IEEE SA | **STANDARDS ASSOCIATION**

IEEE SA STANDARDS BOARD PROCEDURES COMMITTEE (ProCom)
DRAFT MEETING MINUTES
19 March 2024
London, UK and Teleconference/Webex
1:15 p.m. – 3:30 p.m. UTC+0

Attendees

Members Present:
Ted Burse, Chair
Gary Hoffman
Ron Hotchkiss
Xiaohui Liu
Kevin Lu
Robby Robson
Lei Wang
Keith Waters
Philip Winston
Don Wright

Members Absent:
None

IEEE Staff:
Christy Bahn
Adrien Bastos
Teresa Belmont
Ahsaki Benion
Kim Breitfelder
Matthew Ceglia
Karen Evangelista
Jonathan Goldberg
Dalisa Gonzalez
Jodi Haasz
Matthew Herdlein
Yvette Ho Sang
Usha Jagannathan
Patrycja Jarosz
Soo Kim
Michael Kipness

IEEE SA STANDARDS ASSOCIATION

Jon Labrador
Vanessa Lalitte
Jiajia Liu
Karen McCabe
Erin Morales
Karen Mulberry
Mary Lynne Nielsen
Tania Olabi-Colon
Christian Orlando
Dave Ringle, Administrator
Heather Robinson
Pat Roder
Jennifer Santulli
Tom Thompson
Malia Zaman
Meng Zhao

IEEE Outside Legal Counsel:
Claire Topp – Dorsey & Whitney LLP

Guests:
Sara Biyabani
David Chen
Xiaofeng (Alfred) Chen
Yuan Chi
Doug Edwards
Nehad El-Sherif
James Gilb
Latonia Gordon
Guido Hiertz
Yousef Kimiagar
David Law
Joseph Levy
Haiying (John) Lu
Hiroshi Mano
Daleep Mohla
Paul Nikolich
Annette Reilly
Jon Rosdahl
Lachlan Scully
Dorothy Stanley
Barry Tilton

1   CALL TO ORDER

Chair Burse called the meeting to order at 1:21 p.m. UTC+0.

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 04 DECEMBER 2023 ProCom MINUTES

There was a motion to approve the 04 December 2023 ProCom meeting minutes. In the absence of objection, the motion was approved.

5   OLD/UNFINISHED BUSINESS
5.1   Report from the Ad Hoc RE: Standards Promotion – Robson

        - Proposed Updates to SASB OpMan RE: Standards Promotion

Robby Robson, Ad Hoc Chair, reviewed the proposed updates to the SASB OpMan.

There was significant discussion.

There was a motion to remand the work back to the Ad Hoc. In the absence of objection, the motion was approved.

Chair Burse confirmed the continuance of the Ad Hoc, with an updated Scope of 'Promotion and Social Media Communication'.

Action Item: Any ProCom Member or SASB Member who would like to join the Ad Hoc should contact Dave Ringle.

6   NEW BUSINESS
6.1   Proposed Updates to SASB OpMan RE: Language at IEEE SA Meetings
         - Ringle/Morales

Erin Morales introduced the proposed changes 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.

IEEE Standards Association Operations Manual

1.3 Standards <mark>meetings and </mark>documentation

<mark>The default language for all IEEE SA meetings shall be English. If there is no objection from any participant attending the meeting, the meeting may be held in a specified language other than English.</mark>

All IEEE SA draft standards, meeting minutes<mark> and materials</mark>, Standards Association ballot materials, and Standards Association ballot comments shall be in the English language.

There was discussion.

There was a motion to amend, as noted in <mark style="background-color:cyan">blue</mark> highlight.

IEEE Standards Association Operations Manual

1.3 Standards <mark>meetings and </mark>documentation

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All IEEE SA draft standards, meeting minutes<mark> and materials</mark><mark style="background-color:cyan"> (including Contributions)</mark>, Standards Association ballot materials, and Standards Association ballot comments shall be in the English language.

In the absence of objection, the motion to amend was approved.

The updated main motion text became:

IEEE Standards Association Operations Manual

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All IEEE SA draft standards, meeting minutes and materials (including Contributions), Standards Association ballot materials, and Standards Association ballot comments shall be in the English language.

In the absence of objection, the motion to recommend the *IEEE SA Standards Board Operations Manual* changes noted above to the SASB for approval consideration was approved.

7   NEXT MEETING

The next ProCom meeting will be scheduled to occur on 04 or 05 June 2024 and will be virtual-only.

8   ADJOURNMENT

There being no further business, the meeting was adjourned at 2:45 p.m. UTC+0.