the meeting hours at a session. Membership starts at the beginning of the third Plenary session attended by the participant. One duly constituted interim session of a Working Group or subtask group meeting may be substituted for a the Working Group meetings at one of the two Plenary sessions (See subclause 7.2.3.4). The interim session must have occurred within 3 months of the Plenary session for which it substitutes.

Attendees of the Working Group who have not achieved member status are known as observers. Additional classifications may be determined within Working Groups if desired. 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, the 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.

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).

7.2.3.2 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.

7.2.3.3 Loss

Members may voluntarily renounce their membership by so notifying the WG Chair. 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, but attendance prior to loss of membership does not count towards regaining membership in this case. (See subclause 7.2.3.1 Establishment). Membership is also lost if a person fails to attend one Plenary and at least one other Plenary or duly constituted interim session within the span of the three most recent Plenary sessions. Loss of membership through lack of attendance is determined at the end of each Plenary session.

7.2.3.4 Rights

The rights of the Working Group members include the following:

- a) To receive a timely 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 Group 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.)

All participants in a WG have these rights prior to establishment of a Working Group’s membership.

7.2.3.5 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.

7.2.4 Operation of the Working Group

7.2.4.1 *Chair's Function*

7.2.4.2 *Voting*

7.2.4.3 *Working Group Chair's Responsibilities*

7.2.4.4 *Working Group Chair's Authority*

7.2.4.5 *Removal of Working Group ~~Chairs or Vice Chairs.~~ Officers Confirmed by the EC*

The procedures specified in subclause 7.2.2 (~~WG Officers Chair~~ WG Officers) are to be followed under normal circumstances. If a Working Group or TAG feels it is being inappropriately led or significantly misrepresented by one or more of its officers (confirmed by the EC) 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" subclause 4.8.3.1, Removal of Chairs and Vice Chairs, is included here with relative terminology (e.g., subsidiary committee) translated to LMSC terms (e.g., 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 speak on ~~argue in~~ his or her behalf.

In the clear and documented case of gross misconduct, the Chair of the LMSC Executive Committee may suspend an officer 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.

7.2.4.6 *~~Precedence of Operating Rules~~ WG Policies and Procedures (P&P)*

~~If Working Group operation conflicts with the LMSC Policies and Procedures, then the LMSC Policies and Procedures shall take precedence. WG shall have an established set of P&P within 6 months of approval of their initial WG PAR.~~

7.2.4.7 WG Elections

LMSC WG Chairs, Vice Chairs and, when required, Treasurers shall be elected by the WG and confirmed by the EC. Terms shall end at the conclusion of the first Plenary session of the next even numbered year (upon confirmation of the person succeeding to the position). WG election procedures shall be defined within the WG P&P. Prior to establishment of the WG P&P, election procedures must be reviewed and approved by the EC before implementation.

7.2.4.8 WG Appeals

WG appeal procedures shall be defined within the WG P&P. Prior to establishment of the WG P&P, appeals may be made to the EC. Actions of the WG itself may always be appealed to the EC.