

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

08 December 2025

Jersey City, New Jersey, USA and Webex/Teleconference

2:15 p.m. – 4:00 p.m. ET (UTC-5)

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

Teresa Belmont

Jennifer Biolsi

Kim Breitfelder

Matthew Ceglia

Donna Ceruto

Chinmae Deshmukh

Karen Evangelista

Josh Gay

Jonathan Goldberg

Dalisa Gonzalez

Jodi Haasz

John Havens

Yvette Ho Sang

Patrycja Jarosz

Anja Kaspersen

Soo Kim

Michael Kipness

Vanessa Lalitte
Jijia Liu
Sandra Maru
Karen McCabe
Suzanne Merten
Christian Orlando
Dave Ringle, Administrator
Heather Robinson
Pat Roder
Kierra Rudolph
Jennifer Santulli
Anand Sudhakar
Malia Zaman
Meng Zhao

IEEE Outside Legal Counsel:

Claire Topp – Dorsey & Whitney LLP

Guests:

Hassan Abouseada
Chuck Adams
Xiaofeng Chen
Gora Datta
James Gilb
Latonia Gordon
Guido Hiertz
Tyler Jaynes
Yousef Kimiagar
Joseph Levy
Johnny Lin
Kevin Lu
Maike Luiken
Hiroshi Mano
Daleep Mohla
Yukimasa Nagai
N. Kishor Narang
Paul Nikolich
Glenn Parsons
Annette Reilly
Jon Rosdahl
Dan Sabin
Mike Sirtori

Dorothy Stanley
Gary Stuebing
Michitaka Tsuda
Lei Wang
Don Wright
Isamu Yamada
George Zimmerman

1 CALL TO ORDER

Chair Robson called the meeting to order at 2:15 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 08 SEPTEMBER 2025 ProCom [MINUTES](#)

There was a motion to approve the 08 September 2025 ProCom meeting minutes. In the absence of objection, the motion was approved.

5 OLD/UNFINISHED BUSINESS

5.1 [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.

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

IEEE SA Standards Board Bylaws

5.2.1.2 Membership requirements for Working Group developing standards under the entity method

Officers of IEEE standards working groups developing standards under the entity method shall be representatives of Entity Members of IEEE SA and shall be individual members of IEEE SA. Designees (those designated to manage the Standards Association ballot) in the IEEE Standards Association entity ballot process shall be representatives of Entity Members and shall be individual members of IEEE SA.

Every entity participating in an IEEE SA entity standards working group is required to be an Entity Member of IEEE SA to become a working group member or hold voting privileges. ~~Entity nonmembers~~ Entities that are not Entity Members of the IEEE SA may observe IEEE SA entity standards working group meetings, obtain read-only access to IEEE repositories of IEEE SA entity standards working group email communications and versions of meeting-related documentation (except copies of draft standards), and may speak at IEEE SA entity standards working group meetings at the discretion of the working group chair.

An entity can represent either itself or another entity's interest in an entity working group. In order to be a voting member in a particular entity working group, each entity's representative shall declare that the interests of that entity are not knowingly represented by another member of the working group and that the entity is not knowingly funding directly or indirectly the participation of another person in that working group for the purposes of influencing the outcome of the vote.

Each entity project shall have at least three voting members in good standing to maintain its validity. Each entity project is required to host its working group email reflector(s) through the IEEE, with designated IEEE staff serving as administrators. Each Standards Committee responsible for the entity project is permitted to send a designated Standards Committee Representative (SCR) to meetings of that entity-based working group in a non-voting role.

The following qualify as entities for standards-development purposes:

Corporation: A for-profit or not-for-profit entity that is not under the control, as defined in 5.2.1.2.1, of another entity and that is organized under articles of incorporation or similar legal structures. Limited Liability Companies are considered to be Corporations.

Partnership: An unincorporated association of two or more individuals who are co-owners of a business.

Sole proprietorship: An unincorporated business owned by a single individual.

Government agency: An entity that is part of an executive, legislative, or judicial branch of a government and that has sufficient discretion in the management of its

own affairs to distinguish it as separate from the administrative structure of any other governmental entity.

Academic institution: An educational entity that, in addition to having a controlling body such as a Board of Regents or a Board of Governors, has sufficient discretion in the management of its own affairs to distinguish it as separate from the administrative structure of any other educational entity.

IEEE SA entity standards working groups may employ up to two individuals in non-voting positions for the purposes of technical editing and other administrative functions that shall not involve technical contributions. Such individuals will be allowed to participate in working group activities as deemed appropriate and need not represent Entity Members of IEEE SA.

IEEE SA entity standards working groups may vote to allow individuals to offer specific technical expertise in non-voting positions at up to three entity standards working group meetings during the standards development process for a particular project. Such individuals need not represent Entity Members of IEEE SA.

When entity standards working group meetings are co-located with IEEE individual standards working group meetings, the participants in the individual standards working group may observe such co-located entity working group meetings at up to two meetings per calendar year without having to fulfill any specific membership requirements.

IEEE SA Standards Board Operations Manual

6.1.3.2.1 Sharing drafts with Working Group participants

Working Group members are entitled to a copy of the draft standard under development within the Working Group without charge.

Other Participants (see IEEE SA Standards Board Bylaws 5.2.1) in an active IEEE standards development project are entitled to receive a copy of draft standards under development produced by that project Working Group without charge as follows:

For individual-based projects, project participants are entitled to receive a copy of the draft standard under development without charge. The Working Group Chair of the project or their designee determines whether an individual (for individual projects) or entity (for entity projects) meets the requirements for participation meets the definition of a project participant.

For entity-based projects, an Observer considering membership in the Working Group or commenting on the draft standard may request a copy of the draft standard from the Working Group Chair. The Working Group Chair shall review and make a recommendation on the draft sharing request, then submit the recommendation to the Working Group for approval. For these purposes, an Observer shall mean:

- an Entity Member of the IEEE SA that is, or has chosen to be, a non-member of the Working Group, or
- an entity that is not an Entity Member of the IEEE SA and therefore a non-member of the Working Group.

In the absence of objection, the motion was approved.

5.2 [Proposed Updates](#) to the SASB OpMan RE: Open Source – Robson/Adams/Gay

Josh Gay reviewed the proposed updates to the *IEEE SA Standards Board Operations Manual*.

There was discussion.

There was a motion to extend the meeting time by 30 minutes. In the absence of objection, the motion was approved.

There was a motion to approve an updated version of the proposed modifications to the *IEEE SA Standards Board Operations Manual*. There was continued discussion.

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

Action Item: ProCom will hold an additional meeting in December 2025 to attempt to conclude its review of this agenda item.

6 NEW BUSINESS

6.1 [Proposed Updates](#) to the SASB OpMan RE: Normative and Informative – Robson/Adams/Gay

Yvette Ho Sang reviewed the proposed updates to the *IEEE SA Standards Board Operations Manual*.

There was discussion.

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

5.4.3 Conduct of the standards balloting process

When a proposed standard is ready for Standards Association balloting, balloting shall be conducted by the Standards Committee or designee via the IEEE Standards Association balloting tools. The standards balloting process consists of Standards Association balloting group members casting votes, with or without accompanying comments, in one or more successive ballots until completion of the standards balloting process. Standards Association balloting group members shall submit votes and comments in a manner and in a format compatible with approved IEEE Standards Association balloting tools. **Both normative and informative material shall be reviewed during the Standards Association ballot.** Comments may be submitted against any normative or informative content of the ballot document, except for the Notice to Users section and the list of members of the Standards Association balloting group.

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 comment resolution group and Standards Association balloting group members regarding the substantive merits and possible resolution of comments. However, no comment resolution member, Standards Association balloting group member, or other participant in IEEE standards development shall intimidate or coerce a specific vote from any Standards Association balloting group member.

6.4 IEEE standard document structure

6.4.1 Normative and informative

Normative material is information that **is required, defines conformance to, or is needed** to implement, **either mandatory or optional portions of** the standard **and is therefore officially part of the standard.** Informative material is provided for information only **and is therefore not officially part of the standard.**

In the absence of objection, the motion was approved.

7 [NEXT MEETING](#)

A ProCom meeting will be scheduled to occur in December 2025 (as noted in 5.2).

The initial ProCom meeting for 2026 will be scheduled to occur on 24 March 2026 and will be held in Bridgewater, New Jersey, USA.

8 ADJOURNMENT

There being no further business that could be concluded within the allotted time, the meeting was adjourned at 4:24 p.m. ET (UTC-5).