

802.20 Letter Ballot 5 Instructions for 802.20a

These instructions apply for the 802.20 Letter Ballot 5 on Draft 1.1 of the 802.20a Standard.

Important:

Follow the instructions. This is an individual ballot. Failure to follow the instructions may result in your vote being discarded as an invalid vote due to an error. Processing the comments for the Letter Ballot is an enormous amount of work for the leadership of the group. The only way to have this ballot processed accurately and in a timely manor is for voting members to cooperate in following the instructions.

The voting members for this Letter Ballot are the 802.20 members of record at the end of the July 2009 Plenary.

The ballot opens July 31, 2009 and closes on September 4, 2009 at 2359 Eastern Time.

Motion: Do you approve the IEEE 802.20a Draft 1.1 for forwarding to Sponsor Ballot?

To Vote: **YOU MUST** Insert in the **Subject field** of the return email:

Vote-LB5-Voter's Last name-First name-(Yes, No or Abstain)

(for example: Vote-LB5- Shannon-Claude-abstain)

ADDRESS YOUR EMAIL to: mklerer@qualcomm.com

And

cradhak@kyocera-wireless.com

Obtaining the draft: Draft 1.1 of IEEE 802.20a is available at:

<http://ieee802.org/20/private/802.20a-Draft%201.1.pdf>

The draft is password protected. To obtain the draft, use the username and the password supplied to you as voting members to access the private area.

Submitting Comments:

To submit comments, the following instructions must be followed:

- 1) **Form:** An official ballot and comment form for the Letter Ballot must be used. This comment form is available at:
http://ieee802.org/20/private/802.20_LB5_BallotCommentForm.xls
- 2) **Names:** In the header of comment response form, please fill in the Entity Name and your name in the [<Entity Name>], [<Last Name>, <First Name>] fields. Do not use your initials or anything else.

- 3) **Clause Column:** This is the section number of the draft that your comment applies to - e.g. 2.1 or 4.2.3. If you have a comment that applies to the entire document put "**General**" in the section field. Don't put "all", "many", "various" or any other word you may personally fancy. If the field contains anything other than a **single** clause number or "General", the comment will be discarded and your vote possibly invalidated. If your comment relates to a table or figure, place the clause in which the table or figure resides in this column and not the table number. Put only the clause number and not the words, e.g. "clause".
- 4) **E/T Column:** Please use an E or T only to indicate a technical or an editorial comment. Please use upper case only so things sort right when we get all done. Incorrectly categorized comments will be re-categorized by the Editor or Working Group Chair.
- 5) **"Part of No vote" Column:** For any comment that is not part of your "NO" vote, mark it as "not part of a no vote" by entering "no" in the column. Any voter that votes "NO" should have at least one comment marked "yes" as part support for their "NO" vote. Any voter that votes "YES" should not have any comments marked "yes" in this column. If you leave a cell in his comment blank it will be interpreted as not being part of your NO vote.
- 6) **"comment/explanation" and "recommended change" columns:** These are pretty self explanatory. If you do not recommend a change the comment may be skipped as you have not asked the group to do anything. Please keep the explanation of the comment separate from what you want done as a result of your reasoning. The voting group is too large for the group to be interpreting what you are requesting. Please remember that the operating rules state that all "No" votes **MUST** be accompanied by technical comments which include specific reasons and enough information for the group to understand what you desire to change in the draft in order to change your "no" to a "yes". Simply saying "not good enough", "provide more information", etc.; is insufficient as the task group cannot reasonably be expected to understand what would satisfy the commenter and so invalidation of the vote is justifiable. You may provide an attachment that provides text, figures and tables for your recommended change. If you choose to provide the "attachment" as a stand-alone contribution that contribution must be available 3 business days prior to close of the Letter Ballot, for posting and number assignment. The contribution number must be referenced in the "recommended change column". It is preferred that you provide your material as an attachment to the ballot as it will then become a part of the ballot download package. If provided as a separate contribution the WG members will have to obtain the contributions individually from the website.
- 7) **Draft line numbers:** If you choose to include a page / line number reference in your comments, please do so by entering them a text in the designated columns. Do NOT put this info in the section number field. The rationale is that the page/line numbers are valid only for the balloted draft version. The section numbers are more likely to still be correct in later versions.

Mark Klerer, 802.20 WG Chair

E-mail: mklerer@qualcomm.com

Radhakrishna Canchi, 802.20 Vice Chair

E-Mail: cradhak@kyocera-wireless.com