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Wi-SUN Alliance
Policy and Procedures
Working Group and Committee Operations
Phil Beecher



Version 1V04



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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
1.04 Interim versions	November 2021 - January 2022 February 2022	Phil Beecher / others	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
1.04	March 2022		Approved by Board of Directors

78

79 **2 Background Documents**

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

83 **2.1 Precedence of Documents for Wi-SUN Alliance Policy and**
84 **Procedures**

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

- 87 i) Delaware State Not-for-Profit Law
- 88 ii) Wi-SUN Alliance Certificate of Incorporation
- 89 iii) Wi-SUN Alliance Bylaws
- 90 iv) Wi-SUN Alliance Membership Agreement
- 91 v) Wi-SUN Alliance Policy and Procedures for Working Groups (this document)
- 92 vi) Robert's Rules of Order

93 **2.2 References**

94 None

95 **2.3 Companion Documents**

- 96 Wi-SUN Alliance Promoter Member Agreement
- 97 Wi-SUN Alliance Contributor Member Agreement
- 98 Wi-SUN Alliance Observer Member Agreement

99 **3 Definitions and Acronyms**

100

101 **3.1 Definitions**

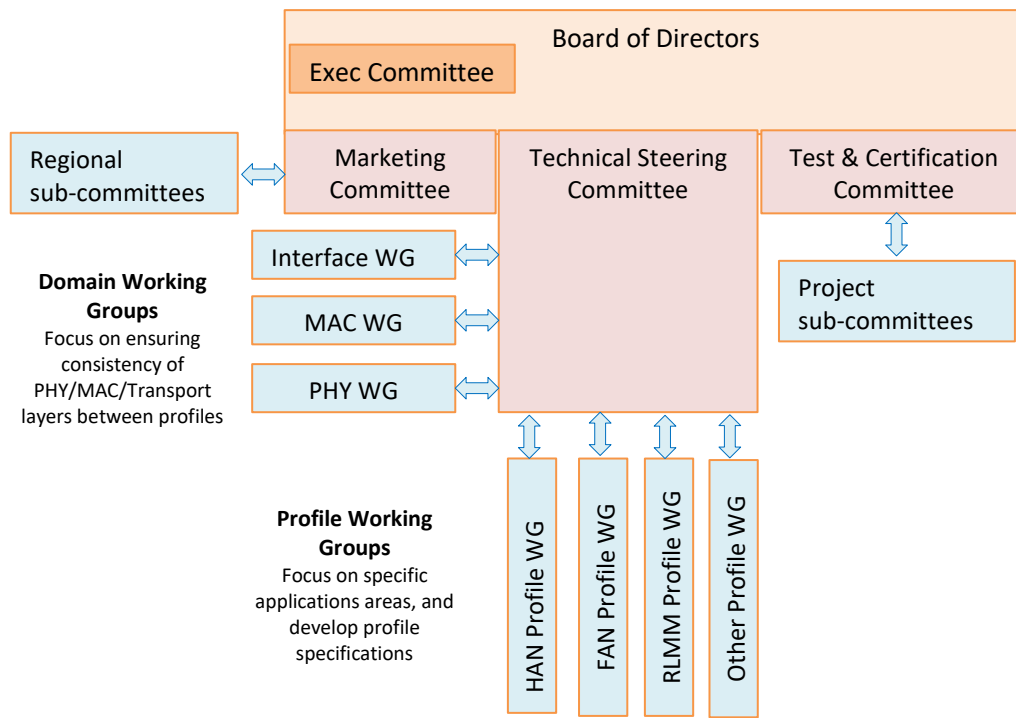
102	Meeting	Any meeting of Wi-SUN Alliance, either tele-conference, online meeting or
103		Face to Face meeting
104	Consensus (ETSI defn)	General agreement, characterized by the absence of sustained opposition to
105		substantial issues by any important part of the concerned interests and by a
106		process that involves seeking to take into account the views of all parties
107		concerned and to reconcile any conflicting arguments. Note: Consensus need
108		not imply unanimity.""
109	Committee	Reports Directly to Board and is chaired by a Staff Member unless otherwise
110		agreed by the Board
111	Quorum	The quorum level is at least 50% of voting members as determined by
112		attendance at WG Formal meetings (see in 4.5)
113	Working Group	Reports to a Committee. Chair(s) are appointed/elected per the Wi-SUN Policy
114		and Procedures.

115 **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.

151 4.1.5 Profile Working Groups

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

154 4.1.6 Domain Working Groups

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

157 4.1.7 Task Groups and Interest Groups

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

162 4.2 Meetings

163 4.2.1 Introduction

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

170 4.2.2 Formal Meetings

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

173 4.2.3 Other Meetings

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

176 4.2.4 Conference calls

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

182 4.2.5 Recurring Conference calls

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

185 4.2.6 Face to Face Meetings

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

190 4.3 Meeting / Conference call Process

191 4.3.1 Presentations

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

197 4.3.2 Meeting records

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

204 4.3.3 Meeting management

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

209 4.3.4 Role of Chair

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

215 4.3.5 Conduct

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

218 4.3.6 Complaints

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

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

223 4.3.7 Decisions during meetings

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

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

231 when conducting voting. All proposals or resolutions brought to a vote must be documented in meeting
232 notes or minutes.

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

236 4.4 Committee, Working Group, Task Group and Interest Group officers

237 4.4.1 Eligibility

238 4.4.1.1 Committee Chair

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

243 4.4.1.2 Working Group Chair

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

246 4.4.1.3 Other officers

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

248 4.4.2 Term

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

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

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

255

256 4.4.3 Appointment/Election

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

259 4.4.3.1 Committee / Working Group Chair

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

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

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

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

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

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

277 4.4.3.2 Other officers

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

281 4.5 Voting Rights

282 4.5.1 Introduction

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

287 4.5.2 Promoter and Contributor Member Companies

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

290 4.5.2.1 Application to Affiliates

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

293 The Wi-SUN Alliance permits independent membership of “affiliated” Contributor member companies.
294 However, for the purpose of voting each Contributor member company and its “affiliated” company or
295 companies shall be considered as a single voting entity. Each voting entity may be eligible for a maximum of
296 1 vote, subject to meeting the conditions described in 4.5.2.2, 4.5.2.3, 4.5.2.4.

297 4.5.2.2 Gaining Voting Rights

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

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

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

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

305 4.5.2.3 Losing Voting Rights

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

309 4.5.2.4 Regaining Voting Rights

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

312 4.5.3 Others

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

314 4.5.4 Domain Working Groups

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

320 4.6 Ballots

321 4.6.1 Introduction

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

326 4.6.2 Ballot Pool

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

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

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

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

337 4.6.3 Initial Ballots

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

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

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

346 Comments may also be submitted by members of the Working Group who are not eligible to vote on the
347 ballot. These comments are considered as “rogue” comments. The eligible voters of the Working Group
348 shall vote in a formal meeting whether to accept these comments for consideration.

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

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

354 4.6.4 Recirculation Ballots

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

362 4.6.5 Domain Technical Specifications

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

368 4.6.6 Final Approval

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

371 5 Document Naming Convention

372 The file name format is as follows:

373 <date-part>-<wg-part>-<name-part><revision-part>
374

375 The parts are defined as follows:

376 5.1 <date-part>

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

379 5.2 <wg-part>

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

382 MC - Marketing Committee

383 TSC- Technical Steering Committee

384 TCC - Testing and Certification Committee

385 MAC - MAC Working Group

386 PHY - PHY Working Group

387 IFG - Interface Working Group

388 HAN – HAN Profile Working Group

389 FAN – Field Area Network Profile Working Group

390 RLMM – Resource Limited Monitoring and Management Working Group

391 5.3 <name-part>

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

394 5.4 <revision-part>

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

396 During initial specification development:

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

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

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

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

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

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- 410 The rc suffix is removed when the specification is formally released.
- 411 During specification maintenance phase:
- 412 When a maintenance release of a published document is required, then the <major-revision> is incremented
413 and [rc <release-candidate-revision>] is used to track updates.
- 414 The rc suffix is removed when the revised document is