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**IEEE PROJECT 802**  
**LAN / MAN STANDARDS COMMITTEE (LMSC)**  
**SPONSOR POLICIES AND PROCEDURES**

As approved YYYYYYY  
Last edited 08/17/2008

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2 **Prologue**

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5 Sections of this document with grey highlighting are dictated by AudCom and shall not be  
6 changed by the IEEE 802 Executive Committee, or other sponsors.

# 1. Introduction

In today's marketplace, standards development plays a critical role in product development and market share. In the IEEE, the responsibility for how a standard originates and evolves is managed by a [sponsor](#). It is essential in the management of a standard's development to avoid any actions by the Sponsor or the participants that result in a violation of procedures.

Adherence to these Operating Procedures is an essential asset in determining the applicability of IEEE's indemnification policy.

These Operating Procedures outline the orderly transaction of activities of the IEEE 802 LAN / MAN Standards Committee (LMSC) Executive Committee which shall be referred to as the 'Sponsor' throughout this document. For the development of standards, openness and due process must apply, which means that any individual with a direct and material interest who meets the requirements of these Operating Procedures has a right to participate by

- a) Expressing a position and its basis,
- b) Having that position considered, and
- c) Appealing if adversely affected.

Due process allows for equity and fair play. In addition, due process requires openness and balance (i.e., the standards development process should strive to have a balance of interests and not to be dominated by any single interest category). However, for the IEEE Standards Sponsor ballot, there shall be a balance of interests without dominance by any single interest category.

Participants engaged in the development of standards must comply with applicable federal, state, and international laws. In addition, for standards matters, the latest versions of several documents take precedence over this document 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 Operations Manual](#)
- IEEE-SA Board of Governors Resolutions
- [IEEE-SA Standards Board Bylaws](#)
- [IEEE-SA Standards Board Operations Manual](#)
- IEEE-SA Standards Board Resolutions
- [IEEE Computer Society \(CS\) Constitution](#)
- [IEEE CS Bylaws](#)
- [IEEE CS Policies and Procedures Manual \(PPM\), Section 10](#)
- IEEE CS Board of Governors Resolutions
- [IEEE CS Standards Activities Board Policies and Procedures \(SAB P&P\)](#)

1  
2 *Robert's Rules of Order (Revised)* is the recommended guide on questions of parliamentary  
3 procedure not addressed in these procedures.  
4

### 5 **1.1 IEEE Sponsor scope**

6  
7 The scope of the LMSC is to develop and maintain networking standards and recommended  
8 practices for local, metropolitan, and other area networks, using an open and accredited process,  
9 and to advocate them on a global basis.  
10

### 11 **1.2 Organization of the Sponsor**

12  
13 The Sponsor committee shall consist of officers (see clause 3) and other members.  
14

## 15 **2. Responsibilities of the Sponsor**

16  
17 The Sponsor shall be responsible for at least the following:  
18

- 19 a) Developing proposed IEEE standards and ensuring that they are within its scope
- 20 b) Initiating and overseeing ballots of proposed IEEE standards within its scope
- 21 c) Maintaining the standards developed by the Sponsor in accordance with the *IEEE-SA*  
22 *Standards Board Operations Manual*
- 23 d) Responding to requests for interpretations of the standards developed by the Sponsor
- 24 e) Acting on other matters requiring Sponsor effort, as provided in these procedures
- 25 f) Cooperating with other appropriate standards development organizations
- 26 g) Protecting against actions taken in the name of the Sponsor without proper authorization
- 27 h) Limiting distribution of the membership roster to appropriate parties
- 28 i) Evaluating project proposals and, if a proposed project falls within the Sponsor's scope,  
29 deciding whether or not to generate a PAR  
30  
31

## 32 **3. Officers**

33  
34 The Chair, Vice Chairs, Executive Secretary, Recording Secretary, and Treasurer of the LMSC  
35 EC serve, respectively, as the Chair, Vice Chairs, Executive Secretary, Recording Secretary, and  
36 Treasurer of the Sponsor.  
37

38 The officers and members shall organize the Sponsor, oversee compliance with these Operating  
39 Procedures, and submit proposed standards approved by the Sponsor balloting group (with  
40 supporting documentation) for IEEE-SA Standards Board review and approval as IEEE

1 standards. Officers should read the training material available through [IEEE Standards](#)  
2 [Development Online](#).

3

### 4 ***3.1 Election or appointment of Sponsor officers***

5

6 All appointed and elected positions become effective at the end of the plenary session where the  
7 appointment/election occurs. A plenary session is as defined in the IEEE 802 Operation Manual,  
8 subclause 4.1. Prior to the end of that plenary session, persons that have been appointed/elected  
9 during the session are considered ‘Acting’, and do not vote. Persons who are succeeding  
10 someone that currently holds the position do not acquire any Sponsor rights until the close of the  
11 plenary session.

12

13 The term for all officers of the Sponsor ends at close of the first plenary session of each even  
14 numbered year. Unless otherwise restricted by these P&P. Sponsor officers may be confirmed  
15 for a subsequent term if reappointed or re-elected to the position. Officers appointed and  
16 affirmed maintain their appointments until the next appointment opportunity unless they resign,  
17 are removed for cause, or are unable to serve for another reason.

18

#### 19 *LMSC Chair*

20 The Chair is elected by the members of the Sponsor and confirmed by the Standards Activities  
21 Board.

22

#### 23 *LMSC Vice Chair(s)*

24 The LMSC Chair appoints a (1st) Vice Chair and may appoint a 2nd Vice Chair. Vice Chairs are  
25 confirmed by the Sponsor.

26

#### 27 *LMSC Executive Secretary, Recording Secretary, and Treasurer*

28 These positions are appointed by the LMSC Chair and confirmed by the Sponsor.

29

### 30 ***3.2 Temporary appointments to vacancies***

31

32 If an office, other than the Chair, becomes vacant due to resignation, removal, or for another  
33 reason, a temporary appointment shall be made by the Sponsor Chair. An appointment or  
34 election for the vacated office shall be made in accordance with requirements in Clause 3.1.

35

### 36 ***3.3 Removal of officers***

37

38 An officer may be removed by a two-thirds approval vote of the Sponsor. Grounds for removal  
39 shall be included in any motion to remove an officer. The officer suggested for removal shall be  
40 given an opportunity to make a rebuttal prior to the vote on the motion for removal.

41

### 3.4 Responsibilities of officers

The Sponsor Chair shall ensure that those Sponsor members who are not Chairs of active WGs have specific areas of interest to cover in order to encourage a wider view to be taken than that specifically covered by the Chairs of active WGs.

#### 3.4.1 Chair

The responsibilities of the Chair include:

- a) Leading the activity according to all of the relevant policies and procedures
- b) Forming Study Groups, as necessary
- c) Appointing a person or group with responsibility for interpretations of all approved standards
- d) Being objective
- e) Entertaining motions, but not making motions
- f) Not biasing discussions
- g) Delegating necessary functions
- h) Ensuring that all parties have the opportunity to express their views
- i) Setting goals and deadlines and endeavoring to adhere to them
- j) Being knowledgeable in IEEE standards processes and parliamentary procedures and ensuring that the processes and procedures are followed
- k) Seeking consensus of the Sponsor as a means of resolving issues
- l) Prioritizing work to best serve the group and its goals
- m) Ensuring that the Sponsor and all subgroups comply with the [IEEE-SA Patent Policy](#)
- n) Chairing Sponsor and LMSC plenary meetings
- o) Representing the LMSC at SAB, IEEE-SA Standard Board, and other organizations as required
- p) Placing motions for votes by Sponsor members
- q) Supervise the operation of subgroups of the Sponsor
- r) Prioritizing objectives to best serve the Sponsor and its subgroups
- s) Taking other administrative actions as required for proper operation of the committee
- t) Ensuring that Sponsor members who are not Chairs of active WGs have specific areas of interest to cover

#### 3.4.2 Vice Chair(s)

The vice chair(s) are to assist the Sponsor Chair in the responsibilities delegated to them. The 1<sup>st</sup> Vice Chair shall carry out the Chair's duties if the Chair is temporarily unable to do so or chooses to recuse him- or herself (e.g., to speak for or against a motion).





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## 4. Membership

Membership of the LMSC Sponsor is composed of the following voting members:

- Chairs of Active WGs*
- Chairs of the TAGs*
- Officers as defined in Clause 3*

In addition, the LMSC Sponsor may include the following non-voting members:

- Members Emeritus*
- Chairs of Hibernating WGs*
- Acting positions (prior to confirmation)*

All members of the LMSC Sponsor shall be members or affiliates of the IEEE-SA and either the IEEE or the IEEE Computer Society.

### 4.1 Voting membership

Members of the Sponsor obtain voting rights at the end of the plenary session where they are first confirmed or elected by the Sponsor. If election / appointment and confirmation by the Sponsor occur outside a plenary session, that member receives voting rights immediately upon confirmation.

There are no specific attendance requirements to obtain or maintain voting membership on the Sponsor. However a pattern of not attending meetings may be considered dereliction of duty and result in removal for cause.

Any person to be confirmed by the Sponsor shall, prior to confirmation by the Sponsor, file with the Recording Secretary a letter of endorsement from their supporting entity. This letter is to document several key factors relative to their participation on the Sponsor and is to be signed by both the Sponsor member and an individual who has management responsibility for the Sponsor member. This letter shall contain at least the following:

- a) Statement of qualification based on technical expertise to fulfill the assignment
- b) Statement of support for providing necessary resources (e.g., time, travel expenses to meetings), and
- c) Recognition that the individual is expected to act in accordance with the conditions stated in subclause **Error! Reference source not found. Error! Reference source not found.** dealing with voting “as both a professional and as an individual expert.”

1 If an election or appointment is not confirmed by the Sponsor, the person last holding the  
2 position will continue to serve until confirmation of an election or appointment is achieved.  
3 Should that person be unable or unwilling to serve, the position may be left vacant, or filled by  
4 temporary appointment by the Sponsor Chair.  
5

## 6 **4.2 Review of membership**

7  
8 The Sponsor Chair shall review the Sponsor voting membership list at least annually. Voting  
9 Sponsor members are expected to fulfill the obligations of active participation as defined in  
10 Clause 4.1. When a voting member is found in habitual default of these obligations, the Chair  
11 shall consider the matter for appropriate action, which may include termination of membership.  
12

## 13 **4.3 Voting membership roster**

14  
15 The roster shall include the following:

- 16 a) Title of the Sponsor and its designation
  - 17 b) Scope of the Sponsor
  - 18 c) Officers: [name, email address, postal address, employer, affiliation]
  - 19 d) Other voting members: [name, email address, postal address, employer, affiliation]
- 20  
21

## 22 **5. Subgroups of the Sponsor**

23  
24 The LMSC organization consists of the Executive Committee (Sponsor), Working Groups  
25 (WGs), Technical Advisory Groups (TAGs), and Executive Committee Study Groups (ECSGs).  
26

### 27 **5.1 Working Groups**

28  
29 Prior to the Sponsor forwarding a PAR to the IEEE-SA Standards Board for approval, the  
30 Sponsor determines whether the PAR, should it be approved, is to be assigned to an existing  
31 Working Group or a new Working Group. If the IEEE-SA Standards Board approves the PAR,  
32 and it is a PAR that the Sponsor has determined should be assigned to a new LMSC WG, that  
33 WG immediately comes into existence.

#### 34 **5.1.1 Function**

35  
36 The function of a WG is to produce draft standards, recommended practices, or guides. Each  
37 draft document produced must be within the scope of IEEE 802 and the scope of the WG as  
38 determined by the Sponsor. It must also be within the scope of an approved PAR. After the  
39 approval of a draft by the IEEE-SA Standards Board, the WG is responsible for any revision and  
40 maintenance actions.

1  
2 The WG shall periodically review and confirm that the response to the five criteria (See  
3 subclause 5.2 if the IEEE 802 Operations Manual) used to approve its PAR(s) still reflect the  
4 state of the project(s) to which they relate. Should a WG need to modify the responses to the five  
5 criteria during a projects' development in order to accurately reflect the state of the project, the  
6 modified responses shall be submitted to the Sponsor for approval.  
7

## 8 **5.1.2 WG Officers**

9  
10 IEEE 802 WG Chairs and Vice Chairs shall be elected by the WG and confirmed by the Sponsor.  
11 All confirmed positions become effective at the end of the plenary session where the  
12 appointment/election occurs. Prior to the end of that plenary session, such persons filling  
13 vacancies are considered 'Acting', and do not vote. Persons who are succeeding someone that  
14 currently holds the position do not acquire any Sponsor rights until the close of the plenary  
15 session. The term for all WG Chairs and Vice Chairs ends at close of the first plenary session of  
16 each even numbered year. Unless otherwise restricted by these P&P individuals may be  
17 confirmed for a subsequent term if reappointed or re-elected to the position. Officers appointed  
18 and affirmed maintain their appointments until the next appointment opportunity unless they  
19 resign or are removed for cause.  
20

21 Initial appointments and temporary appointments to fill vacancies due to resignations or  
22 removals for cause, may be made by the Chair of the LMSC, and shall be valid until the end of  
23 the next plenary session.  
24

## 25 **5.1.3 Deactivation of WGs**

26  
27 If a WG has no active PARs, and is not actively developing a new PAR, then it should be  
28 considered to either be placed in hibernation (if it has developed standards or recommended  
29 practices in the past that are still current), or disbanded (if it has no current standards or  
30 recommended practices)

### 31 **5.1.3.1 Hibernation of a WG**

32  
33 A WG can be hibernated at the request of the WG chair and the approval of the Sponsor. The  
34 hibernating WG can be returned to active status by the Sponsor in order for the working group to  
35 develop a new PAR.  
36

#### 37 **5.1.3.1.1 Sponsor Representation**

38  
39 Hibernating WG Chairs become non-voting members of the Sponsor after their WG enters  
40 hibernation. The LMSC Chair may appoint new non-voting hibernating WG chairs to replace  
41 vacancies as soon as practical, subject to confirmation by the Sponsor at the next plenary  
42 meeting. A non-voting Hibernating WG Chair of the Sponsor shall be recognized as a full

1 member of the Sponsor, having all rights and meeting privileges except the right of voting on  
2 Sponsor motions.  
3

#### 4 **5.1.3.2 Disbanding a WG**

5

6 After all standards, recommended practices, and Technical Reports for which a hibernating WG  
7 is responsible are withdrawn or transferred to another group or groups, a Sponsor electronic  
8 ballot of 30 days minimum duration shall be conducted to determine whether the hibernating  
9 WG is to be disbanded.  
10

11 If the Sponsor electronic ballot on disbanding the group passes, the WG is disbanded. If the  
12 ballot fails, then the Sponsor Chair shall determine a future date when the disbanding of the  
13 group may be rebaloted.  
14

### 15 **5.2 LMSC Technical Advisory Groups (TAGs)**

16

17 The function of a TAG is to provide assistance to WG and/or the Sponsor. The TAGs operate  
18 under the same rules as the WG, with the following exceptions:  
19

- 20 a) A TAG shall not write standards, but may write recommended practices and guides, and  
21 documents on specialty matters within the purview of the TAG.
- 22 b) A TAG is established by the Sponsor at the request of one or more WGs, or at the  
23 discretion of the Sponsor.
- 24 c) The primary responsibility of a TAG is to provide assistance within its topical area as  
25 specifically requested by one or more of the WGs and/or the Sponsor.
- 26 d) A document can only be represented as the position of a TAG if it has attained approval  
27 by a vote of the TAG. Such votes are considered to be technical votes, and require  
28 approval by 75% or more to pass.
- 29 e) Between plenary and interim meetings, the Chair of a TAG is empowered to schedule  
30 teleconference meetings to allow the TAG to conduct business as required, provided that  
31 the date and time of the teleconference and agenda are published on the TAG website and  
32 e-mail reflector at least 5 calendar days before the meeting.
- 33 f) Votes on TAG documents other than recommended practices and guides may be  
34 conducted verbally during teleconference meetings if a majority of the TAG members are  
35 present.
- 36 g) Votes on TAG documents other than recommended practices and guides may be  
37 conducted via electronic balloting. The minimum ballot period shall be 5 calendar days.
- 38 h) A TAG shall maintain an area on the LMSC web site to post the minutes, conference  
39 announcements, submissions, drafts, and output documents.
- 40 i) A TAG shall maintain an e-mail distribution list of its members for making the  
41 announcements of teleconferences and availability of important information on the  
42 TAG's web site pages.  
43

1 **5.3 Study Groups**

2  
3 Study groups are formed when enough interest has been identified for a particular area of study,  
4 such as a new access method or modified use of an existing access method. Two types of Study  
5 Groups are specified:

- 6  
7 a) An Executive Committee Study Group (ECSG) is initiated by vote of the Sponsor (EC),  
8 and the ECSG Chair is appointed by the Sponsor Chair and is approved by the Sponsor.  
9 The ECSG Chair has the same responsibilities as a WG Chair but does not have Sponsor  
10 voting rights.  
11  
12 b) A Working Group Study Group (WGSG) is initiated by vote of the WG and approved by  
13 the EC. The WGSG Chair is appointed and approved by the WG. WGSGs may also be  
14 formed by TAGs.  
15

16 The Study Group shall have a defined task with specific output and a specific time frame  
17 established within which it is allowed to study the subject. It is expected that the work effort to  
18 develop a PAR will originate in an ECSG or WGSG. A Study Group shall report its  
19 recommendations, shall have a limited lifetime, and is chartered plenary session-to-plenary  
20 session. A study group is expected to submit a PAR to the EC for consideration by the 2nd  
21 plenary session after its initiation. After the Study Group recommendations have been accepted  
22 by the parent body, the Study Group will be disbanded no later than the end of the next plenary  
23 session.  
24

25 The decision of whether to utilize an existing WG, or to establish a new WG to carry out  
26 recommended work items shall be made by the EC with due consideration of advice from the  
27 Study Group.  
28

29 **6. Sponsor Sessions and Meetings**

30  
31 The Sponsor and its subgroups may charge a meeting fee to cover services needed for the  
32 conduct of meetings and sessions. The fee shall not be used to restrict participation by any  
33 interested parties.  
34

35 Please note that all IEEE Standards development meetings are open to anyone who has a  
36 material interest and wishes to attend. However, some meetings may occur in Executive Session  
37 [see subclause 6.3].  
38

39 **6.1 Quorum**

40  
41 A quorum must be identified before the initiation of Sponsor business at a meeting, but if a  
42 quorum is not present, actions may be taken subject to confirmation by letter or electronic ballot,  
43 as detailed in Clause 7.1. For Sponsors with less than 50 voting members, a quorum shall be

1 defined as a majority of the current total voting membership. For Sponsors with 50 or more  
2 voting members, a quorum shall be defined as 50% of the current total voting membership or 26,  
3 whichever is greater. Voting members who recuse themselves shall not be counted in the  
4 equation to determine whether a quorum exists.  
5

## 6 **6.2 Conduct**

7  
8 Participants shall demonstrate respect and courtesy towards each other and shall allow each  
9 participant a fair and equal opportunity to contribute to the meeting, in accordance with the [IEEE](#)  
10 [Code of Ethics](#).  
11

## 12 **6.3 Executive session**

13  
14 Meetings to discuss personnel or business matters (e.g., the negotiation of contracts), or for other  
15 appropriate non-public matters (e.g., the receipt of legal advice), may be conducted in Executive  
16 Session.  
17

## 18 **7. Sponsor Vote**

19  
20 Approval of an action requires approval by at least a majority vote of the Sponsor of voting  
21 members voting approve or disapprove. Notification of the potential for action shall be included  
22 on any distributed agendas for meetings.  
23

24 These actions include

- 25
- 26 a) Adoption of new or revised Sponsor procedures, interest categories, or revisions  
27 thereof
- 28 b) Formation of a subgroup, including its scope and duties
- 29 c) Disbandment of subgroups
- 30 d) Approval of minutes
- 31 e) Approval of public statements
- 32 f) Approval of change of the Sponsor scope
- 33 g) Approval of termination of the Sponsor
- 34 h) Approval of draft standards for balloting
- 35 i) Approval to forward PARS to IEEE-SA NesCom
- 36 j) Apporval to forward draft standards to IEEE-SA RevCom
- 37 k) Other motions brought to the floor by members (when deemed in order by the chair)
- 38
- 39

## 40 **7.1 Voting between meetings**

41

1 The Sponsor shall be allowed to conduct Sponsor business between meetings at the discretion of  
2 the Chair by use of a letter or electronic ballot. If such actions are to be taken, they shall follow  
3 the rules of [IEEE Bylaw I-300.4\(4\)](#).  
4

## 5 **7.2 Proxy voting**

6  
7 Proxy voting is not permitted within the Sponsor.  
8

## 9 **8. Balloting group for a standard**

10  
11 For approval of proposed standards, the Sponsor shall form a balloting group. This group shall  
12 be formed using the [invitation process](#) in accordance with the [IEEE-SA Standards Board](#)  
13 [Operations Manual](#).  
14

## 15 **9. Communications**

16  
17 All correspondence on behalf of the Sponsor shall contain identification of the Sponsor as the  
18 source of the correspondence.  
19

### 20 **9.1 Formal internal communication**

21  
22 If correspondence between subgroups involves issues or decisions (that is, non-routine matters)  
23 affecting other subgroups, copies shall be sent to all affected subgroup chairs and subgroup  
24 secretaries, and the Sponsor Chair.  
25

### 26 **9.2 External communication**

27  
28 Inquiries relating to the Sponsor should be directed to the Chair, and members should so inform  
29 individuals who raised such questions. All replies to inquiries shall be made through the Chair.  
30

### 31 **9.3 Public statements for standards**

32  
33 All Sponsor public communications shall comply with the [policies](#) of the [IEEE-SA Standards](#)  
34 [Board Operations Manual](#).  
35

36 Sponsor public statements shall not be released without prior approval of the Sponsor. Sponsor  
37 public statements shall be [identified](#) in the first paragraph of the public statement as being



1 specifically the position of the Sponsor. These statements shall be issued by the Sponsor Chair.  
2 Such statements shall not bear the IEEE, or the IEEE-SA logos.  
3

### 4 **9.3.1 Subgroup public statements**

5  
6 Subgroup public statements shall not be released without prior approval of the subgroup. Such  
7 public statements also require approval of the Sponsor.  
8

9 Subgroup public statements shall be [identified](#) in the first paragraph of the public statement as  
10 being specifically the position of the subgroup. These statements shall be issued by the subgroup  
11 chair and shall include the Sponsor Chair in the distribution. Such statements shall not bear the  
12 IEEE, the IEEE-SA, or the Sponsor logos.  
13  
14  
15

### 16 **9.4 Informal communications**

17  
18 Informal communications shall not imply that they are a formal position of the IEEE, the IEEE-  
19 SA, the Sponsor, or any subgroup of the sponsor.  
20

## 21 **10. Interpretations**

22  
23 The [procedures](#) stated in the [IEEE-SA Standards Board Operations Manual](#) shall be followed.  
24

25 Interpretations shall be approved by at least a two-thirds approval vote of a group determined by  
26 the Sponsor.  
27

## 28 **11. Appeals**

29  
30 The Sponsor recognizes the right of appeal on procedural grounds. Every effort should be made  
31 to ensure that impartial handling of complaints regarding any action or inaction on the part of the  
32 Sponsor is performed in an identifiable manner. The appeals process shall be substantially  
33 similar to the [appeals processes](#) of the IEEE-SA Standards Board. Appropriate attempts should  
34 be made within Sponsor subgroups before an appeal is taken to the Sponsor for resolution.  
35

36 A significant attempt should be made to resolve concerns informally, since it is recognized that a  
37 formal appeals process has a tendency to negatively, and sometimes permanently, affect the  
38 goodwill and cooperative relationships between and among persons. If the informal attempts to  
39 resolve a concern are unsuccessful and a formal complaint is filed, the following formal  
40 procedure shall be invoked.  
41

1 **11.1 Appeals pool**

2  
3 The appeals pool consists of:

- 4  
5 a) Current members in good standing of the Sponsor who have attended both the  
6 opening and closing Sponsor meetings at two of the last four plenary sessions.  
7 b) Former members of the Sponsor who are WG members in good standing of an active  
8 WG having qualified for member status through attendance.  
9 c) Current WG Vice Chairs confirmed by the Sponsor who are WG members in good  
10 standing of an active WG having qualified for member status through attendance.  
11  
12  
13

14 **11.2 Appeal brief**

15  
16 The appellant shall file a written appeal brief with the Sponsor Recording Secretary within 30  
17 days after the date of notification/occurrence of an action or at any time with respect to inaction.  
18 The appeal brief shall state the nature of the objection(s) including any resulting adverse effects,  
19 the clause(s) of the procedures or the standard(s) that are at issue, actions or inaction that are at  
20 issue, and the specific remedial action(s) that would satisfy the appellant’s concerns. Previous  
21 efforts to resolve the objection(s) and the outcome of each shall be noted. The appellant shall  
22 include complete documentation of all claims in the appeal brief. Within 20 days of receipt of the  
23 appeal brief, the Sponsor Recording Secretary shall send the appellant a written acknowledgment  
24 of receipt of the appeal brief, shall send the appellee (the Chair of the WG at issue or the Sponsor  
25 Chair) a copy of the appeal brief and acknowledgment, and shall send the parties a written notice  
26 of the time and location of the hearing (“hearing notice”) with the appeals panel. The hearing  
27 with the appeals panel shall be scheduled at the location set for, and during the period of, the first  
28 Sponsor plenary session (nominally Wednesday evenings) that is at least 60 days after mailing of  
29 the hearing notice by the Sponsor Recording Secretary.  
30

31 **11.3 Reply brief**

32  
33 Within 45 days after receipt of the hearing notice, the appellee should send the appellant and  
34 Sponsor Recording Secretary a written reply brief, specifically addressing each allegation of fact  
35 in the appeal brief to the extent of the appellee’s knowledge. The appellee shall include complete  
36 documentation supporting all statements contained in the reply brief.  
37

38 **11.4 Appeals Panel**

39  
40 The Sponsor Chair shall appoint from the appeals pool an appeals panel consisting of a chair and  
41 two other members of the panel who have not been directly involved in the matter in dispute, and  
42 who will not be materially or directly affected by any decision made or to be made in the process

1 of resolving the dispute. At least two members shall be acceptable to the appellant and at least  
2 two shall be acceptable to the appellee. If the parties to the appeal cannot agree on an appeals  
3 panel within a reasonable amount of time, the whole matter shall be referred to the full Sponsor  
4 for consideration.  
5

### 6 ***11.5 Conduct of the Hearing***

7  
8 The hearing shall be open except under the most exceptional circumstances and at the discretion  
9 of the Sponsor Chair. The appellant has the burden of demonstrating adverse effects, improper  
10 actions or inaction, and the efficacy of the requested remedial action. The appellee has the  
11 burden of demonstrating that the committee took all actions relative to the appeal in compliance  
12 with its procedures and that the requested remedial action would be ineffective or detrimental.  
13 Each party may adduce other pertinent arguments, and members of the appeals panel may  
14 address questions to individuals before the panel. The appeals panel shall only consider  
15 documentation included in the appeal brief and reply brief, unless  
16

- 17 a) Significant new evidence has come to light; and
- 18 b) Such evidence reasonably was not available to the appellant or appellee, as appropriate,  
19 at the time of filing; and
- 20 c) Such evidence was provided by the appellant or appellee, as appropriate, to the other  
21 parties as soon as it became available.  
22

23 This information shall be provided at least two weeks before the date of the appeals panel  
24 hearing.  
25

26 The rules contained in *Robert's Rules of Order Newly Revised (latest edition)* shall apply to  
27 questions of parliamentary procedure for the hearing not covered herein.  
28

### 29 ***11.6 Appeals Panel Decision***

30  
31 The appeals panel shall render its decision in writing within 30 days of the hearing, stating  
32 findings of fact and conclusions, with reasons there for, based on a preponderance of the  
33 evidence. Consideration may be given to the following positions, among others, in formulating  
34 the decision:  
35

- 36 a) Finding for the appellant, remanding the action to the appellee, with a specific statement  
37 of the issues and facts in regard to which fair and equitable action was not taken;
- 38 b) Finding against the appellant, with a specific statement of the facts that demonstrate fair  
39 and equitable treatment of the appellant and the appellant's objections;
- 40 c) Finding that new, substantive evidence has been introduced, and remanding the entire  
41 action to the appropriate group for reconsideration.  
42

1 **11.7 Request for Re-hearing**

2  
3 The decision of the appeals panel shall become final 30 days after it is issued, unless one of the  
4 parties files a written notice of request for re-hearing prior to that date with the Sponsor  
5 Recording Secretary, in which case the decision of the appeals panel shall be stayed pending  
6 review by the Sponsor at its next meeting. At that time, the Sponsor shall decide

- 7  
8 a) To adopt the report of the appeals panel, and thereby deny the request for re-hearing; or  
9 b) To direct the appeals panel to conduct a re-hearing.

10  
11 Further complaints if a re-hearing is denied shall be referred to the Computer Society SAB.  
12

13 **11.8 Further Appeals**

14  
15 Appeals and complaints concerning Sponsor decisions shall be referred to the Computer Society  
16 SAB.  
17

18 **12. Revision of Sponsor P&P**

19  
20 Revisions to these P&P shall be submitted to the sponsor no less than 30 day in advance of a  
21 motion (or conclusion of an electronic ballot) to approve them. Amendments in response to  
22 comments on the P&P are permitted. Insufficient time to consider complex amendments is a  
23 valid reason to vote disapprove. A motion to revise the Sponsor P&P shall require a vote of  
24 approve by at least two thirds of all members of the Sponsor.  
25  
26  
27  
28