

**Policies and Procedures for Standards Development for the  
IEEE 802 Local Area Network/Metropolitan Area Network  
(LAN/MAN) Standards Committee  
All Working Groups**

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## 1. Introduction

In today's technological environment, standards play a critical role in product development and market competitiveness. In the IEEE, the responsibility for how a standard originates and evolves is managed by a Standards Committee. It is essential in the management of a standard's development to avoid any actions by the Standards Committee, Working Group, or the participants that result in a violation of procedures. These procedures establish the necessary framework for a sound standardization process.

These Policies and Procedures (P&P) outline the orderly transaction of standards activities of the IEEE 802 Local Area Network/Metropolitan Area Network (LAN/MAN) Standards Committee all Working Groups and Technical Advisory Groups, hereinafter referred to as "the Working Group."

### 1.1 Conduct

Meeting attendees and participants in standards activities shall demonstrate respect and courtesy toward each other and shall allow each participant a fair and equal opportunity to contribute to the meeting discussion. While participating in IEEE standards development activities, all participants, including but not limited to, individuals, entity representatives, entity members, entities participating directly in the entity process, and entities participating indirectly in the individual process shall act in accordance with all applicable laws (nation-based and international), the [IEEE Code of Conduct](#), the [IEEE Code of Ethics](#), and with [IEEE SA Standards Board Bylaws](#) (see [IEEE SA Standards Board Bylaws](#) clause on "Participation in IEEE standards development") and [IEEE SA Standards Board Operations Manual](#).

A Working Group Chair who suspects persistent violation of these principles or standards by an individual shall refer the matter to the Standards Committee.

### 1.2 Modifications to These Procedures

The Working Group may modify these procedures with the approval of its Standards Committee. The Standards Committee may modify these procedures. Modification in this context means that material in these procedures may be modified as long as that clause is not indicated as one that shall not be changed. The IEEE SA Audit Committee (AudCom) strongly recommends that all subjects included in these procedures are addressed by the Working Group or Standards Committee.

None of the rules or requirements in these P&P may be suspended.

### 1.3 Hierarchy

Participants engaged in the development of standards shall comply with applicable federal, state, and international laws. In addition, for standards matters, the latest version of several documents take precedence over these procedures in the following order:

- [New York State Not-for-Profit Corporation Law](#)
- [IEEE Certificate of Incorporation](#)
- [IEEE Constitution](#)
- [IEEE Bylaws](#)
- [IEEE Policies](#)
- [IEEE Board of Directors Resolutions](#)
- [IEEE Standards Association \(IEEE SA\) Operations Manual](#)

- [IEEE SA Board of Governors Resolutions](#)
- [IEEE SA Standards Board Bylaws](#)
- [IEEE SA Standards Board Operations Manual](#)
- [IEEE SA Standards Board Resolutions](#)
- [Policies and Procedures of the IEEE 802 Local Area Network/Metropolitan Area Network \(LAN/MAN\) Standards Committee](#)

For matters pertaining to Open Source, the *IEEE SA BOG Open Source Committee (OSCom) Operations Manual*.

*Robert's Rules of Order Newly Revised (RONR)* is the recommended guide on questions of parliamentary procedure not addressed in these procedures.

## 1.4 Fundamental Principles of Standards Development

For the development of standards, openness and due process shall be applied. Openness and due process mean that any person with an interest who meets the requirements of these procedures, has a right to participate by:

- a) Expressing a position and its basis,
- b) Having that position considered, and
- c) Appealing if the person has direct and material interest and has been or will be adversely affected.

### 1.4.1 Due Process

Due process requires openness and balance (i.e., the standards development process shall strive to have a balance of interests, and not to be dominated by any single interest category, interest(s), or organization(s). However, for the IEEE Standards Association ballot, there shall be a balance of interests without dominance by any single interest category (see *IEEE SA Standards Board Bylaws* clause on “Standards Association balloting group”).

### 1.4.2 Confidentiality Statements and Copyright Notices on Communications

IEEE standards development is an open, voluntary consensus process. As such, no material submitted during IEEE standards development activities will be accepted or considered if it contains any statement that places any burden on the recipient(s) with respect to confidentiality. Any communication, including electronic mail, containing language with such restrictive wording will not be accepted or considered.

It should be noted that this policy does not apply to IEEE copyrighted materials, such as draft standards, or to materials to or from IEEE counsel appropriately classified as attorney-client privileged.

### 1.4.3 Consensus

The IEEE SA Standards Board will consider that consensus is established when substantial agreement has been reached by all directly and materially affected interest categories. Consensus provides that the following conditions have been met:

- a) A concerted attempt is made to involve all interested parties;
- b) Substantial agreement is reached by directly and materially affected interest categories;
- c) Substantial agreement means more than a majority but not necessarily unanimity;
- d) All views and objections have been considered;
- e) A concerted effort is made to resolve views and objections.

## 1.5 Definitions

The following list of definitions is provided to establish a common understanding of the meaning of these terms. Not all terms defined below are used within this document, however, these additional terms are provided to promote a clear understanding of the terms generally used in standards activities.

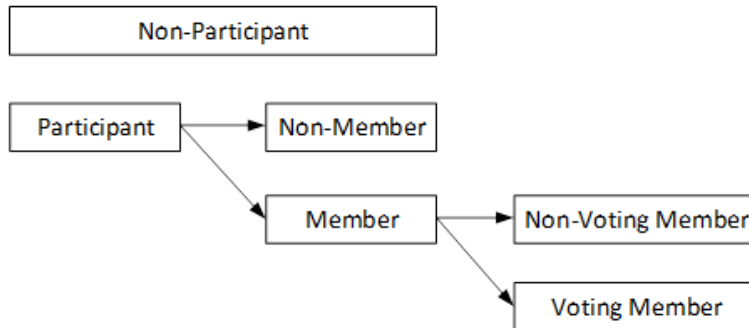
**Consensus** is substantial agreement among directly and materially affected interest categories. (*IEEE SA Standards Board Bylaws* clause on “Role of IEEE Standards”).

**Dominance** is the exercise of authority, leadership, or influence by reason of superior leverage, strength, or representation to the exclusion of fair and equitable consideration of other viewpoints. Dominance can also be defined as the exercise of authority, leadership, or influence by reason of sufficient leverage, strength, or representation to hinder the progress of any IEEE SA activities, including but not limited to standards development activities (see *IEEE SA Standards Board Bylaws* clause on “Dominance”).

An **Interim Session** is a set of meetings over a specified time period as declared by the Working Group chair.

**Membership** types:

- a) A *voting member* is a member who has satisfied the criteria for voting membership defined in subclause 4.2.
- b) A *non-voting member* is a member who has satisfied the criteria for non-voting membership defined in subclause 4.3.
- c) A *member* is a participant who has satisfied the criteria for membership defined in Clause 4.
- d) A *non-member* is a participant who has not satisfied the criteria for membership defined in Clause 4.



**Open Source** is digital work for which the human-readable source code or hardware design is available – in the preferred form for making modifications – for use, study, re-use, modification, enhancement, and re-distribution by the users. Open Source applies to software and hardware, which may include computer code, hardware designs, data, documentation, documents, and other digital objects (see *IEEE SA BOG Open Source Committee (OSCom) Operations Manual* clause on “IEEE Open Source Concepts”).

An **Open Source Maintainer** has authority to commit (save changes) to the IEEE code and document repository associated with an IEEE Open Source Project (see *IEEE SA BOG Open Source Committee (OSCom) Operations Manual* clause on “Maintainer”).

An **Open Source Project Lead** is responsible for the vitality, organization, development, evaluation, operation, security, and maintenance of an IEEE Open Source Project, and is the official point of communication for the project (see *IEEE SA BOG Open Source Committee (OSCom) Operations Manual* clause on “IEEE Open Source Project Lead”).

A **participant** is an individual involved in the standards development process (see *IEEE SA Standards Board Bylaws* clause on “Participation in IEEE standards development”). Participants can be members or non-members of IEEE, IEEE SA, and the Working Group.

A **Plenary Session** is a set of meetings over a specified time period as declared by the Standards Committee chair. Typically, all Working Groups of the Standards Committee meet during a Plenary Session.

A **Session** is a collection of meetings over a specified time period as declared by the governing authority. Note that this definition does not apply to an Executive Session, which is defined in 6.2.

A **Standards Committee** is a committee that is responsible for the development, coordination, and maintenance of standards as approved by the IEEE SASB (see *IEEE SA Standards Board Bylaws* clause on “Standards Committees”).

**Written Communication** includes but is not limited to meeting minutes, letters, email, and fax.

## 2. Responsibilities of the Working Group

The Working Group shall be responsible for at least the following:

- a) Completing the project from Project Authorization Request (PAR) approval to IEEE SA Standards Board approval as specified by the PAR, and in compliance with IEEE SA policies and procedures;
- b) Using the IEEE Standards document template format or the applicable template for standards jointly developed with, or adopted from, another international standards organization, for the draft development of IEEE standards;
- c) Submitting to the Standards Committee any documentation required by the Standards Committee; e.g., a project schedule, participant list, or a monthly status report;
- d) Notifying the Standards Committee of the draft development milestones;
- e) Notifying the Standards Committee when the draft is ready to begin an IEEE Standards Association ballot;
- f) Accessing and using IEEE’s data, including personal data, from IEEE systems when permitted to do so, for the purposes intended, including to support the technical development work on the standard, and only in compliance with IEEE or IEEE SA Privacy and data privacy policies. See <https://www.ieee.org/security-privacy.html> and <https://www.ieee.org/ieee-data-access-and-use-policy.html>;
- g) Monitoring standards-developing activities and subgroups for signs of dominance. If dominance is suspected by any Working Group participant, the participant shall immediately notify a Working Group or, if necessary, Standards Committee officer.

### 2.1 Dominance

If a participant suspects any dominance, the participant shall immediately notify a Working Group officer or Standards Committee officer (see Dominance and Signs of Potential Dominance – <https://standards.ieee.org/faqs/dominance.html>).

## 3. Officers

There shall be a Chair and a Secretary, and there should be a Vice Chair. The office of Treasurer is required if funds are involved in the operation of the Working Group and/or its subgroups or if the group has multiple financial reports to supply to the IEEE SA. A person may simultaneously hold the positions of Treasurer and another office, other than Chair.

When Open Source is included in the approved project, there shall be an IEEE Open Source Project Lead. The Open Source Project Lead shall be designated as an officer of the Working Group or may be an officer of the Standards Committee. The Open Source Project Lead may also serve as the Open Source Maintainer for an Open Source Project. A person may simultaneously hold the position of Open Source Project Lead and another office.

The officers (and any person designated to manage the Standards Association ballot) shall each be IEEE members of any grade except Student grade, or IEEE Society affiliates, and also be members of IEEE SA (see *IEEE SA*

*Standards Board Bylaws* clause on “Participation in IEEE standards development”). The officers shall organize the Working Group, oversee the Working Group’s compliance with these Policies and Procedures, and submit proposed documents approved by the Working Group (with supporting documentation) for appropriate review and approval by the Standards Committee. Officers shall read the relevant material available through [IEEE Standards Development Lifecycle](#).

### **3.1 Election of Officers**

A Working Group may elect a new Chair or Vice Chair(s) at any Plenary Session, subject to confirmation by the Standards Committee.

All Working Group elections become effective at the end of the Plenary Session where the election occurs. Prior to the end of that Plenary Session, persons that have been elected to fill an open position during the Session are considered ‘Acting’. Persons who are succeeding someone that currently holds the position do not acquire any rights for that position until the close of the Plenary Session.

The term for all Working Group officers ends at the close of the first Plenary Session of each even numbered year. Elected officers maintain their offices until the next election opportunity unless they resign, are removed for cause, or are unable to serve for another reason.

The Standards Committee shall hold a vote to confirm the election of the Chair and Vice-Chair(s). If the confirmation fails, any existing appointments will stand, and the Working Group will hold another election at the next Plenary Session. The Standards Committee may make a temporary appointment per 3.3 as necessary.

Individuals may be confirmed for a subsequent term if reappointed or re-elected to the position. Officers appointed and confirmed maintain their appointments until the next appointment opportunity unless they resign or are removed for cause.

### **3.2 Term Limits**

The term of office for each officer shall be two years. An officer should serve no more than two consecutive terms in the same office, but an officer may serve until a successor is selected provided the Working Group or Standards Committee works in good faith to fill the vacancy before or as soon as possible after the term expires. The term of office for a Working Group Officer can be extended to the expiration of that project’s PAR by the Standards Committee.

### **3.3 Temporary Appointments to Vacancies**

If an office other than the Chair is vacant for any reason (such as resignation, removal, lack of nomination at an election), a temporary appointment shall be made by the Chair for the duration of the current term. In the case of Chair, the Standards Committee shall make the temporary appointment, with input from the Working Group. An appointment or election for the vacated office shall be made in accordance with the requirements in Clause 3 and subclause 3.1 at the earliest practical time.

### **3.4 Removal of Officers**

An officer may be removed by a two-thirds vote of the voting members of the Working Group meeting in Executive Session. The meeting shall not be Chaired by the officer suggested for removal. Grounds for removal shall be included in any motion to remove an officer of the Working Group. The officer suggested for removal shall be given an opportunity to make a rebuttal during the Executive Session, and shall leave the Executive Session directly after responding to questions pertinent to the rebuttal and, prior to the discussion and vote on the motion for removal.

Removal of officers requires notification to and affirmation by the Standards Committee.



### 3.5 Responsibilities of Officers

When carrying out the duties of an officer described in IEEE's policies and procedures, officers of the Working Group:

- a) Shall not act:
  - 1) in bad faith;
  - 2) to the detriment of IEEE SA;
  - 3) to further the interest of any party outside IEEE over the interest of IEEE; or
  - 4) in a manner that is inconsistent with the purposes or objectives of IEEE; and
- b) Shall use reasonable efforts to ensure that participants of the Working Group conduct themselves in accordance with applicable policies and procedures including, but not limited to, the *IEEE SA Standards Board Bylaws* clause on "Participation in IEEE standards development" (see also subclause 1.1).

The officers of the Working Group shall manage the day-to-day operations of the Working Group. The officers are responsible for implementing the decisions of the Working Group and managing the activities that result from those decisions.

#### 3.5.1 Chair

The responsibilities of the Chair or his or her designee shall include

- a) Leading the activities according to all of the relevant policies and procedures;
- b) Forming subgroups, as necessary;
- c) Being objective;
- d) Entertaining motions, but not making motions;
- e) Not biasing discussions;
- f) Delegating necessary functions;
- g) Allowing all parties to have the opportunity to express their views;
- h) Setting goals and deadlines and adhering to them;
- i) Being knowledgeable in IEEE standards processes and parliamentary procedures and helping ensure that the processes and procedures are followed;
- j) Seeking consensus of the Working Group as a means of resolving issues;
- k) Prioritizing work to best serve the Working Group and its goals;
- l) Complying with the Chair's responsibility with respect to the IEEE SA Intellectual Property Policies, including but not limited to the IEEE SA Patent Policy (see *IEEE SA Standards Board Bylaw* clause on "Patents" and *IEEE SA Standards Board Operations Manual* clauses on "Patents" and "Call for patents") and Copyright Policy (see *IEEE SA Standards Board Bylaws* clause on "Copyright" and *IEEE SA Standards Board Operations Manual* clause on "Copyright");
- m) Monitoring standards-developing activities and subgroups for signs of dominance and reporting suspicions of dominance to the Standards Committee;
- n) Fulfilling any financial reporting requirements of the IEEE, in the absence of a Treasurer;
- o) Participating as needed in meetings of the Standards Committee to represent the Working Group;
- p) Ensuring that Working Group officers and ballot designees are accurately assigned in the myProject system;
- q) Being familiar with materials available through [IEEE Standards Development Lifecycle](#).
- r) In the case of a "Directed Position", vote the will of the Working Group in accordance with the Procedure for Establishing a Directed Position, as per Clause 14;
- s) Call meetings and issue a notice for each meeting, as per Clause 6;
- t) Ensure agendas are published as per Clause 6;

- u) Be responsible for the management and distribution of Working Group documentation in compliance with IEEE-SA guidelines, including but not limited to guidelines with regard to posting and distribution of drafts and approved IEEE standards;
- v) Maintain liaison with other organizations at the direction of the Standards Committee or at the discretion of the Working Group Chair with the approval of the Standards Committee;
- w) Ensure that any financial operations of the Working Group comply with the requirements of the IEEE 802 LMSC Operations Manual;
- x) Assign/unassign subtasks and task leaders (e.g., secretary, subgroup chair, etc.);
- y) Manage balloting of projects;
- z) Decide which matters are procedural and which matters are technical;
- aa) Decide procedural matters or defer them to a vote by the Working Group;
- bb) Place issues to a vote by Working Group members;
- cc) Preside over Working Group meetings and activities of the Working Group according to all of the relevant policies and procedures;
- dd) Creating and maintaining the participant list, referred to in subclause 4.6, and submitting it to the Standards Committee (or SCC) Secretary annually, or assigning a designee to perform this duty.

### 3.5.2 Vice Chair(s)

The responsibilities of a Vice Chair shall include:

- a) Carrying out the Chair's duties if the Chair is temporarily unable to do so or chooses to recuse himself or herself (e.g., to give a technical opinion), if there is more than one Vice Chair, the First Vice Chair takes over, if unavailable or recuses himself or herself, the Second Vice Chair takes over;
- b) Carrying out those duties specifically delegated by the Chair to the Vice Chair;
- c) Being knowledgeable in IEEE standards processes and parliamentary procedures and assisting the Chair in helping to ensure that the processes and procedures are followed;
- d) Being familiar with training materials available through [IEEE Standards Development Lifecycle](#).

### 3.5.3 Secretary

The responsibilities of the Secretary include:

- a) Scheduling meetings in coordination with the Chair and distributing meeting notices in conformance with Clause 6;
- b) Distributing meeting agendas (including participation information and known potential actions) as per Clause 6;
- c) Documenting minutes of each meeting according to subclause 6.4;
- d) Being responsible for the management and distribution of Working Group documentation;
- e) Maintaining lists of unresolved issues, action items, and assignments;
- f) Recording attendance of all participants;
- g) Maintaining a current list of the names of the voting members of the Working Group and forwarding all changes of voting members to the Chair. The list of voting members may be derived from the membership list in subclause 4.7;
- h) Distributing current list of Working Group voting members to members upon request;
- i) Being familiar with materials available through [IEEE Standards Development Lifecycle](#).

### 3.5.4 Treasurer

The Responsibilities of the Treasurer shall include:

- a) Maintaining a budget, if applicable;
- b) Managing all funds into and out of the Working Group's bank account, if applicable;
- c) Following IEEE policies concerning standards meetings and finances;
- d) Confirming that the Working Group adheres to the [IEEE Finance Operations Manual](#) and the [IEEE SA Standards Board Operations Manual](#) clause on "Annual Financial Report";
- e) Being familiar with materials available through [IEEE Standards Development Lifecycle.](#)]

### **3.5.5 Open Source Project Lead**

Not Applicable.

## **4. Membership**

### **4.1 Attendance at Meetings**

A participant shall attend at least 75% of a meeting slot's duration as stated in the approved agenda and satisfy the requirements of subclause 6.3 regarding any registration fee for the Session for that attendance to count towards gaining or maintaining voting membership.

This is called Credited Attendance in order to distinguish it from attendance that does not satisfy these criteria.

A participant that has Credited Attendance in at least 75% of the meeting slots in a Session has Session Attendance Credit for that Session.

### **4.2 Voting Membership**

Working Group membership is by individual. All Working Group members are voting members. Participants seeking Working Group membership are responsible for fulfilling the requirements to gain and maintain membership.

Members of the Standards Committee are ex officio members of all Working Groups. Ex-officio members are allowed to vote on any Working Group motion or ballot, but are not counted towards quorum requirements or ballot return requirements if they don't vote.

Membership shall be granted, upon request, to those participants attending the first Session of a newly chartered Working Group or Technical Advisory Group. Thereafter, membership in a Working Group is established by achieving Credited Attendance in at least 75% of the meeting slots at the Sessions of the Working Group for two out of the last four Plenary Sessions; one credited recent Working Group or Task Group Interim Session may be substituted for one of the two Plenary Sessions required to establish membership. A recent Interim Session is any of the Interim Sessions after the first of the four most recent Plenary Sessions. A credited Interim Session (an Interim Session with attendance credit) is one that has been declared by the Working Group Chair.

A declaration of intent to the Chair of the Working Group may also be required in a Working Group to gain membership. Membership starts at the third Plenary Session attended by the participant.

Liaison officials are individuals designated by the Working Group Chair who provide liaisons with other Working Groups or standards bodies.

Although not a requirement for membership in the Working Group, participants are encouraged to join the IEEE, IEEE SA and the IEEE Computer Society.

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). The Working Group Chair may authorize Credited Attendance for individuals while on activities approved by the Working Group Chair.

The procedure for hibernating a Working Group is described in “Hibernation of a Working Group” subclause of the IEEE 802 LMSC Policies and Procedures. Upon reactivation of a hibernated Working Group, if at least 50% of the most recent membership roster attends the Plenary Session where the Working Group is reactivated, the membership shall be comprised of that roster, and the normal rules for gaining and losing membership will apply. If less than 50% of the membership attends, the procedure for developing membership in a new Working Group shall be followed.

#### **4.2.1 Requirements to Maintain Voting Membership**

Persons who do not retain membership by Session Attendance Credit, lose membership, but this does not cause the loss of previous Session Attendance Credit.

A voting member’s obligation to respond to Working Group letter ballots (in which they are eligible to vote) is in addition to their obligation to attend Working Group Sessions.

A Letter Ballot Series is the initial ballot plus any recirculation letter ballots on that question.

A voting member that fails to return 2 of the last 3 or 2 consecutive Working Group Letter Ballot Series in which they are eligible to vote loses membership. Their previous Session Attendance Credits do not count towards regaining voting membership. Abstaining, other than for ‘lack of technical expertise’, is not considered returning a ballot.

If a Working Group letter ballot closes within 14 days prior to a Session, any changes to voting membership resulting from the ballot shall be delayed until the end of that Session.

The chair may “specially maintain” a member’s voting status that would otherwise be lost by this Working Group letter ballot response rule. Reasons for such an action may include consideration of personal hardship, medical emergency, or outstanding contributions.

#### **4.3 Non-voting Membership**

Not Applicable

#### **4.4 Review of Membership**

Membership privileges may be lost through persistent violation of the fundamental principles of standards development or disregard of standards of conduct (see Clause 1 of these P&P).

The Chair shall review the list of voting members at least annually. Voting members are expected to fulfill the requirements of active participation as defined in Clause 4. When a voting member does not meet these obligations, the Chair shall consider the matter for appropriate action, which may include a change in membership status and the loss of voting rights.

The Chair may “specially maintain” a voting member’s status that would otherwise be lost by failing to meet their obligations. Reasons for such an action might include consideration of personal hardship, medical emergency or outstanding contributions.

The Chair shall, at least annually, review the status of any members that are specially maintained to validate that the reasons are still applicable.

When the Chair takes action regarding an individual's membership status, the Chair shall notify the individual of their new status, along with the reason the action was taken.

#### **4.5 Open Source Maintainer**

Not Applicable.

#### **4.6 Working Group Participant List**

A Working Group participant list is a vital aspect of standards development. It is an initial tool if an issue of indemnification arises during the process of standards development (see IEEE Bylaws I-300.3 and *IEEE Standards and Indemnification: What You Need to Know* <<https://standards.ieee.org/content/dam/ieee-standards/standards/web/documents/other/indemnification.pdf>>).

A copy of the Working Group participant list shall be supplied to the IEEE SA at least annually by a Working Group officer or designee and shall not be stored on any personal or work-related electronic devices, except temporarily during the time required to use, edit or update the list. A copy of the Working Group Participant List may be stored on an IEEE-provided electronic storage space (See IEEE Privacy Policy – <https://www.ieee.org/security-privacy.html> and IEEE Data Access and Use Policy – <https://www.ieee.org/ieee-data-access-and-use-policy.html>).

The Working Group Chair or designee shall maintain a current Working Group participant list. Due to privacy concerns, the participant list shall not be distributed except to the IEEE SA Board of Governors, IEEE SA Standards Board, the Standards Committee for the Working Group, and IEEE SA staff, unless everyone on the participant list has submitted written approval for such distribution. The participant list shall include at least the following:

- a) Title of the Standards Committee and its designation;
- b) Title of the Working Group and its designation;
- c) Working Group officers: Chair, Vice Chair(s), Secretary, Treasurer;
- d) Working Group participants: Name, email address, affiliation, and membership status (e.g., voting member, non-member, etc.).

All Working Group members are required to update their information for the participant list any time the participant's information changes. Inactive participants should be removed from the participant list after three years.

#### **4.7 Working Group Membership List**

A Working Group officer or designee shall maintain a current and accurate membership list. The membership list may be posted on the Working Group web site and can be publicly distributed.

The membership list may be derived from the participant list, but shall only contain and is limited to the following:

- a) Title of the Working Group and its designation.
- b) Officers: Chair, Vice chair(s), Secretary, Treasurer.
- c) Members: name, affiliation.

## 5. Subgroups of the Working Group

The Working Group may form subgroups for the conduct of its business. Membership in the subgroup is granted to any Member of the Working Group. Such formation shall be explicitly noted in the meeting minutes. At the time of formation, the Working Group shall determine the scope and duties delegated to the subgroup, may decide to allow participation of persons who are not Working Group Members and specify the terms and conditions under which they participate in the subgroup. Such formation shall be explicitly noted in the meeting minutes. Any changes to the scope and duties of the subgroup will require the approval of the Working Group. Any resolution of a subgroup shall be subject to confirmation by the Working Group, unless previously or otherwise delegated to the subgroup.

The Chair of the Working Group shall appoint, and may dismiss, the Chair of the subgroup.

### 5.1 Open Source Leadership Subgroup

Not Applicable.

## 6. Meetings

Working Group meetings may be conducted either exclusively in-person or in-person with one or more participants contributing via electronic means, or exclusively via electronic means.

Working Group meetings shall be held, as decided by the Working Group, the Chair, or by petition of 15% or more of the voting members, to conduct business, such as making assignments, receiving reports of work, progressing draft standards, resolving differences between subgroups, and considering views and objections from any source.

All meeting notices shall be distributed or made available by notification to members at least 30 calendar days in advance of a face-to-face meeting and at least 10 calendar days in advance for an electronic (including teleconference) meeting. A meeting agenda (including participation information and known potential actions) shall be distributed or made available by notification to members at least 14 calendar days in advance of a face-to-face meeting, and at least 5 calendar days in advance for an electronic meeting.

Meetings of subgroups may be held as decided upon by the members or Chair of the subgroup.

While having a balance of all interested parties is not an official requirement for a Working Group, it is a desirable goal. As such, the officers of the Working Group should consider issues of balance and dominance that may arise and discuss them with the Standards Committee.

All IEEE standards development meetings are open to anyone who has an interest and wishes to attend. However, some meetings may occur in Executive Session (see subclause 6.2).

Participants shall be asked to state their employer and affiliation at each Working Group meeting as required by the *IEEE SA Standards Board Operations Manual* clause on “Disclosure of affiliation.”

### 6.1 Quorum

A quorum shall be identified before the initiation of Working Group business at a meeting, but if a quorum is not present, actions may be taken subject to confirmation by letter or electronic ballot, as detailed in subclause 7.2, or at the next Working Group meeting. When the voting membership is fewer than 50 voting members, a quorum shall be defined as a majority of the current total voting membership. When the voting membership is 50 or more voting members, a quorum shall be defined as 50% of the current total voting membership or 26 whichever is greater. Voting members who recuse themselves shall not be counted in the equation to determine whether a quorum exists.

No quorum is required at meetings held in conjunction with the Plenary Session since the Plenary Session time and place is established well in advance. No quorum is required for any Working Group meeting publicly announced at least 45 days in advance. A quorum is required at other Working Group meetings.

## **6.2 Executive Session**

Executive Session shall only be held during meetings that have met the requirements for a quorum as defined in subclause 6.1.

Meetings to discuss personnel or sensitive business matters (e.g., the negotiation of contracts), or for other appropriate non-public matters (e.g., the receipt of legal advice), may be conducted in Executive Session.

The matters discussed in Executive Session are confidential, and therefore, attendance at the Executive Session shall be limited to the officers of the Working Group, officers of the Standards Committee, officers of the technical group that established the Standards Committee, members of the IEEE SASB or IEEE SA Board of Governors unless they have a conflict of interest with respect to a matter to be discussed in Executive Session, in which case they may not attend until discussion of the matter is concluded; outside advisors (e.g., lawyers or consultants) where necessary to provide professional guidance, and select IEEE SA staff who may have information or a perspective relevant to the subject matter discussed in Executive Session. Persons who are determined to have a conflict of interest and other individuals may be invited to the Executive Session to provide pertinent information and then excused prior to any discussions or decisions. In each case, except as authorized by the Working Group, participants in an Executive Session are prohibited from discussing or disclosing any information presented and discussed during such Executive Session to a third party or other person not present during the Executive Session, and shall not continue to discuss such matters after the Executive Session has adjourned.

Executive Sessions should be conducted face-to-face (in person) to provide the greatest assurance that the content of such Executive Sessions will be kept confidential. However, when necessary, Executive Sessions may include participants who participate by teleconference provided such persons agree not to disclose any information so discussed, and agree that they will participate in such conference in a manner that does not result in third parties gaining access to such discussions or information.

## **6.3 Session Fees**

The Working Group, or meeting host, may charge a Session fee to cover services needed for the conduct of the Session. The fee shall not be used to restrict participation by any interested parties.

The Working Group Officers shall set the Session fees in consultation with those planning a particular meeting.

Everyone who attends a Session, except for those for whom the fee has been waived, shall pay the Session fee.

For Plenary Sessions, the Standards Committee determines which individuals will have the Session fee waived. For Interim Sessions, the Executive Committee of the Working Group or the Joint Executive Committee of the Working Groups responsible for the Session determine the individuals for which the Session fee will be waived.

## **6.4 Minutes**

Minutes shall be published to Session attendees within 60 calendar days of the end of the Session. Minutes shall be published for meetings held outside of a Session within 15 calendar days of the end of the meeting. The minutes shall concisely record the essential business of the Working Group, including the following items at a minimum:

- a) Name of group;
- b) Date and location of meeting and when the meeting was called to order;
- c) Officer presiding, and the name of the secretary who wrote the minutes;

- d) Meeting participants, including affiliation;
- e) Establishment of quorum;
- f) Approval of agenda;
- g) The fact that the IEEE SA Patent Policy was presented, and that, the call for patents occurred and any such responses to such Call;
- h) The fact that the IEEE SA Copyright Policy was presented or made available prior to the meeting;
- i) Approval of minutes of previous meeting;
- j) Technical topics:
  - 1) Brief summary of discussion and conclusions;
  - 2) Motions exactly as they are stated, including the names of mover and seconder and the outcome of each motion;
- k) Action items;
- l) Any items reported out of Executive Session;
- m) Recesses and time of final adjournment;
- n) Next meeting: date, time, and location.

All submissions, presentations, and reports considered during the meeting shall be referenced in the minutes, identifying the source of the submission. URLs should be provided where possible. See <https://standards.ieee.org/content/dam/ieee-standards/standards/web/documents/other/stdslaw.pdf> and *IEEE SA Operations Manual* clause on “Recordings of the Proceedings of Standards Development Meetings” for additional information.

The following shall not be recorded in minutes:

- Transcriptions of detailed discussions;
- Attributions of comments to specific participants.

## 7. Voting

### 7.1 Approval of an Action

Approval of an action requires approval by a majority (or three-quarters) vote as specified in subclauses 7.1.1 (majority) and 7.1.2 (three-quarters) and may occur in the following instances:

- a) At a meeting (including teleconferences) where quorum has been established, a vote carried by majority (or three-quarters) approval of the votes cast (i.e., Approve or Do Not Approve votes, excluding abstentions) by the voting members in attendance.
- b) By electronic means (including email), a vote carried by majority (or three-quarters) of the votes cast (i.e., Approve or Do Not Approve votes, excluding abstentions), provided a majority of all the voting members of the Working Group responded.

The Chair (or presiding officer) may exercise their vote only when it could affect the outcome or when the vote is by electronic or letter ballot.

#### 7.1.1 Actions Requiring Approval by a Majority Vote

The following actions require approval by a majority vote:

- a) Formation or modification of a PAR Study Group or industry connections activity, including its procedures, scope, and duties;



- b) Disbandment of a PAR Study Group or industry connections activity;
- c) Approval of minutes.
- d) To request Standards Committee approval of creation of a study group or industry connections activity

### 7.1.2 Actions Requiring Approval by a Three-quarters Vote

The following actions require approval by a three-quarters vote. Once approved, items a) and b) require approval by the Standards Committee or their designee and items c) and e) require approval by the Standards Committee:

- a) Beginning an IEEE Standards Association ballot for a draft standard. (Separate approvals are not required for recirculation ballots.);
- b) Modification to a Project Authorization Request (PAR);
- c) Modification to the Working Group Policies and Procedures;
- d) Establishment of fees;
- e) Removal of an officer (see subclause 3.4).
- f) Approval of public statements (see Clause 8).
- g) Approval of change of the Working Group scope\*
- h) Any matter regarding the establishment or modification of a PAR or that would make a non-editorial change to a draft standard (or split into two items)
- i) Initiate officer elections other than at the first Plenary Session of even numbered years.
- j) Adoption of an Operations Manual or revisions thereof
- k) Formation of a subgroup, other than those listed in 7.1.1, including its procedures, scope, and duties
- l) Disbandment of a subgroup, other than those listed in 7.1.1, when no other provisions to disband are in place or prior to its completion
- m) Establishing a Directed Position, as described in Clause 14
- n) Any other technical matter not defined elsewhere in this document

\* Item requires approval of the Standards Committee to take effect

## 7.2 Voting Between Meetings

The Working Group Chair shall conduct votes authorized by the Working Group in a timely fashion. The Working Group Chair may conduct votes between meetings by the use of a letter or electronic ballot. If such actions are to be taken, they shall follow the rules of [IEEE Bylaw I-300.4\(5\)](#) (paragraph 2).

For Working Groups within the IEEE Standards Association, unless a more restrictive requirement is specified in the governing documents of the Working Group, majority consent of those participating, provided a majority of the voting members of the Working Group respond, shall be required to approve an action taken without a meeting. The action and written confirmations shall be filed with the minutes of the Working Group.

## 8. External Requests for Information

All external requests for information relating to the Working Group should be directed to the Chair and recorded by the Secretary. All replies to such inquiries shall be made through the Chair, unless otherwise specified by IEEE SA. These communications shall make it clear that they are responses from the Working Group. Informal communications shall not imply that they are a formal position of the IEEE, the IEEE SA, the Standards Committee, or the Working Group. Communications shall be in compliance with the Standards Committee's communication requirements.

## 9. Appeals

Any person dissatisfied with a technical decision shall follow the approved procedures for providing technical input to the Working Group, including but not limited to presenting the concern to the Working Group, and making a technical comment during the applicable comment submission and/or balloting period.

Procedural concerns within the Working Group shall first be presented to the Working Group Chair for resolution. If the procedural concern is not resolved after presentation to the Chair, the concern may be brought to the Standards Committee for resolution.

## 10. Rights

The rights of the Working Group's members include the following:

- a) To receive a timely notice of the next Session
- 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 the Working Group Draft documents
- f) To lodge complaints about Working Group operation with the Standards Committee
- g) To petition the Standards Committee in writing

## 11. Actions Requiring an Electronic Ballot

Approval to forward a draft standard to the Standards Committee shall require approval by a Working Group Electronic Ballot. Abstains shall require a reason be given, and Do Not Approve votes shall require comments on changes required to modify the vote to Approve. For a letter ballot on a draft standard to be valid a majority of all the voting members of the Working Group must have responded Approve, Do Not Approve, or Abstain. Comment resolution, recirculations, etc. should be consistent with Standards Committee ballot rules and 5.4.3.2 of the IEEE-SA Standards Board Operations Manual (SASB OM).

The response time for a Working Group letter ballot on a draft shall be at least thirty days. However, for recirculation ballots the response time shall be at least fifteen days.

Submission of a draft standard or a revised standard to the Standards Committee shall be accompanied by any outstanding negative votes and a statement of why these unresolved negative votes could not be resolved.

Revised drafts approved in subsequent Working Group letter ballot for forwarding to the Standards Committee Ballot Group do not require Standards Committee approval for forwarding.

## 12. Roll Call Votes

A roll call vote may be held at the discretion of the chair.

In addition, a roll call vote may be called for by any member of the group, at any time from when the question has been put until the vote tally is completed. The call does not require a second, and cannot be debated, amended, or have any other subsidiary motion applied to it.

Upon a call for a roll call vote, the chair shall proceed according to these three options.

- a) The chair may hold the vote

- b) The chair may hold a vote on the question of whether to hold a roll call vote. This vote shall achieve greater than 25% of the members voting Yes to pass. The 25% is counted by dividing the count of Yes votes by the sum of the Yes and No votes. This vote is not subject to a roll call vote.
- c) The chair may refuse the request for a roll call vote if this privilege is being abused by members repeatedly calling for a roll call vote. The chair shall allow both the majority and minority reasonable and fair use of the roll call vote.

Each roll call vote and call for a roll call vote shall be recorded in minutes of the meeting. For each roll call vote, the minutes shall include each member's name, their vote and the final result of the vote. For each call for a roll call vote, the minutes shall include:

- i. The name of the requestor of the roll call vote.
- ii. The decision of the chair on the request and, when applicable, the results of the vote on whether to hold the roll call or the reasons of the chair for denying the roll call vote.

### **13. Revision of the IEEE 802 LMSC Working Group Policies and Procedures**

Revisions to this document shall be submitted by a Standards Committee member to the Standards Committee no less than 30 days in advance of a Standards Committee Vote to approve them. The Standards Committee member proposing the revision may modify the proposed revision during the 30 days prior to a Standards Committee Vote (in response to comments). Insufficient time to consider complex modifications is a valid reason to vote disapprove. A motion to revise this document shall require a vote of approve by at least two thirds of all voting members of the Standards Committee. If approved, revisions become effective at the end of the Standards Committee meeting where the vote was taken or when the final result of the Standards Committee electronic ballot is announced by the Standard Committee Chair or designee.

In some circumstances minor revisions may be made to the IEEE 802 LMSC Working Group Policies and Procedures without a revision ballot. These circumstances are

- a) Basic layout/formatting that does not change the meaning of any of the text
- b) Correction of spelling and punctuation
- c) Error in implementing approved changes

All other revisions shall be balloted as described in this clause. If any voting Standards Committee member protests an editorial change of the OM within 30 days of its release (the date of notice on the Standards Committee reflector constitutes the release date), that editorial change will be without effect.

### **14. Procedure for Establishing a Directed Position**

Members of the Standards Committee have a responsibility to act in the best interest of the Standards Committee as a whole. Working Group Chairs have a responsibility to represent their Working Groups on the Standards Committee. At times these responsibilities are in conflict with each other.

Decisions of a Working Group may be of such a nature that the Working Group members deem it necessary to "direct" the Working Group Chair to vote a specific way on Standards Committee motions related to a Working Group decision. When directed, through the process described below, the Working Group Chair shall vote as mandated by the Working Group resolution for the specified subject on any formal vote(s) in the Standards Committee. It would be anticipated that the use of a directed (i.e., instructed) vote is an exceptional situation and hence used infrequently, e.g., critical PAR votes, formation of new Working Groups and PAR Study Groups.

Working Group developed positions are not to be considered as automatic Directed Positions. After a Working Group motion has been passed that establishes the Working Group's position, a separate Directed Position motion (three-quarters approval required, as defined in 7.1) is required to make that Working Group position a Directed Position. A Directed Position motion applies only to a specific, bounded, Working Group issue that is to be brought

before the Standards Committee. Directed Position motions may not be combined, nor may any procedure be adopted that diminishes the extraordinary nature of establishing a Directed Position.

The Working Group Chair, however, has the freedom to express other views in an attempt to persuade members of the Standards Committee to consider them, however, such views shall be identified as distinct from and not the formal Working Group Directed Position. The Working Group Chair is required to disclose to the Working Group Chair's intent to offer a position contrary to a Directed Position. When presenting a Directed Position to the Standards Committee, the Working Group Chair is obligated to present and support the Working Group's Directed Position motion with voting results, along with pros and cons behind the motion.