

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 recommended 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)

- c) 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 AG, 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.

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IEEE 802 LMSC Working Group Policies and Procedures, 1.3

Robert's Rules of Order Newly Revised (RONR) is the recommended guide on questions of parliamentary procedure not addressed in these procedures.

IEEE 802 LMSC Working Group Policies and Procedures, Clause 6

All meeting notices shall be distributed or made available by notification to members at least 30 calendar days in advance of a face-to-face meeting and at least 10 calendar days in advance for an electronic (including teleconference) meeting. A meeting agenda (including participation information and known potential actions) shall be distributed or made available by notification to members at least 14 calendar days in advance of a face-to-face meeting, and at least 5 calendar days in advance for an electronic meeting.

Proposed change 1-07/25 references, continued

IEEE 802 LMSC Working Group Policies and Procedures, 6.4

Minutes shall be published to Session attendees within 60 calendar days of the end of the Session. Minutes shall be published for meetings held outside of a Session within 15 calendar days of the end of the meeting. The minutes shall concisely record the essential business of the Working Group, including the following items at a minimum:

- a) Name of group;
- b) Date and location of meeting and when the meeting was called to order;
- c) Officer presiding, and the name of the secretary who wrote the minutes;
- d) Meeting participants, including affiliation;
- e) Establishment of quorum;
- f) Approval of agenda;
- g) The fact that the IEEE SA Patent Policy was presented, and that, the call for patents occurred and any such responses to such Call;
- h) The fact that the IEEE SA Copyright Policy was presented or made available prior to the meeting;
- i) Approval of minutes of previous meeting;
- j) Technical topics:
 - 1) Brief summary of discussion and conclusions;
 - 2) Motions exactly as they are stated, including the names of mover and seconder and the outcome of each motion;
- k) Action items;
- l) Any items reported out of Executive Session;
- m) Recesses and time of final adjournment;
- n) Next meeting: date, time, and location.

All submissions, presentations, and reports considered during the meeting shall be referenced in the minutes, identifying the source of the submission. URLs should be provided where possible. See <https://standards.ieee.org/content/dam/ieee-standards/standards/web/documents/other/stdslaw.pdf> and IEEE SA Operations Manual clause on "Recordings of the Proceedings of Standards Development Meetings" for additional information.

The following shall not be recorded in minutes:

- Transcriptions of detailed discussions;
- Attributions of comments to specific participants.