

**IEEE 802.20
Mobile Broadband Wireless Access (MBWA)**

**Operating Rules
Working Group 802.20
The Mobile Broadband Wireless Access Group
www.ieee802.org/20**

**Version 0.1
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Approved -
IEEE Project 802 Mobile Broadband Wireless Access Group 802.20

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References

Rules

- [rules1] IEEE Standards Board Bylaws
<http://standards.ieee.org/guides/bylaws/>
- [rules2] IEEE Standards Operations Manual
<http://standards.ieee.org/guides/opman/>
- [rules3] Operating rules of IEEE project 802, LAN MAN Standards Committee (LMSC)
<http://ieee802.org/rules.pdf>
- [rules4] Robert's Rules of Order Newly Revised (10th Edition), by Henry M. Robert (Editor), Sarah Corbin Robert, and William J. Evans (Editor).

Other References

- [other1] IEEE Standards Companion
<http://standards.ieee.org/guides/companion/>
- [other2] Overview & guide to IEEE 802 / LMSC
<http://grouper.ieee.org/groups/802/overview2000.pdf>
- [other3] Adobe Acrobat Reader for viewing PDF files
<http://www.adobe.com/support/downloads/main.html>
- [other4] ISO/IEC JTC1: International Standards Organization / International Engineering Consortium
Joint Technical Committee 1
<http://www.jtc1.org>
- [other5] IEEE Standards Style Manual
<http://standards.ieee.org/guides/style/>

Acronyms

802 EC	LMSC executive committee
802 LMSC	Project 802, LAN/MAN standards committee
ANSI	American National Standards Institute
EC	executive committee
ID	identification
IEC	International Engineering Consortium
IEEE	International Electrical and Electronics Engineers, Inc.
IEEE-SA	IEEE Standards Association
IPR	intellectual property rights
ISO	International Standards Organization
LAN	local area network
LMSC	LAN/MAN standards committee
MAN	metropolitan area network
MBWA	Mobile Broadband Wireless Access
NesCom	new standards committee (IEEE-SA)
PAR	project authorization request
PDF	portable document format (Adobe Acrobat file format)
RevCom	review committee (IEEE-SA)
SG	study group
TAG	technical advisory group
WG	working group

1 Overview

The 802.20 Working Group (WG) is responsible for developing Mobile Broadband Wireless Access (MBWA) standards under the auspices of the IEEE Project 802 LAN/MAN Standards Committee (802 LMSC). The 802.20 WG is one of several WGs reporting to the 802 LMSC. The 802.20 WG operates under the Operating rules of IEEE Project 802, LAN/MAN Standards Committee ([ref. \[rules3\]](#)) and the hierarchy of rules under which IEEE Project 802 operates. In the event of any conflict between the Operating Rules of 802.20 and the Operating rules of IEEE Project 802, the Operating rules of IEEE Project 802 take precedence.

The 802 LMSC Executive Committee (802 EC) directs the 802 LMSC. The 802 EC serves as the EC for both the sponsor ballot groups as well as the Standards Development Groups. 802 LMSC is divided into Working Groups (WGs), Technical Advisory Groups (TAGs) and, on a temporary basis, Executive Committee Study Groups (ECSGs) to standardize technologies applicable to local and metropolitan area networks as shown in Figure 1.1.

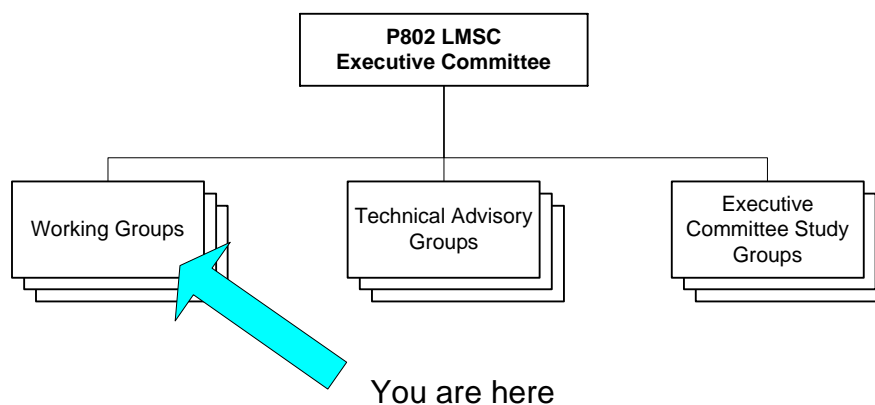


Figure 1.1 – Project 802 Organizational Structure

An overview of the IEEE-SA standards development process is provided [refs. \[other1\]](#) and [\[other2\]](#).

2 Working Group

2.1 Function

The 802.20 WG's charter is to develop Physical and MAC layer specifications of Mobile Broadband Wireless Access systems carried out under Project Authorization Requests (PAR) approved by the IEEE Standards Board and assigned to the 802.20 WG. Individual standards activities within 802.20 WG are, at the discretion of the 802.20 WG, carried out by Task Groups (TG) operating under, and reporting to, the 802.20 WG.

The 802.20 WG is chartered to:

- Develop, maintain and revise the 802.20 standards
- Maintain liaisons with other groups within 802 LMSC, and other relevant standards setting bodies and Radio Spectrum regulatory bodies.

The 802.20 WG activities are administered by the WG Chair who is assisted in this task by the Vice-Chair(s), Recording Secretary and Task Group Chair(s).

The structure of 802.20 WG is illustrated in Figure 2.1.1

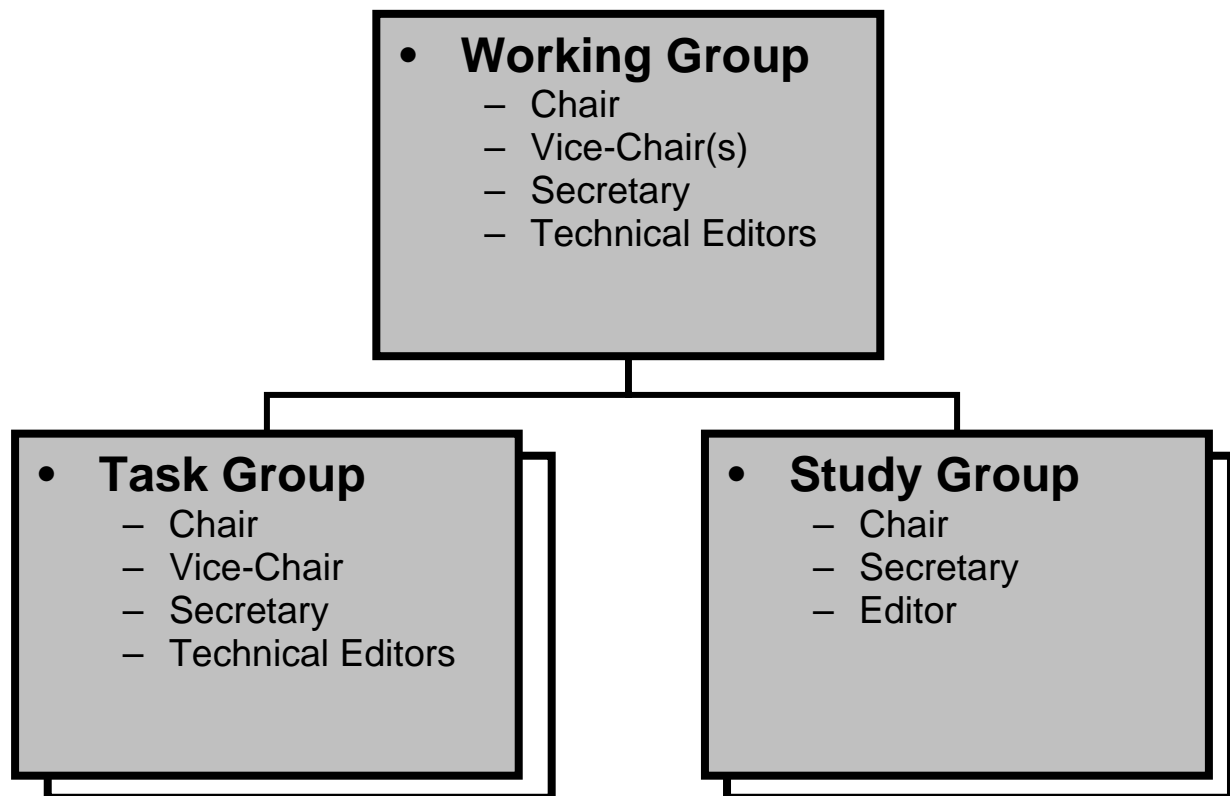


Figure 2.1.1 – WG 802.20 Organizational Structure

2.2 Precedence of Operating Rules

The rules governing WG Functions, Chair and Vice-Chair, Membership, meetings and the operation of a WG are provided by the Operating rules of IEEE Project 802 and the hierarchy of rules under which IEEE Project 802 operates. These rules are all included in this document by reference and are not reproduced here. If any 802.20 WG Operating Rules conflict with the 802 Operating Rules, then the 802 Operating Rules take precedence.

Where not constrained by its own operating rules (including those included by reference), the conduct of the WG is governed by Robert's Rules of Order for parliamentary procedures whilst running each session. The definitive version of these rules for 802.20 is "*Robert's Rules of Order Newly Revised (10th Edition)*", by Henry M. Robert III, Sarah Corbin Robert, and William J. Evans, Daniel H. Honemann and Thomas J. Balch ([ref. \[rules4\]](#)).

2.3 Working Group Officers

The rules and procedures for the election of, and the terms served by, the WG Chair and Vice-Chair(s) are contained in the Operating rules of IEEE Project 802 (see [ref. \[rules3\]](#), 5.1.2). Removal of the WG Chair or Vice-Chair(s) is also covered by this document (see [ref. \[rules3\]](#), 5.1.4.5). The activities of the officers are described in subclause 2.3.10.

2.3.1 Working Group Chair

As stated in 802 rules, the Chair of the WG is responsible for presiding over WG Plenary sessions. The Chair only votes on matters before the WG in cases where a deciding vote must be cast.

2.3.2 Working Group Vice-Chair(s)

In the event that there are multiple WG Vice-Chairs, specific responsibilities of each WG Vice-Chair are designated by the WG Chair. Unlike the WG Chair, except when acting in the capacity

of the Chair, the WG Vice-Chair(s) normally vote and comment on issues with the same rights as all other voting members.

2.3.3 Working Group Recording Secretary

The WG Recording Secretary is appointed by the WG Chair and confirmed by the WG. The minutes of meetings taken by the Recording Secretary (or designee) are to be provided to the WG Chair in time to be available to the membership two weeks after close of each session.

Sufficient detail shall be presented in the minutes to allow a person knowledgeable of the activity, but not present at the discussion, to understand what was agreed to and why.

The minutes of the meeting are to include documents produced by the voting process and a document list. See Standards Companion ([ref. \[other1\]](#)) for details on content and form of minutes.

2.3.4 Working Group Technical Editor

The WG Technical Editor is responsible for:

- Organizing, maintaining the draft standards in the format used by the IEEE standards department.
- Prepare an update of the draft standard as soon after a session as possible.
- Proof read and coordinates changes of documents edited by IEEE staff.
- Send the WG or TG Chair the following:
 - The Adobe Acrobat portable document format (PDF) file of the standard. ([ref. \[other3\]](#))
 - A word processing document file in a format that is acceptable by the IEEE standards department.

2.3.5 Working Group Treasurer

802.20 WG operates without treasurer and without treasury unless specified by the Chair. Occasionally there may be a need for short-term funds associated with a particular meeting. Any debts and collections shall take place within that meeting. The sponsoring group or individual will be responsible for financing short-term expenses for interim meetings. It is the responsibility of the sponsoring group or individual to provide a statement of accounts if a meeting registration fee is levied on members and present to the WG at the next WG meeting.

2.3.6 Working Group Officer Election Process

The elections of the IEEE 802.20 WG Officers (Chair and Vice-Chairs) are held at the end of the first plenary of each even-numbered year. The nominations for the election shall be held at the WG Closing Plenary meeting. The WG Chair shall designate one of the WG Vice-Chairs as an Acting Chair Pro Tem if the WG Chair is running for re-election. If not running for re-election, the WG Chair shall conduct the election process. This election process shall be used for each WG officer election.

1. The Acting Chair shall open the floor for nominations.
2. The Acting Chair shall close nominations after the nominations have been made.
3. Each candidate shall be given a short time (nominally, two minutes) for an introductory statement of acceptance that should nominally contain the candidate's:
 - a. Summary of qualifications
 - b. Commitment to participate and accept duties and responsibilities
 - c. Vision for the WG.
4. The floor shall be opened for discussion (nominally for five-ten minutes total).

- a. The Acting Chair should limit the duration of comments and promote open participation, both pros and cons. If only one candidate is nominated, the Acting Chair may choose to sharply limit the debate.
5. The discussion shall be repeated, with the WG Chair leading the process for the nomination(s) of the WG Vice-Chair(s).
 6. The WG Officers shall conduct the election, count the votes, and notify the membership of the results.
 - a. Voting tokens shall be used to cast valid votes during the session.
 - b. In order to be elected, any candidate must receive a simple majority (over 50%) of the votes cast in the election for the respective position.
 - c. Should no candidate receive a majority in the election, a runoff election shall be held. The process shall be similar to the initial election, except that:
 - i. New nominations shall not be permitted.
 - ii. In the runoff election, the nominated candidate having received the fewest votes in the previous election round shall not be an eligible candidate (in case a tie prevents this possibility, all the nominated candidates shall remain eligible).
 - d. If the process is inconclusive, another runoff shall be held, as in the point above.
 7. Should a runoff process not lead to the election of a Vice-Chair, the election may be deferred to the next WG session, at the Chair's discretion. However, every reasonable effort should be made to conclude the election of the Chair.

2.3.7 Working Group Chair Succession

In the event that the WG Chair is unable to perform the duties, and has not designated a temporary proxy from the WG Vice-Chair(s), the designated WG Vice-Chair shall take the lead and perform all duties of the WG Chair until such time that the WG Chair can return to the post or an election is held if the WG Chair is permanently unable to return to the post. The Acting Chair will consult with the 802 LMSC Chair regarding the election process to verify the 802 LMSC rules that may apply. The new election will be held for the remaining portion of the current WG Chair's Term at the first plenary session.

2.3.8 Public Relations and Marketing Communications

The Chair and Vice-Chairs shall be the sole point of contact for all official IEEE 802.20 marketing communications and public relations with industry technical journals, editors, press, other industry media bodies, and government bodies.

2.3.9 Liaisons

Liaison relationships are established with other groups within 802 LMSC, other relevant standards setting bodies, industry promotional bodies, Special Interest Groups (SIGs), and Radio Spectrum regulatory bodies (liaison groups). Liaisons shall be recommended by the WG Liaison Vice Chair or WG Chair and confirmed by the vote of the WG. Liaisons shall be reconfirmed each year at the July 802 plenary. Liaisons will be granted voting rights upon confirmation of their liaison status in 802.20 and will seek to be granted voting rights in their respective liaison groups.

2.3.9.1 Liaison Roles and Responsibilities:

- Liaisons are responsible for providing updates and status reports to the WG at plenary and interim sessions. If a liaison does not provide this in two consecutive sessions, the liaison responsibility from the concerned individual may be withdrawn. The the Liaison Vice Chair or WG Chair may recommend a replacement as necessary.
- Liaisons cannot pass on responsibilities, nor have other individuals represent their post without having WG, Liaison Vice-Chair or WG Chair approval.

- Liaisons have the same voting rights, privileges and obligations as 802.20 voting members. Liaisons are given 802.20 WG attendance credit for attending liaison group meetings that are concurrent with 802.20 WG sessions.
- Liaisons shall be empowered to report status of the WG developments to their respective liaison groups, and shall report back to the WG the status of the liaison group at interim and plenary sessions.

2.3.10 Recommended Activities for Working Group Officers

2.3.10.1 WG Chair

Before session tasks, but not limited to:

- Submit agenda items for the opening Executive Committee meeting (a week before the meeting).
- Attend the opening Executive Committee meeting.
- Report the status of the WG to the plenary 802 meeting.

During session tasks, but not limited to:

- Conduct full WG meetings.
- Assign task of document control and collection.
- Check the mailbox for Executive Committee members regularly.
- Keep Executive Committee members informed as early as possible about 802.20 matters requiring approval at their closing 802 EC night meeting.
- Submit the list of voters to the meeting organizers.
- Update Mailing list on computer and prepare attendance list for distribution on the file server by the day before the closing plenary of the WG.
- Submit a hard copy of the attendance list to the meeting organizers by the final plenary session of the WG.
- Attend the closing 802 EC meeting and lead 802.20 business through the meeting.
- Maintain roll call list.

After session tasks:

- Prepare a WG progress report to the 802 EC Recording Secretary within 2 business days after closing of the Friday 802 EC meeting.
- Prepare agenda and venue for next meeting; publish on web site, and email notice to members
- Manage the preparation of the meeting place as well as the venue for the next interim meeting.
- Collect ballot return forms, acknowledge and merge into consolidation file(s) (if WG ballot active).
- Obtain ballot return forms from IEEE staff and merge into consolidation file(s) (if Sponsor ballot active).
- Update public documents on web site.
- Update Draft documents in members-only web site and send email to IEEE staff to add to the Draft Standards Catalogue.
- Respond to inquiries regarding the committee.
- Be prepared to assign document numbers.
- Work with TG Chairs to prepare meeting agendas and room requirements for next session(s).
- Update list servers.

2.3.10.2 WG Vice-Chair(s)

Before session tasks, but not limited to:

- Preparation of:
 - Attendance list
 - Voter tokens

During session tasks, but not limited to:

- Be prepared to take over the duties of the Chair in the event of temporary or permanent absence.
- Be prepared to assume or assign secretary duties when required.

- Between meetings, be prepared to respond to inquiries regarding the committee and keep the Chair informed.
- Oversee document process; obtain computer files of the documents for web site publication
- Attend to any business that might otherwise prevent the Chair from orderly conduct of the meetings, such as attending to emergency messages, and inquiries from the plenary staff.
- Provide a second vote count to insure accurate and fair voting.
- Assist the Chair during IEEE 802 Executive Committee meetings held on initial and final days.
- Assist the Chair, or be prepared to give the plenary reports at the first and last full IEEE 802 sessions.

2.3.10.2.1 Attendance Recording

The objective of this task is to maintain an accurate record of attendance for voter qualification. The duties include:

- Make sure that people are accounted for during each meeting period
 - Arbitrate any attendee record discrepancies
 - Make sure all 802.20 rooms are accounted for
 - Regularly update Chair with new participants list
- Return the attendance results to the Chairman at session end
- Provide attendance record of the session for tracking account purposes for meeting organizers.
- Maintain database of voter membership.

2.3.10.2.2 Document Collection and Maintenance

The objectives of this task are:

- After assignment by the Chair, maintain a consistently numbered set of documents and files on flash cards and on the meeting server and the IEEE 802.20 WEB site.
- Verify document formats before presentation and circulation of materials to membership
- Update document list and assign document numbers as requested.
- Keep meeting attendees informed about document status during plenary and interim sessions.

2.4 Documentation

All 802.20 documents are disseminated in electronic format only, other than exceptional cases. Documents are only accepted if they adhere to the rules spelled out in this subclause.

2.4.1 Types

The document shall be one of the following types:

- Draft Standard and Amendments
- Tentative agenda
- Tentative minutes
- Reports (from a TG, SG or a liaison meeting or a ballot), including financial reports
- Draft positions or statements (WG, TG or SG level)
- Approved positions or statements (WG, TG or SG level)
- Contributions (Presentations, Motions, Simulation Results, etc.)

2.4.2 Format

Documents with the exception of draft standards and amendments shall follow the format of the current template as specified by the WG Chair. The templates are located on the 802.20 WG.

Draft standards and amendments shall be submitted to IEEE in a format acceptable by the IEEE standards department. Draft standards and amendments shall be made available to the WG in Adobe Acrobat format.

2.4.3 Layout

The layout of draft standards shall be according to the IEEE style manual ([ref. \[other5\]](#)). All other documents shall be based on the current template for Microsoft Word (portrait and landscape; which is available on the IEEE 802.20 website) including the correct document number and revision number.

Documents based on other than Word or PowerPoint applications shall have the following layout:

- Paper size: letter (8.5'x11')
- Margins: top = 0.6', bottom = 0.5', inside and outside = 0.75', gutter of 0.5 and mirror image, headers 0.3' from edge.
- The header is as follows:
 - Times (New) Roman, 14 point, bold, line below:
 - Left: the month and year of issue
 - Right: the text "doc: IEEE 802.20-yy/nn", where yy are the last two digits of the year and nn are the digits of the document number; revisions are indicated by addition at the end of the text of "-r" followed by the revision number.
- The footer is as follows:
 - Times (New) Roman, 12 point, line above.
 - Left: the text type and status of the document (see subclause 0)
 - Center: "page n", where n is the page number.
 - Right: Submitter name(s) and / or company name(s).

2.4.4 Timing of Submissions

Documents will be placed on the tentative agenda depending on the time of the submission, the earlier submission getting the higher priority. Documents provided at the session may not get on agenda if no time is available.

2.5 Motions

A motion may be made at any time during the meetings. However, a motion that changes a draft shall be presented in a submission that has been;

- Accepted by document control (see 2.4)
- Available electronically (via flash card or on the server).

A motion can only be voted on when its submission has been available to all voters who are participating in the session for a time not less than four WG session hours before the vote.

2.6 Membership

The rules and procedures governing WG membership including establishment, retention, loss and rights are contained in the Operating rules of IEEE Project 802 (see [ref. \[rules3\]](#), 5.1.3). Additional requirements for WG voting rights are defined in clause 5 below.

2.7 Working Group Sessions

2.7.1 Plenary Session

The 802.20 WG plenary session is conducted three times a year as part of the 802 LMSC plenary sessions (see [ref. \[other2\]](#)). The 802.20 WG plenary session is a meeting of individuals interested in developing and maintaining MBWA standards. Typically the 802.20 WG Opening and Closing plenary meetings are held at each 802 LMSC plenary.

The 802.20 WG plenary is open to all registered 802 attendees. As is the case with all 802 WG meetings only voting members have the right to participate in the discussions (see [ref. \[rules3\]](#), 5.1.3.5). The WG

Chair may grant the privilege of observers to participate in discussions. Within the WG 802.20 the privilege of observers to participate in discussions is granted by default.

The WG 802.20 Plenary is conducted by the Chair or the Chair's designated delegate. The 802.20 WG Opening plenary meeting will include the presentation of the following information:

- The 802.20 WG voting rules .
- The existence of these operating rules and where they can be obtained.
- The existence of the operating rules of IEEE Project 802 and where they can be obtained.
- The agenda distributed earlier including any items requiring a vote.
- Intellectual Property Rights (IPR) and copyright notices.

The function of the plenary meetings is to gather and disseminate information and take action as follows:

- Status reports from the TGs and SGs.
- Liaison reports from other standards organizations, other IEEE 802 WGs and TAGs.
- Reports on schedules for future plenary meetings.
- Announcements and general news.
- Vote on such matters that may be brought before it such as recommendations of its TGs and the election of 802.20 officers.
- Make recommendations for 802 EC action with respect to standards projects, 802 and liaison matters.
- Calls for interest in new work items.
- Call for relevant patents.
- Items for subsequent meetings.

2.7.2 Interim Sessions

Interim sessions of the WG, TGs, or SGs are scheduled by the respective groups no later than the end of the prior plenary meeting. There is no standing schedule for interim sessions; however typically a WG interim session is held between 802 plenary sessions. Other interim sessions may be scheduled as needed to conduct business of the WG, TG and/or SGs. The date, time, and place of the session(s) must be approved by the WG. Interim sessions shall be announced at the final WG Plenary meeting and entered in the minutes of the meeting.

Official actions of these sessions are valid if one of the following occurs:

- a) A WG quorum is present.
- b) Specific empowerment that has been pre-authorized by the WG at the time of the meeting approval.

If a quorum is not present, the session is not required to immediately adjourn, and is expected to continue business in an orderly fashion. All original main motions ([ref. \[rules4\]](#), p95), voted on during that session that is not valid for one of the reasons listed above must be reaffirmed using one of the following methods:

- a) Obtain appropriate level of approval (75%+ for technical, 50%+ for procedural) from a WG letter ballot that has been pre-authorized by the WG at the time of the meeting approval.
- b) Reaffirm by either a 40 day or 15 day WG electronic letter ballot, at the WG Chair's discretion.
- c) Reaffirm at the next 802.20 plenary session.

2.7.3 Session Meeting Schedule

802.20 Interim and Plenary sessions start with an opening plenary meeting followed by previously scheduled WG, TG or SG meetings. A final closing plenary meeting is held to close the session. Start times and end times for the session are published at least 30 days in advance.

2.7.4 Session Logistics

2.7.4.1 Attendance

Attendance at WG, TG, or SG meetings is recorded electronically. If electronic recording is not possible manual written documentation will be used. Each attendee is responsible for signing in to the attendance e-Attendance form for 802.20. Each attendee shall be responsible for obtaining a Member Identification (ID) that is valid for that session. Each attendee is expected to only sign in for the meeting designation that they are attending. It is expected that attendees have participated in at least 75% of the designated meeting they have signed in for. Failure to sign in may impact voting rights (see subclause 5). Inability to sign in should be reported to the WG Vice-Chair.

2.7.4.2 Meeting Etiquette

During any WG, TG, SG and/or meetings cell phones and pagers must be shut off or in the vibrate mode of operation, in order not to interrupt the meeting. The use of audio and/or video recording of any 802.20 meeting is specifically prohibited. Still photography is only permitted by a public request and permission of the meeting membership via the WG Chair, and is not for commercial purposes.

Meetings are run in an orderly fashion, and outbursts or other disruptions during a meeting are not tolerated. Conversations whether on cell phones or with other individuals in a meeting should be moved outside the meeting room.

Comments should be directed to the Chair of the meeting in accordance with Robert's Rules of Order and personal comments directed to individuals should be avoided.

2.8 WG Balloting

A draft must successfully pass a 40 day WG letter ballot before it can be forwarded to the 802 EC for approval for Sponsor Group voting (see [ref. \[rules3\]](#), 5.1.4.2.2). The rules and procedures governing WG letter ballots, comment resolution and confirmation letter ballots are contained in the Operating rules of IEEE Project 802 (see [ref. \[rules3\]](#), 5.1.4.2.2).

For a WG letter ballot to be considered valid the abstention rate must be less than 30% as per the 802 LMSC operating rules (see [ref. \[rules3\]](#)).

2.8.1 Formatting Requirements for Draft Standard and Amendments

The draft must be provided in the current IEEE electronic format (see [refs. \[rules1\]](#), [\[rules2\]](#), [\[rules3\]](#)). At a minimum this shall be completed prior to the Sponsor ballot however it is preferable that the draft be maintained in this format for its entire life.

Areas affecting existing clauses of IEEE 802.20 shall be shown in the draft in underscore and ~~strikeout~~ against the current standard. Note that the amended draft standard may not be the same as the published standard due to approved but unpublished supplements.

2.9 Maintenance of Operating Rules

WG operating rules are a requirement of the Operating Rules of IEEE Project 802, which state that the WG Chair shall:

"Establish WG rules beyond the WG rules set down by the LMSC EC. These rules must be written and all WG members must be aware of them."

2.9.1 Availability

The WG 802.20 operating rules are to be made publicly available at the meetings and posted in the WG 802.20 area of the IEEE web site

2.9.2 Requesting Changes

Proposed improvements shall be in written form and presented to the WG Vice-Chair and include:

- The purpose, objective, or problem the proposed change is intended to address
- The specific text of the rule change
- The rationale for the chosen text.

Those proposing rule changes are encouraged to seek the advice of the WG Chair or other experienced members to help form the wording in a manner appropriate for and consistent with the WG 802.20 Operating Rules.

2.9.3 Change Process

The rules of WG 802.20 operation can be changed by the following process:

1. Suggestions for improvements are submitted to the WG Vice-Chair(s) or WG Chair by any WG member
2. WG Vice-Chair and the WG Chair compile the submitted suggested improvements
3. The WG Chair or WG Vice-Chair(s) shall prepare a submission of the proposed changes to present to the WG for consideration at the next opening plenary meeting
4. The submission shall be posted to the WG website one (1) session prior to WG consideration
5. The submission will be presented at the WG opening plenary meeting
6. The submission will be discussed during the session
7. The submission may be voted on at the closing plenary if no modifications are required to the submission. A 2/3 majority approval of the members voting yes or no shall be required to pass.
8. A request for an affirmative WG 802.20 letter ballot may be submitted at the closing plenary regarding this submission. A majority approval of the members voting yes or no at the closing plenary is required for a change to be sent out for a WG letter ballot. This WG letter ballot has the same response requirements as any other WG letter ballot in terms of the maintenance of voting rights. If no such request for a letter ballot is made, or the request fails, the change itself will be voted on at the closing plenary. A motion requesting a letter ballot will take precedence over a motion to approve the changes.
9. A modified submission must have an affirmative WG 802.20 letter ballot requested. A majority approval of the members voting yes or not at the closing plenary is required for the change to be sent out for a WG letter ballot. This WG letter ballot has the same response requirements as any other WG letter ballot in terms of the maintenance of voting rights. If no such request for a letter ballot is made, or the request fails, the changes shall be posted to the WG Website, and considered at the next WG plenary session.
10. The 802 EC must approve all changes to become effective.

Balloting requirements for the changes to the rules shall meet those for WG drafts.

3 Task Groups

3.1 Function

The function of the Task Group (TG) is to produce a draft standard, recommended practice, guideline, supplement, or portion of a draft standard for the WG. These shall be within the scope of the 802 LMSC, the charter of the WG and under an approved PAR as established by the 802 EC and approved by the IEEE Standards Board. After the publication by the IEEE of the standard, recommended practice or guideline, the function of the TG is complete and its charter expires (see subclause 3.8). It is a function of the WG 802.20 to maintain published 802.20 standards. All business brought to the floor of the WG that

deals with a topic assigned to a TG shall be automatically referred to the TG by the WG Chair, without discussion on the floor of the WG.

3.2 Task Group Chair

The TG Chair is elected by a WG majority approval.

The TG Chair is required to confirm that the function of secretary is performed for each TG meeting. TG meetings are not allowed to function without a secretary.

3.3 Task Group Vice-Chair

TG Vice-Chair is elected by a WG majority approval.

3.4 Task Group Secretary

The TG Secretary shall be appointed by the TG Chair and confirmed by a TG motion that is approved with a minimum 50% majority.

The minutes of meetings taken by the Secretary (or designee) are to be provided to the TG Chair in time to be available to the WG Chair for publication one week after close of the session.

The minutes of the meeting are to include documents produced by the voting process and document list. See IEEE Standards Companion for details on content and form of minutes.

3.5 Task Group Technical Editor

The TG Technical Editor shall be appointed by the TG Chair and confirmed by a TG majority approval.

The TG Technical Editor is responsible for:

- Organizing, maintaining the draft standards for the TG in the format used by the IEEE standards department.
- Preparing an update of the draft standard as soon after a session as possible.
- Proof reading and coordinating changes of documents edited by IEEE staff.
- Send the TG Chair the following:
 - The Adobe Acrobat PDF file of the standard ([ref. \[other3\]](#)).
 - A word processing document file in a format that is acceptable by the IEEE standards department.

3.6 Task Group Membership

Members from WG 802.20 make up the TG membership. At the formation of a new TG from a SG, all SG participants are automatically granted membership of the WG.

3.6.1 Rights

The rights of the TG participants include the following:

- To receive a notice of the next meeting and agenda.
- To receive a copy of the meeting minutes.
- To vote at meetings if present and the TG is operating without membership rules for voting or participant is qualified under the WG voting rules.
- To examine all working draft documents.
- To lodge complaints about TG operation with the WG Chair.

3.6.2 Meetings and Participation

All TG meetings are open to members and observers. Attention is however drawn to the registration requirements for all members and observers attending the 802 Plenary where TG meetings also occur

A TG will normally meet during the week of the 802 LMSC plenary. The WG Chair determines, taking into account TG status, if this plenary week TG meeting is required. Depending on the workload, interim TG meetings can be held between the 802 LMSC plenaries as often as required and agreed to by the TG membership. A meeting notice and agenda must be distributed to all WG 802.20 members and observers at least 30 days prior to any meeting. This notice will include as a minimum the date, time, location, host, hotel details, travel details if necessary and a stated purpose. TG meetings that are less than two days in duration or that take place adjunct to and co-located with the Plenary meeting do not count towards 802.20 WG voting rights.

3.7 Operation of the Task Group

The TG's primary responsibility is to produce a draft standard, recommended practice, or guideline in a reasonable amount of time for review and approval by the WG. Democratic procedures are to be implemented using Robert's Rules of Order ([ref. \[rules4\]](#)) in combination with WG 802.20 rules. At no time will the IEEE's operating rules, which are based upon the procedures of American National Standards Institute (ANSI) for openness and fairness, be compromised.

3.7.1 Task Group Chair's Functions

The TG Chair may decide procedural issues or may put them to a vote of the TG. The TG participants and the Chair decide technical issues by vote. The TG Chair decides what is procedural and what is technical.

The TG Chair is responsible for presiding over TG sessions.

3.7.1.1 Task Group Chair and Task Group Vice-Chair Functions

The TG Chair and TG Vice-Chair shall operate the TG in an unbiased fashion. To maintain impartiality, it is preferred but not mandated that the TG Chair and TG Vice-Chairs refrain from taking sides in debate on technical motions.

It is the responsibility of the TG Chair and TG Vice-Chair to lead the TG in producing a quality draft standard in a timely fashion as specified by the specific PAR.

3.7.2 Voting

There are two types of votes in the TG; votes on motions and votes in straw polls.

Only the TG members can make and vote on motions.

In all cases, regardless of any membership rules that may or may not be in force, all participants who feel qualified may participate in a straw poll.

The TG Chair defines motions as either technical or procedural. On a technical motion, a vote is carried by a minimum 75% approval of the sum of those voting "Approve" or "Do Not Approve". On a procedural motion, a vote is carried by a greater than 50% approval of the sum of those voting "Approve" or "Do Not Approve". Any vote can be subjected to ratification at the WG level under WG voting rules (see [ref. \[rules3\]](#), 5.1.4.2).

The decision to define a motion as technical or procedural rests with the TG Chair. Generally a technical motion is defined as a motion that will materially affect the content of a draft. This is because a draft itself will ultimately be subject to a 75% majority vote at both WG and 802 LMSC ballot.

The decision by the TG to request the WG to submit a draft standard or a revised standard to the WG ballot group must be ratified by the TG as a technical vote.

3.7.3 Task Group Chair's Responsibilities

The main responsibility of the TG Chair is to ensure the production, and to guide through the approval and publication process, a draft standard, recommended practice or guideline, or revision to an existing document as defined by the relevant PAR. The responsibilities include:

- Call meetings, including teleconferences, and issue a notice and agenda for each meeting at least 30 days prior to each session.
- Assure that there is a Recording Secretary for each meeting.
- Issue meeting minutes and important requested documents to members of the TG and liaison groups. The meeting minutes are to include:
 - list of participants
 - next meeting schedule
 - agenda as revised at the start of the meeting
 - voting record including resolution, mover and seconder, and numeric results
- Hold officer elections when necessary.
- Maintain liaison with other organizations at the direction of the WG. All liaison and liaison statements shall be approved by the 802 EC.
- Work with the IEEE staff to complete the publication process for the draft standard, recommended practice or guideline.

Sufficient detail shall be presented in the meeting minutes to allow a person knowledgeable of the activity, but not present at the discussion, to understand what was agreed to and why. Minutes shall be distributed within 45 days of the meeting to the attendees of the meeting, all TG participants and all liaison groups. Any TG, which wishes to reference a standard, developed or under development by another organization within 802 LMSC, by another IEEE group or by an external organization, should refer to the requirements of the 802 Rules ([ref. \[rules3\]](#), subclause 3.5.3.2).

The TG Chair reports to the WG at the closing plenary of each session that the TG has meetings. In addition to the slides presented to the WG at the closing plenary, the TG Chair is responsible for the production of a summary report to be posted to the 802.20 web site no later than two (2) weeks after the close of the session.

3.7.4 Task Group Chair's Authority

To carry out the responsibilities cited in subclause 3.7.3, the TG Chair has authority to:

- Call meetings, including teleconferences, and issue meeting minutes.
- Decide which issues are technical and which are procedural.
- Establish TG rules beyond the WG rules. These rules must be written and all TG members must be aware of them.
- Assign and unassign subtasks and task leaders or executors, e.g. secretary, subgroup Chair, etc.
- Speak for the TG to the WG.
- Determine if an organization or consortium is dominating the TG, and, if so, raise the issue to the WG.
- Make final determination if and how negative letter ballots are to be resolved when a draft standard, recommended practice, or guideline, is to be sent to the WG for approval for 802 LMSC letter ballot or Standards Board approval under the guidance of the WG Chair.
- Be representative of the TG during coordination and interaction with IEEE staff.
- Collect fees to meet TG expenses as required.

3.7.5 Precedence of Operating Rules

If TG operating rules conflicts with the WG operating rules, then the WG operating rules shall take precedence.

3.8 Deactivation of a Task Group

802.20 WG may deactivate a TG it has formed. After the objective of the TG is complete, its charter expires and is deactivated by the WG. If the TG has not completed its work within its allotted period of time, the TG can request to be disbanded by the 802.20 WG or request an extension of time. The TG may request the WG to deactivate the TG prior to the expiration of the PAR. Motion to deactivate a TG requires 75% approval.

4 Study Groups

4.1 Function

The function of a Study Group (SG) is to complete a defined task with specific output and in a specific time frame. Once this task is complete, the function of the SG is complete and its charter expires.

The normal function of a SG is to draft a complete PAR and five criteria and to gain approval for them from WG 802.20, 802 EC, IEEE New Standards Committee (NesCom) and the IEEE Standards Board. The decision of whether to utilize the 802.20 WG or to establish a new WG or TAG to carry out work items recommended by a SG is made by the 802 EC with advice from the 802.20 WG.

4.2 Formation

A SG is formed when sufficient interest has been identified for a particular area of study within the scope of WG 802.20. The first step in the process is a call for interest. Any WG member or observer can make this at the WG 802.20 opening plenary. An 802.20 SG can then be initiated by 75% approval of the 802.20 WG and must be approved by the 802 EC. During this approval process the 802 EC decides whether a SG is within the scope of WG 802.20, should be moved to another WG or should be set up as an Executive Committee Study Group.

4.3 Continuation

A SG exists for up to 6 months. If it has not completed its work within that time, a request must be made to the WG for an extension for up to additional 6 months. Any request for SG extension will be voted upon at the WG 802.20 closing plenary.

4.4 Study Group Operation

SG follow the operating procedures for TG specified above with the following exceptions detailed below.

4.4.1 Study Group Meetings

SG meetings held adjunct to 802.20 WG Plenary or Interim sessions count towards 802.20 WG voting rights.

4.4.2 Voting at Study Group Meetings

Any person attending a SG meeting may participate in SG discussions, make motions and vote on all motions (including recommending approval of a PAR and five criteria).

4.4.3 Attendance List

Since SGs may have members who are not part of the parent WG, a separate attendance list must be maintained for the meetings of the SG and will be submitted as a document to the WG Vice-Chair.

5 Voting Rights

Voting rights are achieved by attending interim and plenary sessions. All participants represent themselves as individuals. All participants must pay a meeting fee to participate in any of the meetings during an interim or plenary session. There are WG plenary, SG and TG meetings during a session. All participants and observers can vote in SG meetings. Only voting members have the privilege to make

motions, 2nd motions and vote during WG and TG meetings. However the WG and TG Chairs may permit participants and observers to participate in straw polls, discussions and debates.

5.1 Earning Voting Rights

A participant earns voting rights by attending interim and plenary sessions. A participant must attend two (2) out of four (4) consecutive plenary sessions to achieve voting rights. An interim session may be substituted for a plenary. Voting rights are issued at plenary sessions as described in subclause 5.2. A participant must attend at least 75% of the morning and afternoon meetings within a session as part of the requirement for moving to the next level voting membership. Evening meetings may be substituted for any of the morning or afternoon meetings within an interim or plenary session. There are five levels of membership: New Participant, Observer, Nearly Voter, Voter and Non-Voter.

5.1.1 New Participant

A New Participant is an individual attending an interim or plenary session for the first time. Each New Participant shall provide the necessary contact information for the IEEE 802.20 voting membership database. The contact information shall include: name, affiliation, address, phone number and email address. It is the responsibility of the new participant to make the WG Chair and WG Vice-Chairs aware of any changes to their contact information for the purpose of maintaining the IEEE 802.20 voting membership database. The contact information shall be used for publishing session attendance lists, WG letter ballots, Sponsor letter ballots and email access. If a New Participant attends 75% of all of the meetings in an interim or plenary session, and pays the meeting fee, the new participant becomes an Observer member at the beginning of the next session and will be added to the IEEE 802.20 WG email technical reflector at the close of the first session.

5.1.2 Observer

An Observer will have access to the IEEE 802.20 WG email technical reflector. An Observer will become a Nearly Voter at the close of the second attended session, as described in subclause 5.2 and have access to the member's private section of the 802.20 website providing the individual attends 75% of the meetings within the session and pays the meeting fee.

5.1.3 Nearly Voter

A Nearly Voter will have voting rights at the opening of the third session, which must be a plenary, as described in subclause 5.2. A voting token will be made available at the opening of the plenary. The Nearly Voter will have voting rights and become a voter at the opening of the plenary providing the meeting fee is paid. The Nearly Voter will have access to the members private section of the 802.20 website.

5.1.4 Voter

A Voter has access to the member's private area of the website. Voters are permitted to make motions, 2nd motions, and participate in WG letter ballots and eligible to serve as a WG officer. It is up to the individual to maintain their voting rights and make the WG Chair and WG vice-Chair aware of any changes in contact information. A voter may lose their voting rights as described in subclause 5.4.

5.1.5 Non-Voter

A Non-Voter is a member who has lost voting rights, as described in subclause 5.4. Non-Voters do not have access to the member's private section of the 802.20 website. The Non-voter may earn voting rights by going through the process as a new participant described in subclause 5.1.1.

5.2 Number of Sessions required to become a Voter

Figures 5.2.1 and 5.2.2 illustrate the timeline to become a voter. A new participant must attend two (2) out of four (4) consecutive plenary sessions to achieve voting rights, on the third plenary session the participant will become a voting member. An interim may be substituted for a plenary as illustrated in Figure 5.2.1. If a new participant attends for the first time starting on a plenary, then an interim session is

substituted as the second plenary and voting privileges are granted on the third meeting, a plenary, as illustrated in Figure 5.2.1.

<u>Plenary</u>		<u>Interim</u>		<u>Plenary</u>	
B-	New Part.	B-	Observer	B-	Nearly Voter
E-	Observer	E-	Nearly Voter	E-	Voter
B =Beginning		E =End			

Figure 5.2.1 – New Participant Starting at a Plenary Session

However, if the new participant attends for the first time at an interim, that interim is substituted for a plenary. Only one interim may be substituted for a plenary. Voting rights are granted at the next plenary session as illustrated in Figure 5.2.2.

<u>Interim</u>		<u>Plenary</u>		<u>Interim</u>		<u>Plenary</u>	
B-	New Part.	B-	Observer	B-	Nearly Voter	B-	Nearly Voter
E-	Observer	E-	Nearly Voter	E-	Nearly Voter	E-	Voter
B =Beginning		E =End					

Figure 5.2.2 – New Participant Starting at an Interim Session

5.3 Voting Tokens

Votes on motions during WG and TG meetings shall use a voting token, unless a roll call vote is requested by a WG voting member or directed by the WG Chair. Voting tokens with member names are available at the opening of each interim and plenary session from the WG vice-Chair for those voting members. Voting tokens are only available to Nearly Voting members at plenary sessions. Voting tokens will be valid for the duration of the session in progress. If a voting member loses a voting token, they must report it to the WG Chair or WG vice-Chair to obtain a replacement.

5.4 Voting Rights Dismissal

Once an individual becomes a voting member, it is the individual's responsibility to maintain voting privileges. Voting privileges may be revoked if any one of the following occurs:

- Failure to pay interim or plenary meeting fee
- Failure to respond and vote on 2 out of 3 consecutive mandatory WG letter ballots

Failure to satisfy minimum participation criteria, i.e., you must participate in 2 out of 4 consecutive plenary sessions. (Note: One interim session can be substituted for a plenary session)

- Misrepresentation and/or misuse of voting token
- Use of your voting token by another participant.

If the voting rights are removed then the individual's voting status becomes a Non-Voter. Access to the private area of the WG website and both WG email reflectors is also removed.

6 Inquiries and Interpretations

Inquiries and interpretations of 802.20 standards, recommended practices or guidelines shall be directed to the Secretary of the IEEE Standards Board, who will forward the request to the 802.20 WG Chair. The Chair or a designee shall attempt to resolve the inquiry or interpretation if possible, and the Chair, or a designee, may petition the WG to reactivate the TG if necessary.

All interpretations require approval by WG 802.20 before they can be published. This approval can be given by either:

- a) A minimum 75% approval of the sum of attending WG 802.20 voting members voting "Approve" or "Do Not Approve" taken at the WG 802.20 closing plenary.
- b) An affirmative WG 802.20 letter ballot. This ballot shall follow the normal letter ballot requirements.

If a request is made for a letter ballot, this request will be discussed and voted on at the closing plenary. A greater than 50% approval of the sum of attending WG 802.20 voting members voting "Approve" or "Do Not Approve" taken at the WG 802.20 closing plenary is required for an interpretation to be sent out for a WG letter ballot. If no such request for a letter ballot is made, or the request fails, the interpretation itself will be voted on at the closing plenary. A motion requesting a letter ballot will take precedence over a motion to approve the interpretation.