

**Proposed IEEE 802 LMSC Policy and Procedure Revision Ballot**  
**on**  
**WG Plenary Sessions**

**From:** Matthew Sherman, LMSC Vice Chair

**To:** LMSC Executive Committee

**Date:** 11/18/2005

**Duration:** NA

**Purpose:** Enable Working Groups to hold Plenary Sessions independent of the rest of the LMSC

**Rationale for proposed change:**

Numerous individuals have claimed that ‘interim’ designations at some WG sessions are artificial, and that such sessions should have the same status as LMSC plenary sessions. Being able to designate a WG plenary will simplify quorum requirements at those sessions, allow for faster roll-on / roll-off of membership, and facilitate participation by international members as WG can more easily hold international plenary sessions than the LMSC as a whole.

Editorial instructions are highlighted in Pink.

**Proposed Changes:**

Empty clauses are unmodified from the current P&P.

## **8. LMSC SESSIONS**

There is no membership requirement for attendance at an LMSC Plenary session or an interim session of an LMSC subgroup; they are open forums. However, anyone who attends any portion of a technical meeting that is part of an LMSC Plenary session or an interim session of an LMSC subgroup is obligated to comply with the registration requirements for the session.

For the purposes of these Policies & Procedures, a “technical meeting” is defined as, but is not limited to, any meeting of an LMSC Working Group, Technical Advisory Group, Executive Committee Study Group, any of their subgroups, or any call for interest at an LMSC session.

### **8.2 Plenary Sessions**

Plenary sessions are the primary LMSC sessions. All active LMSC WGs and TAGs hold ~~their~~ plenary sessions during LMSC Plenary sessions.

The LMSC may collect fees, usually a registration fee, from all attendees of any portion of any technical meeting that is a part of an LMSC Plenary session to cover the expenses of the plenary session and the expenses of operating the LMSC.

## 8.2.1 LAN MAN STANDARDS COMMITTEE PLENARY

The LMSC Plenary session consists of the Opening Plenary meetings, Executive Committee meetings and Working Group meetings. The Plenary session may also offer tutorial programs. If tutorials are offered on Monday, other meetings of 802 subgroups shall not be scheduled to overlap with the time of the tutorial programs. The Plenary meeting is a meeting of individuals interested in local and metropolitan area network standards. The function of the plenary meetings is information dissemination:

- a) Status reports from the Working Groups and Technical Advisory Groups.
- b) Liaison communications to 802 as a whole from other standards organizations such as ASC X3, ECMA, etc.
- c) Reports on schedules for future Plenary and Working Group meetings.
- d) Announcements and general news.

The main objective of the Opening Plenary meeting will be to welcome new attendees and to inform the 802 membership about what is being done in the Working Groups and Executive Committee Study Groups. This report must include background on the relationship of the work to other Groups. It should not be a detailed statement about Standards Numbers and Progress.

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

Each Working Group, Technical Advisory Group, and Executive Committee Study Group Chair shall provide a status report to the Executive Committee Recording Secretary no later than one hour after the conclusion of the closing Executive Committee meeting. This status report shall include a description of the progress made during the week, as well as plans for further work and future meetings. The Recording Secretary shall post these status reports on the 802 web page no later than one week after the close of the plenary meeting.

The Plenary meetings are conducted by the LMSC Chair or a designated delegate.

## 8.3 WG Plenary Sessions

In addition to LMSC plenary sessions, an LMSC WG/TAG may hold WG Plenary sessions. A WG Plenary session may be for a single or several LMSC WG/TAG. A WG/TAG may hold no more than one such session between LMSC Plenary sessions. These sessions shall be designated as WG Plenary sessions and announced at least 1 year in advance. The announcements must include the exact date and venue. Such meetings will count the same as LMSC Plenary sessions for attendance and membership determination. The specific format of such sessions is left for the WG to determine, but should be spelled out in the WG P&P if one exists.

## **8.38.4 Interim Sessions**

In addition to plenary sessions, an LMSC WG/TAG or WG/TAG sub group may hold interim sessions. An interim session may be for a single LMSC WG/TAG or WG/TAG subgroup or it may be a joint interim session for any combination of LMSC WGs, TAGs, and WG/TAG sub groups.

Interim sessions shall have as goals: 1) Reasonable notification (>30 days) in addition to any announcement given at a Plenary session, and 2) Few last minute shifts in location (<< 1 per year).

### **8.3.18.4.1 Interim Session Hosts**

Each interim session and joint interim session shall have a Host. The Host is the entity that is responsible for the financial and logistical planning, and preparation for and execution of the session.

An interim session or joint interim session may be hosted by the LMSC, an LMSC WG or TAG operating with treasury, several LMSC WGs and/or TAGs operating with a joint treasury, or a non-LMSC entity. LMSC WGs or TAGs not authorized to operate with treasury and LMSC WG or TAG subgroups may not host an interim session.

Alternatively, an interim session or joint interim session may be co-hosted (jointly hosted) by any combination of an LMSC WG or TAG operating with treasury, several LMSC WGs and/or TAGs operating with a joint treasury, and a non-LMSC entity. Each of the entities co-hosting an interim session (Co-hosts) shall have approved a written agreement stating the responsibilities and liabilities of each Co-host and the disposition of any surplus funds before any financial commitments are made for the co-hosted session. When an interim session is co-hosted, the term Host means all of the Co-hosts as a single entity.

The Host may contract with meeting planners and/or other entities to assist it in hosting the session.

The responsibilities, authorities, and liabilities of a Host are defined in the following list.

- a) The Host is solely responsible for the finances and the logistical planning, preparation for and execution of the session.
- b) The Host will consult and coordinate with the Chair(s) of the WG(s)/TAG(s) or WG/TAG sub group(s) participating in the session on the financial and logistical planning, and preparation for and execution of the session.
- c) The Host is solely responsible for all contracts and agreements that are for goods and/or services exclusively for the session.
- d) The Host is solely responsible for collecting the fees, if any, from attendees and for paying the session expenses including any penalties.
- e) The Host is solely responsible for any session deficit and the disposition of any session surplus funds.

#### **8.3.28.4.2 Interim Session Fees**

The Host of an interim session may collect fees from all attendees of any part of any technical meeting that is part of the session. The fees, usually a registration fee, shall be used to cover the direct expenses of the session and, in some cases, may also be used to cover other WG/TAG operating expenses. The “direct expenses” of a session are those expenses, including penalties, that are incurred for goods and/or services that are completely consumed by the planning, preparation for and/or execution of the session.

If a WG operating with treasury, or several WGs and/or TAGs operating with a joint treasury, are the Host of an interim or joint interim session, any fees collected from attendees should be deposited respectively in the WG treasury or joint treasury. If several WGs operating with treasury and/or several groups of WGs/TAGS operating with joint treasury co-host a joint interim session, any fees collected from attendees should be deposited in the bank account of one of the co-hosting WGs/TAGs, as specified in the co-hosting agreement.

If a WG/TAG operating with treasury hosts or co-hosts an interim session for only itself, or several WG(s) and/or TAG(s) operating with a single joint treasury host or co-host a joint interim session for only themselves, the collected fees, if any, may also be used to cover other operating expenses of the participating WG(s)/TAG(s).

If a WG/TAG operating with treasury hosts or co-hosts a joint interim session for itself or its subgroups and organization units from other WG(s)/TAG(s), or several WG(s)/TAG(s) operating with a joint treasury host or co-host a joint interim session for themselves or their subgroups and organization units from other WG(s)/TAG(s), the collected fees, if any, may also be used to cover other operating expenses of the hosting WG(s)/TAG(s) if, and only if, the fees for the session are agreed to by the Chairs of all of the WG(s)/TAG(s) with an organization unit participating in the session. An “organization unit” of a WG/TAG is defined as the WG/TAG itself or any of its subgroups.

#### **8.3.38.4.3 Interim Session Financial Reporting**

A WG/TAG or WG/TAG subgroup shall prepare and submit all financial reports required by IEEE, IEEE-SA, Computer Society, and LMSC regulations on any of its interim sessions for which fees were collected and that did not comply with all of the following requirements:

The WG/TAG or WG/TAG subgroup was not the Host of the session.

The Host complied with the definition of a host in subclause 8.4.1 of these P&P.

- a) Neither the WG/TAG or WG/TAG subgroup nor any of its officers had any financial responsibility for the session including any deficit or penalties.
- b) Neither the WG/TAG or WG/TAG subgroup nor any of its officers handled and/or had or exercised any control over any funds either received for the session or disbursed to pay the expenses of the session including penalties.
- c) Neither the WG/TAG or WG/TAG subgroup nor any of its officers had and/or exercised any decision authority over the disposition of any surplus funds from the session.
- d) Neither the WG/TAG or WG/TAG subgroup nor any of its officers have or had any control over or beneficial interest in any surplus funds from the session.

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2 In the case of an interim session that is hosted by a single non-IEEE entity and for which fees are  
3 collected, the usual financial goal is for the session to be non-deficit with a minimum surplus. A  
4 recommended way of achieving this is for the Host to commit to a contribution to the session and then  
5 reduce that contribution as required to minimize any session surplus. It may be most convenient for the  
6 Host to not make the contribution (transfer the funds) until the size of the contribution needed to meet  
7 the non-deficit minimum surplus goal is known. If there is a surplus, the Host may retain it or dispose of  
8 it in any manner it chooses that does not violate item 6 above.  
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