

Responsibilities of IEEE 802.5 and its participants

Based on the LMSC guidelines, the function of IEEE 802.5 is as follows:

“The function of the Working Group is to produce a draft standard, recommended practice or guideline. These must be within the scope of the LMSC, the charter of the Working Group and an approved PAR, or a PAR under consideration by the IEEE Standards Board, as established by the Executive Committee. After the approval of the Working Group’s standard, recommended practice or guideline, the function of the Working Group is to review, revise, and affirm its documents.”

Within this framework, the following guidelines serve to outline the responsibilities of working group participants.

Observer

- Pay applicable meeting fees:
 - Pay IEEE 802 Meeting Fee for each plenary meeting you attend.
 - Pay the IEEE 802.5 Meeting Fee for each Interim meeting you attend
- Sign the attendance book when and only when you will be participating in the work of 802.5 for the majority of that session (There are two sessions per day, one for morning participation and one for afternoon participation). For each session, you should sign the attendance book of no more than one dot group.
- If you are aware of any patents that pertain to the work of the 802.5 you should so advise the chair.
- Initially, mostly listen. Learn about the issues and procedures of the working group to effectively contribute to the working group’s progress and to gain the working group’s respect and attention when you participate in its discussions.
- Contribute to the progress of the working group. Since standards are based on consensus focus on win-win solutions when you are seeking to establish or change a working group position.
- Vote on Straw Polls during the plenary and interim meetings.
- When you are on the IEEE 802.5 E-Mail reflector:
 - Read the E-Mail and keep abreast of the issues.
 - Respond to the E-Mail when you have appropriate input.
- Get documents from the FTP site to review as appropriate.
- Review working group drafts out for ballot, and submit your comments on or before ballot closing date.
- Familiarize yourself with Robert’s Rules of Order. They are nominally followed by the working group.
- Review the meeting minutes. Comment on required changes as appropriate if you have attended the last meeting

Working group Member

- Same as Observer with the following additional responsibilities
- The Working Group members decide technical issues by vote.
- Vote on Official Working group Motions
- Vote on Working group Drafts circulated for Ballot.
- Vote for working group officers as appropriate.
- Familiarize yourself with the “Operating Rules of IEEE Project 802, LAN MAN Standards Committee (LMSC)”. We must follow those rules.
- Consider volunteering to host interim meetings (See the chair for details)
- Consider Volunteering to serve the working group in additional capacities

Secretary

- Same as Working group Members with the following additional responsibilities
- Record all straw Polls, Working group motions, and decisions during task force, interim and plenary meetings.
- Record important discussion points relevant to working group votes and decisions.
- Maintain list of and collect 2 copies of each working group paper contribution.
- Assist the chair in preparation of the IEEE 802.5 meeting minutes.

Document Editor

- Same as Working group Members with the following additional responsibilities
- Create first draft of document consistent with working group positions
- Maintain list of issues (prior to first ballot)
- Maintain database of ballot comments and comment resolutions.
- Review all ballot comments
 - attempt to resolve all comments with the commenters
 - bring comment resolutions to the working group for their review
 - bring all unresolved comments to the working group for their review
- Faithfully incorporate ballot comments resolutions in subsequent drafts.

Liaison

- Same as Working group Members with the following additional responsibilities
- Represent and advocate IEEE 802.5 interests when serving as liaison.
- Report back on issues of interest to IEEE 802.5

IEEE 802.5 Study Group / Task Force Chair

- Same as Working group Members with the following additional responsibilities
- Lead Study Group / Task Force Meetings.
- For Study Group Chair
 - Solicit Market and Technical Input from the working group resulting in a proposed Technical Approach(es) which satisfy the “5 Criteria”
 - Develop Working group Consensus on a technical approach which satisfies the “5 Criteria”
 - Lead in development of presentation showing the “5 Criteria” are satisfied by the proposed PAR.
 - Participate in the development and presentation of a tutorial for 802 preliminary to LMSC approval of the proposed PAR
 - Be prepared to step in as Task Force Chair when the Study Group work results in the creation of an approved PAR.
- Report Study Group /Task Force results to the 802.5 Working Group for 802.5 approval.
- Establish Overall Schedule for Development of the new Standard, Recommended Practice, or Guide.
 - Develop Working group Consensus, actively seeking out Win-Win solutions to all potentially divisive issues.
 - Encourage wide technical participation in development of the draft.
 - Manage the draft development to the schedule within of the constraints of technical excellence, accuracy, and completeness.
- Often serves as overall document editor.

Vice Chair

- Same as Working group Members with the following additional responsibilities
- Carry out the duties of the Chair as and when requested by the Chair, and in the absence of the chair.
- Often serves as Study Group / Task Force Chair

Chair

- The main responsibility of the Working Group Chair is to produce a draft standard, recommended practice, or guideline, or to revise an existing document. The responsibilities include:
 - Call meetings and issue a notice for each meeting at least four weeks prior to the meeting.
 - Issue meeting minutes and important requested documents to members of the Working Group, the Executive Committee, and liaison groups.
- In addition, same as Working group Members with the following additional responsibilities
- Represent the interests and decisions of IEEE 802.5 to the LMSC executive committee.
- The Chair of the Working Group decides procedural issues
- The Working Group Chair decides what is procedural and what is technical.
- 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.
- Assign/unassign subtasks and task leaders or executors, e.g. secretary, subgroup chair, etc.
- Determine if the Working Group is dominated by an organization, and, if so, treat that organizations' vote as one (with the approval of the Executive Committee).
- Make final determination if and how negative letter ballots are to be resolved when a draft standard, recommended practice, or guideline, is to be sent to the Executive Committee for approval for Sponsor Ballot Group voting.
- Collect fees to meet Working Group expenses.