

**IEEE SA STANDARDS BOARD PROCEDURES COMMITTEE (ProCom)
MEETING MINUTES
17 December 2025
Webex/Teleconference
8:00 a.m. – 8:50 a.m. ET (UTC-5)**

Attendees

Members Present:

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

Members Absent:

Ron Hotchkiss
Sha Wei

IEEE Staff:

Teresa Belmont
Kim Breitfelder
Karen Evangelista
Josh Gay
Jonathan Goldberg
Yvette Ho Sang
Suzanne Merten
Dave Ringle, Administrator
Kierra Rudolph
Anand Sudhakar
Michelle Turner

Guests:

Chuck Adams
Xiaofeng Chen
Nehad El-Sherif
Deborah Hagar
Guido Hiertz

Tyler Jaynes
Joseph Levy
Kevin Lu
Hiroshi Mano
Glenn Parsons
Dan Sabin
Lei Wang

1 CALL TO ORDER

Chair Robson called the meeting to order at 8:00 a.m. ET (UTC-5).

2 INTRODUCTIONS

Dave Ringle read the list of attendees.

It was noted that the meeting was quorate.

3 OLD/UNFINISHED BUSINESS

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

Lei Wang introduced a chart depicting a view of the Open Source governance structure.

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

6.5 Open Source

Open Source is a digital work for which the human-readable source code is available – in the preferred form for making modifications – for use, study, re-use, modification, enhancement, and re-distribution by the users. Open Source applies to software and hardware, which may include computer code, hardware designs, data, documentation, documents, and other digital objects. Other Open Source terms are defined in Clause 2 of the *IEEE SA Board of Governors Open Source Committee Operations Manual*.

Open Source may be incorporated in a standard via original creation or reference.

"Normative Open Source" means Open Source that is incorporated in an IEEE standard and is normative material as defined in 6.4.1 or is a normative reference as defined in 6.4.6.

"Informative Open Source" means Open Source that is incorporated in an IEEE standard and is informative material as defined in 6.4.1.

"Standards Open Source" means Open Source that is incorporated in an IEEE standard and is developed by the Standards Committee or Working Group developing the standard.

All Standards Open Source shall be hosted on the IEEE Open Source Platform. The Standards Committees and Working Groups developing Standards Open Source shall comply with IEEE Open Source policies and procedures, and with policies of the IEEE Open Source Platform in developing IEEE Open Source for incorporation into a standard. All IEEE Open Source incorporated in an IEEE standard shall be hosted on the IEEE Open Source Platform.

IEEE has the authority to change how content is accessed on the IEEE Open Source Platform, including but not limited to changes made to address security of the IEEE Open Source Platform. This includes, but is not limited to, access to Standards Open Source normatively referenced content.

6.5.1 Project authorization

Use of the IEEE Open Source Platform for development of Open Source incorporated into an IEEE standard requires approval by the responsible committee of the IEEE SA Board of Governors. If a Standards Committee or Working Group intends to develop Open Source to be incorporated in an IEEE standard, the Standards Committee or Working Group shall indicate this intent to the responsible committee of the IEEE SA Board of Governors.

Each IEEE Open Source Project developed for incorporation into an IEEE standard shall be developed under a single approved open source license (see opensource.ieee.org/community/cla). Contributors may include additional licensing information or notices, so long as these do not alter or restrict the rights granted under the approved license. A Working Group may develop several Open Source Projects for a single IEEE Standards Project, and each of the Open Source Projects can be developed under a different approved open source licenses. Changes to this open source license for Open Source Projects are discouraged and shall be approved by the responsible committee of the IEEE SA Board of Governors. If the license is changed, then appropriate Contributor License Agreements (CLAs) for the new open source license shall be obtained from all previous Contributors prior to publicly indicating a change in the license on the IEEE Open Source Platform. The open source license shall not be changed once the Standards Association ballot has begun.

A PAR Study Group shall not develop Open Source.

6.5.2 Governance of IEEE Open Source Projects incorporated in IEEE standards

Development and maintenance of the technical content (including code, documentation, data sets, and open source hardware) of IEEE Standards Open Source Projects incorporated in an IEEE standard are the responsibility of the Standards Committee and its Working Groups. This responsibility continues as long as the standard is active. A Standards Committee may form one or more Open Source subgroups that coordinate Open Source development for multiple Working Groups under that Standards Committee, or delegate responsibility to the applicable Working Group to establish its own Open Source subgroup. Each Open Source subgroup shall comply with all IEEE Open Source policies and procedures, and all policies of the IEEE Open Source Platform.

An Open Source subgroup shall be led by an IEEE Open Source Project Lead. If Open Source is being developed in a Standards Committee or its subgroups, an IEEE Open Source Coordinator shall be appointed. The IEEE Open Source Coordinator shall be responsible for coordinating, organizing, and ensuring the vitality and operation of IEEE Open Source activities within that Standards Committee and its subgroups. who The IEEE Open Source Coordinator shall be designated as an officer of the responsible Standards Committee or, if the Standards Committee has delegated all IEEE Open Source activities to a single Working Group, of the responsible Working Group. The IEEE Open Source Coordinator is the point of contact within the Standards Committee for technical and administrative matters concerning the IEEE Open Source Platform.

The IEEE Open Source Project Lead is responsible for the vitality, organization, development, evaluation, operation, security, and maintenance of an IEEE Open Source Project. The IEEE Open Source Project Lead is the point of contact for the IEEE Open Source Platform team regarding technical and administrative matters concerning the Open Source Project.

Each Open Source subgroup of a Standards Committee or Working Group shall be led by an IEEE Open Source Project Lead who may be the IEEE Open Source Coordinator. Each IEEE Standards Open Source Project developed by the Standards Committee or Working Group to be incorporated in an IEEE standard shall have an IEEE Open Source Project Lead and at least one Maintainer, who may be the IEEE Open Source Project Lead. Maintainers have the authority to commit (save changes) to the IEEE code and document repository associated with an IEEE Standards Open Source Project, and to assign Committers. Maintainers shall be a member of the Standards Committee or Working Group responsible for the project and shall be an IEEE member of any grade and a member of IEEE SA. Committers shall be members of the Standards Committee or Working Group responsible for the project and shall be responsible for committing code to the IEEE code and document repository associated with an IEEE Standards Open Source Project.

The IEEE Open Source Project Lead and Maintainer(s) shall be responsible for coordinating the development of Open Source with the Working Group and comment resolution group, and obtaining applicable CLAs for all Contributions to the IEEE Standards Open Source Project.

6.5.2.1 Open Source Contributors

An IEEE Open Source Contributor is any person who submits any material to an IEEE Open Source Project, whether as an individual or on behalf of an organization. All contributors to an IEEE Standards Open Source Project incorporated in an IEEE standard shall submit a CLA for the license used by such project.

6.5.2.2 Application of patent policy

The IEEE SA patent policy applies to Open Source that is incorporated in a standard, even if a CLA has been submitted. IEEE does not determine whether there is consistency between Letters of Assurance and CLAs. A call for patents notice shall be posted on the IEEE Open Source Platform in the area where Accepted CLAs are listed submitted for all IEEE Open Source that is developed and incorporated normatively or informatively in a draft or approved standard.

The IEEE Open Source Platform, in the area where Accepted CLAs are listed submitted, shall have a link to Accepted Letters of Assurance, as well as to appropriate sections of the *IEEE SA Standards Board Bylaws* and *IEEE SA Standards Board Operations Manual* relating to intellectual property.

The IEEE Standards website shall make available information about all Accepted CLAs for all Standards IEEE Open Source incorporated in an IEEE standard, and information about Accepted CLAs shall also be available where Accepted Letters of Assurance are posted on the website.

6.5.2.3 Incorporation of Open Source in standards

IEEE standards may incorporate the use of Open Source:

— Normatively, where use of the Open Source is required when implementing the standard; or

— Informatively, where the Open Source is provided for information only, and not required for implementation.

All IEEE standards that incorporate Open Source should indicate this fact in the scope of the standard; and shall identify in the text of the standard the appropriate use of the Open Source for compliance with the standard (e.g., whether the use is normative or informative), and the location of the software code and documentation in the applicable repository on the IEEE Open Source Platform.

Normatively referenced Open Source without a specific static version (undated) shall not be duplicated in the text of the draft standard unless it is marked as an Example.

Informative documentation shall be included in the published standard (e.g., as an Annex) explaining how to access and apply run the Open Source. The form of this documentation shall comply with the *IEEE Standards Style Manual*, and files provided to IEEE Standards Editorial Staff shall be compliant with requirements for standards publication.

IEEE Standards Open Source that is developed by the Standards Committee or Working Group and incorporated in a draft IEEE standard that is published prior to approval of the standard by the IEEE SA Standards Board shall include IEEE SA

disclaimer text authorized by IEEE SA (see the *IEEE Standards Style Manual*) on the IEEE Open Source Platform and in all IEEE Standards Open Source in the repository for the IEEE Standards Open Source Project.

The guidance on references listed in the *IEEE Standards Style Manual* applies to normative and informative all references to Open Source. A reference shall specify one or more source code libraries within a specified project in a specified code repository. A reference may specify one or more specific versions, including “the most current version,” of each library.

~~Normative use of Open Source is discouraged, unless required for accuracy, functionality, safety, security, or compatibility. A standard may require the use of a specific instance of Open Source (e.g., may require that a specific piece of code or a specific schema hosted on the IEEE Open Source Platform be used) only when required for accuracy, functionality, safety, security, or interoperability. Normative Open Source that is incorporated normatively without referencing specific static version(s) (i.e., it is undated) shall be made available and maintained on the IEEE Open Source Platform. This restriction does not apply to Informative Open Source that is not Standards Open Source references.~~

If an IEEE standard normatively references incorporates a specific static version of the Open Source (i.e., it is a dated reference), the version can be changed only through a revision of the standard, or an amendment or corrigendum to the standard. The restriction on published amendments (see 8.1.2) does not apply for amendments that are intended only to update Open Source or references to Open Source.

~~For normatively referenced Open Source that does not have a specific version, the Standards Committee or Working Group shall review updates to the Normative Open Source during the standards development process and should review updates to the both Normative and Informative Open Source after IEEE SA Standards Board approval to determine if the Open Source software continues to align with the standard. If the Open Source software does not align with the standard, the Standards Committee or Working Group shall take appropriate action, for example, if a dated reference should be noted in the standard instead, submit a PAR for revision or amendment to the standard.~~

6.5.3 Mandatory coordination

During mandatory coordination, the Standards Committee shall include all IEEE Standards Open Source ~~developed by the Working Group and~~ incorporated in the draft. The IEEE Open Source Community Manager and IEEE SA IPR Staff shall review the IEEE Standards Open Source, CLAs, and associated documentation prior to the initial Standards Association ballot. Mandatory coordination comments by the IEEE Open Source Community Manager and IEEE SA IPR Staff shall be addressed prior to the initial Standards Association ballot.

6.5.4 Standards Association ballot and IEEE Public Review

All IEEE draft standards that incorporate Standards Open Source ~~developed by an IEEE Working Group~~ shall provide notification during the invitation to ballot and on the IEEE Public Review site that (a) the IEEE draft standard incorporates Standards

Open Source ~~developed by the Working Group~~, (b) applicable CLA(s) are required for any Contributions to ~~IEEE Standards Open Source Projects developed by the Working Group and incorporated in an IEEE standard~~, and (c) template CLAs are available, with links to the applicable CLA templates.

During the Standards Association ballot, balloters shall be granted access to view any referenced Open Source. After the initiation of the Standards Association ballot process, any ~~IEEE Standards Open Source Projects developed by the Working Group and incorporated in an IEEE standard~~ shall only be updated to reflect changes approved by the ballot group.

The IEEE Open Source Project Lead and at least one Maintainer shall be members of the comment resolution group.

Any comment that provides modifications to ~~an IEEE Standards Open Source Project developed by the Working Group and incorporated in an IEEE standard~~ may not be implemented in the ~~IEEE Standards Open Source~~ or the draft standard and may not be considered unless an applicable CLA was previously submitted to IEEE. The IEEE Open Source Project Lead and Maintainer are responsible for obtaining all CLAs prior to the start of any initial Standards Association ballot or recirculation ballot.

Once the Standards Association ballot is completed for a draft standard, the incorporated ~~IEEE Standards Open Source developed by the Working Group~~ shall not be updated until after IEEE SA Standards Board approval, and then only if the ~~IEEE Standards Open Source~~ is undated.

IEEE Public Review commenters shall be granted access to view any Open Source incorporated in an IEEE standard. ~~Any pPublic rReview~~ comments that provide modifications to ~~IEEE Standards Open Source developed by the Working Group~~ may ~~not be considered or~~ implemented in the ~~IEEE Standards Open Source~~ or in the draft IEEE standard ~~only if and may not be considered unless an applicable CLA was has been~~ previously submitted to IEEE.

6.5.5 Release and maintenance of Open Source

Final release of ~~IEEE Standards Open Source Projects developed by the Standards Committee or Working Group and incorporated in an IEEE standard~~ shall occur only after approval of the standard by the IEEE SA Standards Board, and the ~~IEEE Standards Open Source Projects incorporated in an IEEE standard~~ shall be included in the official IEEE listing. After the standard is approved, only Open Source that does not have a specific static version (undated) may be updated without requiring a revision of the standard, or an amendment or corrigendum (see 8.1.2). Normatively referenced Open Source that is undated may be updated only with approval from the Standards Committee, Working Group, or a subgroup delegated with that responsibility.

In the absence of objection, the motion was approved.

There being no further business, the meeting was adjourned at 8:47 a.m. ET (UTC-5).