

## **Tutorial on procedures for handling draft standards**

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### **Scope**

- This paper is a tutorial on the procedure to follow for developing the 802.11 standard
- This paper also contains the time schedule for getting to the first ballot and the schedule for the first ballot
- The authoritative documents are:
  - the Operating Rules for IEEE Project 802,
    - references below are from this document
    - will become available on the FTP servers (oprls91.doc)
  - the IEEE Standards, 1994 Operations Manuel
    - Can be obtained from Rona Kershner, fax +1 908 562 3808

## Procedure towards WG ballot

- Prepare draft for first ballot
  - 5.1.1: “The function of the Working Group is to produce a draft standard, recommended practice or guideline”
- Send out for first ballot by
  - motion at November 1994 plenary meeting:  
**To submit draft 1 to the Executive committee for ballot by the Sponsor Balloting group**

## Procedure towards Sponsor ballot

- Resolve negative votes and prepare next draft
- If result was affirmative: send new draft to ExCom for Sponsor Balloting Group ballot
- If result was not affirmative: send new draft out for confirmation ballot within WG

## Procedure towards IEEE Standards Board acceptance

- Resolve negative votes and prepare next draft
- If result was affirmative: send new draft to ExCom for submission to the IEEE Standards Board
- If result was not affirmative: send new draft out for confirmation ballot within Sponsor Balloting Group ballot

## Ballot rules at WG level

- Requires 50 % return of ballots from voting members to make ballot valid
  - voting members have an obligation to vote
  - 5.1.3.3: “Membership may be lost if two of the last three Working Group letter ballots are not returned or returned with an abstention other than "lack of technical expertise".”
- 5.1.4.2.2: “The ballot shall contain three choices:
  - Approve. (May attach non-binding comments.)
  - Do Not Approve. (Must attach specific comments on what must be done to the draft to change the vote to "Approve".)
  - Abstain. (Must include reasons for abstention.)”

## Ballot rules at WG level (cont.)

- Requires 75 % approval by those voting to pass the ballot
  - Objective is to reach consensus
  - “Do Not Approve” votes of observers will also be considered
- Obtain Working Group approval
  - Resolve negative votes
  - 5.1.4.2.2: “ Submission of a draft standard or a revised standard to the Executive Committee must be accompanied by any outstanding negative votes and a statement of why these unresolved negative votes could not be resolved”

## Rules for Sponsor ballot groups

- Requires 75 % return to make ballot valid
  - Before actual ballot the sponsor ballot group will be assembled by inviting those that have shown interest in Sponsor Balloting Group for 802.11
  - Those that accept the invitation have committed to vote
- Requires 75 % approval by those voting to pass the ballot
  - Rejected “Do Not Approve” votes have to be presented to voter with reasons for rebuttal and a request to change vote into Approval

## Rules for sending proposal to IEEE Standards Board

- Proposal has to contain:
  - The Proposed Standard
  - The Ballot summary document
  - Copies of all unresolved negative votes, together with the reasons given by the negative voters and the rebuttals by the sponsor
  - Proof of Coordination

## Schedule till Nov. 1994

Aug 29- 2	Sep 5- 9	Sep 12-16	Sep 19-23	Sep 26-30	Oct 3-7
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Oct 10-14	Oct 17-21	Oct 24-28	Oct 31- 4	Nov 7-11
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### Schedule first ballot

Nov 7-11	Nov 14-18	Nov 21-25	Nov 28-2	Dec 5-9	Dec 12-16	Dec 19-23
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Dec 26-30	Jan 2-6	Jan 9-13	Jan 16-20	Jan 23-27	Jan 30-3	Feb 6-10
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### Schedule first ballot (cont.)

Feb 13-17	Feb 20-14	Feb 27- 3	Mar 6-10	Mar 13-17	Mar 20-24
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