

ProCom Meeting Minutes

September 2015

**IEEE-SA Standards Board Procedures Committee (ProCom)  
Meeting Minutes  
01 September 2015  
New Otani Hotel, Tokyo, Japan  
10:00 a.m. - 12:00 p.m.**

Members Present:

Ted Burse  
Jean-Philippe Faure  
Rich Hulett  
Mike Janezic  
David Law  
Glenn Parsons  
Jon Rosdahl, Chair  
Philip Winston  
Don Wright

Members Absent:

None

IEEE Outside Legal Counsel:

Claire Topp – Dorsey & Whitney

Guests:

Osama Aboul-Magd  
Chuck Adams  
James Gilb  
Travis Griffith  
Gary Hoffman  
Dina Kallay  
Bruce Kraemer  
John Kulick  
Hung Ling  
Andrew Myles  
Ted Olsen  
Ron Petersen  
Annette Reilly  
Gary Robinson  
Steve Shellhammer

Adrian Stephens  
Yatin Trivedi  
Mehmet Ulema  
Phil Wennblom  
Daidi Zhong

IEEE Staff:

Karen Evangelista  
Mary Ellen Hanntz  
Yvette Ho Sang  
Konstantinos Karachalios  
Karen Kenney  
Soo Kim  
Eileen Lach  
Dave Ringle, Administrator  
Sam Sciacca  
Erin Spiewak  
Lisa Weisser

1 CALL TO ORDER

Chair Rosdahl called the meeting to order at 10:00 a.m.

2 INTRODUCTIONS

There was a round of introductions by all present.

3 APPROVAL OF [AGENDA](#)

**There was a motion to approve the agenda. The motion was approved, as there was no objection to unanimous consent.**

4 APPROVAL OF THE [24 MARCH 2015 ProCom MINUTES](#)

**There was a motion to approve the previous meeting minutes. The motion was approved, as there was no objection to unanimous consent.**

5 OLD/UNFINISHED BUSINESS

5.1 [SASB Comments](#) on Change B RE: Draft Copyright Statements – Ringle

ProCom reviewed the comments from SASB members received during the recent email ballot. ProCom reviewed the proposed changes submitted by Annette Reilly and by Adrian Stephens.

There was a motion to recommend the *IEEE-SA Standards Board Operations Manual* changes, noted below, to the SASB for approval consideration. The motion was approved, as there was no objection to unanimous consent.

## IEEE-SA Standards Board Operations Manual

### 6.1.3.1 Draft copyright statements

All drafts shall carry a copyright statement that:

- a) The document is an unapproved draft of a proposed IEEE standard
- b) The document is subject to change
- c) The document shall not be utilized for conformance/compliance purposes.

~~An IEEE draft standard may be distributed without charge to the participants for that IEEE standards development project. Other persons seeking permission to reproduce the document, in whole or in part, must obtain permission from the IEEE Standards Department.~~

### **6.1.3.2 Permitted reproduction of drafts by IEEE Standards Working Groups**

~~Participants in an active IEEE standards development project are entitled to receive a copy of draft standards produced by that project without charge. The Working Group Chair of the project determines whether an individual or entity meets the requirements for participation.~~

~~For purposes of standardization consideration or coordination by ISO/IEC, the Working Group Chair of an IEEE standards development project may reproduce the draft produced by that project. The Chair shall inform the IEEE Standards Department prior to any reproduction.~~

~~Draft standards of an IEEE standards development project may be made available for sale by the IEEE at the request of the Working Group Chair of that project.~~

~~Requests for a copy of a draft standard that is not addressed in this clause shall be directed to the IEEE Standards Department.~~

### **6.1.3.3 Requests for IEEE draft standards outside IEEE Standards Working Groups**

~~Individuals or entities seeking to reproduce any portion of an IEEE draft standard shall obtain permission from the IEEE Standards Department.~~

## 5.2 Continuous Maintenance Ad Hoc [Report](#) – Reilly [Rules](#) [Proposed SASB OpMan Changes](#)

Annette Reilly, Ad Hoc Chair, reported.

It was noted that the timing of any proposed changes should be postponed until after the myProject Redesign is completed.

The Continuous Maintenance Ad Hoc was disbanded with thanks, especially to Annette for her leadership.

## 6 NEW BUSINESS

### 6.1 [Proposed Changes](#) to SASB Bylaws RE: Sponsor Balloting Group Membership Verification– Ringle

**There was a motion to recommend the *IEEE-SA Standards Board Bylaws* changes, noted below, to the SASB for approval consideration. The motion was approved, as there was no objection to unanimous consent.**

#### **IEEE-SA Standards Board Bylaws**

##### **5.2.2.3 Sponsor balloting group**

Potential dominance in Sponsor ballots as evidenced by an unduly high proportion of individuals employed by or affiliated with a single entity or from a particular balloting classification is unacceptable, counter to open and fair participation by all interested parties, and deprecated by the IEEE-SA Standards Board. All individuals joining a ballot group shall declare their employer and affiliation (see subclause 5.3.3.1 of the *IEEE-SA Standards Board Operations Manual*). The Sponsor shall review the ballot group for balance and possible dominance. If it is determined that the ballot group may be dominated (see 5.2.1.3), the Sponsor shall recommend remedial actions to the IEEE-SA Standards Board to ensure a fair and open ballot. The IEEE-SA Standards Board may also take action independent of any Sponsor recommendation.

The balloting group shall consist of persons who are members of the IEEE-SA. **Membership status shall be determined at the time a person completes the process of joining the balloting group.** [Note: ~~The A~~ balloting group **comprised of individuals** may also include non-IEEE-SA members that pay the appropriate per-ballot fee (see subclause 5.4.1 of the *IEEE-SA Standards Board Operations Manual*). A person is an individual or **an** entity **representative**. An entity can be any for-profit or not-for-profit enterprise, as defined in IEEE Bylaw I-403.

A single type of balloting group for a standard shall be established at the time of PAR approval and officially approved prior to the formation of a balloting group. A statement of the type of balloting membership to be used shall be included in all versions of the draft standard and the final approved standard.

### 6.2 [Proposed Changes](#) to SASB Bylaws and SASB OpMan RE: Special Meetings – Ringle

**There was a motion to recommend the *IEEE-SA Standards Board Bylaws* and *IEEE-SA Standards Board Operations Manual* changes, noted below, to the SASB for approval consideration. The motion was approved, as there was no objection to unanimous consent.**

#### **IEEE-SA Standards Board Bylaws**

## 5.1 Transaction of business

Regular meetings of the IEEE-SA Standards Board shall be held quarterly, in accordance with a schedule approved at, or prior to, the first-last regular meeting of each-the previous calendar year. Special meetings may be called with at least five days notice for an electronic meeting or 30 days for an in-person meeting, when deemed necessary, by the Chair or at the request of five members.

Unless otherwise provided in the *IEEE Certificate of Incorporation*, the *IEEE Constitution*, the *IEEE Bylaws*, or the New York Not-For-Profit Corporation Law, the vote of a majority of the voting members of the IEEE-SA Standards Board present at the time of the vote, if a quorum is present at such a time, shall be the act of the IEEE-SA Standards Board.

Approval of proposed IEEE standards, or transfer to inactive status of such standards, shall require affirmative votes by at least 75% of the voting members present at the time of the vote, if a quorum is present. Except as otherwise specified in these bylaws, meetings of the IEEE-SA Standards Board shall be run in accordance with the parliamentary procedures of *Robert's Rules of Order* (latest edition).

## IEEE-SA Standards Board Operations Manual

### 4 IEEE-SA Standards Board and committee procedures

#### 4.1 IEEE-SA Standards Board

##### 4.1.1 Transaction of business

Except as specified in the *IEEE-SA Standards Board Bylaws* and these procedures, business of the IEEE-SA Standards Board meeting will be conducted in accordance with the latest edition of *Robert's Rules of Order*.

##### 4.1.1.1 Agenda

###### 4.1.1.1.1 Regular meetings

A preliminary agenda for each regular meeting shall be prepared by the Secretary and sent to the members of the IEEE-SA Standards Board, including liaison representatives, at least two weeks prior to the meeting date to a scheduled meeting. The preliminary agenda shall also be sent to the IEEE-SA Board of Governors (BOG).

A final agenda shall be presented at the time of the IEEE-SA Standards Board meeting. Recommendations to the IEEE-SA Standards Board from the committees of the IEEE-SA Standards Board shall be contained in an agenda item known as a "consent agenda." Prior to approval of the agenda, any member may request that an item on the consent agenda be removed and considered separately as part of the agenda. Adoption of the consent agenda as modified constitutes approval of all included items by unanimous consent. The balance of the agenda normally includes, in the order shown, the Chair's report, the Secretary's report, action items, information and discussion items, committee reports, and new business.

###### 4.1.1.1.2 Special meetings

An agenda for each special meeting shall be prepared by the Secretary and sent in conjunction with the meeting notice, to all voting members of the IEEE-SA Standards Board;

the IEEE-SA Standards Board Chair shall determine the extent to which the agenda shall be further distributed.

7 [NEXT MEETING](#)

The next ProCom meeting is scheduled for Thursday, 03 December 2015, in Piscataway, New Jersey, USA.

8 ADJOURNMENT

There being no further business, the meeting was adjourned at 12:00 p.m.