IEEE SA STANDARDS BOARD PROCEDURES COMMITTEE (ProCom)
DRAFT MEETING MINUTES
22 September 2020
6:00 – 7:30 p.m. UTC
Teleconference/Webex

Attendees

Members Present:
Ted Burse, Chair
Doug Edwards
Travis Griffith
David Law
Kevin Lu
Dorothy Stanley
Philip Winston

Members Absent:
None

IEEE Staff:
Adrien Barmaksiz
Kim Breitfelder
Matthew Ceglia
Karen Evangelista
Jonathan Goldberg
Jodi Haasz
Yvette Ho Sang
Konstantinos Karachalios
Michael Kipness
Vanessa Lalitte
Kristin Little
Kelly Lorne
Karen McCabe
Erin Morales
Christian Orlando
Mary Lynne Nielsen
Lisa Perry
Dave Ringle, Administrator
Pat Roder
Anasthasie Sainvilus
1 CALL TO ORDER

Chair Burse called the meeting to order at 6:03 p.m. UTC.

2 INTRODUCTIONS

There was a round of introductions by all present. It was noted that the meeting was quorate.

3 APPROVAL OF AGENDA

There was a motion to approve the agenda. In the absence of objection, the motion was approved.

4 APPROVAL OF THE 01 JUNE 2020 ProCom MINUTES
There was a motion to approve the June 2020 ProCom meeting minutes. In the absence of objection, the motion was approved.

5  OLD/UNFINISHED BUSINESS

None.

6  NEW BUSINESS
6.1  Proposed Updates to SASB Bylaws RE: Standards Terminology Review Panel (STRP) – Hoffman

Gary Hoffman, SASB Chair, reviewed the proposed update to the SASB Bylaws and the information in the ProCom change request form.

There was a motion to recommend the proposed updates to the SASB for approval consideration. There was a lengthy discussion period. The motion failed. [Vote: Yes=3, No=3, Abstain=1]

6.2  Proposed Updates to SASB OpMan RE: Ballot Invitation Close Date – Haasz

Jodi Haasz introduced the proposed updates to the SASB OpMan.

There was a motion to recommend the IEEE SA Standards Board Operations Manual changes noted below to the SASB for approval consideration via a 30-day email ballot. In the absence of objection, the motion was approved.

IEEE SA Standards Board Operations Manual

5.4.2 Ballot invitations

Standards Association balloting groups shall be formed by means of ballot invitations conducted by the IEEE Standards Balloting Center. A ballot invitation is sent to all parties known by the Standards Committee to be interested in the subject matter of the proposed standard. Information about Standards Association ballot invitations shall also be made available at the IEEE Standards website to allow additional interested parties the opportunity to participate.

Ballot invitations shall remain open for a period of no less than 15 days. Those who respond affirmatively to the invitation during the period in which the ballot invitation is open and who otherwise fulfill the criteria in both subclause 5.2.2.3 of the IEEE-SA Standards Board Bylaws and 5.4.1 shall become members of the Standards Association balloting group for that
proposed standard. If a ballot does not open within 6 months of the initial invitation close date, the ballot group will be considered invalid and the Standards Committee shall conduct a new invitation. Once the Standards Association ballot has begun, no changes shall be made to the membership of the balloting group.

7  NEXT MEETING

The next ProCom meeting will be a virtual meeting and is scheduled to occur on 01 December 2020.

8  ADJOURNMENT

There being no further business, the meeting was adjourned at 7:17 p.m. UTC.