

IEEE Project 802 CSMA/CD Working Group 802.3

Operating Rules of IEEE Project 802 Working Group 802.3, CSMA/CD LANs

Draft 4.1

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1 **References**

- 2 [1] Operating rules of IEEE project 802, LAN MAN Standards Committee (LMSC)
3 ftp://stdsbbs.ieee.org/pub/802_main/802_Documents/rule0795.txt
4 <http://stdsbbs.ieee.org/groups/802/11/rule0795.html> (html version)
5
- 6 [2] IEEE Standards Companion
7 <http://standards.ieee.org/guides/companion/>
8
- 9 [3] IEEE Standards Operations Manual
10 <http://standards.ieee.org/guides/opman/>
11
- 12 [4] IEEE Standards Board Bylaws
13 <http://standards.ieee.org/guides/bylaws/>
14
- 15 [5] Overview & guide to IEEE 802 / LMSC
16 ftp://stdsbbs.ieee.org/pub/802_main/802_Documents/ovrvw802.txt

1. Overview

The 802.3 Working Group (WG) is responsible for developing Carrier Sense Multiple Access/Collision Detect (CSMA/CD) based Local Area Network (LAN) standards under the auspices of the IEEE Project 802 LAN/MAN Standards Committee (P802 LMSC). 802.3 WG is one of several working groups reporting to the P802 LMSC. 802.3 WG operates under the Operating rules of IEEE Project 802 (ref [1]) and the hierarchy of rules under which it operates. In the event of any conflict between these Operating Rules of 802.3 rules and the Operating rules of IEEE Project 802, the Operating rules of IEEE Project 802 take precedence.

The P802 LMSC is directed by the P802 LMSC Executive Committee (EC). The P802 LMSC EC serves as the EC for both the sponsor ballot groups as well as the Standards Development Groups. P802 LMSC has been divided into Working Groups, Technical Advisory Groups and, on a temporary basis, Executive Committee Study Groups to standardize ~~a small number of the~~ technologies applicable to local and metropolitan area networks. See figure 1.

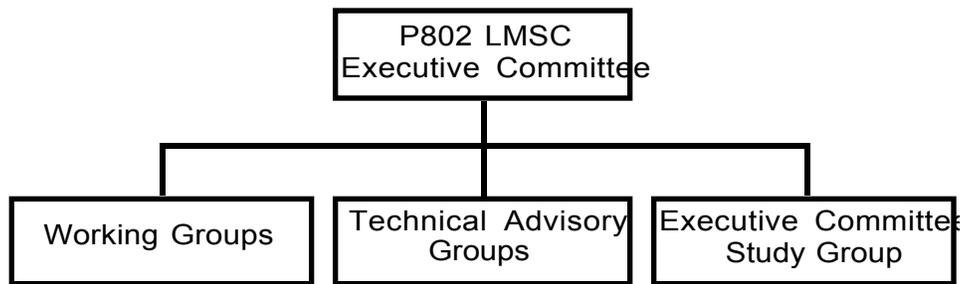


Figure 1—Project 802 Organizational Structure

~~These rules do not attempt to provide a complete overview of the entire standards process however an~~ brief overview of the standards development process is provided in clause 7.1 of this document.

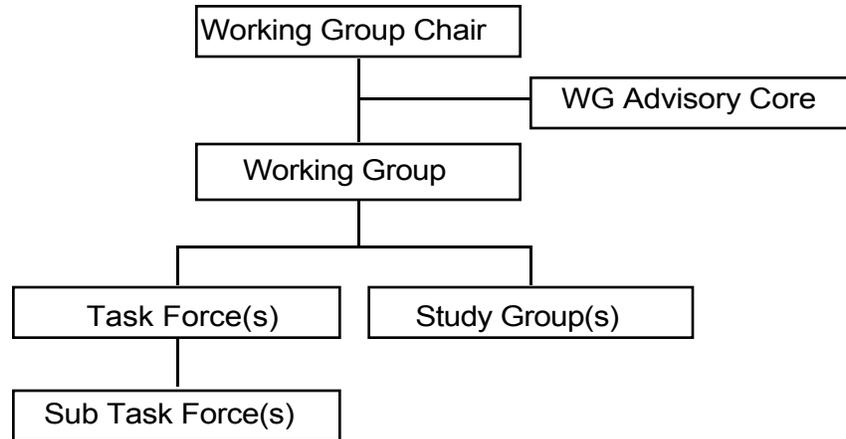
2. Working Group

2.1 Function

The 802.3 WG's charter is to develop physical layer and MAC sub-layer specifications based on the Carrier Sense Multiple Access/Collision Detect (CSMA/CD) protocol. Standards efforts are carried out under ~~a~~ Project Authorization Requests (PAR) approved by the IEEE Standards Board and assigned to 802.3 WG. Since the scope of standards work which comprises 802.3 WG ~~is~~ has been widely dispersed in time, technology and structure, individual standards activities within 802.3 WG ~~are, have,~~ at the discretion of 802.3 WG, ~~been~~ carried out by ~~a~~ Task Forces (TF) operating under, and reporting to, the 802.3 WG. A TF may in turn create ~~be further subdivided into~~ Sub-Task Forces as if necessary to accomplish the work of the TF.

The 802.3 WG is ~~chartered expected~~ to maintain and revise the 802.3 standard, develop new standards in a reasonable time frame within the scope of the P802 LMSC, forward to ISO/IEC JTC1, and maintain liaisons with other groups within P802 LMSC and other relevant standards setting bodies. The 802.3 WG activities are administered by the WG Chair who is assisted in this task by the Working Group

- 1 | ~~Advisor Core (see 2.4) an advisory core consisting of the Chair, Vice-Chair, recording secretary and Task~~
 2 | ~~Force and Study Group Chairs.~~
- 3 | The structure of 802.3 WG is illustrated in figure 2.



4

5

Figure 2—Working Group 802.3 Organizational Structure

6 | **2.2 Precedence of Operating Rules**

7 | The rules governing Working Group Functions, Chair and Vice-Chair, Membership, meetings and the
 8 | operation of a Working Group are provided by the Operating rules of IEEE Project 802 and the hierarchy of
 9 | rules under which it operates. These rules are all included in this document by reference and are not
 10 | reproduced here, however the reader is encouraged to become familiar with these rules in addition to the
 11 | rules provided in this document. If 802.3 WG Operating Rules conflicts with the 802 Operating Rules,
 12 | then the 802 Operating Rules shall take precedence.

13 | **2.3 Chairman and Vice-Chairman**

14 | The rules and procedures for the election of, and the terms served by, the WG Chair and Vice-Chair are
 15 | contained in the Operating rules of IEEE Project 802 (See ref [1], 5.1.2). Removal of the WG Chair or
 16 | Vice-Chair is also covered by this document (See ref_[1], 5.1.4.5).

17 | **2.4 Working Group Advisory Core**

18 | The 802.3 WG Advisory Core (AC) functions as the coordinating body supporting the Chair in
 19 | formulations of policy and the performance of his duties. The 802.3 WG AC ~~hasis less formal than the~~
 20 | ~~P802-LMSC-EC, there are~~ no formal meetings, voting procedures nor policies. The intent is to have the
 21 | 802.3 WG AC operate in a consultative manner. There is adequate policy and procedure rigor imposed on
 22 | WG 802.3 by the Operating rules of IEEE Project 802 and its hierarchy of rules.

1 2.4.1 Function

2 The function of the WG AC is to assist the WG Chair in performing the following tasks:

- 3 a) Providing procedural and, if necessary, technical guidance to the Task Forces and Study Groups as
- 4 it relates to their charters.
- 5 b) Overseeing WG, TF and SG operation to see that it is within the scope of WG 802.3.
- 6 d) Examining TF draft standards proposed for submission to WG ballot.
- 7 e) Considering complaints of TF and SG members and their resolutions at the Plenary, TF and SG.
- 8 f) Managing WG 802.3 logistics, e.g. concurrent TF and SG meetings, etc.

9 2.4.2 Membership

10 Membership of the WG AC is composed of the following WG 802.3 officers:

- 11 a) WG Vice-Chair.
- 12 b) Recording Secretary.
- 13 c) Task Force Chairs.
- 14 d) Study Group Chairs.

15 2.5 Treasurer

16 802.3 WG operates without treasurer and without treasury. Occasionally there may be a need for short term
17 funds associate with a particular meeting. Any debts and collections shall take place within that meeting.

18 2.6 Membership

19 The rules and procedures governing WG membership including establishment, retention, loss and rights
20 are contained in the Operating rules of IEEE Project 802 (See ref [1], 5.1.3).

21 The following addition requirement are imposed within WG 802.3:

- 22 a) TF meetings that are less than two days in duration or that take place adjunct and co-located to the
23 plenary meeting cannot be used to count towards establishing nor retaining voting rights.
- 24 b) To establish voting rights participants must request to become a voter during a 802.3 WG
25 Opening or Closing plenary meeting when additions to the voter list are solicited by the Chair
26 from the "Potential Voter" list.
- 27 c) To establish and retain voting rights participants must record and maintain complete contact
28 information in the 802.3 database.

30 2.7 Working Group Plenary

31 The 802.3 WG plenary is a meeting of individuals interested in developing and maintaining CSMA/CD
32 standards. The 802.3 WG plenary is conducted three times a year during the same week as the P802
33 LMSC plenary meetings (see ref[5]). Typically the 802.3 WG Opening/Closing plenary meetings are
34 nested between the opening and closing meetings of each P802 LMSC plenary (see figure 3). Occasionally
35 there are TF meetings during the Executive committee meeting on Monday morning and/or the weekend
36 proceeding the plenary.

37 The 802.3 WG plenary is open to all registered P802 attendees. As is the case with all 802 Working
38 Group meetings only voting members have the right to participate in the discussions (see ref [1], 5.1.3.5).

1 The privilege of observers to participate in discussions may be granted by the Working Group Chair.
2 Within WG 802.3 the privilege of observers to participate in discussions is granted by default.

3 The Plenary is conducted by the WG 802.3 Chair or the Chair's designated delegate. The 802.3 WG
4 Opening plenary meeting will include the presentation of the following information:

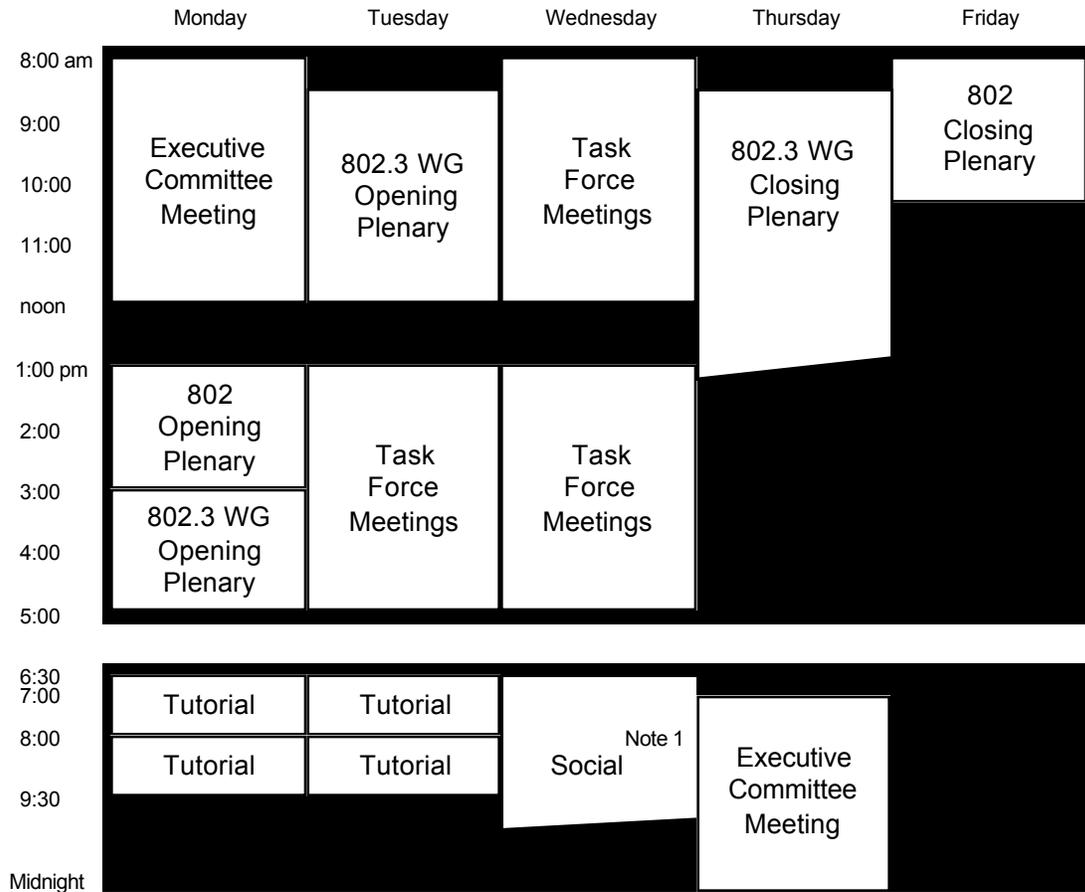
- 5 a) The 802.3 WG voting rules.
- 6 b) The existence of these operating rules and where they can be obtained.
- 7 c) The existence of the Operating rules of IEEE Project 802 and where they can be obtained.
- 8 ~~d) The agenda (which was distributed earlier) including any items requiring a vote.~~
- 9 ~~e) The roll of current voters.~~

10

11 The function of the plenary meetings is to gather and disseminate information and take action as follows:

- 12 a) Status reports from the Task Forces and Study Groups.
- 13 b) Liaison reports from other standards organizations, other IEEE 802 WGs and TAGs.
- 14 c) Reports on schedules for future Plenary meetings.
- 15 ~~d) Announcements and general news, and to make decisions based on that information.~~
- 16 e) Vote on such matters that may be brought before it such as recommendations of its Task Forces
17 and the election of 802.3 officers.
- 18 f) Make recommendations for EC action with respect to standards projects, P802 and liaison matters.
- 19 g) Calls for interest in new work items.

20



1

2 **Figure 3—Typical Working Group 802.3 meetings during 802 Plenary week**

3 Note 1: The social is a time place holder and not a requirement of the plenary week.

4 **2.8 WG Balloting**

5 A draft or revised standard must successfully pass a WG letter ballot before it can be forwarded to the
 6 Executive Committee for approval for Sponsor Group voting. The rules and procedures governing WG
 7 letter ballots, comment resolution and confirmation letter ballots are contained in the Operating rules of
 8 IEEE Project 802 (See ref [1], 5.1.4.2.2). An overview of the process is also provided in subclause 7.1 of
 9 this document. ~~To forward a draft 802.3 standard or revised standard to the Executive Committee for~~
 10 ~~approval for Sponsor Ballot Group voting, a letter ballot (or confirmation letter ballot) must be successfully~~
 11 ~~completed within the WG 802.3. Letter ballots are typically 30 days in duration. Confirmation ballots can~~
 12 ~~vary from 10 to 30 days in duration. The actual duration of a ballot is set by the WG chair. The duration~~
 13 ~~does not include provision for mailing time.~~

14 The following addition requirement are imposed within WG 802.3.

15 **2.8.1 Draft Standard Balloting Group**

16 The 802.3 WG balloting group consists of all voting members of the 802.3 WG as of the close of day the
 17 ballot package distribution was completed as determined by the WG Chair.

2.8.2 Draft Standard Balloting Requirements

Before a draft is submitted to WG letter ballot it shall in addition have met the following requirements:

- a) It must be complete with no open technical issues.
- b) ~~It must be made available for pre-view by the membership by the Friday immediately prior to the plenary week. If any changes are made to the draft after the draft was made available for pre-view the textual changes shall be presented for review during the closing plenary immediately prior to the vote for approval to go to WG ballot.~~
- ~~cb)~~ It must be formatted according to the IEEE style selected by the WG Chair. This style will be selected to minimize the editorial work required for publication of the draft ~~as a supplement to the published standard.~~
- ~~de)~~ It must be approved for submittal to WG ballot at the 802.3 WG closing plenary.

~~No draft shall be submitted to WG ballot if the draft has not been available for pre-view by the membership by the Friday prior to the plenary week. If any changes then occur to this draft during the plenary week itself, these changes shall be presented during the closing plenary prior to requesting approval for a WG ballot.~~

The following additional conditions shall be met for a WG letter ballot to be considered valid:

- ~~a) Greater than 50% of the ballot group must return ballots.~~
- ~~ab)~~ Of the returned ballots the abstention rate must be less than 30%.

~~The TF meets to resolve letter ballot negative votes and comments, develop the resulting changes to its document, and then ask for approval of WG 802.3 through a confirmation ballot.~~

2.8.3 Draft Standard Formatting Requirements

The draft must be provided in the current IEEE electronic format. At a minimum this shall be completed prior to the Sponsor ballot however it is preferable that the draft be maintained in this format for its entire life.

Areas affecting existing clauses of IEEE 802.3 shall be shown in the draft in underscore and strikeout against the current standard. Note that the current standard may not be the same as the published standard due to approved but unpublished supplements.

2.9 Maintenance of Operating Rules

WG operating rules are a requirement of the Operating Rules of IEEE Project 802, which state that the WG chair shall:

"Establish Working Group rules beyond the Working Group rules set down by the Executive Committee. These rules must be written and all Working Group members must be aware of them."

The WG 802.3 operating rules are to be documented by the Vice-Chair and are to be made available in paper form in the meetings and posted on the SPA web site. Suggestions for improvements should be submitted to the Vice-Chair who will bring them up for discussion at the following plenary.

Proposed changes must be received no latter than the night before the 802.3 opening plenary. If there are any proposed changes a meeting will be held to discuss the changes. The changes will then be pre-

1 circulated prior to the next plenary and an announcement will be made at that WG opening plenary that a
2 vote will be taken on the changes at the WG closing plenary (see below).

3 Proposed improvements shall be in written form and should include:

- 4 a) The purpose, objective, or problem the proposed change is intended to address.
- 5 b) The specific text of the rule change and the rationale for the chosen text.

6
7 Those proposing rule changes are encouraged to seek the advice of any member of the WG AC or other
8 experienced members to help form the wording in a manner appropriate for and consistent with the
9 WG 802.3 Operating Rules.

10 These rules of operation of WG 802.3 can be changed by either:

- 11 a) ~~A two-thirds minimum~~ 75% approval of the sum affirmative vote of attending WG 802.3 voting
12 members voting "Approve" or "Do Not Approve" taken at the WG 802.3 closing plenary.
- 13 b) ~~An two-thirds minimum affirmative vote on a WG 802.3 letter ballot.~~ This ballot shall follow the
14 normal letter ballot requirements (see 2.8.2).

15
16 Proposed changes shall be made available for pre-view by the membership by the Friday prior to the
17 plenary week. If a request is made for a letter ballot this request will be discussed and voted on at the
18 closing plenary. ~~A minimum greater than 50% approval of the sum of attending affirmative vote of WG~~
19 ~~802.3 voting members voting "Approve" or "Do Not Approve" taken at the closing plenary is will be~~
20 ~~required for a change to be sent out for a WG letter ballot. This letter ballot, as with all letter ballots, will~~
21 ~~count against voting rights. If no such request for a letter ballot is made, or the request fails to carryier the~~
22 ~~required votes, the change itself will be voted on at the closing plenary. A motion requesting a letter ballot~~
23 ~~will take precedence over a motion to approve the changes.~~

24 All changes must be approved by the EC, ~~CS SAB and IEEE AvdCom.~~

25 **3. Task Forces**

26 **3.1 Function**

27 The function of the Task Force is to produce a draft standard, recommended practice or guideline. These
28 shall be within the scope of the P802 LMSC, the charter of the WG and under an approved PAR as
29 established by the P802 LMSC EC and approved by the IEEE Standards Board. After the publication by
30 the IEEE of the standard, recommended practice or guideline, the function of the TF is complete and its
31 charter expires (see 3.5). It is a function of the WG 802.3 to maintain published 802.3 standards (see
32 Clause 5).

33 **3.2 Chair**

34 The TF is led by a TF Chair. TF Chairs shall be appointed by the WG chair and confirmed by a the TF
35 membership motion that is approved by a minimum 75% majority.

36 **3.3 Membership**

37 Members and ~~interested~~ observers in WG 802.3 make up the TF membership. The TF Chair may choose
38 to establish membership rules for voting if the TF Chair believes it is necessary~~required to do so~~ to ensure

1 that the business of the TF moves forward in an orderly basis. In this case the TF shall follow the same
2 membership requirements and the same voting rules as 802.3 WG. At the formation of a TF from a SG all
3 SG participants are automatically granted membership of the TF.

4 Within WG 802.3 a TF operates by default without membership rules for voting. Often this has not been
5 required and all participants who are present at the time a vote is taken have the right to vote, subject only
6 to the provision that they believe that they are qualified to vote on the matter before the task force.

7 **3.3.1 Rights**

8 The rights of the TF ~~participants~~ ~~members~~ include the following:

- 9 a) To receive a notice of the next meeting and agenda.
- 10 b) To receive a copy of the meeting minutes.
- 11 c) To vote at meetings if present and, if the TF is operating with membership rules for voting,
12 qualified under the TF-voting rules.
- 13 d) To examine all working draft documents.
- 14 e) To lodge complaints about TF operation with any member of WG AC.
- 15 f) ~~To petition the WG AC in writing. (A petition signed by two thirds of the combined membership~~
16 ~~of all TFs and SGs forces the WG AC to implement the action.)~~

17 **3.3.2 Meetings and Participation**

18 ~~Interim TF meetings are open to anyone. All TF meetings held during the 802 Plenary are open to~~
19 ~~members and observers. Attention is however drawn to the registration requirements for all members and~~
20 ~~observers attending the 802 Plenary where TF meetings also occur, all 802 registrants. If the TF Chair has~~
21 ~~decided to institute membership rules only TF members have the right to participate in the discussions. In~~
22 ~~this case, the TF chair may grant observers the privilege of observers to participate in discussions, may~~
23 ~~be granted by the Task Force Chair.~~

24 A TF will normally meet during the week of the P802 LMSC plenary. The WG Chair determines, taking
25 into account TF status, if this plenary week TF meeting is not required. Depending on the work load,
26 interim TF meetings can be held between the P802 LMSC plenarys as often as required and agreed to by
27 the TF membership. A meeting notice and agenda must be distributed to all WG 802.3 members and
28 observers at least 30 days prior to any meeting. This notice will include date, time, location, host, hotel
29 details, travel details if necessary and a stated purpose/preliminary agenda as a minimum. ~~If the 30 day~~
30 ~~announcement requirement is not met, the meeting is considered 'ad-hoc'.~~ TF meetings that are less than
31 two days in duration, ~~that are 'ad-hoc'~~ or that take place adjunct and co-located to the Plenary meeting do
32 not count towards 802.3 WG voting rights.

33 **3.4 Operation of the Task Force**

34 The operation of the TF has to be balanced between democratic procedures that reflect the desires of the TF
35 members and the TF Chair's responsibility to produce a draft standard, recommended practice, or guideline
36 in a reasonable amount of time for review and approval by the WG. Robert's Rules of Order shall be used
37 in combination with these operating rules to achieve this balance. At no time will the IEEE's operating
38 rules base upon ANSI's procedures for openness and fairness be compromised.

1 3.4.1 Chair's Function

2 The Chair of a TF ~~may decide~~ procedural issues or may put them to allow a vote of the TF to prevail.
3 The TF ~~participants members~~ and the Chair decide technical issues by vote. The TF Chair decides what
4 is procedural and what is technical.

5 3.4.2 Voting

6 There are two type of votes in the TF; votes on motions ~~which are made by those members present at~~
7 ~~meetings and votes on~~ straw polls.

8 Where a TF is operating with membership rules for voting (see 3.3) only the TF members can make and
9 vote on motions. Where these membership rules are not in force any TF participants is entitled to make
10 motions and all TF participants who are present at the time the vote is taken have the right to vote on the
11 motion, subject only to the provision that they believe that they are qualified to vote on the matter before
12 the TF.

13 In all cases, regardless of any membership rules that may or may not be in force, all participants—Anyone
14 who feels qualified may participate in a straw poll, without regard to their previous attendance record.

15 Motions are ~~further~~ defined as either technical or procedural by the TF Chair. On a technical motion, a vote
16 is carried by a minimum greater than 75% approval of the sum of those members voting "Approve" or "Do
17 Not Approve". On a procedural motion, a vote is carried by a minimum greater than 50% approval of the
18 sum of those members voting "Approve" or "Do Not Approve". Any vote can be subjected to ratification
19 at the WG level under WG voting rules (See ref[1], 5.1.4.2).

20 The decision to define a motion as technical or procedural rests with the TF Chair. Generally a technical
21 motion is defined as a motion that will materially effect the content of a draft. This is because a draft itself
22 will ultimately be subject to a 75% majority vote at both WG and LMSC ballot.

23 The decision by the TF to request the WG to submit a draft standard or a revised standard to the WG
24 ballot group must be ratified by the TF as a technical vote.

25 3.4.3 Task Force Chair's Responsibilities

26 The main responsibility of the TF Chair is to ensure the production, and to guide through the approval and
27 publication process, a draft standard, recommended practice or guideline, or revision to an existing
28 document as defined by the relevant PAR. The responsibilities include:

- 29 a) Call meetings and issue a notice and agenda for each meeting at least 30 days prior to the meeting.
30 b) Appoint a Recording Secretary for each meeting.
31 c) Issue meeting minutes and important requested documents to members of the TF, the WG AC, and
32 liaison groups. The meetings minutes are to include:
33 1) list of participants
34 2) next meeting schedule
35 3) agenda as revised at the start of the meeting
36 4) voting record:
37 i) resolution
38 ii) mover and seconder
39 iii) numeric results
40 d) Hold officer elections when necessary.

- 1 e) Maintain liaison with other organizations at the direction of the WG AC or at the discretion of the
2 TF Chair with the approval of the WG AC. All liaison and liaison statements shall be approved
3 by the 802 EC.
4 f) Work with the IEEE staff to complete the publication process for the draft standard, recommended
5 practice or guideline.
6

7 Sufficient detail shall be presented in the meeting minutes to allow a person knowledgeable of the activity,
8 but not present at the discussion, to understand what was agreed to and why. Minutes shall be distributed
9 within 45 days of the meeting to the attendees of the meeting, all TF participants ~~members~~ and all liaison
10 groups.

11 Any TF which wishes to reference a standard developed or under development by another organization
12 within P802 LMSC, by another IEEE group or by an external organization, should refer to the
13 requirements of subclause 3.5.3.2 of the 802 Rules (ref[1]).

14 3.4.4 Task Force Chair's Authority

15 To carry out the responsibilities cited in Section 3.4.3, the TF Chair has authority to:

- 16 a) Call meetings and issue meeting minutes.
17 b) Decide which issues are technical and which are procedural.
18 c) Establish TF rules beyond the WG rules. These rules must be written and all TF members must be
19 aware of them.
20 d) Assign/unassign subtasks and task leaders or executors, e.g. secretary, subgroup Chair, etc.
21 e) Speak for the TF to the WG.
22 f) Determine if the TF is being dominated by an organization or consortium, and, if so, raise the
23 issue to the WG AC.
24 g) Make final determination if and how negative letter ballots are to be resolved when a draft standard,
25 recommended practice, or guideline, is to be sent to the WG for approval for LMSC ~~WG~~ letter
26 ballot or Standards Board approval under the guidance of the WG Chair.
27 h) Be representative of TF during coordination and interaction with IEEE staff.
28 i) Collect fees to meet TF expenses as required.
29

30 3.4.5 Precedence of Operating Rules

31 ~~If Robert's Rules of Order conflict with the TF operating rules, then the TF operating rules shall take~~
32 ~~precedence. If TF operating rules conflicts with the WG operating rules, then the WG operating rules shall~~
33 ~~take precedence.~~

34 3.5 Deactivation of a Task Force

35 ~~After the objective of the TF publication by the IEEE of the standard, recommended practice or guideline,~~
36 ~~the function of the TF is complete, its charter expires and it is deactivated. The TF or the 802.3 WG may~~
37 ~~deactivate a TF. If the TF has not completed its work generated the standard, recommended practices or~~
38 ~~guideline within its allotted period of time, the TF can be disbanded by a vote of the TF or the 802.3 WG.~~
39 A deactivated TF is completely abolished.

1 **4. 802.3 Study Groups**

2 **4.1 Function**

3 The function of a Study Group is to complete a defined task with specific output and in a specific time
4 frame established within which they are allowed to study the subject. Once this task is complete the
5 function of the SG is complete and its charter expires.

6 ~~The normal~~ The function of a 802.3 Study Group (SG) is to draft a complete PAR, and five criteria (see
7 7.2) and to gain approval for them at WG 802.3, 802 EC, IEEE New Standards Committee (NesCom) and
8 the IEEE Standards Board. ~~Once this task is complete the function of the SG is complete and its charter~~
9 ~~expires.~~ The decision of whether to utilize the 802.3 WG, or to establish a new WG or Technical Advisory
10 Group (TAG) to carry out work items recommended by a SG is be made by the EC with due consideration
11 of advice from the 802.3_WG.

12 **4.2 Formation**

13 A SG is formed when enough interest has been identified for a particular area of study within the scope of
14 WG 802.3. The first step in the process is a call for interest. This can be made at the WG 802.3 opening
15 plenary by any member or observer. A 802.3 SG can then be initiated by vote of the 802.3 WG and must
16 be approved by the 802 EC. During this approval process the 802 EC decides whether a SG is within the
17 scope of WG 802.3, it should be moved to another WG or it should be set up as an Executive Committee
18 Study Group (ECSG).

19 **4.3 Continuation**

20 ~~A 802.3 SG exists for up to 6 months. If it has not completed its work within that time, a request must be~~
21 ~~made to the WG for an extension for up to 6 months. Any request for SG extension will be voted upon at~~
22 ~~the WG 802.3 closing plenary is chartered on a plenary meeting-to-meeting basis. A vote shall be taken at~~
23 ~~the WG 802.3 closing plenary to continue a SG for another plenary cycle if the SG has not completed it~~
24 ~~work.~~

25 **4.4 Study Group Operation**

26 In general study groups follow the general operating procedures for Task Forces specified above with the
27 following exceptions detailed below.

28 **4.4.1 Study Group Meetings**

29 These do not count towards 802.3 WG voting rights.

30 **4.4.2 Voting at Study Group Meetings**

31 Any person attending a Study Group meeting may vote on all motions (including recommending approval
32 of a PAR and five criteria).

5. Maintenance

Maintenance of the 802.3 standard is performed by the maintenance TF. The maintenance TF is a standing TF. It takes out a PAR when sufficient maintenance requests have been received for a ballot, a study group is not normally required to write the PAR for the maintenance TF.

The maintenance TF follows all the rules of a normal task force described above with the exception that there are no TF meetings when there are no outstanding maintenance request requiring action.

6. Inquiries/Interpretations

Inquiries and interpretations of standards, recommended practices or guideline that were generated by a WG 802.3 TF shall be directed to the 802.3 WG Chair. The Chair or his designate shall attempt to resolve the inquiry or interpretation if possible, and the Chair, or his designate, may petition the WG to reactivate the TF if necessary. An interpretation request may also be forwarded to the maintenance TF.

All interpretations require approval by WG 802.3 before they can be published. This approval can be given by either:

- a) A minimum 75% approval of the sum of attending WG 802.3 voting members voting "Approve" or "Do Not Approve" taken at the WG 802.3 closing plenary.
- b) An affirmative WG 802.3 letter ballot. This ballot shall follow the normal letter ballot requirements (see 2.8.2).

If a request is made for a letter ballot this request will be discussed and voted on at the closing plenary. A minimum 50% approval of the sum of attending WG 802.3 voting members voting "Approve" or "Do Not Approve" taken at the WG 802.3 closing plenary is required for a interpretation to be sent out for a WG letter ballot. If no such request for a letter ballot is made, or the request fails to carry the required votes, the interpretation itself will be voted on at the closing plenary. A motion requesting a letter ballot will take precedence over a motion to approve the interpretation.

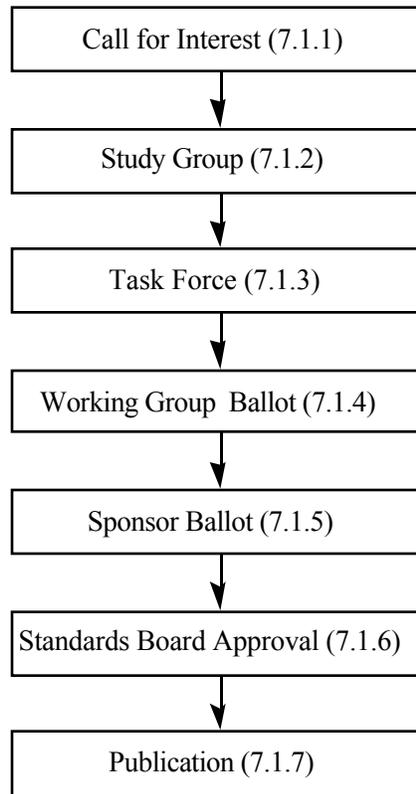
7. Procedure Section

This section contains procedures that are specific to certain activities within the WG. Note that some procedures, such as obtaining PARs and coordination with other standards bodies are covered by the Operating Rules of IEEE project 802 and are not reproduced here.

7.1 Overview of the Project Process

The following subclauses give a brief overview of the entire project process. For detail explanation of the processes and procedures involved the reader is encouraged to consult the Operating rules of IEEE project 802, LAN MAN Standards Committee (LMSC) (ref[1]), The IEEE Standards Companion (ref [2]), the IEEE Standards Operations Manual (ref [3]) and the IEEE Standards Board Bylaws (ref [4]).

This project process is illustrated in Figure 4.



1
2
Figure 4—Overall Project Process

3 **7.1.1 Call for interest**

4 A call for interest in a subject is made in the 802.3 WG plenary (see 2.7).

5 **7.1.2 Study Group**

6 Study Groups are covered in Clause 4 and the 802 rules (see ref[1], 5.3). Steps in this stage include:-

- 7 — Develop PAR and Five Criteria (see 7.2).
 8 — Provide a plenary week tutorial to 802.
 9 — Obtain approval at WG 802.3, 802 EC, NesCom and IEEE Standards Board.

10
11 **7.1.3 Task Force**

12 Task Forces are covered in Clause 3 of this documents. Steps in this stage include:-

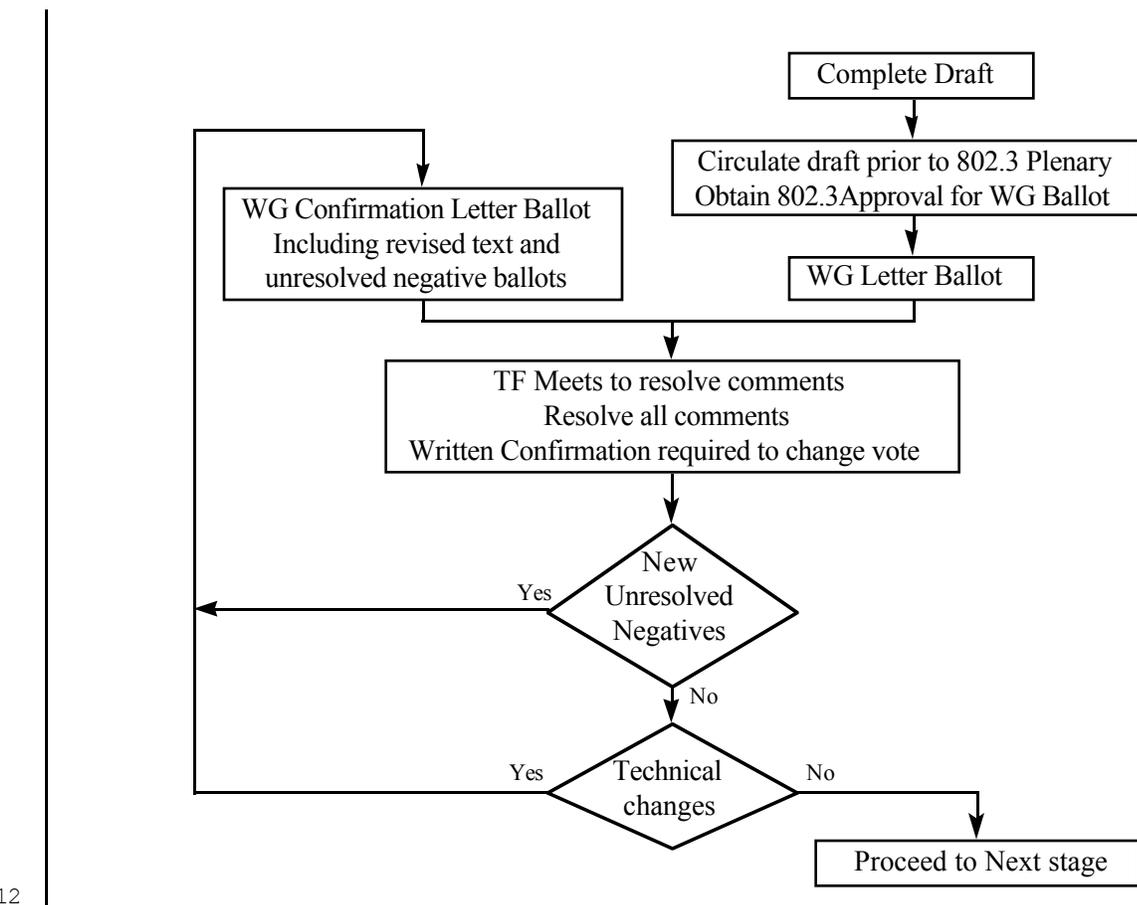
- 13 — Develop goals.
 14 — Develop agreed upon complete draft.

1 7.1.4 Working Group Ballot

2 Working Group ballots are covered in subclause 2.8 and the 802 rules (see ref[1], 5.1.4.2.2). Steps in this
3 stage include:-

- 4 — WG pre-view of document.
- 5 — Conduct WG ballot.
- 6 — Resolve comments from WG ballot.
- 7 — Re-circulate for approval including any unresolved negatives and revised areas in ballot
- 8 package.
- 9 — Iterate to closure.

10
11 This process is illustrated in Figure 5.



12

13 **Figure 5—Working Group ballot process**

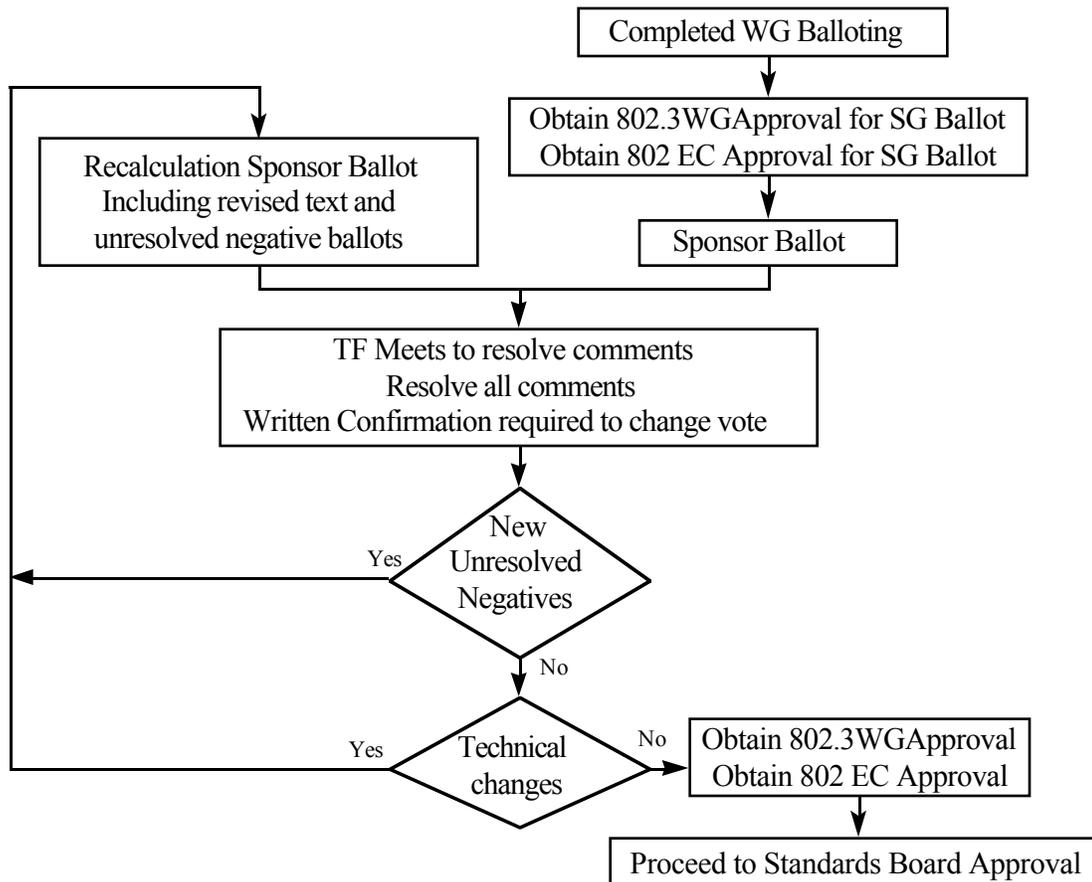
14 7.1.5 Sponsor ballot

15 Sponsor ballots are covered in detail in the IEEE Standards Companion (see ref[2]). Steps in this stage
16 include:-

- 17 — Obtain approval for Sponsor ballot from WG 802.3 and 802 EC.
- 18 — Form ballot pool using the IEEE staff.

- 1 — Submit draft to IEEE for Sponsor ballot.
 2 — Resolve comments from Sponsor ballot.
 3 — Re-circulate for approval including any unresolved negatives and revised areas in ballot
 4 package.
 5 — Iterate to closure.
 6

7 This process is illustrated in Figure 6.



8

9

Figure 6—Sponsor Group ballot process

10 7.1.6 Standards Board Approval

- 11 — Obtain approval for submission from WG 802.3 and 802 EC.
 12 — Check for Intellectual Property Rights requirements.
 13 — Submit to RevCom and IEEE Standards Board for approval.
 14

15 7.1.7 Publication

- 16 — Support IEEE editor in preparation for publication.
 17 — Maintenance Phase.
 18

1 **7.2 Five Criteria**

2 When a study group presents a request to the 802.3 WG for them to forward a draft PAR to 802 EC for
3 approval, they shall in addition present a completed set of responses to the 'five criteria'. This is a set of
4 formal criteria that the study group have to demonstrate that the proposed project meets.

5 These five criteria are listed below:

- 6 1) **Broad Market Potential**
 - 7 — Broad set(s) of applications.
 - 8 — Multiple vendors, multiple users.
 - 9 — Balance cost, LAN vs. attached stations.
 - 10 2) **Compatibility with IEEE Standard 802.3**
 - 11 — Conformance with CSMA/ CD MAC, PLS.
 - 12 — Conformance with 802.2.
 - 13 — Conformance with 802 Functional Requirments.
 - 14 3) **Distinct Identity**
 - 15 — Substantially different from other 802.3 specifications/ solutions.
 - 16 — Unique solution for problem (not two alternatives/ problem).
 - 17 — Easy for document reader to select relevant spec.
 - 18 4) **Technical Feasibility**
 - 19 — Demonstrated feasibility; reports - - working models.
 - 20 — Proven technology, reasonable testing.
 - 21 — Confidence in reliability.
 - 22 5) **Economic Feasibility**
 - 23 — Cost factors known, reliable data.
 - 24 — Reasonable cost for performance expected.
 - 25 — Total Installation costs considered.
- 26
27
28
29
30