

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

**09 December 2024**

**Bridgewater, New Jersey, USA and Webex/Teleconference**

**2:00 p.m. – 4:00 p.m. ET (UTC-5)**

**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  
Hermann Brand  
Kim Breitfelder  
Matthew Ceglia  
Ravindra Desai  
Karen Evangelista  
Josh Gay  
Franca Giuliani  
Jonathan Goldberg  
Dalisa Gonzalez  
Jodi Haasz  
Yvette Ho Sang  
Patrycja Jarosz  
Michael Kipness  
Vanessa Lalitte

Jiajia Liu  
Sandra Maru  
Suzanne Merten  
Munir Mohammed  
Erin Morales  
Christian Orlando  
Maria Palombini  
Shana Pepin  
Dave Ringle, Administrator  
Heather Robinson  
Pat Roder  
Jennifer Santulli  
Rosalinda Saravia  
Rudi Schubert  
Tom Thompson  
Malia Zaman  
Tony Zertuche

**IEEE Outside Legal Counsel:**

Claire Topp – Dorsey & Whitney LLP

**Guests:**

Hassan Abouseada  
Chuck Adams  
Michael Atlass  
Kit August  
Sara Biyabani  
Xiaofeng (Alfred) Chen  
Doug Edwards  
Latonia Gordon  
Guido Hiertz  
June Im  
Tyler Jaynes  
Yousef Kimiagar  
Thomas Koshy  
David Law  
Joseph Levy  
Meng Lu  
Daleep Mohla  
Paul Nikolich  
Glenn Parsons  
Annette Reilly

Jon Rosdahl  
Dan Sabin  
Mark Siira  
Mike Sirtori  
Dorothy Stanley  
Gary Stuebing  
Constance Weise  
Helene Workman

1 CALL TO ORDER

Chair Burse called the meeting to order at 2:04 p.m. ET (UTC-5).

2 INTRODUCTIONS

There was a round of introductions.

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 24 SEPTEMBER 2024 ProCom [MINUTES](#)

**There was a motion to approve the 24 September 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
- [Proposed Updates to SASB OpMan](#)

Robby Robson, Ad Hoc Chair, reviewed the proposed updates to the *IEEE SA Standards Board Operations Manual*.

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

### 5.1.4 Standards ~~publicity~~ **promotion and social media communication**

#### 5.1.4.1 ~~Press releases~~

~~Standards Committees are encouraged to prepare press releases to promote their activities. IEEE Standards staff is available to assist in the preparation of press releases.~~

~~Copies of all press releases developed by Standards Committees shall be submitted to the Secretary of the IEEE SA Standards Board. Copies may be supplied electronically. If the press release has been made available on a public website, the URL shall be supplied as well. Press releases may be made available on the IEEE Standards website, or links to existing websites may be provided to aid users in locating appropriate standards press releases.~~

#### 5.1.4.2 ~~Other forms of publicity~~

~~Standards Committees and their subgroups are encouraged to use all means possible to promote their standards and standards activities~~y~~. IEEE Standards staff is available to assist in standards promotion.~~

~~Copies of any articles from Standards Committees concerning an IEEE standards activity submitted to publications shall be submitted to the Secretary of the IEEE SA Standards Board. Copies may be supplied electronically. If the article has been made available on a public website, the URL shall be supplied as well. Articles may be made available on the IEEE Standards website, or links to existing websites may be provided to aid users in locating appropriate standards promotional material.~~

~~Standards promotional activities shall be in compliance with IEEE policies and procedures including but not limited to:~~

- ~~*IEEE Policies 9.28 Social Media Policy;*~~
- ~~*IEEE Social Media Guidelines;*~~
- ~~*IEEE Standards Board Bylaws 5.2.1.6 Official Statements and political and legislative activity; and*~~
- ~~*IEEE SA Standards Board Operations Manual 5.1.3 Statements to external bodies, and political and legislative activity*~~

~~Standards Committees shall inform their IEEE SA Program Manager of promotional activities. Standards Committees, through their IEEE SA Program Manager, may seek to coordinate with other IEEE SA promotional efforts.~~

IEEE SA participants (as defined in *IEEE SA Standards Board Bylaws* subclause 5.2.1) shall, when making statements about IEEE SA standards and standards activities in any media, including but not limited to social media, clearly indicate that all such statements are their own opinions, e.g., by including a disclaimer that the views do not represent those of IEEE or IEEE SA. Such indications are not required for statements that are authorized by IEEE SA, made as contributions to a standards activity (see IEEE SA Copyright Policy), made as part of the balloting process, or made through an IEEE communications channel authorized for the purposes of standards development.

**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.

- 5.2 Report from the Ad Hoc RE: Recording of Meetings – Robson  
- [Proposed Updates to SASB OpMan](#)

Robby Robson, Ad Hoc Chair, reviewed the proposed updates to the *IEEE SA Standards Board Operations Manual*.

**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**

**5.3.3.2 Recordings of the proceedings of standards development meetings**

IEEE SA applies restrictions on recording the proceedings of IEEE standards development meetings. Restrictions include, but are not limited to, the usage of audio recording, video recording, and photography by participants or observers.

An officer of the Working Group or one of its subgroups, unless prohibited by the P & P of the Standards Committee or Working Group, is permitted to record, ~~via either audio or slideshow recording only,~~ the proceedings of an IEEE standards development meeting for which he or she is responsible by making an audio or slideshow recording or by producing a transcript using software or an artificial intelligence (AI) application approved by IEEE. Recording of the proceedings by any other participant or observer, in part or in whole, via any means, is prohibited. Software or AI shall not be used if it enables persons other than the officer making the recording or authorized Standards Department staff to initiate or obtain the transcription or recording.

The Working Group or subgroup officer shall use the recording exclusively for the purpose of generating minutes. The officer shall not copy or further distribute the recording. Once the meeting minutes have been prepared, the officer shall delete the recording.

Any IEEE standards development meeting may be recorded for preparation of the meeting minutes as described above. If recording is expected to occur, the following steps shall be taken:

- The intent to record for preparation of the meeting minutes **and the intended method of recording** shall be noted on the distributed meeting agenda.
- At the beginning of the meeting, the Chair or designee shall announce the intent to record the meeting **and the intended method of recording** and shall notify participants that remaining in the meeting is an agreement to be recorded.
- The fact of the announcement to record the meeting shall be included in the meeting minutes.

**The motion was approved. [Vote: Yes=8, No=1 (Wright)]**

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

6 NEW BUSINESS

None.

7 [NEXT MEETING](#)

The next ProCom meeting will be scheduled to occur on 25 or 26 March 2025 and will be held in Seoul, Republic of Korea.

8 ADJOURNMENT

There being no further business, the meeting was adjourned at 3:09 p.m. ET (UTC-5).