IEEE 802.3 Rules Opening Report

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Maintenance of Operations Manual (1/3)

- Procedure defined in the operations manual (see 2.7)
- Proposed changes must be received no later than the night before the WG opening plenary.
- Proposed improvements shall be in written form and should include:
  - a) The purpose, objective, or problem the proposed change is intended to address.
  - b) The specific text of the rule change and the rationale for the chosen text.
- If there are any proposed changes a meeting will be held to discuss the changes.

Maintenance of Operations Manual (2/3)

- Proposed changes shall be made available for pre-view by the membership by the Monday prior to the next plenary week.
- Announcement will be made at that WG opening plenary that a vote will be taken on the changes at the WG closing plenary.

Maintenance of Operations Manual (3/3)

- The operations manual can be changed by either:
  a) A minimum 75% approval of the sum of attending WG voting members voting "Approve" or "Do Not Approve" taken at the WG closing plenary.
  b) An affirmative WG letter ballot (see 2.6.2). A greater than 50% approval of the sum of attending WG voting members voting "Approve" or "Do Not Approve" is required for a change to be sent out for a WG letter ballot.

Proposed change 1-07/25 history

- Proposal received prior to the July 2025 WG opening plenary
- Receipt of proposal announced at the July 2025 WG opening plenary
- Electronic meeting held on 30 September to discuss changes
- No modification to the proposal was made
- Proposed change was posted to Operating Rules web page

Proposed change 1-07/25

- The purpose, objective, or problem the proposed change is intended to address.

IEEE 802.3 Ethernet Working Group Operations Manual 2.2, Precedence of Operating Rules

"The rules governing WG functions, responsibilities of WG officers, WG membership, WG meetings, etc. are provided by the IEEE LMSC WG P&P [1] and the hierarchy of rules contained therein. These rules are included in this document by reference and are not reproduced here."

Operation of subgroups (e.g., Task Forces, Study Groups) of the Working Group need to be consistent with the rules that govern the operation of the Working Group.

3.4 Operation of the Task Force and **3.4.3 Task Force Chair's Responsibilities** include content that is already addressed by, and at times inconsistent with, requirements stated in the IEEE 802 LMSC Working Group Policies and Procedures.

4.4 Study Group Operation states that "Study groups follow the operating procedures for Task Forces specified above with the following exceptions." As a result, these proposed changes address operation of Study Groups in a similar way.

Proposed change 1-07/25, continued

- The specific text of the rule change and the rationale for the chosen text.

3.4 Operation of the Task Force

The operation of the TF has to be balanced between democratic procedures that reflect the desires of the TF members and the TF Chair's responsibility to produce a draft standard, recommended practice, or guideline in a reasonable amount of time for review and approval by the WG. ~~Robert's Rules of Order shall be used in combination with these operating rules to achieve this balance.~~

The role of Robert's Rules of Order as a <u>recommended</u> guide on questions of parliamentary procedure is stated in the IEEE 802 LMSC Working Group Policies and Procedures 1.3

3.4.3 Task Force Chair's Responsibilities, item a)

Call meetings and issue a notice and agenda for each meeting ~~at least 30 days prior to the meeting~~.

Meeting notice requirements are specified in the IEEE 802 LMSC Working Group Policies and Procedures Clause 6. It includes requirements for both face-to-face and electronic meetings whereas the IEEE 802.3 Working Group Operations Manual does not.

Proposed change 1-07/25, continued

- The specific text of the rule change and the rationale, continued.

3.4.3 item c)

a) Issue meeting minutes in accordance with the requirements stated in the IEEE 802 LMSC Working Group Policies and Procedures [1] with the exception of establishment of quorum and a report of items out of Executive Session.~~and important requested documents to members of the TF, the WG AC, and liaison groups. The meetings minutes are to include:~~

~~1) list of participants~~

~~2) next meeting schedule~~

~~3) agenda as revised at the start of the meeting~~

~~4) voting record:~~

~~i. resolution~~

~~ii. mover and seconder~~

~~iii. numeric results~~

Requirements for meeting minutes are specified in the IEEE 802 LMSC Working Group Policies and Procedures 6.4. There is no quorum requirement for subgroup meetings and subgroups do not meet in Executive Session.

Proposed change 1-07/25, continued

- The specific text of the rule change and the rationale, continued.

3.4.3 item e)

Maintain liaison with other organizations at the direction of the WG~~ AC or at the discretion of the TF Chair with the approval of the WG AC. All liaison and liaison statements shall be approved by the LMSC EC~~.

The text can be greatly simplified. Items requiring approval by the LMSC (“EC” is no longer used) are specified in the supervisory rules.

Remove last paragraph of 3.4.3

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

Requirements for meeting minutes, including time allowed for publication of the minutes, are specified in the IEEE 802 LMSC Working Group Policies and Procedures 6.4.

Proposed change 1-11/25

- The purpose, objective, or problem the proposed change is intended to address and the rationale for the chosen text.

An IEEE 802.3 TF requires an individual to bootstrap the activity until a TF Chair is confirmed. For instance, this individual must issue the meeting notice and set the agenda for the meeting where the TF confirms an individual as the TF Chair. Currently, the individual appointed by the WG Chair to serve as the TF Chair serves as the 'acting' TF Chair until confirmed as the TF Chair. This change formally documents this practice that we have followed for years and names the role “TF Chair Pro Tem”.

This change also formally documents and differentiates the practice of the TF Chair appointing another individual to serve as the TF Chair during a meeting and the WG Chair appointing an acting TF Chair when the TF Chair cannot chair a meeting or is unavailable for a period of time.

Proposed change 1-11/25, continued

- The specific text of the rule change.

3.2 Chair

The TF is led by a TF Chair. A TF Chair~~s~~ shall be appointed by the WG chair and confirmed by a TF motion that is approved by a minimum 75% majority. Once appointed by the WG Chair, the individual shall serve as the TF Chair Pro Tem, holding full authority and responsibilities of the TF Chair until formally confirmed by a motion of the TF.

There may be a TF Vice-Chair. A TF Vice-Chair carries out the TF Chair's duties if the TF Chair is temporarily unable to do so or chooses to delegate specific duties. A TF Vice-Chair~~s~~ shall be appointed by the WG Chair and confirmed by a TF motion that is approved by a minimum 75% majority. Once appointed by the WG Chair, the individual shall serve as the TF Vice-Chair Pro Tem, holding full authority and responsibilities of the TF Vice-Chair until formally confirmed by a motion of the TF.

If the TF Chair is unable to carry out the TF Chair’s duties for a period of time, and there is no TF Vice-Chair, or if the TF Vice-Chair is unable to carry out the TF Chair's duties in this situation, then the WG Chair shall appoint an individual to serve as the acting TF Chair.

In situations where the TF Chair is temporarily unable to carry out the TF Chair’s duties for a short period of time (e.g., needs to step out of the meeting or participate in a technical discussion), and there is no TF Vice-Chair, or if the TF Vice-Chair is unable to carry out the TF Chair's duties in this situation, the TF Chair may temporarily appoint an individual to Chair the meeting.

Meeting plan

- A **vote** will be taken on proposed change 1-07/25 at the WG closing plenary
- An **electronic meeting** will be held to discuss proposed change 1-11/25 prior to the March 2026 plenary
- Meeting details will be announced over the reflector