

Operating Procedures for IEEE P1904.1 Service Interoperability in Ethernet Passive Optical Networks Working Group

The principles contained in the IEEE Standards Association (IEEE-SA) Baseline Operating Procedures for IEEE Entity Standards Working Groups constitute the fundamental requirements for proper standards practice in the IEEE. The objective of the Working Group is to conduct standards development meetings to develop and produce IEEE standards documents. For further information, see the IEEE-SA Standards Board Operations Manual, subclause 5.3.

The IEEE-SA requires that these operating procedures be adopted intact, with modifications of some clauses allowed as indicated. Modifications for additional unique Working Group details may be proposed, which may be audited for appropriateness by the IEEE-SA Standards Board Audit Committee, once approved by the Sponsor.

The current active Working Group operating procedures shall be located on the Sponsor's web site. These procedures should be updated no more than once per year. It is the responsibility of the Sponsor (see the *IEEE-SA Standards Board Operations Manual*, subclause 5.1.2.) to approve the operating procedures of its Working Groups involved in the technical development work of a standard. However, AudCom may request at any time to review one of a Sponsor's Working Group operating procedures.

Revision History

<u>Version</u>	<u>Issue Date</u>	<u>Change Summary & Reason</u>
1.0	9-Feb-2010	Initial Release
1.1	14-Jun-2010	Added COMSOC P&P and COMSOC BOG Resolutions to clause 3. Hierarchy. Added COMSOC P&P to clause 14 Ref. list. All changes requested by COMSOC

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1. Preface

This clause shall be included and shall not be modified except to add additional material.

In today's technological environment, standards play a critical role in product development and market competitiveness. Responsibility for how a standard evolves begins in the Working Group. Every input, behavior, and action has both a contributory and a potential legal consequence. These procedures help protect Working Group member entities and their representatives and the IEEE by establishing the necessary framework for a sound standardization process.

2. Modifications to These Procedures

This clause shall be included and shall not be modified.

These operating procedures outline the orderly transaction of business by the Working Group. The Working Group may amend these procedures where permissible with the approval of its Sponsor. The Sponsor may modify these procedures where permissible. Modification in this context means that material in these procedures may be modified as long as that clause is not indicated as one that cannot be changed. It is strongly recommended that all subjects included in these procedures be addressed by the Working Group or Sponsor. (See also clause 10.)

3. Hierarchy

This clause shall be included and shall not be modified except to identify the specific superior procedures of the Sponsor by name. For Societies that may not have a Technical Committee or Standards Committee, that document item can be deleted from the list. When this list does not include all documents appropriate for the Sponsor of the working group, it may be necessary to add items to the list.

The latest version of several documents takes precedence over these procedures in the following order:

New York State Not-for-Profit Corporation Law
IEEE Certificate of Incorporation
[IEEE Constitution](#) [1]
[IEEE Bylaws](#) [2]
[IEEE Policies](#) [3]
IEEE Board of Directors Resolutions
[IEEE Standards Association Operations Manual](#) [4]
IEEE-SA Board of Governors Resolutions
[IEEE-SA Standards Board Bylaws](#) [5]
[IEEE-SA Standards Board Operations Manual](#) [6]
IEEE-SA Standards Board Resolutions
[IEEE Communications Society Policies and Procedures](#) [7]
IEEE Communications Society Board of Governors resolutions
[IEEE Communications Society Standards Board Policies and Procedures](#) [8]

IEEE Communications Society Standards Board resolutions
P1904.1 Policies and Procedures

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

4. Fundamental Principles of Operation

This clause shall be included and shall not be modified.

For the development of standards, openness and due process are mandatory.

Openness means that any entity, as defined in subclause 6.3, who has, or could reasonably expected to have, a direct and material interest, and who meets the requirements of these procedures has a right to participate by:

- 1) Attending Working Group meetings
- 2) Becoming a member of the Working Group
- 3) Becoming an officer of the Working Group
- 4) Expressing a position and its basis,
- 5) Having that position considered, and
- 6) Appealing if adversely affected.

IEEE due process requires a consensus of those parties interested in the project. Consensus is defined as at least a majority agreement, but not unanimity.

The standards development process should strive to have both a balance of interests and to not be dominated by any single interest category.

5. Legal Accountability

5.1 Principles

This clause shall be included and shall not be modified.

The Working Group shall

- a) Abide by all intellectual property policies of the IEEE, including those for patents, trademarks, and copyright.
- b) Conduct a call for patents at the start of each meeting.
- c) Avoid discussions that could result in an antitrust action.

Working group entity representatives should always consider the IEEE Code of Ethics when taking action.

5.2 Indemnification

This clause shall be included and shall not be modified.

IEEE Bylaw I-300.3 discusses the IEEE policies for indemnification, which participants in the Working Group are expected to read and be familiar with. Entity representatives included in the Working Group roster will be recognized as duly authorized participants in IEEE standards development activities. (See also clause 9.)

6. Working Group Responsibilities

6.1 Primary Responsibilities

This clause may be not be modified except to modify shaded values.

The Working Group shall

- a) Complete the project from Project Authorization Request (PAR) approval to IEEE-SA Standards Board approval as specified by the PAR
- b) Submit to the Sponsor any documentation required by the Sponsor, for example, a project schedule or a monthly status report
- c) Notify the Sponsor of the draft development milestones
- d) Notify the Sponsor when the draft is ready to begin IEEE Standards Sponsor ballot
- e) Schedule meetings (in person or electronic) as appropriate, based on an agenda distributed at least 7 calendar days prior to the meeting
- f) Use the IEEE-SA approved tool for Working Group meeting registration.
- g) Use the IEEE-SA approved tool for creation and submission of Working Group rosters.
- h) Use the IEEE-SA approved tool for Web hosting of Working Group information.

6.2 Other Responsibilities

This clause may be modified.

The Working Group shall

- a) Provide a business rationale for the development of the standard, explaining the business needs for the standard and what the standard will fulfill for industry and the general public
- b) Obtain funding to cover dedicated support from the IEEE Standards Association, when desired, to expedite the standards development process
- c) Use the IEEE Standards document template format

6.3 Working Group Constitution

This clause shall be included and shall not be modified.

Each entity shall be an Advanced Entity Member of the IEEE Standards Association in order to be eligible for voting membership in the Working Group. There shall always be at least three

voting members in the Working Group during the life of the project. For other information on participation in the Working Group see subclause 5.2.1.2 of the IEEE-SA Standards Board Bylaws.

Each designated and alternate voting representative (see subclause 8.1) can vote for only one entity; no one individual can be the voting representative for more than one entity except for a temporary proxy vote. Each representative shall declare what entity he or she represents and that their voting shall be independent of any other entity.

The following qualify to become entity members of the Working Group:

— *Corporation*: An entity that has a controlling body, such as a Board of Directors, that does not report to another controlling body. Except for purposes of casting an instructed vote for a consortium, vendor-specific user group, professional society, or another standards-developing organization, in order to be a voting member, each corporation's representative shall declare that the interests of that corporation are not knowingly represented by another member of the working group and that the corporation is not knowingly funding directly or indirectly the participation of another person in that working group for the purposes of influencing the outcome of votes.

— *Government agency or subdivision*: An entity that reports to its parent or executive, legislative, or judicial branch of a government. Except for purposes of casting an instructed vote for a consortium, vendor-specific user group, professional society, or another standards-developing organization, in order to be a voting member, each agency's representative shall declare that the interests of that agency are not knowingly represented by another member of the working group and that the agency is not knowingly funding directly or indirectly the participation of another person in that working group for the purposes of influencing the outcome of votes.

— *Partnership or association*: An entity comprised of two or more principal members. Except for purposes of casting an instructed vote for a consortium, vendor-specific user group, professional society, or another standards-developing organization, in order to be a voting member, each partnership or association shall declare that it does not represent the interests of another person of any type participating in that working group for the purposes of influencing the outcome of votes. Any partnership or association that cannot make such a declaration shall not be able to be a voting member of the working group.

— *Consultant*: An entity whose principal source of revenue is derived from providing consulting services for other institutions. Except for purposes of casting an instructed vote for a consortium, vendor-specific user group, professional society, or another standards-developing organization, in order to be a voting member, each consultant shall declare that it does not represent the interests of another person of any type participating in the working group or that its participation is not funded directly or indirectly by any person already participating in that working group for the purposes of influencing the outcome of votes. Any consultant that cannot make such a declaration shall not be able to be a voting member in the working group.

— *Academic institution*: An educational entity that has a controlling body, such as a Board of Regents or a Board of Governors. Except for purposes of casting an instructed vote for a consortium, vendor-specific user group, professional society, or another standards-developing organization, in order to be a voting member, each institution's representative shall declare that the interests of that institution are not knowingly represented by another member of the working group and that the institution is not knowingly funding directly or indirectly the participation of another person in that working group for the purposes of influencing the outcome of votes.

In the event that, through merger or acquisition or other similar event, an entity member of the IEEE-SA has its assets totally or substantially transferred to another entity, membership in the working group may be transferred to the new entity, provided that the new entity is not already a member of the working group.

7. Officers

7.1 Officer Roles

This clause may be modified.

There shall be a Chair, a Vice-Chair, an Executive Secretary and a Chief Editor. The office of Treasurer may be added at the discretion of the Chair if significant 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 Standards Association. All officers shall be Designated Representatives (DRs) of entities that are IEEE-SA Advanced Entity Members (see subclause 8.1).

At the first organizational meeting, the Working Group shall begin the process of electing its operating officers (Vice Chair, Executive Secretary and Chief Editor) in accordance with the procedures of its Sponsor, and, where necessary, *Robert's Rules of Order*.

7.2 Election of Officers

This clause may be modified.

A Standards Development Working Group Chair is appointed by the ComSoc Standards Board. Other Working Group officers must be elected by the corresponding membership and approved by the ComSoc Standards Board.

The Chair or Sponsor designee shall appoint an elections processor, whose function is to conduct an election. The elections processor shall not be a nominee in the election and shall not vote in the election. An election will seek to fill offices that are either vacant, have an official in temporary appointment, when an officer's entity affiliation has changed, or when the term of office has expired.

The Working Group members shall nominate to the elections processor one or more members for each office to be filled at the election. Nominees shall be eligible to hold the office for which

they are elected. A member shall not run for more than one office at the same time. The response period for nominations shall be at least 14 calendar days. If no nomination is received for an office, a temporary appointment shall be made in accordance with subclause 7.3.

The elections processor shall conduct the election by letter ballot, electronic ballot, or a vote at a meeting. Voting will conclude no sooner than after 14 calendar days for a letter or electronic ballot. Voting shall be by “approval,” whereby each ballot may cast one approval vote for each nominee for an office. The nominee with the greatest number of approval votes shall win the election, provided ballots are returned by a majority of the eligible voters for that election. If a majority of votes is not received, the ballot can be extended or a new ballot will take place. Any tie votes will be broken by a runoff ballot, where eligible voters may cast only one vote for each office still at stake in the election.

The Working Group shall send the election results to the Sponsor. If the Sponsor does not affirm an officer (other than the Chair), another election will be run, or the Sponsor will make a temporary appointment per subclause 7.3.

If the Chair’s entity affiliation changes he or she shall be subject to re-appointment by the Sponsor. If any elected officer’s entity affiliation changes he or she shall be subject to re-election by a majority of the voting members of the Working Group. If additional candidates are interested in serving in the officer role, they may run against the current officer at this time. The current officer continues to serve in his or her officer role until the close of the election. The election determines who will serve out the remainder of the existing term of office.

7.3 Temporary Appointments to Vacancies

This clause may be modified.

If an office becomes vacant due to resignation, removal, lack of nomination at an election or for another reason, a temporary appointment shall be made for a period of up to six months. In the case of Chair, the Sponsor shall make the temporary appointment, with input from the Working Group. In the case of Vice-Chair, Executive Secretary or Chief Editor, the Working Group Chair shall make the temporary appointment. The vacated office shall be filled at the earliest practical time.

7.4 First Organizational Meeting

During the first organizational meeting of the Working Group the Chair shall appoint an elections processor to conduct election of Working Group officers according to procedures in subclause 7.2.

The Working Group Chair shall also make temporary appointments of Vice Chair, Executive Secretary and Chief Editor, according to procedures in subclause 7.3. The appointed officers shall serve until the close of the election. The election of Working Group officers shall close no later than six month from the opening date of the first organizational meeting.

7.5 Removal of Officers

This clause may be modified.

An officer may be removed by approval of a supermajority (see subclause 10.1) of the members of the Working Group. Removal of the Chair and Vice-Chair requires affirmation by the Sponsor. 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 prior to the vote on the motion for removal.

7.6 Responsibilities of Working Group Officers

7.6.1 Chair

This clause shall be included and shall not be modified.

The Chair or his/her designee shall

- a) Be a Designated Representative (see subclause 8.1) for a voting member entity
- b) Lead the Working Group activity according to all of the relevant operating procedures
- c) Form Study Groups, as necessary
- d) Be objective
- e) Entertain motions, but not make motions
- f) Not bias discussions
- g) Delegate necessary functions
- h) Ensure that all parties have the opportunity to express their views
- i) Set goals and deadlines and adhere to them
- j) Be knowledgeable in IEEE standards processes and parliamentary procedures and ensure that the processes and procedures are followed
- k) Seek consensus as a means of resolving issues
- l) Prioritize work to best serve the group and its goals
- m) Ensure compliance with the IEEE-SA Intellectual Property Policies, including but not limited to the IEEE-SA Patent Policy (see [IEEE-SA Standards Board Operations Manual](#) [4] subclause 6.3.2) and Copyright Policy (see [IEEE-SA Standards Board Bylaws](#) [5] [clause 7](#))
- n) Fulfill any financial reporting requirements of the IEEE, in the absence of a Treasurer
- o) Participate as needed in meetings of the Sponsor to represent the Working Group

7.6.2 Vice-Chair

This clause may be modified.

The Vice-Chair shall

- a) Be a Designated Representative (see subclause 8.1) for a voting member entity

- b) Carry 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)
- c) Be familiar with training materials available through IEEE Standards Development Online

7.6.3 Executive Secretary

This clause may be modified.

The Executive Secretary shall

- a) Coordinate formal and informal correspondence, including liaison letters, of the Working Group
- b) 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
- c) Create and maintain the membership roster including DR/DRA assignments
- d) Maintain lists of unresolved issues, action items, and assignments
- e) Record participant attendance at each meeting
- f) Schedule and announce meetings in coordination with the Chair with at least 21 calendar days notice
- g) Distribute agendas at least 7 calendar days before a meeting
- h) Record and have published minutes of each meeting within 21 calendar days of the end of the meeting
- i) Be familiar with training material available through IEEE Standards Development Online

If the function of Executive Secretary is fulfilled by an IEEE staff member, this shall be a nonvoting position.

The Executive Secretary may, with consent of the Working Group Chair, delegate certain clerical duties (such as recording meeting attendance, recording meeting minutes, etc.) to members of the Working Group or to the IEEE staff member.

7.6.4 Chief Editor

This clause may be modified.

The Chief Editor shall

- a) Ensure all draft standards conform to the [IEEE Standards Style Manual](#) [9]
- b) Maintain copies of all IEEE Copyright Permission Letters relevant to draft standards produced by the Working Group
- c) Maintain copies of each edition of all draft standards produced by the Working Group and its subgroups

- d) Coordinate editing tasks with subgroups, as required
- e) Coordinate the process of comment submission, producing proposed resolutions and final resolutions for all ballots held on draft standards produced by the Working Group and its subgroups

The Chief Editor may, with consent of the Working Group Chair, delegate certain editorial duties to members of the Working Group or to the IEEE staff member.

7.6.5 Treasurer

This clause may be modified.

The Treasurer shall

- a) Maintain a budget
- b) Control all funds into and out of the Working Group's bank account
- c) Follow IEEE policies concerning standards meetings and finances
- d) Adhere to the [IEEE Financial Operations Manual](#) [10]

8. Working Group Membership

8.1 Overview

This clause shall be included and shall not be modified.

Working group voting membership is by entity. An entity shall be an Advanced Entity Member of the IEEE-SA and pay any services fee, if established, to be a voting member of the Working Group. Non-members shall fulfill the requirements of membership determined by the Sponsor and the Working Group to gain and maintain membership in the Working Group. For other information on participation in the Working Group, see subclause 5.2.1.2 of the IEEE-SA Standards Board Bylaws.

An entity shall have one Designated Representative (DR) and may have more than one alternate (DRA) participating in the Working Group. The Entity Member Representative of the entity determines the DR/DRA for the Working Group. The assignment of a DR/DRA can change throughout the life of the Working Group. It is the entity's responsibility to notify the Working Group Executive Secretary of changes to the DR/DRA assignment. Only the DR (or DRA in the absence of the DR) is eligible to vote on behalf of the entity for all Working Group matters. If the DR is unable to vote, one DRA will be recognized at the start of the voting to vote on the DR's behalf. Membership in the Working Group shall give the DR the right to vote on all Working Group matters provided voting rights are maintained as given in subclause 8.3.

Each DR/DRA can vote for only one member of the Working Group; no one representative can represent the interests of more than one member of the Working Group except for a temporary proxy vote.

8.2 DR/DRA Change Notification

Each member entity shall notify the Executive Secretary of any changes in the appointment of individuals serving as the DR and/or DRAs for the entity. Notification should be made at least 7 days before the meeting.

Frequent changes in DR or DRA appointment are discouraged. Any DRA in attendance at a Working Group meeting can, by default, act as the DR if the DR cannot attend the meeting. Entities are allowed to name more than one DRA. Entities should have a sufficient number of DRAs familiar with the Working Group, procedures and technical proceedings so that frequent changes and exceptions are not required.

8.3 Working Group Voting Membership Status

This clause may be modified. Modification of the number of meetings that must be attended to allow or maintain voting membership may only be increased from the number given in these procedures, not decreased.

Voting membership shall be granted automatically to those entities attending the meeting of a newly chartered Working Group and upon their request provided they fulfill the requirements of clauses 4, 5 and subclause 8.1. Thereafter, membership shall be granted after the entity attends two consecutive face-to-face meetings of an existing Working Group and also requests membership status provided they fulfill the requirements of clauses 4, 5 and subclause 8.1.

The entity (member), through its DR or DRA, is expected to attend meetings as required by these procedures. The Executive Secretary records attendance at each meeting. Attendance credit is granted to entities that have a DR and/or DRA present for at least 50% of a meeting's duration.

Membership status is maintained through consistent participation at meetings and through Working Group votes. If a Working Group member misses two consecutive meetings or two consecutive Working Group letter ballots that close at least 7 days apart, its membership status shall be revoked. The Chair shall notify, in writing, a member that has lost its membership.

A member that has lost its voting privileges shall have its voting privileges reinstated by attendance at two consecutive face-to-face meetings of the Working Group and upon request for member status provided they fulfill the requirements of clauses 4, 5 and subclause 8.1. All voting privileges and rights shall be restored after attending the second consecutive meeting. If, for reasons of force majeure, a member cannot attend two consecutive meetings (but that member continues to vote in ballots taken between meetings), the voting privileges may be extended at the discretion of the Working Group Chair.

8.4 Subgroups of the Working Group

This clause may be modified.

The Working Group may, from time to time, form subgroups for the conduct of its business. Only Working Group voting members in the subgroup are allowed to vote on questions within such subgroups. Such formation shall be explicitly noted in an official record, such as meeting minutes. At the time of formation, the Working Group shall determine the scope and duties delegated to the subgroup. Any changes to its scope and duties will require the approval of the Working Group. Any resolution of a subgroup shall be subject to confirmation by the Working Group.

The Chair of the Working Group shall appoint the Chair of the subgroup.

9. Working Group Roster

This clause shall be included and shall not be modified except for the distribution of the roster or to be compliant with the Sponsor's procedures.

A Working Group roster is a vital aspect of standards development. It serves as a record of members and observers in the Working Group and is an initial tool if an issue of indemnification arises during the process of standards development. A Working Group officer or designee shall maintain a current and accurate roster of members and observers in the Working Group. The roster shall include at least the following:

- 1) Title of the Sponsor and its designation
- 2) Title of the Working Group and its designation
- 3) Officers--Chair, Vice-Chair, Executive Secretary, Chief Editor, Treasurer (as applicable)
- 4) Members and observers
 - a. Entity name
 - b. Designated Representative (indicated by "DR"), representative email address, and entity address
 - c. Alternate(s) (indicated by "DRA"), representative email address, and entity address(es)

All Working Group members are required to review the information contained in the roster following each meeting they attend. If a working group meets only virtually, it shall determine a schedule to check the accuracy of the roster periodically.

A copy of the Working Group roster shall be supplied to the IEEE Standards Association at least annually by a Working Group officer or designee.

An abbreviated copy of the Working Group roster shall be made public by the Working Group. This public roster shall not include e-mail addresses of DRs or DRAs.

10. Voting

10.1 Approval of an Action

This clause shall be included and shall not be modified.

Approval of an action listed in subclause 10.2 requires an approval by a majority vote. Approval of an action listed in subclause 10.3 requires approval by a supermajority vote. A supermajority is defined as a 75% approval vote. Two types of votes are described:

- 1) At a meeting (including teleconferences) where quorum has been established, approval ratio is calculated as Approve votes divided by the sum of Approve plus Do Not Approve votes.
- 2) Outside of a meeting (e.g., letter ballot), approval ratio is calculated as Approve Votes divided by the sum of Approve plus Do Not Approve votes. A majority of all voting members of the Working Group must respond for the ballot to be valid.

10.2 Action Requiring Approval by a Majority

This clause shall be included and shall not be modified except to include additional voting actions or to be compliant with the Sponsor's procedures.

The following actions require approval by a majority vote:

- 1) Formation of a subgroup, including its procedures, scope, and duties
- 2) Disbandment of subgroups
- 3) Approval of minutes

10.3 Actions Requiring Approval by a Supermajority

This clause shall be included and shall not be modified except to include additional voting actions, or to be compliant with the Sponsor's procedures.

The following actions require approval by a supermajority vote:

- 1) Approval of change of the Working Group scope
- 2) Adoption of Working Group procedures or revisions thereof
- 3) Establishment of fees, if necessary
- 4) Approval to move the draft standards project to the Sponsor for IEEE Standards Sponsor ballot
- 5) Approval of a motion deemed by the Chair to be technical in nature

These actions may be subject to confirmation by the Sponsor.

10.4 Proxy Voting

If proxy voting is to be allowed, this clause shall be included and shall not be modified.

The Working Group may elect to allow proxy voting. If the Working Group elects to allow proxy voting, the following procedures shall apply.

Members of the Working Group may employ proxy voting only when other methods of participation have been exhausted. The Chair must be informed of all proxies prior to the start of the meeting in which the proxies are to be in effect. Each appointment of a proxy shall be sent to

the Working Group Chair and the member serving as the proxy via fax or written communication that contains the signature of the member appointing the proxy. A proxy shall not be valid without written acknowledgment from the Working Group Chair and the member serving as proxy of receipt of the appointment.

Any one member of the Working Group may hold no more than two proxy votes in addition to his or her vote. Proxy voting shall be allowed only for those members who cannot attend the entire meeting; proxies may not be appointed for parts of meetings. A member may appoint a proxy for no more than two meetings of the Working Group within an established six-meeting period. Proxy voting shall not count towards maintenance of membership by the member who appoints a proxy. The Chair shall announce all proxy voting to the Working Group members at the start of the meeting in which the proxy is to be in effect. The DRA of one entity may serve as a proxy for another entity, to allow the DR to serve as the representative of its entity only.

Members serving as proxies may only vote on agenda items announced through the distributed agenda prior to the meeting. If announced agenda items are amended or otherwise developed through the meeting process whereby the action being proposed is significantly different in meaning from the original motion, the Chair may determine that proxy votes shall no longer be allowed for that agenda item. The proxy voter himself or herself may also choose to abstain prior to any formal decision of the Chair.

A person appointed as proxy may not appoint another person to act in his or her stead.

10.5 Voting Between Meetings

This clause shall be included and shall not be modified.

The Working Group shall be allowed to conduct votes between meetings at the discretion of the Chair by 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(4).

10.6 Quorum

This clause shall be included and shall not be modified except to state quorum definitions otherwise approved by the Sponsor.

The presence of a quorum must be announced by the Chair at the beginning of each Working Group meeting. Unless otherwise approved by the Sponsor, a quorum shall be defined as at least one-half of the Working Group voting members (i.e., the DR or DRA of each entity). If a quorum is not present, actions may be taken subsequent to confirmation by a letter or electronic ballot, as detailed in 10.5, or at the next Working Group meeting.

11. Meetings

11.1 Meeting Structure

This clause shall be included and shall not be modified except to modify shaded values.

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

A face to face Working Group meeting shall be announced by a Working Group officer or designee at least 21 calendar days in advance to all participants. A Working Group meeting held by teleconference or other electronic means shall be announced by a Working Group officer or designee at least 10 calendar days in advance to all participants. An agenda shall be distributed at least 7 calendar days in advance of a meeting.

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

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 Sponsor.

11.2 Conduct

This clause shall be included and shall not be modified except to be compliant with the Sponsor's procedures.

It is expected that participants in the Working Group behave in a professional manner at all times. Participants shall demonstrate respect and courtesy towards officers and each other, while allowing participants a fair and equal opportunity to contribute to the meeting in accordance with the IEEE Code of Ethics.

12. Appeals

This clause shall be included and shall not be modified except to be compliant with the Sponsor's procedures.

The Working Group recognizes the right of appeal. If technical or procedural appeals are referred back to the Working Group, every effort should be made to ensure that impartial handling of complaints regarding any action or inaction on the part of the Working Group is performed in an identifiable manner.

If the Working Group must conduct an appeal hearing, it shall model its appeals process on the appeals process of the IEEE-SA Standards Board.

13. Communications

This clause may be modified.

Formal inquiries relating to the Working Group should be directed to the Chair and recorded by the Executive Secretary. All replies to such inquiries shall be approved by the Working Group and shall be made through the Chair. These communications shall make it clear that they are responses from the Working Group.

14. References

- [1] [IEEE Constitution](http://www.ieee.org/web/aboutus/whatis/Constitution/index.html)
<http://www.ieee.org/web/aboutus/whatis/Constitution/index.html>
- [2] [IEEE Bylaws](http://www.ieee.org/web/aboutus/whatis/bylaws/index.html)
<http://www.ieee.org/web/aboutus/whatis/bylaws/index.html>
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