

**Proposed IEEE 802 LMSC Policy and Procedure Revision  
on  
Procedure 1 Use of LMSC Funds**

**From:** Bill Quackenbush

**To:** LMSC Executive Committee

**Date:** 11/14/2003

**Duration:** Expires March 19, 2004

**Purpose:** To update Procedure 1 on the use of LMSC funds.

**Rationale for proposed text:**

The text of Procedure 1 is out of date and should be updated.

**Proposed Text:**

The following changes are proposed.

Procedure 1 USE OF LMSC FUNDS

The purpose of having a LMSC treasury is to:

1. Pay for the ~~cost of conducting the Plenary session and other LMSC meetings held in conjunction with the Plenary session for:~~
  - ~~— cost of hotel meeting rooms~~
  - ~~— document reproduction~~
  - ~~— meeting administration~~expenses of conducting LMSC hosted sessions, related meetings and other LMSC operating expenses. Such cost include the costs for:
  - meeting rooms
  - document reproduction
  - meeting administration
  - ~~— equipment/supplies/services~~ goods and services needed for the efficient conduct of business, etc.
  - audits
2. Reimburse individuals for LMSC expenses not covered by other sources, ~~e.g. such as~~ corporations, other IEEE organizations, etc.
3. Expedite the setting of LAN/MAN standards, e.g. printing of draft standards and conducting ballots.

~~4. To support the publication and dissemination of standards.~~

The primary source of funds for ~~LMSC are the joint meeting fees from meeting participants.~~ the LMSC is the registration fees collected from attendees of LMSC hosted sessions.

Specific policies regarding the treasury are listed below:

~~1. The LMSC Executive Committee shall authorize all expenditures.~~

4. The LMSC shall open and maintain an LMSC bank account that will be administered by the LMSC Treasurer.

5. The LMSC may open merchant accounts as required.

6. All funds received by the LMSC shall be deposited in the LMSC bank account. All funds retained by the LMSC shall be held in the LMSC bank account or, if appropriate, in investments approved by the IEEE.

~~2.7. The LMSC Chair, Executive Secretary, Recording Secretary.~~ All LMSC expenditures require the approval of the EC with the sole exception that the LMSC Chair, Vice Chairs, Secretaries, Treasurer, and each Working Group and TAG Chair ~~shall~~ whose group is not operating with treasury, may be reimbursed for expenditures from the LMSC treasury for up to \$200 of LMSC expenses incurred between LMSC Plenary sessions without specific authorization from the Executive Committee. If circumstances arise where an expense beyond the \$200 is likely to occur, this expense should be cleared by contacting 6 approval of the EC.

~~members of the LMSC Executive Committee and the LMSC Treasurer and getting their approval.~~

~~3. The cost of providing documents or other benefits to parties outside LMSC should be shifted to these parties, e.g. the use of commercial printers, or the IEEE Computer Society, to distribute documents on a cost basis should be encouraged.~~

~~5. Major expenses or commitments, such as hotel arrangements or large draft printings, that are to occur between LMSC Plenary sessions should be estimated and approved by the Executive Committee prior to making these commitments.~~

~~5.8. A separate checking account will be kept for LMSC. This account will be administered by the LMSC Treasurer.~~ The Treasurer will provide reports about LMSC finances to the LMSC membership at large at LMSC Plenary sessions and to the Executive Committee. The Treasurer's Report will be included in the Executive Committee meeting minutes which are distributed to the IEEE. Treasurer will provide additional reports and participate in audits as required by IEEE rules.

~~Computer Society's Executive Director and the IEEE Computer Society's VP for Standards.~~

~~6.9. The LMSC Treasurer shall strive to maintain an operating reserve (uncommitted funds on hand) between 75% and 100% of the expenses of a single~~ sufficient for paying the worst case expenses of canceling an LMSC Plenary session.

~~7.10. Executive Committee approval of a meeting site for a LMSC Plenary~~ the site for an LMSC hosted session constitutes authority for the Treasurer to pay all ordinary expenses for that meeting session and any extraordinary expenses presented as part of the meeting site proposal.

11. The cost of providing documents or other benefits to parties outside LMSC should be shifted to these parties, e.g. the use of commercial printers, or the IEEE Computer Society, to distribute documents on a cost basis should be encouraged.

