Wi-SUN Alliance

Policy and Procedures
Working Group and Committee Operations

Phil Beecher

Version 1V04
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# Release History

<table>
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<th>Version</th>
<th>Date</th>
<th>Author</th>
<th>Comments</th>
</tr>
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<tbody>
<tr>
<td>1.00</td>
<td>18 November 2014</td>
<td>Phil Beecher</td>
<td>Initial draft incorporating Voting Procedure.</td>
</tr>
<tr>
<td>1.01 rc1</td>
<td>7 January 2015</td>
<td>Phil Beecher</td>
<td>Include document naming convention</td>
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</table>
| 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                                                                                                               |
| 1.04      | November 2021 -    | Phil Beecher /  | Clarify WG leadership elections – e.g. include term of service  
Clarify Committee and WG  
Clarify Quorum requirements  
Clarify TPS ballots  
Incorporate additional input from other stakeholders                                                                                      |
| Interim versions | January 2022       | others          |                                                                                                                                           |
| 1.04      | March 2022         |                 | Approved by Board of Directors                                                                                                          |
2 Background Documents

This document describes the Policy and Procedure for the Operation of Wi-SUN Alliance Working Groups and Committees. Information contained in this document should be considered in conjunction with other documents as described below.

2.1 Precedence of Documents for Wi-SUN Alliance Policy and Procedures

Where anomalies or ambiguities might occur, the following list is the order of precedence of policy documents:

i) Delaware State Not-for-Profit Law

ii) Wi-SUN Alliance Certificate of Incorporation

iii) Wi-SUN Alliance Bylaws

iv) Wi-SUN Alliance Membership Agreement

v) Wi-SUN Alliance Policy and Procedures for Working Groups (this document)

vi) Robert's Rules of Order

2.2 References

None

2.3 Companion Documents

Wi-SUN Alliance Promoter Member Agreement

Wi-SUN Alliance Contributor Member Agreement

Wi-SUN Alliance Observer Member Agreement
3 Definitions and Acronyms

3.1 Definitions

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Any meeting of Wi-SUN Alliance, either tele-conference, online meeting or Face to Face meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consensus (ETSI defn)</td>
<td>General agreement, characterized by the absence of sustained opposition to substantial issues by any important part of the concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments. Note: Consensus need not imply unanimity.&quot;&quot;</td>
</tr>
<tr>
<td>Committee</td>
<td>Reports Directly to Board and is chaired by a Staff Member unless otherwise agreed by the Board</td>
</tr>
<tr>
<td>Quorum</td>
<td>The quorum level is at least 50% of voting members as determined by attendance at WG Formal meetings (see in 4.5)</td>
</tr>
<tr>
<td>Working Group</td>
<td>Reports to a Committee. Chair(s) are appointed/elected per the Wi-SUN Policy and Procedures.</td>
</tr>
</tbody>
</table>

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

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

4.1 Organizational Structure

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

4.1.1 The Role of Committees

Committees differ from Working, Task, and Interest Groups, in that they report directly into the Board of Directors. Typically, a Committee Chair will be a staff member, but maybe appointed as described in 4.4.

4.1.2 Marketing Committee

The Marketing Committee coordinates Wi-SUN Alliance Marketing and Communications activities. The Marketing Committee may, from time to time, and absent from any objection from the BoD, create and charter regional marketing subcommittees.

4.1.3 Technical Steering Committee (TSC)

The Technical Steering committee is responsible for technical activities including coordination and management of the Domain and Profile Working Groups.

4.1.4 Test and Certification Committee (TCC)

The Test and Certification Committee coordinates and manages test and certification activities. The Test and Certification Committee may, from time to time, and absent from any objection from the BoD, create and charter specific subcommittees.
4.1.5 Profile Working Groups

Profile working groups focus on specific application areas and develop technical profile specifications. Profile Working Groups report to the TSC.

4.1.6 Domain Working Groups

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

4.1.7 Task Groups and Interest Groups

Task Groups and Interest Groups are temporary groups with specific deliverables; they have a distinct beginning, deliverables statement and end date. The BoD, Committees or WGs may, from time to time, establish TGs and/or IGs. TG and IG chairs are appointed by the creating body chair and are approved by affirmation (e.g. “Is anyone opposed to this appointment”) of the members of the creating body.

4.2 Meetings

4.2.1 Introduction

Meetings may be held face to face, by conference call or Web-based conference tool, e.g. Webex, GotoMeeting. Meetings may be either formal meetings or ad-hoc meetings. Formal meetings are those which count towards voting rights. Ad-hoc meetings may be held to allow parties to hold discussions in a less formal setting, but any recommendations resulting from an ad-hoc meeting must be subsequently agreed in a formal meeting. All meetings should be held in accordance with the Bylaws of the Wi-SUN Alliance, including maintaining meeting records as described in 4.3.2.

4.2.2 Formal Meetings

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

4.2.3 Other Meetings

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

4.2.4 Conference calls

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

4.2.5 Recurring Conference calls

It cannot be assumed that all interested parties will have received the initial Conference call notification. Therefore, a reminder shall be sent prior to each call as described in 4.2.4.

4.2.6 Face to Face Meetings

Face to Face meetings shall be announced to the corresponding reflector at least 30 days before the meeting. The announcement shall include a provisional agenda, including the starting and finishing time and the location. Ad-hoc meeting announcement may be sent at shorter notice with agreement of a majority of attendees. No formal votes may occur at ad-hoc meetings. See 4.3.7.
4.3 Meeting / Conference call Process

4.3.1 Presentations

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

4.3.2 Meeting records

An accurate record of each all call or meeting shall be maintained. For ad hoc meetings, notes shall be taken including a record of attendees, summary of discussion topics, presentations and action items. For formal meetings, minutes shall be kept including a record of attendees, summary of discussion topics, presentations, all motions and results and action items. Minutes shall be recorded in English language. Audio recordings may also be made provided that the convenor of the meeting notifies the participants and there is no objection to the recording.

4.3.3 Meeting management

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

4.3.4 Role of Chair

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

4.3.5 Conduct

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

4.3.6 Complaints

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

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

4.3.7 Decisions during meetings

Except for document approval (see 4.6), transactions of any business (operational decisions, comment resolution etc.) in Committees, Subcommittees, Working Groups, Task Groups and Interest Groups SHOULD be made by Consensus (see 3.1).

If Consensus cannot be achieved, decisions MAY be made by conducting a vote during the meeting. Voting during a meeting SHALL require a Quorum (see 3.1). A proposal or resolution SHOULD be presented clearly as a motion and is considered APPROVED or PASSED when two-thirds (66.6%) or greater of the Quorum vote in favor of the motion. For clarity, written proposals or resolutions are strongly encouraged.
when conducting voting. All proposals or resolutions brought to a vote must be documented in meeting notes or minutes.

If Consensus cannot be achieved and a Quorum is NOT present during a meeting, a ballot vote SHALL be conducted in accordance with 4.6. Decisions for balloting MUST be written in the form of a proposal or resolution with clear instructions detailing valid responses.

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

4.4.1 Eligibility

4.4.1.1 Committee Chair

The chair of any Wi-SUN Alliance Committee will typically be a Wi-SUN Alliance Staff member. If there is no suitable staff member available, then the Board shall approve the election and appointment of a representative from a Promoter or Contributor member company. In this case, the election process will be as for a Working Group Chair, see 4.4.3.1.

4.4.1.2 Working Group Chair

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

4.4.1.3 Other officers

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

4.4.2 Term

The appointment will be for two years, or until the individual resigns, or is no longer eligible to hold office (e.g. no longer working for a member company). There is a limit of two terms (four years) that an individual may be chair of a Working Group.

The same individual can be re-elected to a previously held position after a one term absence.

All existing chairs/co-chairs/vice-chairs as of the date of the first election will be considered to have held ONE term and are therefore eligible for one more term.

4.4.3 Appointment/Election

Chairs may either be appointed by the Board of Directors or elected by most votes cast for an individual for a particular position by any Contributor or Promoter member of the Alliance.

4.4.3.1 Committee / Working Group Chair

If a vacancy is created in a Committee, Working Group, Task Group or Interest Group for any reason (including expiration of term, end of Alliance membership, resignation or cause) the role shall be filled using the following process:

The Wi-SUN Alliance President shall issue a call for nominations by email to the Committee, Working Group, Tasks Group or Interest Group and copied to the Board of Directors. The duration of the nomination period is not fixed but shall be at least one week and sufficient to allow for nominations to be received from all interested parties. Individuals may nominate themselves or another individual. (It is expected that the nominator first contacts the nominee to ensure they will accept the role if appointed)

In the event of a single nominee, the Board of Directors will be asked to approve the appointment of the nominee.
In the event of multiple nominees, a Committee or Working Group election will be held: all eligible voting members of the Committee / Working Group may vote. The Board will be asked to approve the appointment of the successful candidate.

At the end of each term of appointment (see 4.4.2), or in the event the WG chair resigns, the election process will be repeated.

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

4.4.2 Other officers

Any individual affiliated with a Wi-SUN member company may act as Secretary or Technical Editor of a Committee or Working Group. Other officers of Committees and WGs may be appointed by the Chair with the affirmation (e.g., “Is anyone opposed to this appointment”) of the members of the Committee or WG.”

4.5 Voting Rights

4.5.1 Introduction

This section describes the policy for assigning voting rights to Promoter and Contributor Members in Wi-SUN Alliance Committees and Sub-Committees, Working Groups, Task Groups and Interest Groups and clarifies voting policy within these Groups and Committees. For clarification, votes are held during meetings, and ballots are held outside meetings, by email or electronic voting system.

4.5.2 Promoter and Contributor Member Companies

Promoter and Contributor member companies may be eligible to vote on motions held during meetings, subject to the criteria described in this clause.

4.5.2.1 Application to Affiliates

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

The Wi-SUN Alliance permits independent membership of “affiliated” Contributor member companies. However, for the purpose of voting each Contributor member company and its “affiliated” company or companies shall be considered as a single voting entity. Each voting entity may be eligible for a maximum of 1 vote, subject to meeting the conditions described in 4.5.2.2, 4.5.2.3, 4.5.2.4.

4.5.2.2 Gaining Voting Rights

Each Promoter or Contributor member company including affiliates, as described in 4.5.2.1, may be eligible for 1 vote. Voting rights are gained as follows:

i) By attending the inaugural formal meeting (see 4.2.2) of a committee or working group or task group or interest group, OR

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

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

4.5.2.3 Losing Voting Rights

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

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

4.5.3 Others

Other membership classes and staff are not eligible to vote.

4.5.4 Domain Working Groups

The role of the domain working groups is described in 4.1.6 Domain Working Groups. Due to their nature, domain working groups are likely to not meet for extended periods of time. Therefore, companies with voting rights in any of the Profile working groups will automatically have voting rights in the domain working groups. Each company will have a maximum of 1 vote in an active domain working group subject to meeting the criteria described in this section for at least 1 profile working group.

4.6 Ballots

4.6.1 Introduction

Approval of documents is through a ballot process, in order to provide sufficient time for members of a Working Group or Committee to properly review the document. Documents include Policy and Procedure Documents, Technical Profile Specifications, Test Specifications and other documents that require offline time to review.

4.6.2 Ballot Pool

Eligible Voters are Wi-SUN Member Companies that have achieved voting member status in the WG/Committee PLUS those Promoter members that submit a vote on the specific ballot.

The proportion of ballots returned by is the measure of the validity of a ballot for decision to show that a reasonable number of stakeholders has considered the document and voiced an opinion. A ballot is considered valid if the ballots returned is 50% or greater of the Working Group/Committee members with voting member status, plus additional Promoter members who chose to submit a vote on a specific ballot.

Promoter members who have not achieved voting member status in the Working Group/Committee and who do not submit a ballot are not counted in the denominator.

A ballot pool comprises the eligible voters at the start of the ballot. Members of the voting pool remain constant from the first initial ballot “pass” until the completion of all recirculation ballots of a document.

4.6.3 Initial Ballots

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

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

A document is approved if it receives 2/3 (66.6%) or more Approve (Y) votes. The approval ratio/percentage is calculated as (number of Approve votes)/(number of Approve + Disapprove votes) i.e. Y/(Y+N). Abstain votes are not used in the calculation.
Comments may also be submitted by members of the Working Group who are not eligible to vote on the ballot. These comments are considered as “rogue” comments. The eligible voters of the Working Group shall vote in a formal meeting whether to accept these comments for consideration.

It is expected that an attempt is made to resolve all comments received during a ballot to the satisfaction of the commenter and the group.

If a document is approved, then all future ballots are “recirculation ballots” with the purpose of making only such changes to the document as to satisfy comments received. The voting pool remains constant for all subsequent recirculation ballots.

4.6.4 Recirculation Ballots

All comments shall be resolved, and the resolutions agreed by consensus of the Working Group prior to recirculation of a document. Comment resolutions are approved by the eligible voters in the Working Group. Where consensus is not reached, it should be noted in the comment resolutions. Decisions (including approval of comment resolutions can be made either by a letter ballot or by a vote held during a meeting. Revised documents and resolved comments shall be recirculated for review by the voting pool. The minimum duration for a letter ballot or recirculation ballot is 7 days. If a member of the voting pool does not vote during document recirculation, their previous vote is carried forward.

4.6.5 Domain Technical Specifications

Subject to agreement of the domain working group, a Technical Specification prepared by a domain working group may contain normative information generated by one or more profile working groups. This information will typical be included in one or more normative annex and its source clearly marked. Normative information provided by a profile working group will be subject to the same process as other ballots held in the profile working group.

4.6.6 Final Approval

All documents require final approval of the Wi-SUN Alliance Board of the Directors as described in the Wi-SUN Alliance Bylaws.
5 Document Naming Convention

The file name format is as follows:

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

The parts are defined as follows:

5.1 <date-part>

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

5.2 <wg-part>

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

- MC - Marketing Committee
- TSC - Technical Steering Committee
- TCC - Testing and Certification Committee
- MAC - MAC Working Group
- PHY - PHY Working Group
- IFG - Interface Working Group
- HAN – HAN Profile Working Group
- FAN – Field Area Network Profile Working Group
- RLMM – Resource Limited Monitoring and Management Working Group

5.3 <name-part>

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

5.4 <revision-part>

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

During initial specification development:

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

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

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

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

- [rc <release-candidate-revision>] - modifications are tracked using the rc suffix with <release-candidate-revision>
The rc suffix is removed when the specification is formally released.

During specification maintenance phase:

When a maintenance release of a published document is required, then the <major-revision> is incremented and [rc <release-candidate-revision>] is used to track updates.

The rc suffix is removed when the revised document is