**1.0.5 Definitions**

**This clause shall not be modified except to include additional definitions.**

"Written communication" includes but is not limited to meeting minutes, letter, email, and fax.

[Adding the following definitions:]

Formal Working Group Meetings are those meetings of the working group in which official business of the working group is conducted.

Formal Working Group Activities include Formal Working Group Meetings and email ballots regarding motions made during Formal Working Group Meetings.

Working Group Technical Meetings are those meetings of the working group that are limited to technical discussions and do not involve official business of the working group.

The Initial Meeting of a working group is the first Formal Working Group Meeting held at the beginning of a new period of activity and is open to all entities that may want to participate in the working group.

**4.0. Working Group Membership**

**The clause shall not be modified except to define any additional levels of participants, for example, correspondents, emeritus, honorary, aspirants, etc.**

Persons (entities and their representatives, technical experts) involved in the standards development process are referred to as participants (see *IEEE-SA Standards Board* *Bylaws* clause on “Participation in IEEE standards development”).

[The following paragraphs are struck through because they are explained in much greater detail in later new text.]

~~A member is a participant that has satisfied the requirements for membership, as defined in this clause and its subclauses.~~

~~A voting member is a member that has satisfied the requirements for voting membership, as defined in this clause and its subclauses.~~

Observers and technical experts are defined in the *IEEE-SA Standards Board Bylaws* in the clause “Membership requirements for standards developed under the entity method”.

[Adding the following definitions:]

A Full Member of an entity-based working group is an Entity that is an IEEE-SA Advanced Corporate Member and has met all requirements defined in [below clauses] to enable full participation in the activities of the working group, including the right to participate in discussions, participate in subcommittees, obtain voting rights, and exercise such voting rights.

An Observing Member of an entity-based working group is an Entity that is at least an IEEE-SA Basic Corporate Member and has met all requirements defined in [below clauses] to participate as an observer in working group meetings.

A Working Group Member of an entity-based working group is an Entity that is either a Full Member or an Observing Member of the working group.

A Charter Member of an entity-based working group is an Entity that became a Working Group Member by attending the Initial Meeting (see 1.05) of that working group.

A Potential Member of an entity-based working group is an Entity that may temporarily attend working group meetings strictly as an observer to determine whether to become a Working Group Member.

A Lapsed Member is an Entity that was a Working Group Member but no longer meets the membership requirements.

A Designated Representative (DR) or Designated Representative Alternate (DRA) is an individual who participates in an entity-based working group as a representative of a Working Group Member.

A Working Group Guest is an individual who is granted permission[[1]](#footnote-1) to attend one or more working group meetings but is not a representative of a Working Group Member.

[The following entirely replaces clause 4.1 Overview and 4.1.1 Working Group Membership Status.]

4.1 Entity-Based Working Group Membership

4.1.1 Working Group Membership Requirements

To be a member of an entity-based working group, an entity must be an IEEE-SA Corporate Member in good standing. There are two classes of membership: Full Members, who may participate in working group discussions and earn voting rights, and Observing Members, who may observe[[2]](#footnote-2) the operation of the working group but shall not participate in discussions ~~or subcommittees~~ and do not earn voting rights. To be a Full Member, an entity must be an IEEE-SA Advanced Corporate Member. To be an Observing Member, an entity must be an IEEE-SA Corporate Member, either Basic or Advanced.

An entity-based working group may decide to assess its membership to obtain funding for operation of the working group for a given period, including but not limited to funding for document editing, administrative support, telecomm support, web resources, and meeting facilities. To maintain working group membership, an entity must pay any assessment made within [thirty (30) days] after the payment is due.

4.1.2 Initial Membership

Following approval of a PAR, whether it be the initial PAR for a given standard or a PAR for a revision of an existing standard, the first subsequent meeting of the entity-based Working Group (the Initial Meeting for the new PAR) is open to all interested parties. An entity that meets working group membership requirements and participates in this Initial Meeting shall be considered a Charter Member of the Working Group under the new PAR.

If the new PAR is for a revision of an existing standard, an entity that was a Working Group Member at the end of the previous revision cycle for this standard and that continues to meet working group membership requirements shall maintain its previous working group membership status under the new PAR, including attendance history for purposes of determining voting rights, regardless of whether that entity does or does not participate in the Initial Meeting for the new PAR.

4.1.3 Becoming a Member

After the working group's Initial Meeting for a new PAR, any entity that is not currently a Working Group Member but is interested in possibly becoming a member may contact the working group chair and request to be considered as a Potential Member of the working group. A representative of a Potential Member may attend up to [two (2)] working group meetings in a given [calendar year] to observe the operation of the working group in order to decide whether to become a member of that working group. A Potential Member may only observe; it may not participate in discussions, subcommittees, or decisions of the working group.

A Potential Member that meets working group membership requirements may become a Working Group Member by notifying the working group chair of its intent to do so, identifying its Designated Representative, and paying any assessment required for the current period.

4.1.4 Changing Membership Class

An entity that is an Observing Member that is or becomes an IEEE-SA Advanced Corporate Member may change its membership class to Full Member by notifying the working group chair of its intent to become a Full Member and by paying any assessment required of Full Members for the current period, less the amount of any payment already made for an assessment for the current period. The entity's membership status shall change only when both the IEEE-SA Advanced Corporate Member requirement has been met and any additional assessment payment has been received by the IEEE.

An entity that is a Full Member and that ceases to be an IEEE-SA Advanced Corporate Member but continues to be an IEEE-SA Basic Corporate Member shall automatically become an Observing Member. An entity that is a Full Member may also choose to become an Observing Member by simply notifying the working group chair of its intent to do so.

4.1.5 Losing Membership

An entity that is a Working Group Member shall lose its membership and become a Lapsed Member if at any time it fails to continue to meet working group membership requirements. In particular, an entity shall lose its working group membership if it ceases to be an IEEE-SA Corporate Member or if it fails to pay in full, by the specified due date, any assessment made of Working Group Members to fund working group operations.

In the event that loss of membership was unintentional (e.g., due to temporary delays in funding), a Lapsed Member may continue to attend up to [three (3)] subsequent meetings of the working group as an observer.

4.1.6 Restoring Membership

A Lapsed Member may become a working group member again by correcting the situation that caused the loss of membership and notifying the working group chair that it intends to become a Working Group Member again.

4.1.7 Working Group Member Representation

[The following text is a modified version of text from 4.1 Overview.]

A Working Group Member shall have one Designated Representative (DR) and may have one or more Designated Representative Alternates (DRAs) participating in the Working Group. The Entity Member Representative of the Working Group Member identifies the DR/DRAs for the Working Group. The assignment of a DR/DRA may change during the life of the Working Group. It is the entity’s responsibility to notify the Working Group Secretary of changes to the DR/DRA assignment.

4.2 Voting Rights

Only Full Members shall have the right to vote when motions considered by the working group are brought to ballot. The right to vote is subject to certain restrictions and may be gained, lost, or regained based upon participation in Formal Working Group Activities. The Voting Members of the working group at any given time are those Full Members that have voting rights at that time.

[The following text is a modified version of text from 4.1.1 Working Group Membership Status.]

Each Full Member of the Working Group, represented by its DR or DRA, is expected to attend Formal Working Group Meetings ~~as required by these procedures~~[[3]](#footnote-3). The Secretary records attendance at each meeting. Attendance credit is granted to those who attend at least 50% of a meeting’s duration. Attendance at a meeting via teleconferencing and/or electronic means, e.g., Internet conferencing, shall count towards the attendance requirements.

4.2.1 Initial Voting Rights

A Charter Member that meets the requirements to be a Full Member shall be granted voting rights immediately after the end of the Initial Meeting of the working group.[[4]](#footnote-4) An entity that was a Full Member with voting rights at the end of the previous revision of the standard, if any, shall continue to have voting rights at the beginning of the new PAR, subject to the requirements for maintaining those voting rights (see below).

4.2.2 Earning Voting Rights

An entity that becomes a Full Member in any manner other than as described above (e.g., as a Potential Member, or as an Observing Member that upgrades its membership class, or as a Lapsed Member that restores its membership) shall be granted voting rights immediately after it has attended [2] of the most recent [3] Formal Working Group Meetings that occurred after it became a Full Member.

4.2.3 Maintaining Voting Rights

A Full Member that has voting rights shall continue to have voting rights as long as it has attended at least [2] of the most recent [3] Formal Working Group Meetings. If a Full Member loses its voting rights through lack of attendance, it shall regain voting rights immediately after it has attended [2] of the most recent [3] Formal Working Group Meetings.

4.2.4 Other Formal Activities

A working group may, on a case by case basis, decide to treat participation in other formal activities such as email ballots as a requirement for maintaining voting rights. If so, such a formal activity shall be counted as if it were a Formal Working Group Meeting when applying the above rules.

4.2.5 Voting Process

[The following text is a modified version of text copies from 4.1 Overview.]

Only the DR for a Full Member is eligible to vote on behalf of that Working Group Member for all Working Group matters. If the DR is unable to vote at a meeting, one DRA will be recognized at the start of the meeting 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 Clause 4.1.1.~~ [[5]](#footnote-5)

Each DR/DRA can vote for only one Full Member of the Working Group; no one DR/DRA ~~representative~~ can represent the interests of more than one entity of the Working Group ~~except for a temporary proxy vote~~[[6]](#footnote-6).

**5.0 Subgroups of the Working Group**

[The following text is copied from the existing clause 5.0 with one minor change: the addition of "which" and "shall" - all additions/changes shown in blue text.]

**This clause shall not be modified, except to select an option for the selection of the chair.**

The Working Group may, from time to time, form subgroups for the conduct of its business. Membership in the subgroup is granted to any Working Group Member that wants to participate in the subgroup. Such formation shall be explicitly noted in the meeting minutes. At the time of formation, the Working Group shall determine the scope and duties delegated to the subgroup, and may decide to allow participation of persons who are not Working Group members and specify the terms and conditions under which they shall participate in 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, and may dismiss, the Chair of the subgroup.] [The Working Group shall elect, and may remove, the Chair of the subgroup.]

**6.1 Quorum**

[The following text is intended to replace all of the existing clause 6.1 text.]

A quorum is required to conduct formal business of the working group.

For a formal working group meeting, quorum shall be defined as attendance of the DR or DRA of at least [51%] of the current Voting Members of the working group. Quorum shall be confirmed at the beginning of the meeting.

For a ballot, whether during a Formal Working Group Meeting or by email, quorum shall be defined as an explicit vote (for or against a motion) or an explicit abstention by the DR or DRA of at least [51%] of the current Voting Members of the working group. Quorum shall be confirmed as part of registering the outcome of the ballot.

Notes from previous discussion with Stan:

Add definitions to clause 1 - I put the definitions related to working group membership in clause 4.0 instead of clause 1.05 Definitions, since clause 4.0 already (roughly) defines "participant", "member", "voting member" and references definitions of "observer" and "technical expert" given elsewhere.

Clause 5 needs update to clarify that only Full members can participate in subgroups. Done

Consider using "Basic" and "Advanced" WG Members in place of WG Observer and Full Working Group Member - This doesn't work, or at least results in potential confusion, since an IEEE-SA Advanced Corporate Member may choose to participate as an observer (in particular, without intent to obtain or exercise voting privileges), so renaming "WG Observer" as "WG Basic Member" would result in the potential for an IEEE-SA Advanced Corporate Member to participate as a WG Basic Member - so the correspondence would be broken. I think it is better to stick with WG Observer (a functional description), and if anything, perhaps coming up with a more functional description in place of WG Full Member - e.g., WG Active Member.

replace clause 6 with quorum definitions. Done

send updated doc to Stan

point Stan to the bad clause regarding quorum in the DASC P&Ps

Stan will review text

**Additional last-minute changes (after Stan and I spoke on Thursday July 6):**

- changed "Lapsed Working Group Member" to "Lapsed Member" in definitions, to be consistent with usage elsewhere and parallel with other definitions

- changed "Member of the Working Group" to "Working Group Member" in clause 5.0 to use the defined term correctly, and then added a clause (in blue below) to the same sentence to make it more clear, resulting in the following:

Membership in the subgroup is granted to any Working Group Member that wants to participate in the subgroup.

1. By whom? Involving what process? For what period? With what rights? [↑](#footnote-ref-1)
2. Observing Members may attend meetings, listen to discussions, read email threads related to the development of the standard, and get early access to documents related to the standard. [↑](#footnote-ref-2)
3. What does "as required by these procedures" mean? There is no requirement to attend meetings; a member may choose to attend meetings or not. The P&Ps only state requirements to obtain/maintain membership and voting rights. I think this phrase should be dropped - hence the strikethrough. [↑](#footnote-ref-3)
4. This allows for email ballots before the next meeting. [↑](#footnote-ref-4)
5. The struckthrough text is no longer necessary given the new more detailed explanation of membership and voting rights. [↑](#footnote-ref-5)
6. How temporary? What is the definition of "temporary" here? Is this intended to mean "one-time"? And by what process is such a proxy identified and recognized as valid? [↑](#footnote-ref-6)