

1 **WI-FI ALLIANCE TASK GROUP**
2 **OPERATING GUIDELINES**

3 **Approved by the Wi-Fi Alliance Board of Directors on 10 May 2007**

4 **1. Scope of TG guidelines**

5 This document provides guidelines for various aspects of Wi-Fi Alliance Task Group
6 (TG) operations. Conformance with these guidelines will help ensure Wi-Fi Alliance
7 Members have fair and equitable access to all TG activities.

8 The document provides guidelines for:

- 9 • [TG formation & termination](#)
10 • [TG initiation](#)
11 • [TG supervision](#)
12 • [TG officer election](#)
13 • [TG voting membership](#)
14 • [TG meetings](#)
15 • [TG consensus & voting](#)
16 • [TG Chair responsibilities](#)
17 • [TG limits of responsibilities](#)
18 • [TG tiger teams](#)

19 Any dispute regarding the interpretation of these TG Guidelines or the compliance of
20 a TG or TG officers with these TG Guidelines shall be directed to the Board of
21 Directors (BoD) for resolution.

1 **2. TG formation & termination**

2 The BoD may decide to form or terminate a TG, either on its own initiative or in
3 response to a request by a Wi-Fi Alliance Member.

4 A proposal to start a TG is often made after conducting a Birds of a Feather (BoF)
5 session at a face to face members meeting. The scheduling of a BoF requires approval
6 by the BoD.

7 If the BoD determines that the creation of the TG is in the best interests of the Wi-Fi
8 Alliance then it will approve the scope of the TG and appoint a pro-tem TG Chair.

9 **3. TG initiation**

10 The pro-tem TG Chair shall send the approved scope of a new TG to all Wi-Fi
11 Alliance Members using the Wi-Fi Alliance general membership e-mail reflector and
12 issue a call for participation in the new TG.

13 The pro-tem TG Chair shall schedule the first TG meeting, providing at least fourteen
14 days notice, using the Wi-Fi Alliance general membership e-mail reflector, the TG e-
15 mail reflector and the calendar application in the Wi-Fi Alliance DMS.

16 The pro-tem TG Chair shall chair the first TG meeting. The pro-tem TG Chair shall
17 establish a list of TG Voting Members (see clause 6) as the first item on the agenda of
18 the first TG meeting and then conduct an election for TG Chair.

19 **4. TG supervision**

20 The BoD is responsible for supervising the activities of the TG to ensure:

- 21 • All Wi-Fi Alliance Members have fair and equitable access to TG activities.
22 • TG work is progressing on schedule and within its scope.
23 • Any activities within the TG or outputs from the TG are in the best interests of the
24 Wi-Fi Alliance.

1 **5. TG officer election**

2 A TG shall not operate without either a pro-tem TG Chair appointed by the BoD or a
3 TG Chair elected by the TG Voting Members. A TG Chair position shall be held by a
4 single individual. A TG may decide to elect other TG officers, such as TG Vice-Chair,
5 TG Secretary or TG Editor. Other TG officer positions may be shared by more than
6 one individual.

7 The pro-tem TG Chair or TG Chair shall issue a call for nominations for TG officers
8 at least six days before any election using the TG e-mail reflector. Nominations shall
9 be accepted until the time of the election. A nomination may be made by any Wi-Fi
10 Alliance Member, but must be accepted by the individual being nominated. The pro-
11 tem TG Chair or the TG Chair may issue a call for nominations for other TG officer
12 positions prior to a decision by the TG to elect other TG officers.

13 The election of any TG officer requires the approval at a TG meeting of more than
14 half of all TG Voting Members:

- 15 • If there are more than two candidates for a TG officer position and no candidate
16 receives the approval of more than half of all TG Voting Members then another
17 election shall be held between the two candidates with the highest number of votes.
- 18 • If the winner of an election between two candidates does not receive the approval
19 of more than half of all TG Voting Members then another election shall be held
20 with the winner of the election between the two candidates as the only candidate.
- 21 • If a candidate fails to receive the approval of a majority of TG Voting Members in
22 an election with a single candidate then the election process shall be re-run at a
23 time determined by the pro-tem TG Chair or the TG Chair.
- 24 • Any ties during the election process shall be resolved using another election at a
25 time determined by the pro-tem TG Chair or the TG Chair.

26 The BoD, at its sole discretion, may remove a TG officer if it believes that the TG
27 officer:

- 28 • Is not acting in the best interests of the WiFi Alliance; or
- 29 • Has lost the confidence of the TG Voting Members.

1 **6. TG voting membership**

2 Any Wi-Fi Member with membership rights that allow participation in TG activities
3 may attend TG meetings, access TG documents and join the TG e-mail reflectors.

4 Only a TG Voting Member has the right to elect TG officers or propose and vote in
5 formal polls or e-votes.

6 A Wi-Fi Alliance Member shall become a TG Voting Member:

- 7 • By attending the first TG meeting; or
8 • On attending the third of five consecutive TG meetings.

9 TG Voting Member status is lost if a TG Voting Member:

- 10 • Does not attend the next meeting after missing three out of any five consecutive
11 TG meetings; or
12 • Notifies the pro-tem TG Chair or TG Chair that they do not want to be a TG
13 Voting Member; or
14 • Loses their status as a Wi-Fi Alliance Member in good standing.

15 Any employee or consultant of a Wi-Fi Alliance Member may represent the member
16 when participating in TG activities. A consultant may only represent a single Wi-Fi
17 Member during a TG meeting.

1 **7. TG meetings**

2 TG meetings include face-to-face meetings and teleconferences. A face-to-face
3 meeting that consists of multiple sessions is considered to be a single TG meeting.

4 Notice shall be given for any TG meeting using the TG e-mail reflector and the
5 calendar application in the Wi-Fi Alliance Document Management System (DMS).
6 The notice period shall be at least six days for any teleconference and at least two
7 weeks for any face-to-face meeting.

8 For special urgent matters, the TG Chair may call a TG meeting with shorter notice
9 period subject to approval from the BoD or the Chairman of the BoD before the
10 scheduled start of the TG meeting.

11 The TG should generally attempt to avoid holding TG meetings on days that are
12 known to be holidays or weekends in the country of residence of representatives of
13 interested Wi-Fi Alliance Members or at times in the middle of the night.

14 A TG may decide to resolve the time zone problem by scheduling a split
15 teleconference to occur in two or more parts with a recess in the middle. The start
16 time of all parts of the split teleconference shall be specified in the meeting notice,
17 and shall occur within a 24 hour period. A split teleconference counts as a single TG
18 meeting for the purposes of TG Voting Membership. No elections or formal polls are
19 permitted during a split teleconference.

20 The TG Chair or a delegate appointed by the TG Chair shall chair any TG meeting. A
21 TG meeting does not require any minimum number of attendees to be a valid meeting.

22 The TG Chair or delegate shall keep meeting minutes, including records of
23 attendance, for every TG meeting. Formal approval of minutes is not required.
24 However, the TG Chair shall provide TG participants an opportunity to comment on
25 the accuracy of the minutes during a subsequent TG meeting and shall make any
26 revisions to the minutes based on the consensus view. The final version of the minutes
27 shall be stored on Wi-Fi Alliance DMS.

1 **8. TG consensus & voting**

2 TG's should aim to achieve consensus of all TG participants. Consensus is defined by
3 the International Standards Organisation as:

4 *General agreement, characterised by the absence of sustained opposition to*
5 *substantial issues by any important part of the concerned interests and by a*
6 *process that involves seeking to take into account the views of all parties*
7 *concerned and to reconcile any conflicting arguments. Consensus need not*
8 *imply unanimity.*

9 The TG Chair is responsible for facilitating such consensus within a TG, while still
10 making steady progress towards closure. A TG Chair may use a variety of tools,
11 including open discussion and straw polls to assist in the development of a
12 recommendation or deliverable that is ready for final approval by the TG and
13 ultimately the BoD.

14 At times it may be appropriate to conduct a formal poll or an e-vote to confirm the
15 views of TG Voting Members on a particular issue. A formal poll or an e-vote by the
16 TG is required to forward any deliverable or recommendation to the BoD.

17 A formal poll is held during a TG meeting among those TG Voting Members present
18 at the TG meeting. All TG Voting Members present at a TG meeting should cast a
19 vote in a formal poll.

20 An e-vote is held using the electronic voting feature in the Wi-Fi Alliance DMS
21 system among those members with TG Voting Member status at the time the e-vote is
22 started by the TG Chair. The voting period for an e-vote shall be at least 6 days. All
23 TG Voting Members should cast a vote in an e-vote.

24 A TG Voting Member may request a formal poll or an e-vote at any time but the TG
25 Chair has the right to reject the request if the TG Chair believes it will not assist
26 progress or if the matter has already been considered. A TG Voting Member may
27 appeal any ruling by a TG Chair to the BoD, preferably after mediation.

28 Quorum is required for a formal poll in a TG meeting to be valid or for the TG Chair
29 to make a declaration of consensus in a TG meeting. Quorum is achieved when more
30 than half of the TG Voting members vote "yes" "no" or "abstain" in a formal poll or
31 are in attendance when a declaration of consensus by the TG Chair is made.

- 1 An e-vote or formal poll shall be declared as having passed under the following
2 conditions:
- 3 • A formal poll or e-vote for forwarding a recommendation or deliverable to the
4 BoD requires:
 - 5 – more than half of all TG Voting Members vote “yes”, “no” or “abstain”
6 (to ensure quorum for a formal poll and sufficient participation for an e-vote);
7 and
 - 8 – at least two thirds of all TG Voting Members vote “yes”
9 (to ensure sufficient support)
 - 10 • Any other formal poll or e-vote requires:
 - 11 – more than half of all TG Voting Members vote “yes”, “no” or “abstain”
12 (to ensure quorum for a formal poll and sufficient participation for an e-vote);
13 and
 - 14 – more than half of the “yes”, “no” and “abstain” votes are “yes” or “no”
15 (to ensure sufficient interest and understanding);
16 and
 - 17 – more than half of the “yes” and “no” votes are “yes”
18 (to ensure sufficient support)
- 19 For the purposes of these voting guidelines, the number of TG Voting Members is
20 determined at the time the voting period is started by the TG Chair.

1 **9. Task Group Chair responsibilities**

2 The TG Chair is responsible for the management and operation of the TG. The TG
3 Chair may delegate other TG officers to assist in the fulfilment of these
4 responsibilities. In particular, the TG Chair is responsible for:

- 5 • Following the rules and policies of the Wi-Fi Alliance
- 6 • Ensuring all Members have fair and equitable access to TG activities
- 7 • Facilitating the TG’s progress according to the approved scope and plan
- 8 • Reporting the TG’s progress to the BoD as required
- 9 • Notifying the BoD of any matters that may be within the scope of the BoD’s
10 responsibilities
- 11 • Recording TG meeting attendance and maintaining accurate meeting minutes
- 12 • Maintaining TG voting records and TG Voting Member lists

13 **10. Task Group limits of responsibility**

14 The scope of work of the TG is limited to that which has been approved by the BoD.
15 Any activities beyond the approved scope require explicit approval from the BoD. In
16 particular, a TG is not authorized to:

- 17 • Represent the Wi-Fi Alliance to any external entity
- 18 • Expend Wi-Fi Alliance funds or promise the future expenditure of Wi-Fi Alliance
19 funds
- 20 • Enter into a contract or incur contractual obligations on behalf of the Wi-Fi
21 Alliance

22 **11. Task Group tiger teams**

23 A TG will often commission small “tiger teams” (TT) to investigate particular issues
24 and report back to the TG. A TT has no formal membership and has no authority to
25 make formal decisions. However, a TT shall operate in accordance with the spirit of
26 these TG Guidelines.