

**Proposed Resolutions for 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:** 11/17/2005~~11/17/2005~~11/13/2005

**Duration:** NA

**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
- 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.

Editorial instructions are highlighted in Pink.

**Proposed Changes:**

Empty clauses are unmodified from the current P&P.

**7.2 LMSC Working Groups (WGs)**

**7.2.1 Function**

The function of the Working Group is to produce draft standards, recommended practices or guides.  
~~This document~~These documents must be within the scope of the LMSC, the scope of the Working Group as determined by the EC and an approved PAR or a PAR approved by the EC that is under consideration by the IEEE-SA Standards Board. After the approval of a Working Group's standard, the Working Group is responsible to revise and ~~maintain its documents~~ reaffirm the approved document.

The WG should periodically review and confirm that the five criteria used to approve its PAR still reflect the state of the project. Should a WG need to modify the responses to the five criteria during development in order to accurately reflect the state of the project, the modified responses shall be submitted to the EC for approval.

## 7.2.2 WG Officers

~~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 election of a new chair by the Working Group and confirmation by the EC end of the next plenary session. The election and subsequent confirmation will take effect at the end of the plenary session where confirmation occurs.

LMSC WG Chairs and Vice Chairs shall be elected by the WGs 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 their establishment, election procedures must be reviewed and approved by the EC before implementation.

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 to that office again, unless the question of allowing that individual to run for election again is approved by a 75% vote of the Working Group one plenary in advance of that election.

A Working Group may elect a new Chair at any plenary session, subject to confirmation by the LMSC Executive Committee. When there is an interim chair or the current chair has resigned, an election should be held at the next Plenary. In the first Plenary session March Plenary of even-numbered years, an election is held. At any other Plenary, a motion to hold an election to replace a current chair shall must be passed by at least 75% of the voting members of the Working Group present prior to holding an election.

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

### 7.2.3.1 Establishment

All persons participating in the initial meeting-plenary session 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~~ three plenary sessions, and (optionally) a

letter of intent 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 as determined by the WG Chair. Membership starts at the beginning of the third plenary session attended by the participant. One ~~duly-constituted~~ interim session of a Working Group or ~~task~~ subgroup ~~meeting~~ may be substituted for ~~the a~~ Working Group ~~meetings at one of the two P~~ plenary sessions (See subclause 7.2.3.5 Meetings and Participation). The interim session must have occurred during the interval of the last threefour Plenary sessions. WG rules may define additional requirements on the use of interim sessions in achieving membership.

Attendees of the Working Group who have not achieved member status are known as observers. Additional 'observer' 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 s~~ Sponsor level ballot groups. ~~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.~~ 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).

#### **7.2.2.1 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 7.2.3.2      *Loss***

Membership is retained by participating in at least two of the last four plenary session meetings. Membership is lost if a person fails to meet the participation requirements of the Working Group at two out of the last three Plenary sessions. Interim sessions may substitute for plenary sessions in the same manner explained in section 7.2.3.1 (Establishment). Membership is lost if not retained. Loss of membership through lack of attendance is determined at the end of each Plenary session.

Members may also 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 for reason 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).

**7.2.3.47.2.3.3 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 make motions and vote at meetings if and only if present.
- d) To vote in Working Group Letter Ballots.
- e) To examine all Working Group ~~D~~raft 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.)

Prior to establishment of a Working Group's membership all participants in a WG have these rights.

**7.2.3.57.2.3.4 Meetings and Participation**

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

The procedures specified in subclause 7.2.2 (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 these officers ~~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 ~~argue in~~ speak on his or her behalf.

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

#### ~~7.2.4.5~~ WG Policies and Procedures (P&P) *Precedence of Operating Rules*

~~A WG shall have an established set of P&P within 6 months of approval of its initial WG PAR or approval of formation of the WG.~~

~~If Working Group operation conflicts with the LMSC Policies and Procedures, then the LMSC Policies and Procedures shall take precedence.~~

#### ~~7.2.4.6~~ WG Appeals

#### 7.2.4.6 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.~~ Actions of the WG itself may always be appealed to the EC.