

IEEE SA STANDARDS BOARD PROCEDURES COMMITTEE (ProCom)

DRAFT MEETING MINUTES

08 September 2025

Webex/Teleconference

8:30 a.m. – 9:30 a.m. ET (UTC-4)

Attendees

Members Present:

Robby Robson, Chair
Edward Au
Ted Burse
Doug Edwards
Ron Hotchkiss
David Law
Xiaohui Liu
Keith Waters

Members Absent:

Sha Wei

IEEE Staff:

Christy Bahn
Adrien Bastos
Teresa Belmont
Larry Bolsch
Kim Breitfelder
Matthew Ceglia
Chinmae Deshmukkh
Karen Evangelista
Jon Gaughran
Josh Gay
Jonathan Goldberg
Dalisa Gonzalez
Jodi Haasz
Marissa Haight
Yvette Ho Sang
Patrycja Jarosz
Soo Kim
Michael Kipness

Jiajia Liu
Karen McCabe
Suzanne Merten
Erin Morales
Dave Ringle, Administrator
Pat Roder
Kierra Rudolph
Jennifer Santulli
Tony Zertuche

IEEE Outside Legal Counsel:

Claire Topp – Dorsey & Whitney LLP

Guests:

Dennis Brophy
Xiaofeng Chen
Guido Hiertz
Yousef Kimiagar
Joseph Levy
Kevin Lu
Hiroshi Mano
Glenn Parsons
Annette Reilly
Jon Rosdahl
Dan Sabin
Dorothy Stanley
Donnie Swing
Lei Wang
Sarah Womer

1 CALL TO ORDER

Chair Robson called the meeting to order at 8:30 a.m. ET (UTC-4).

2 INTRODUCTIONS

There was a round of introductions by ProCom Members and Guests. Dave Ringle read the names of the IEEE staff attendees.

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 17 JUNE 2025 ProCom MINUTES

There was a motion to approve the 17 June 2025 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 the SASB OpMan RE: Recordings of Meetings and Press Attendance and Proposed Updates to the Participant Behavior Slides – Law/Goldberg

David Law reviewed the proposed updates to the *IEEE SA Standards Board Operations Manual* and the Participant Behavior slides.

There was a motion to recommend the *IEEE SA Standards Board Operations Manual* changes and the new Participant Behavior slide 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 Standards Committee Working Group or one any of its subgroups, unless prohibited by the P & P of the Standards Committee or Working Group, is permitted to record the proceedings of an IEEE standards development meeting for which they are 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 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.

5.3.3.3 Press attendance

Normally, individuals from the press are not encouraged to attend standards meetings. If a member of the press attends a standards development meeting is in attendance, they shall either inform the chair before the meeting or at the beginning of the meeting of their attendance. ~~†The chair should~~ shall then announce the presence of the press in attendance at the. ~~Normal meeting fees are not expected to be waived for the press.~~

New IEEE SA Participant Behavior Presentation Slide #4:

Participants in attendance at IEEE Standards development activity meetings shall follow appropriate meeting decorum, and the SA meeting rules, including but not limited to:

- Recording (e.g., via audio, video, photography, artificial intelligence (AI) application or other software) of the proceedings by any participant or observer other than Officers of this IEEE standards development group, in part or in whole, via any means, is NOT permitted. (See IEEE Standards Board Operations Manual subclause 5.3.3.2 Recordings of the proceedings of standards development meetings)
- Participants intending to report publicly on this meeting (e.g. news outlets, social media, or online forums) shall inform the Chair of their attendance and either the Chair or the participant shall announce their presence and their intent to report publicly. (See IEEE Standards Board Operations Manual subclause 5.3.3.3 Press attendance)
- Participants shall comply with IEEE SA Standards Board Operations Manual 5.1.4 Standards promotion and social media communication

In the absence of objection, the motion was approved.

- 6.2 Proposed Updates to the SASB Bylaws and SASB OpMan RE:
Participation and Draft Sharing in the Entity Process – Sabin/Goldberg

Dan Sabin reviewed the proposed updates to the *IEEE SA Standards Board Bylaws* and the *IEEE SA Standards Board Operations Manual*.

There was discussion.

This item was deferred to the December ProCom meeting to allow the proposers time to address comments received.

- 6.3 Proposed Updates to the SASB OpMan RE: Open Source – Robson/
Adams/Gay

Dan Sabin reviewed the proposed updates to the *IEEE SA Standards Board Operations Manual*.

There was discussion.

This item was deferred to the December ProCom meeting to allow the proposers time to address comments received.

- 6.4 Proposed Updates to the SASB OpMan RE: Technical Councils – Au

Edward Au 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

4.1.2 Liaison representatives

The Secretary of the IEEE SA Standards Board shall circulate the following information to the liaison representatives for review and action:

- a) *Each IEEE Project Authorization Request (PAR) submitted for approval.* The liaison representative is expected to review each request to see if his or her organization has a substantial interest in the project.
- b) *Agenda for each IEEE SA Standards Board meeting.* This should be reviewed to determine if there is any item on the agenda of substantial interest to the organization. The liaison member should be present, if necessary, to support the interests of the organization.
- c) *Minutes of meetings of the IEEE SA Standards Board.* This shall include action taken on PARs and draft standards.
- d) *Notice of assignment of a standards project.* When the IEEE SA Standards Board, on its own initiative, agrees on the need for a standard, a request to develop the standard shall be sent to the liaison representative of the IEEE Society/Council having primary interest in the subject. The liaison representative is expected to assign the project to the appropriate technical unit as a Standards Committee for the development of the standards project.
- e) *Status Reports.* The liaison representative shall review any sections of the project reports that may be assigned to his or her organization and notify the Secretary of the IEEE SA Standards Board of any corrections and revisions. The liaison representative should ensure that action is taken to revise all standards assigned to the IEEE Society/Council within ten years of the date of approval. The liaison representative should monitor work being done on all standards projects and report any changes in the status of the standards to the Secretary of the IEEE SA Standards Board.

5.1.1 Responsibilities of the Standards Committee

The Standards Committee shall be responsible for the development and coordination of the standards project, and for supervising the standards project from inception to completion. The Standards Committee also shall be responsible for the maintenance of standards after their approval by the IEEE SA Standards Board. As part of this responsibility, each Standards Committee shall operate in accordance with a written set of policies and procedures (P & P) that have been accepted by the IEEE SA Standards Board. Such P & P shall not be in conflict with the *IEEE SA Standards Board Operations Manual*. Standards Committees should note that there are model operating procedures (e.g., individual, entity, etc.) available for use by the Standards Committee. All Standards Committee Officers shall successfully complete all training as required by the IEEE SA Standards Board for Standards Committee Officers or as assigned.

If a Standards Committee's P & P has been in force for five years and the Standards Committee determines that its standards activities should remain active, the Standards Committee shall submit its P & P, or an extension request, to the AudCom Administrator. AudCom will make a recommendation to the IEEE SA Standards Board whether or not to accept its P & P or the extension. An extension request may be granted for one or more years.

If the Standards Committee does not submit its Standards Committee P & P or an extension request, and the P & P has reached the deadline authorized in the P & P approval letter or a previous extension approval letter, the Standards Committee P & P shall be subject to administrative withdrawal.

In the case of a Standards Committee that is a committee of an IEEE Society/Council, the IEEE Society/Council may develop a common set of P & P for standards development that is applicable to all Standards Committees in that Society/Council. Individual Standards Committees within the IEEE Society/Council may have specific P & Ps in addition, but these shall not be in conflict with the IEEE Society/Council P & P. The P & P for the Standards Committee shall define the process by which the Standards Committee handles appeals (see subclause 5.4 of the *IEEE SA Standards Board Bylaws* and 5.8).

5.3.7 Bank accounts

All Standards Committees and Working Groups that have or intend to have bank accounts shall use the banking services provided by the IEEE Treasury Department as their only bank account. It is the policy of the IEEE that all bank accounts provide for the signatures of at least two volunteers (who shall be IEEE Member grade or higher in good standing).

Bank accounts shall be closed six months after the standards development activity has ceased and if further projects are not planned. Closing bank statement(s) shall be submitted to the IEEE SA BOG and the relevant IEEE Society/Council with the final budget report.

In the event that a Working Group's treasury goes into deficit, the Working Group's Standards Committee is ultimately responsible for that deficit.

5.3.9 Closings

All Standards Committees shall complete the following tasks within six months of cessation of the IEEE standards development activities:

- Distribute any surplus as directed by the IEEE SA BOG;
- Complete final financial reports;
- Complete the audit, if required.

Many of these tasks are required by United States Internal Revenue Service regulations and by the audit process. Documentation concerning these tasks shall be reviewed by the IEEE SA BOG and the relevant IEEE Society/Council, where applicable.

All Working Groups shall complete the following tasks within six months of cessation of the IEEE standards development activities:

- Complete final financial reports;
- Complete the audit, if required.

Responsibility for the maintenance of the bank account assets will default to the Standards Committee under which the Working Group was formed.

In the absence of objection, the motion was approved.

The next ProCom meeting will be scheduled to occur on 08 December 2025 and will be held in Jersey City, New Jersey, USA.

8 ADJOURNMENT

There being no further business, the meeting was adjourned at 9:27 a.m. ET (UTC-4).