

**IEEE SA STANDARDS BOARD PROCEDURES COMMITTEE (ProCom)
MEETING MINUTES**

04 June 2024

Teleconference/Webex

5:30 p.m. – 7:00 p.m. ET (UTC-4)

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
Teresa Belmont
Ahsaki Benion
Kim Breitfelder
Matthew Ceglia
Karen Evangelista
Josh Gay
Jonathan Goldberg
Dalisa Gonzalez
Lloyd Green
Jodi Haasz
Yvette Ho Sang
Patrycja Jarosz
Soo Kim
Michael Kipness
Vanessa Lalitte

Karen McCabe
Suzanne Merten
Erin Morales
Mary Lynne Nielsen
Christian Orlando
Dave Ringle, Administrator
Pat Roder
Jennifer Santulli
Tom Thompson

IEEE Outside Legal Counsel:

Claire Topp – Dorsey & Whitney LLP

Guests:

Sara Biyabani
Doug Edwards
James Gilb
Latonia Gordon
Mark Hamilton
Yousef Kimiagar
David Law
Joseph Levy
Hiroshi Mano
Paul Nikolich
Annette Reilly
Jon Rosdahl
Dorothy Stanley
Donnie Swing
Barry Tilton
Howard Wolfman

1 CALL TO ORDER

Chair Burse called the meeting to order at 5:32 p.m. ET (UTC-4).

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 19 MARCH 2024 ProCom [MINUTES](#)

There was a motion to approve the 19 March 2024 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 and Social Media Communication – Robson

Robby Robson, Ad Hoc Chair, reported.

6 NEW BUSINESS

6.1 [Proposed Updates](#) to the SASB OpMan RE: Recording of Meetings – Robson

Robby Robson reviewed the proposed updates to the SASB OpMan.

There was discussion.

There was a motion to Disapprove the proposed updates to the SASB OpMan. The motion was approved. [Vote: Yes=6, No=2 (Robson, Wright)]

Chair Burse formed an Ad Hoc to continue working on proposed updates to the SASB OpMan RE: Recording of Meetings.

Ad Hoc Chair: Robby Robson

Ad Hoc Members: Ahsaki Benion, Sara Biyabani, Yvette Ho Sang, Gary Hoffman, David Law, Erin Morales, Dave Ringle

6.2 [Proposed Updates](#) to the SASB OpMan RE: Meeting Fees – Law

David Law reviewed the proposed updates to the SASB OpMan.

There was discussion.

There was a motion to recommend the *IEEE SA Standards Board Operations Manual* change noted below to the SASB for approval consideration.

IEEE SA Standards Board Operations Manual

5.3.5.1 Taxes on meeting expenses

Standards Committees or Working Groups shall collect as a part of standards development meeting fees any applicable indirect and direct tax payments for the meetings. The Standards Committee or Working Group shall coordinate with IEEE SA to determine applicable taxes to include in registration fees for remittance to appropriate tax authorities. The relevant tax payments shall be covered by funds in the Standards Committee or Working Group Concentration Banking Account.

There was a motion to amend to also recommend the *IEEE SA Standards Board Operations Manual* changes noted below to the SASB for approval consideration.

IEEE SA Standards Board Operations Manual

5.3.5 Meeting expenses

A Standards Committee or Working Group may choose to set a meeting fee as a means of offsetting the costs of meeting administration, logistics, and other similar costs of IEEE standards development meetings.

The Standards Committee or Working Group assumes the entire risk of deficit; i.e., if a deficit is incurred in the operation of a meeting, that deficit is chargeable against the Standards Committee or Working Group, as appropriate. Conversely, if a surplus results from the operation, the surplus will be credited to the Standards Committee or Working Group, as appropriate.

The motion to amend was approved. [Abstain=1 (Winston)]

The updated main motion became a motion to recommend the *IEEE SA Standards Board Operations Manual* changes noted below to the SASB for approval consideration.

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The updated main motion was approved. [Vote: Yes=6, No=1 (Hoffman); Abstain=2 (Liu, Winston)]

Chair Burse stated that he would consider asking the SASB to approve these P&P changes at the 06 June 2024 SASB meeting.

6.3 [Proposed Updates](#) to the SASB OpMan RE: External Liaisons – Law

David Law reviewed the proposed updates to the SASB OpMan.

There was discussion.

Chair Burse formed an Ad Hoc to continue working on proposed updates to the SASB OpMan RE: External Liaisons.

Ad Hoc Chair: David Law

Ad Hoc Members: Jodi Haasz, Dave Ringle

6.4 [Proposed Updates](#) to the SASB OpMan RE: Comment Resolution Group – Wang, Winston

Lei Wang reviewed 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.

IEEE SA Standards Board Operations Manual

5.4.1 Balloting group

Where appropriate, additional classifications, such as “testing laboratory” or “academic,” may be added by the ~~Working Group Standards Committee~~.

5.4.1.1 Balloting group made of entities

For each Standards Association balloting group, each such entity shall name one primary voting representative and, at the entity’s option, one alternate voting representative ~~to the Standards Committee~~.

5.4.2 Ballot invitations

~~A ballot invitation is sent to all parties known by the Standards Committee to be interested in the subject matter of the proposed standard. The Working Group Chair or designee is responsible for using the IEEE SA balloting system to send a ballot invitation to all parties who have registered an interest in the activity.~~

If ~~a the initial SA~~ 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 ~~shall be conducted~~.

5.4.3 Conduct of the standards balloting process

The Standards Committee shall ensure that comment resolution occurs via a comment resolution group, which is ~~either the Working Group or~~ a subgroup of the ~~Working Group~~.

The ballot process may include communication among the ~~Standards Committee’s~~ comment resolution group and Standards Association balloting group members regarding the substantive merits and possible resolution of comments.

5.4.3.1 Ballot term

The length of the ballot and associated recirculations is set by the ~~Working Group Standards Committee~~.

The ~~Working Group Standards Committee~~ shall assess the return rate of the first ballot, where the return is the ratio of the sum of Standards Association balloting group members’ Approve, Do Not Approve, and Abstain votes to the count of Standards Association balloting group members.

5.4.3.2 Voting in the ballot

All comments shall be considered; making a change to the proposed standard as a result of the comments is left to the discretion of the comment resolution group-Standards Committee.

The submission of comments associated with Do Not Approve votes is required in the SA ballot tools in order for the Do Not Approve vote to count against the SA ballot approval rating. The Standards Committee shall encourage the submission of comments with all Do Not Approve ballots.

If i) all comments associated with a Do Not Approve vote are deemed by the comment resolution group-Standards Committee as out-of-scope and ii) the balloter is notified that the comment(s) are out-of-scope and such notifications are accompanied with specific rationale for such out-of-scope determination, then the vote may be counted in the total tally of votes as a Do Not Approve (Negative without comment).

5.4.3.3 Comments in the ballot

The Standards Committee's comment resolution group shall consider all comments that are received by the close of the ballot.

Standards Committees-The comment resolution group shall provide evidence of the consideration of each comment via approved IEEE Standards Association balloting and public review tools.

The Standards Committee's comment resolution group shall make a reasonable attempt to resolve all Do Not Approve votes that are accompanied by comments.

Comments not based on the proposed standard may be deemed out-of-scope of the standards balloting process by the comment resolution group Standards Committee.

Comments received before the close of ballot from participants who are not in the Standards Association balloting group, including from the mandatory coordination entities, require presentation to the Standards Committee's comment resolution group for consideration.

The Standards Committee comment resolution group shall send an explanation of the disposition of the mandatory coordination comments to the commenter.

5.4.3.4 Recirculation ballots

The verbatim text of each comment, the name of the Do Not Approve voter, and a response by the Standards Committee conducting the resolution of comments-comment resolution group shall be included in the recirculation ballot package.

The Standards Committee is not required to conduct a A recirculation ballot solely for Do Not Approve (Negative without comment) votes is not required.

5.4.3.5 Completion of the standards balloting process and submittal to RevCom

Copies of all unresolved Do Not Approve votes, together with the reasons given by the Do Not Approve voters and the responses by the comment resolution group-Standards Committee, shall be included with the ballot results submitted to RevCom.

The Standards Committee-Working Group shall, if not included in a recirculation package, provide to the Do Not Approve voter and to RevCom an explanation why any comments associated with a Do Not Approve vote were not required to be recirculated.

In order for a Do Not Approve vote to be changed to an Approve or Abstain vote, the Standards Committee shall obtain and provide to RevCom written confirmation from each voter (by letter, fax, or electronic mail) that indicates concurrence with any change of his or her vote.

5.4.5 Comments received as a result of an IEEE Public Review

All public review comments received during an IEEE Public Review shall be considered by the Standards Committee's comment resolution group and a response shall be provided to the commenter. If the response indicates that a change is to be made to the draft, the commenter is entitled to receive a copy of the revised draft from the Standards Committee-Working Group Chair upon request.

5.4.6 Comments received from persons who are neither in the Standards Association balloting group nor an IEEE Public Review commenter

Comments received before the close of a ballot shall be considered by the Standards Committee comment resolution group (see 5.4.3.3) and a response shall be provided to the commenter. If the response indicates that a change is to be made to the draft, the commenter is entitled to receive a copy of the revised draft from the Working Group Chair Standards Committee upon request.

Comments received after the close of a ballot will be provided to the Standards Committee comment resolution group. The Standards Committee comment resolution group shall acknowledge the receipt of these late comments to the commenter and take such action as the Standards Committee comment resolution group deems appropriate. If the Standards Committee comment resolution group considers the comments and provides a response to the commenter indicating that a change is to be made to the draft, the commenter is entitled to receive a copy of the revised draft from the Standards Committee-Working Group Chair upon request.

In the absence of objection, the motion was approved.

Chair Burse stated that the SASB would be asked to approve these P&P changes via a 30-day email ballot.

7 [NEXT MEETING](#)

The next ProCom meeting will be scheduled to occur on 24 or 25 September 2024 in Athens, Greece.

8 ADJOURNMENT

There being no further business, the meeting was adjourned at 6:54 p.m. ET (UTC-4).