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Wi-SUN Alliance

Policy and Procedures
Working Group and Committee Operations

Phil Beecher



Version 1V03



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Table of Contents

| | | | |
|----|-------|--|----|
| 23 | 1 | Release History | 3 |
| 24 | 2 | Background Documents | 4 |
| 25 | 2.1 | References..... | 4 |
| 26 | 2.2 | Companion Documents..... | 4 |
| 27 | 3 | Definitions and Acronyms | 5 |
| 28 | 3.1 | Definitions | 5 |
| 29 | 3.2 | Acronyms..... | 5 |
| 30 | 4 | Working Group, Committee, Task Group and Interest Group Operations | 6 |
| 31 | 4.1 | Organizational Structure | 6 |
| 32 | 4.1.1 | Profile Working Groups | 6 |
| 33 | 4.1.2 | Domain Working Groups | 6 |
| 34 | 4.1.3 | Technical Steering Committee | 6 |
| 35 | 4.2 | Meeting notification..... | 7 |
| 36 | 4.2.1 | Conference calls | 7 |
| 37 | 4.2.2 | Recurring Conference calls | 7 |
| 38 | 4.2.3 | Face to Face Meetings..... | 7 |
| 39 | 4.3 | Meeting / Conference call Process..... | 7 |
| 40 | 4.3.1 | Presentations | 7 |
| 41 | 4.3.2 | Minutes of the meeting..... | 7 |
| 42 | 4.3.3 | Meeting management | 7 |
| 43 | 4.3.4 | Role of Chair | 7 |
| 44 | 4.3.5 | Conduct | 7 |
| 45 | 4.3.6 | Complaints | 8 |
| 46 | 4.4 | Committee, Working Group, Task Group and Interest Group officers..... | 8 |
| 47 | 4.4.1 | Eligibility | 8 |
| 48 | 4.4.2 | Appointment..... | 8 |
| 49 | 5 | Voting Policy | 9 |
| 50 | 5.1 | Introduction..... | 9 |
| 51 | 5.2 | Voting Rights..... | 9 |
| 52 | 5.2.1 | Promoter Member Companies..... | 9 |
| 53 | 5.2.2 | Contributor Member Companies..... | 9 |
| 54 | 5.2.3 | Others | 10 |
| 55 | 5.2.4 | Domain Working Groups | 10 |
| 56 | 5.3 | Consensus | 10 |
| 57 | 5.4 | Ballots..... | 10 |
| 58 | 5.4.1 | Initial Ballots | 10 |
| 59 | 5.4.2 | Recirculation Ballots | 10 |
| 60 | 5.4.3 | Domain Technical Specifications..... | 10 |
| 61 | 5.5 | Meetings | 11 |
| 62 | 5.5.1 | Introduction | 11 |
| 63 | 5.5.2 | Decisions during meetings | 11 |
| 64 | 5.5.3 | Document approval | 11 |
| 65 | 5.5.4 | Other decisions..... | 11 |
| 66 | 5.6 | Voting Pool..... | 11 |
| 67 | 5.7 | Final Approval..... | 11 |
| 68 | 6 | Document Naming Convention..... | 12 |
| 69 | 6.1 | <date-part>..... | 12 |
| 70 | 6.2 | <wg-part> | 12 |
| 71 | 6.3 | <name-part>..... | 12 |
| 72 | 6.4 | <revision-part> | 12 |

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1 Release History

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Table 1 Revision History

| Version | Date | Author | Comments |
|----------|------------------|--------------|--|
| 1.00 | 18 November 2014 | Phil Beecher | Initial draft incorporating Voting Procedure. |
| 1.01 rc1 | 7 January 2015 | Phil Beecher | Include document naming convention |
| 1.02 rc1 | 16 February 2016 | Phil Beecher | Describe Organizational Structure Voting process for Domain Working Groups Tidy up and clarification |
| 1.03-rc1 | 3 July 2017 | Phil Beecher | Added Officers roles and responsibilities Clarified lifetime of voting pool |
| 1.03-rc2 | 23 April 2019 | Phil Beecher | Reviewed file naming conventions |
| 1.03 | 12 November 2021 | Phil Beecher | Publish pdf clean version |

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|----|--|
| 76 | 2 Background Documents |
| 77 | 2.1 References |
| 78 | 2.2 Companion Documents |
| 79 | Wi-SUN Alliance Promoter Member Agreement |
| 80 | Wi-SUN Alliance Contributor Member Agreement |
| 81 | Wi-SUN Alliance Observer Member Agreement |

82 **3 Definitions and Acronyms**

83

84 **3.1 Definitions**

85 Meeting Any meeting of Wi-SUN Alliance, either tele-conference, online meeting or
86 Face to Face meeting

87 Consensus Consensus for document approval is when all voting members give consent to
88 the approval of the document. Note that giving consent does not necessarily
89 mean that the proposal being considered is one's first choice. Group members
90 can vote their consent to a proposal because they choose to cooperate with the
91 direction of the group, rather than insist on their personal preference.

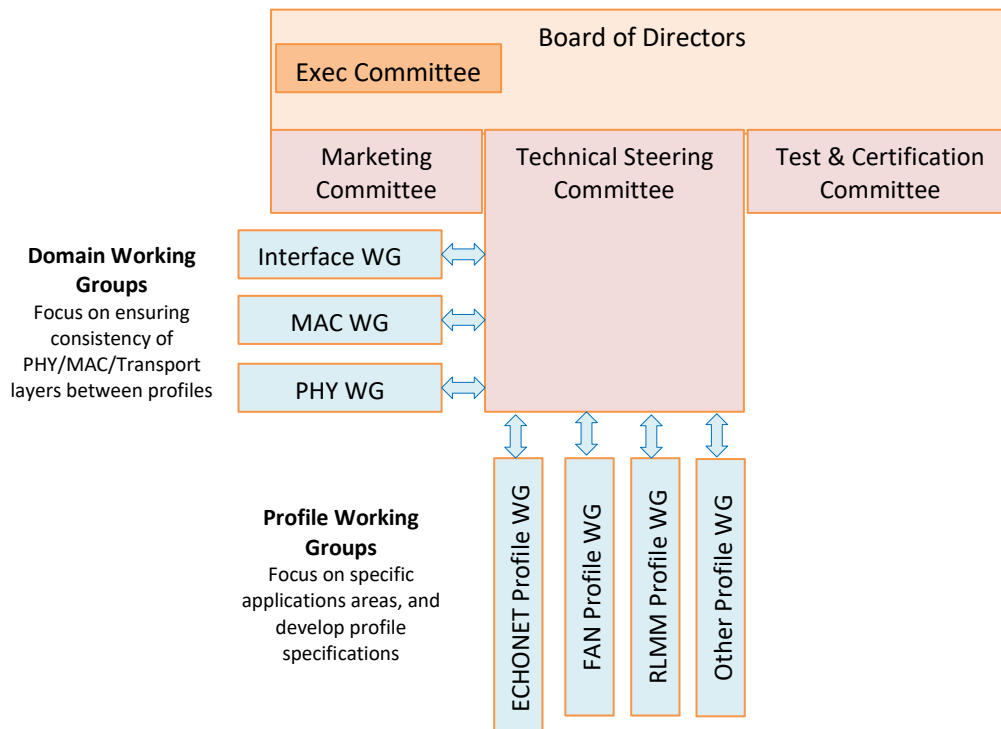
92 Quorum The quorum level is 50% or greater of eligible voters

93 **3.2 Acronyms**

4 Working Group, Committee, Task Group and Interest Group Operations

This section describes the operations of Wi-SUN Alliance Working Groups, Committees, Task Groups and Interest Groups.

4.1 Organizational Structure



The preceding diagram shows the Wi-SUN Alliance organizational structure.

4.1.1 Profile Working Groups

Profile working groups focus on specific application areas and develop technical profile specifications.

4.1.2 Domain Working Groups

Domain Working Groups focus on ensuring consistency of PHY/MAC/Transport layers between profiles.

4.1.3 Technical Steering Committee

The Technical Steering committee coordinates and manages the Domain and Profile Working Groups

125 4.2 Meeting notification

126 4.2.1 Conference calls

127 All conference calls shall be announced using the corresponding Group or Committee email reflector. The
128 Group/Committee chair or secretary should announce each meeting or conference call at a reasonable time
129 before the meeting or conference call. It is recommended that this reminder be sent between 3 and 7 days
130 prior to the call. The reminder must be sent at least 36 hours before the call. The announcement shall include
131 the start and finish time, conference call information and provisional agenda.

132 4.2.2 Recurring Conference calls

133 It cannot be assumed that all interested parties will have received the initial Conference call notification.
134 Therefore, a reminder shall be sent prior to each call as described in 4.2.1

135 4.2.3 Face to Face Meetings

136 Face to Face meetings shall be announced to the corresponding reflector at least 14 days before the meeting.
137 The announcement shall include a provisional agenda, including the starting and finishing time and the
138 location. Ad-hoc meeting announcement may be sent at shorter notice with agreement of a majority of
139 attendees. No formal votes may occur at ad-hoc meetings. See 5.5 Meetings.

140 4.3 Meeting / Conference call Process

141 4.3.1 Presentations

142 All material presented on any call or at any meeting shall be posted to the Wi-SUN Alliance Document
143 Management System. It is recommended that presentations are posted at least 24 hours prior to the meeting
144 to give participants an opportunity to review before the meeting. If material is presented prior to posting,
145 then it must be posted at the earliest opportunity after the call or meeting, and certainly no later than 8 hours
146 after the call or meeting.

147 4.3.2 Minutes of the meeting

148 An accurate record of each all call or meeting shall be maintained. The record of minutes of the meeting
149 shall record all attendees, all presentations, all motions and results, all action items and a summary of any
150 topics discussed. Minutes shall be recorded in English language.

151 4.3.3 Meeting management

152 All calls and meetings shall be run in accordance with the Wi-SUN Alliance Bylaws and Rules. It is
153 required that the Chair of the meeting reminds all attendees of the Wi-SUN Policies and Procedures,
154 including IPR policy, Confidentiality policy, and Anti-Trust policy. The secretary shall record that this
155 reminder has been given.

156 4.3.4 Role of Chair

157 The role of the chair at any call or meeting is to manage the call or meeting in an efficient and impartial
158 manner. The chair shall ensure that anyone who wishes to speak is enabled to do so, but should also ensure
159 that calls or meetings are productive. Should the chair of a call or meeting wish to contribute to the
160 discussion, then he/she shall pass the chair role to a previously designated person (usually the vice-chair)
161 before making his/her contribution.

162 4.3.5 Conduct

163 All participants shall behave in a professional manner at all times. Participants shall respect each other and
164 respect the chair.

165 **4.3.6 Complaints**

166 In the event of discussion of inappropriate topics, topics that breach Wi-SUN Policies and Procedures, or
167 inappropriate behavior, any participant should formally object.

168 In the event that the situation is not resolved, a participant may initiate a formal complaint, by email to the
169 Group or Committee Chair, or to the Wi-SUN Alliance Chairman.

170 **4.4 Committee, Working Group, Task Group and Interest Group officers**

171 **4.4.1 Eligibility**

172 **4.4.1.1 Committee Chair**

173 The chair of any Wi-SUN Alliance Committee will typically be a Wi-SUN Alliance Staff member. The
174 Board may appoint an alternative person if there is no suitable staff member available.

175 **4.4.1.2 Working Group Chair**

176 The chair of a Working Group, Task Group or Interest Group will be a representative of a Promoter Member
177 Company, unless explicitly authorized by the Wi-SUN Board of Directors.

178 **4.4.1.3 Other officers**

179 Any Wi-SUN member may act as Secretary or Technical Editor of a Committee or Working Group.

180 **4.4.2 Appointment**

181 **4.4.2.1 Committee Chair**

182 The Wi-SUN Alliance Board will approve the appointment of a Committee chair.

183 **4.4.2.2 Working Group Chair**

184 When a vacancy exists for the chair of a Working Group, Task Group or Interest Group, the following
185 process is adopted:

186 The Wi-SUN Alliance chair shall issue by email a call for nominations to the Promoter Member Companies.
187 The duration of the call is not fixed but shall be sufficient to allow for nominations to be received from all
188 interested parties. Individuals may nominate themselves or another individual. (It is expected that the
189 nominator first contacts the nominee to ensure they will accept the role if appointed)

190 In the event of a single nominee, the Board of Directors will be asked to approve the appointment of the
191 nominee.

192 In the event of multiple nominees, an election will be held: all eligible voting members may vote. The Board
193 will be asked to approve the appointment of the successful candidate.

194 The Wi-SUN Alliance chair may appoint an interim chair until a permanent chair is approved by the Board.

195 **4.4.2.3 Other officers**

196 Any Wi-SUN member may act as Secretary or Technical Editor of a Committee or Working Group. The
197 Committee or Working Group may appoint Secretary or Technical Editors using a reasonable democratic
198 process.

199

200 **5 Voting Policy**

201 **5.1 Introduction**

202 Paragraph 4) of the Wi-SUN Alliance Bylaws states that “Contributor Members do not have voting rights,
203 unless determined otherwise by the Board of Directors”.

204 This section describes the policy for assigning voting rights to Contributor Members in Wi-SUN Working
205 Groups, Committees and Sub-Committees and clarifies voting policy within the Technical Working Groups
206 and Committees.

207 **5.2 Voting Rights**

208 **5.2.1 Promoter Member Companies**

209 Each Promoter member company has 1 vote in each committee or working group, regardless of attendance.

210 **5.2.2 Contributor Member Companies**

211 Contributor member companies may be eligible to vote, subject to meeting the criteria described in this
212 clause.

213 **5.2.2.1 Application to Affiliates**

214 The Wi-SUN Alliance Member Agreement provides the Definition of Affiliate (8a) and the Rights of
215 Affiliate (8b).

216 The Wi-SUN Alliance permits independent membership of “affiliated” Contributor member companies.
217 However, for the purpose of voting each Contributor member company and its “affiliated” company or
218 companies shall be considered as a single voting entity. Each voting entity may be eligible for a maximum of
219 1 vote, subject to meeting the conditions described in 5.2.2.2, 5.2.2.3, 5.2.2.4.

220 **5.2.2.2 Gaining Voting Rights**

221 Each Contributor member company including affiliates, as described in 5.2.2.1, may be eligible for 1 vote.
222 Voting rights are gained as follows:

223 i) By attending the inaugural formal meeting (see 5.5.1.1) of a committee or working group or task group or
224 interest group, OR

225 ii) By attending 3 of 5 successive formal meetings of a committee, working group or task group or interest
226 group.

227 In each of the preceding situations, voting rights are gained at the start of the respective meeting.

228 **5.2.2.3 Losing Voting Rights**

229 Each Contributor member company will lose its eligibility to vote in a committee, working group or task
230 group if it misses 3 of 5 successive formal meetings, either remote meetings, or face to face meetings.

231 **5.2.2.4 Regaining Voting Rights**

232 Voting rights are re-instated when the Contributor member company again meets the conditions to gain
233 voting rights.

234 5.2.3 Others

235 Other membership classes and staff are not eligible to vote.

236 5.2.4 Domain Working Groups

237 The role of the domain working groups is described in 4.1.2 Domain Working Groups. Due to their nature,
238 domain working groups are likely to not meet for extended periods of time. Therefore, companies with
239 voting rights in any of the Profile working groups will automatically have voting rights in the domain
240 working groups. Each company will have a maximum of 1 vote in an active domain working group subject
241 to meeting the criteria described in 5.2.2.1,5.2.2.2,5.2.2.3,5.2.2.4 for at least 1 profile working group.

242 5.3 Consensus

243 When possible, approval of documents and decisions in committees, working groups and task groups shall
244 be based on consensus (see 3.1)

245 If consensus cannot be achieved, approval of documents and decisions shall be made by conducting a vote or
246 ballot.

247 5.4 Ballots

248 5.4.1 Initial Ballots

249 New documents shall be balloted for a minimum of 7 days. Each eligible member company may cast 1 vote
250 per company. Valid votes are: Approve (Y) without comments, Approve (Y) with comments, Disapprove
251 (N) with comments, Abstain (A).

252 The commenter should indicate for each comment if it “Must Be Satisfied”. Comments marked as “Must Be
253 Satisfied” indicate a disapprove (N) vote.

254 If an eligible company does not cast a vote, it shall be considered to have voted Abstain (A).

255 A document is approved if it receives 2/3 (66.6%) or more Approve (Y) votes. The approval ratio/percentage
256 is calculated as (number of Approve votes)/(number of Approve + Disapprove votes) i.e. $Y/(Y+N)$. Abstain
257 votes are not used in the calculation.

258 However, it is expected that an attempt is made to resolve all comments received during a ballot to the
259 satisfaction of the commenter and the group.

260 5.4.2 Recirculation Ballots

261 Revised documents and resolved comments shall be recirculated for review by the voting pool. Decisions
262 (including approval of comment resolutions and revised documents) can be made either by ballot or during a
263 meeting. The minimum duration for a ballot is 7 days. If a member of the voting pool does not vote during
264 recirculation, their previous vote is carried forward.

265 5.4.3 Domain Technical Specifications

266 Subject to agreement of the domain working group, a Technical Specification prepared by a domain working
267 group may contain normative information generated by one or more profile working groups. This
268 information will typical be included in one or more normative annex and its source clearly marked.

269 Normative information provided by a profile working group will be subject to the same process as other
270 ballots held in the profile working group.

271 5.5 Meetings

272 5.5.1 Introduction

273 Meetings may be held face to face, by conference call or Web-based conference tool, e.g. Webex,
274 GotoMeeting. Meetings may be either formal meetings or ad-hoc meetings.

275 5.5.1.1 Formal Meetings

276 Formal meetings shall be announced to the mailing reflector associated with the working group, task group
277 or interest group at least 7 days prior to the meeting.

278 5.5.1.2 Other Meetings

279 Informal meetings or ad-hoc meetings may be arranged by interested parties and shall be announced to the
280 relevant reflector as soon as practical.

281 5.5.2 Decisions during meetings

282 Decisions (including approval of comment resolutions and revised documents) can be made either by ballot
283 or during a formal meeting. All votes require 2/3 (66.6%) or more approval to pass, based on Y/(Y+N).

284 5.5.3 Document approval

285 If document approval is by a vote on a conference call or online meeting, the meeting must be quorate (see
286 3.1) and either:

287 i) the intention to vote on the document must be published 7 days prior to the call/meeting (agenda or other
288 announcement)

289 OR

290 ii) all eligible voters are present at the call/meeting and unanimously agree to hold the vote.

291 5.5.4 Other decisions

292 All other decisions can be made at a formal meeting providing that:

293 i) the meeting is quorate and

294 ii) the meeting has been announced 7 days prior to the meeting.

295 5.6 Voting Pool

296 A voting pool comprises the eligible voters at the start of the ballot. Members of the voting pool remain
297 constant from the start of the initial ballot until the completion of all recirculations of a document.

298 5.7 Final Approval

299 All documents require final approval of the Wi-SUN Alliance Board of the Directors as described in the Wi-
300 SUN Alliance Bylaws.

301 6 Document Naming Convention

302 The file name format is as follows:

303 <date-part>-<wg-part>-<name-part><revision-part>
304

305 The parts are defined as follows:

306 6.1 <date-part>

307 is formatted as YYYYMMDD and is the creation date of the file. It typically does not change when the
308 document is revised. The primary purpose is to provide a way to sort files into a useful order.

309 6.2 <wg-part>

310 is a 3 or 4 letter acronym identifying the Working Group or Committee. This part will be one of the
311 following:

312 MC - Marketing Committee

313 TSC- Technical Steering Committee

314 TCC - Testing and Certification Committee

315 MAC - MAC Working Group

316 PHY - PHY Working Group

317 IFG - Interface Working Group

318 ENET – ECHONET Profile Working Group

319 FAN – Field Area Network Profile Working Group

320 RLMM – Resource Limited Monitoring and Management Working Group

321 6.3 <name-part>

322 is a text description of the file content. It does not change with revision and is there to provide a description
323 of the file contents.

324 6.4 <revision-part>

325 is <version>V<major-revision><minor-revision> [rc<release-candidate-revision>] as follows:

326 During initial specification development:

- 327 • <version> is the version number of the document. This is incremented when a document is
328 considered technically complete.

329 <major-revision> and <minor-revision> will be used during the development of a specification, as follows

- 330 • <major-revision> is incremented when 'save all changes in document' is applied.
- 331 • <minor-revision> is incremented when any change is made to the document and an updated
332 document is distributed. All changes must be tracked by using *Track Changes*.
- 333 • [rc<release-candidate-revision>] is incremented to indicate intermediate changes during
334 specification development / comment resolution.

335 When a specification is considered to be technically complete, and ready to move to the next phase – e.g.
336 when a technical profile specification is ready to undergo verification through a series of Interoperability
337 events, the version number is incremented

- 338 • [rc <release-candidate-revision>] - modifications are tracked using the rc suffix with <release-
339 candidate-revision>

Wi-SUN Alliance – Policy and Procedure

- 340 The rc suffix is removed when the specification is formally released.
- 341 During specification maintenance phase:
- 342 When a maintenance release of a published document is required, then the <major-revision> is incremented
343 and [rc <release-candidate-revision>] is used to track updates.
- 344 The rc suffix is removed when the revised document is formally released.