

IEEE 802.3 Ethernet Working Group Operations Manual (OM)

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IEEE 802.3 Ethernet Working Group

This operations manual can be found at the following URL:-
<http://www.ieee802.org/3/rules/index.html>

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References

- [1] IEEE 802 LAN/MAN Standards Committee (LMSC) Working Group (WG) Policies and Procedures (P&P)
<http://www.ieee802.org/devdocs.shtml>
- [2] IEEE 802 LAN/MAN Standards Committee (LMSC) Operations Manual (OM)
<http://www.ieee802.org/devdocs.shtml>

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1. Overview

The IEEE 802.3 Ethernet Working Group (WG) is responsible for developing the Standard for Ethernet under the auspices of the IEEE 802 LAN/MAN Standards Committee (LMSC). The WG is one of several working groups reporting to the LMSC Executive Committee (EC). The WG operates under the IEEE 802 LMSC WG Policies and Procedures (P&P) [1].

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

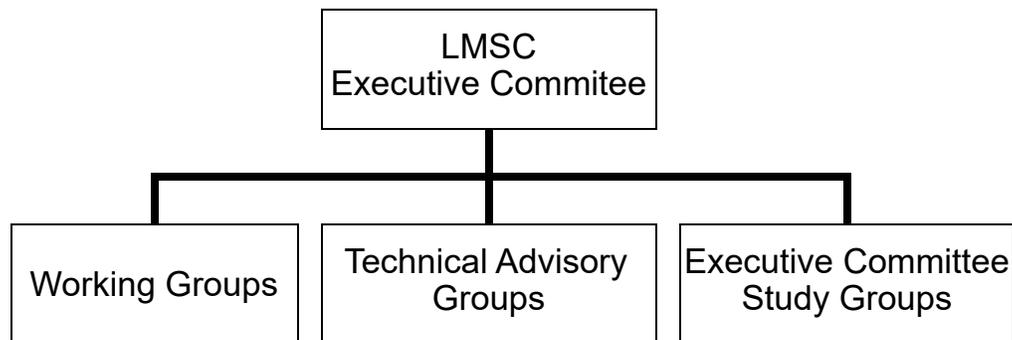


Figure 1 — LMSC Organizational Structure

2. Working Group

2.1 Function

The WG is chartered to maintain and revise the Ethernet standard, develop new Ethernet standards in a reasonable time frame, forward these standards to ISO/IEC JTC1 SC6, and maintain liaisons with other groups within the LMSC and other relevant standards development organizations.

Standards efforts are carried out under Project Authorization Requests (PARs) approved by the IEEE-SA Standards Board and assigned to the WG. Since the scope of standards work which comprises WG activity is widely dispersed in time, technology and structure, individual standards activities within the WG are, at the discretion of the WG, carried out by Task Forces (TF) operating under, and reporting to, the WG. A TF may in turn create Sub-Task Forces as necessary to accomplish the work of the TF. The WG activities are administered by the WG Chair who is assisted in this task by the Working Group Advisory Core (see 2.3).

The structure of the WG is illustrated in Figure 2.

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. However the reader is encouraged to become familiar with these rules in addition to the rules provided in this document. If this operations manual

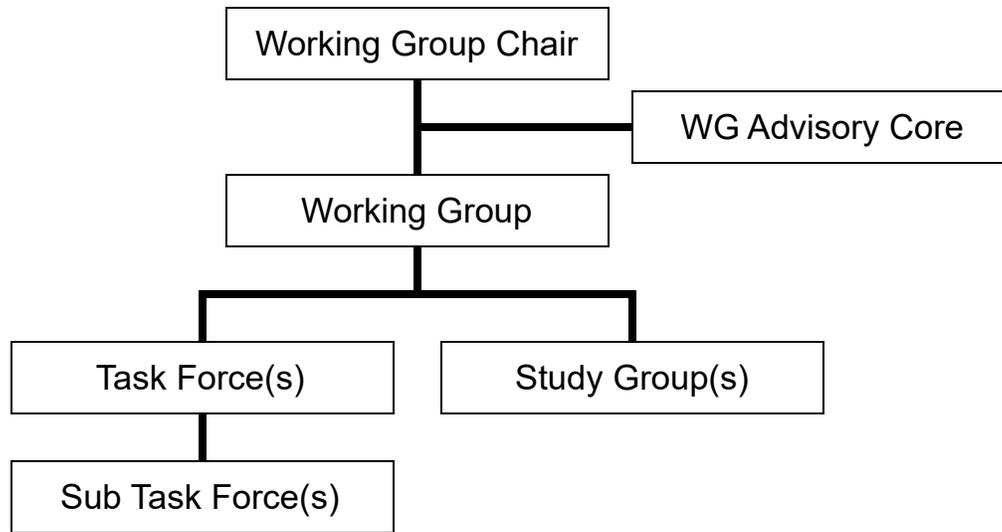


Figure 2 — Working Group Organizational Structure

conflicts with the IEEE LMSC WG P&P or the hierarchy of rules contained therein, then the supervisory rules shall take precedence.

2.3 Working Group Advisory Core

The WG Advisory Core (AC) functions as the coordinating body supporting the Chair in formulations of policy and the performance of his duties.

2.3.1 Function

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

- a) Providing procedural and, if necessary, technical guidance to the Task Forces and Study Groups (SG) as it relates to their charters.
- b) Overseeing WG, TF and SG operation to see that it is within the scope of WG.
- c) Examining TF draft standards proposed for submission to WG ballot.
- d) Considering complaints of TF and SG members and their resolution at the Plenary, TF and SG.
- e) Managing WG logistics, e.g. concurrent TF and SG meetings, etc.
- f) Act as the WG EC for treasury matters (see [2], 15.1).

2.3.2 Membership

Membership of the WG AC is composed of, at least, the following WG officers:

- a) WG Vice-Chair.
- b) Executors (e.g., Recording Secretary).
- c) Task Force Chairs.
- d) Study Group Chairs.

2.4 Membership

The rules and procedures governing WG membership including establishment, retention, loss and rights are contained in the IEEE LMSC WG P&P (see ref [1], 4.0).

The following additional requirements are imposed within the WG:

- a) TF and SG meetings that are less than two days in duration or that take place adjunct to and co-located with the plenary meeting cannot be used to count towards establishing nor retaining voting rights.
- b) A SG meeting may only count toward establishing or retaining voting rights if it is co-located with another IEEE 802.3 Task Force meeting.
- c) To establish voting rights participants must request to become a voter during a WG Opening or Closing plenary meeting when additions to the voter list are solicited by the Chair from the "Potential Voter" list.
- d) To establish and retain voting rights participants must record and maintain valid contact information in the WG database. All acknowledgements and information required by the IEEE Standards Association (e.g., Employer and Affiliation) shall also be provided and current.

2.5 Meetings

The WG meets during a WG plenary and may also meet during a WG interim meeting series.

2.5.1 Working Group Plenary

The WG plenary is a meeting of individuals interested in developing and maintaining Ethernet standards. The WG plenary is conducted three times a year as part of the LMSC plenary meetings. A typical schedule for meetings during a plenary week is shown in Figure 3. Occasionally there are TF meetings during the Executive committee meeting on Monday morning and/or the weekend preceding the plenary.

The WG plenary is open to all registered LMSC attendees. To be registered, the attendee must pay the registration fee for that LMSC Plenary week.

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

- a) The hierarchy of rules.
- b) The agenda (which was distributed earlier) including any items requiring a vote.
- c) The roll of current voters.

The function of the plenary meetings is to gather and disseminate information and take action including the following:

- a) Status reports from the Task Forces and Study Groups.
- b) Liaison reports from other standards organizations, other LMSC WGs and TAGs.
- c) Reports on schedules for future Plenary meetings.
- d) Announcements and general news.
- e) Vote on such matters that may be brought before it such as recommendations of its Task Forces and the election of WG officers.
- f) Make recommendations for EC action with respect to standards projects, LMSC and liaison matters.
- g) Calls for interest in new work items.
- h) Call for patents

2.5.2 Working Group Interim meeting series

A Working Group interim meeting series is a meeting series at which all Task Forces and Study Groups meet and at which the Working Group may meet to consider actions. The WG Chair determines, taking into

	Monday	Tuesday	Wednesday	Thursday	Friday	
08:00	Executive Committee Meeting	Task Force, Study Group Meetings	Task Force, Study Group Meetings	Task Force, Study Group Meetings		
10:00						IEEE 802.3 WG Opening Plenary
12:00						
13:00	Task Force, Study Group Meetings	Task Force, Study Group Meetings	Task Force, Study Group Meetings	IEEE 802.3 WG Closing Plenary		Executive Committee Meeting
17:00						
18:00	Tutorial Slot 1	Task Force, Study Group, or Call for Interest Consensus-Building Meetings (as required)	Social (note 1)			
18:30						
19:30				Tutorial Slot 2		
21:00				Tutorial Slot 3		
22:30						

NOTE 1 - The social is a time place holder and not requirement of the plenary week.

Figure 3 — Typical Working Group meetings during LMSC Plenary week

account the status of a Task Force or Study Group, if a meeting of the Task Force or Study Group is not required.

An IEEE 802.3 Working Group face-to-face interim meeting shall only occur at an IEEE 802.3 interim meeting series.

Task Forces and Study Groups may arrange additional interim meetings outside of a Working Group Plenary or interim meeting series.

2.6 WG Balloting

A draft must successfully pass a WG letter ballot (conditional approval excepted) before it can be forwarded to the Executive Committee for approval for Sponsor Group voting. The rules and procedures governing WG letter ballots, comment resolution, and recirculations are contained in the IEEE LMSC WG P&P (see [1], 11.0).

The following additional requirements are imposed within the WG.

2.6.1 Draft Standard Balloting Group

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

2.6.2 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 at least 10 days prior to the Working Group meeting where the draft will be considered. If any changes are made to the draft after it was made available for pre-view, the changes shall be presented for review prior to the vote for approval to go to WG ballot.
- c) 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.
- d) During a plenary week, it must be approved for submittal to WG ballot at the WG closing plenary.

For the WG letter ballot to be considered valid, abstention rate shall be less than 30%.

2.6.3 Draft Standard Formatting Requirements

The draft must be provided to the IEEE in Adobe® Framemaker®. 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.

2.6.4 Ballot Process Requirements

All WG ballots are conducted through electronic means. Initial WG ballots on project drafts shall be a minimum of 30 days in duration (including e-mail time). WG Recirculation letter ballots shall be a minimum of 15 days in duration (including e-mail time). The ballot period may be extended if the volume of balloted material justifies. It is strongly recommended that the period for anticipated ballots be announced at the Working Group meeting where ballot submission is approved.

WG ballots of amendments and corrigenda shall also include access to the approved base standard and any approved amendments and corrigenda in order to provide sufficient information to the ballot group.

2.7 Maintenance of the Operations Manual

The Operations Manual is documented by the Vice-Chair and posted in the IEEE 802.3 Ethernet WG 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 later than the night before the WG opening plenary. If there are any proposed changes a meeting will be held to discuss the changes. The changes will then be pre-circulated prior to the next plenary and an announcement will be made at that WG opening plenary that a vote will be taken on the changes at the WG closing plenary (see below).

Proposed improvements shall be in written form and should include: The purpose, objective, or problem the proposed change is intended to address and the specific text of the rule change and the rationale for the chosen text.

Those proposing rule changes are encouraged to seek the advice of any member of the WG AC or other experienced members to help form the wording in a manner appropriate for and consistent with the Operations Manual

The WG OM 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. This ballot shall follow the normal letter ballot requirements (see 2.6.2).

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

3. Task Forces

3.1 Function

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

3.2 Chair

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

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. TF Vice-Chairs shall be appointed by the WG Chair and confirmed by a TF motion that is approved by a minimum 75% majority.

3.3 Membership

The TF Chair may choose to establish TF membership rules if the TF Chair believes it is necessary to ensure that the business of the TF moves forward in an orderly basis. In this case the TF shall follow the same membership requirements and the same voting rules as the WG.

A TF operates by default without membership rules for voting.

3.3.1 Rights

The rights of the TF participants include the following:

- a) To receive a notice of the next meeting and agenda.

- b) To receive a copy of the meeting minutes. 1
- c) To vote at meetings if present and, if the TF is operating with membership rules for voting, qualified under the voting rules. 2
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- d) To examine all working draft documents. 4
- e) To lodge complaints about TF operation with any member of the WG AC. 5

3.3.2 Meetings and Participation 6 7 8

All TF meetings are open. Attention is however drawn to the registration requirements for all WG members and observers attending the LMSC Plenary where TF meetings also occur. If the TF Chair has decided to institute membership rules only TF members have the right to participate in the discussions. In this case, the TF chair may grant observers the privilege of participating in discussions. 9
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A TF will normally meet during the week of the LMSC plenary. The WG Chair determines, taking into account TF status, if this plenary week TF meeting is not required. Depending on the work load, interim TF meetings can be held between the LMSC plenary meetings as often as required and agreed to by the TF membership. The intention to hold an electronic TF meeting should be announced at a WG meeting. 13
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The announcement, including an outline agenda shall be sent to the TF reflector. The announcement of a face-to-face TF meeting shall also include as a minimum the date, time, location, host, hotel details, meeting fees and cut-off dates, and travel details if necessary. The announcement of an electronic TF meeting shall also include as a minimum the date, time, and instructions for obtaining access to the electronic TF meeting. 18
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TF meetings that are less than two days in duration, that take place adjunct to and co-located with the Plenary meeting, or that are electronic, do not count towards WG voting rights. 24
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IEEE 802.3 Task Forces may meet jointly at the discretion and agreement of the respective Task Force Chairs and the Working Group chair. Task Forces operating with membership rules for voting (see 3.3) cannot meet jointly. 26
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Motions, other than approval of Joint Task Force meeting agenda and minutes, may only be taken in respect to a project in a joint Task Force meeting with the prior approval of the IEEE 802.3 Working Group. 30
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3.4 Operation of the Task Force 33 34 35 36

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. 37
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3.4.1 Chair's and Vice-Chair's Function 41 42

The Chair of a TF may decide procedural issues or may put them to a vote of the TF. The TF participants and the Chair decide technical issues by vote. The TF Chair decides what is procedural and what is technical. 43
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If a TF has a TF Vice-Chair, the 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 (see 3.2). 46
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3.4.2 Voting 49 50

There are two type of votes in the TF; votes on motions and votes in straw polls. 51
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In face-to-face meetings where a TF is operating with membership rules for voting (see 3.3) only the TF members may make and vote on motions. In face-to-face meetings where membership rules are not in force all TF participants may make and vote on motions, subject only to the provision that they believe that they are qualified to vote on the matter before the TF. Electronic meetings that will consider motions shall be approved by the WG Chair prior to the meeting announcement. In such meetings only IEEE 802.3 Working Group members may make and vote on motions. If a motion is not approved by unanimous consent it shall be taken as a roll call vote

In all cases, regardless of any membership rules that may or may not be in force, all participants who feel qualified may participate in a straw poll.

Motions are defined as either technical or procedural by the TF Chair. On a technical motion, a vote is carried by a minimum 75% approval of the sum of those voting "Approve" or "Do Not Approve". On a procedural motion, a vote is carried by a greater than 50% approval of the sum of those voting "Approve" or "Do Not Approve". Any vote can be subjected to ratification at the WG level under WG voting rules (See ref [1], 5.0).

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

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

Motions are defined as either technical or procedural by the TF Chair, or the respective individual chairing a joint task force meeting.

3.4.3 Task Force Chair's Responsibilities

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

- a) Call meetings and issue a notice and agenda for each meeting at least 30 days prior to the meeting.
- b) Appoint a Recording Secretary for each meeting.
- c) Issue meeting minutes 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
- d) Hold officer elections when necessary.
- 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.
- f) Work with the IEEE staff to complete the publication process for the draft standard, recommended practice or guideline.

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.

3.4.4 Task Force Chair's Authority

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

- a) Call meetings and issue meeting minutes.
- b) Decide which issues are technical and which are procedural.
- c) Establish TF rules beyond the WG rules. These rules must be written and all TF members must be aware of them.
- d) Assign/unassign subtasks and task leaders or executors, e.g. secretary, subgroup Chair, etc.
- e) Speak for the TF to the WG.
- f) Determine if the TF is being dominated by an organization or consortium, and, if so, raise the issue to the WG AC.
- g) Be representative of the TF during coordination and interaction with IEEE staff.

3.4.5 Precedence of Operating Rules

If TF operating rules conflicts with the WG operating rules, then the WG operating rules shall take precedence.

3.5 Deactivation of a Task Force

After the objective of the TF is complete, its charter expires and it is deactivated. The TF or the WG may deactivate a TF. If the TF has not completed its work within its allotted period of time, the TF can be disbanded by a vote of the TF or the WG. A deactivated TF is completely abolished.

4. IEEE 802.3 Study Groups

4.1 Function

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

The normal function of an IEEE 802.3 Study Group (SG) is to draft a complete PAR and responses to the Criteria for Standards Development (CSD) (see 4.5) and to gain approval for them at the WG, LMSC EC, IEEE-SA New Standards Committee (NesCom) and the IEEE Standards Board. The decision of whether to utilize the WG, or to establish a new Working Group or Technical Advisory Group (TAG) to carry out work items recommended by a SG is made by the EC with due consideration of advice from the WG.

4.2 Formation

A SG is formed when enough interest has been identified for a particular area of study within the scope of the WG. The first step in the process is a call for interest. This can be made at the WG opening plenary by any member. Any request to make a call for interest shall be made to the WG Chair. This request shall be made at least 35 days in advance of the start of the WG plenary. A SG can then be initiated by vote of the WG and must be approved by the LMSC EC. During this approval process the LMSC EC decides whether a SG is within the scope of the WG, should be moved to another Working Group or should be set up as an Executive Committee Study Group (ECSG).

4.3 Continuation

A SG exists for up to 6 months. If it has not completed its work within that time, a request must be made to the WG for an extension for up to 6 months. Any request for SG extension will be voted upon at the WG closing plenary and is also subject to approval by the LMSC EC.

4.4 Study Group Operation

Study groups follow the operating procedures for Task Forces specified above with the following exceptions.

4.4.1 Voting at Study Group Meetings

Any person attending a Study Group meeting may participate in SG discussions, make motions and vote on all motions (including recommending approval of a PAR and five criteria) if the person feels qualified to do so.

4.5 Criteria for Standards Development

When a study group presents a request to the WG for the WG to forward a draft PAR to the LMSC EC for approval, the SG shall in addition present a completed set of responses to the Criteria for Standards Development (CSD) (see [2]).

4.5.1 Five Criteria (5C) requirements

An IEEE 802.3 project shall also address the following:

Compatibility

- Compatibility with IEEE Std 802.3
- Conformance with the IEEE Std 802.3 MAC

Distinct Identity

- Substantially different from other IEEE 802.3 specifications/solutions.

Technical Feasibility

- Confidence in reliability

5. Maintenance

Maintenance of the IEEE 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 and 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 requests requiring action.