IEEE SA STANDARDS BOARD PROCEDURES COMMITTEE (ProCom)
DRAFT MEETING MINUTES
22 September 2026
Webex/Teleconference
10:00 a.m. – 11:00 a.m. ET (UTC-4)

Attendees

Members Present:
Jon Rosdahl, Chair
Doug Edwards
Deborah Hagar
Guido Hiertz
David Law
Keith Waters
Sha Wei

Members Absent:
Edward Au
Ramy Fathy

IEEE Staff:
Aksa Ahmad
Jennifer Allen
Christy Bahn
Teresa Belmont
Kim Breitfelder
Matthew Ceglia
Karen Evangelista
Jon Gaughran
Dalisa Gonzalez
Jodi Haasz
Yvette Ho Sang
Soo Kim
Michael Kipness
Vanessa Lalitte
Suzanne Merten
Steven McGinley
Erin Morales
Christian Orlando

Dave Ringle, Administrator
Kierra Rudolph
Julia Saltzman
Jennifer Santulli
Anand Sudhakar
Malia Zaman

IEEE Outside Legal Counsel:
Claire Topp – Dorsey & Whitney LLP

Guests:
Latonia Gordon
Mark Hantel
Tyler Jaynes
Joseph Levy
Johnny Lin
Haiying Lu
Rajesh Nighot
Annette Reilly
Robby Robson
Jessy Rouyer
Lei Wang
Basak Yuksel

1 CALL TO ORDER

Chair Rosdahl called the meeting to order at 10:15 a.m. ET (UTC-4).

2 INTRODUCTIONS

ProCom Members and guests introduced themselves. Dave Ringle read the names of IEEE staff in attendance.

It was noted that the meeting was quorate.

3 APPROVAL OF AGENDA

There was no objection to acceptance of the agenda as presented.

4 APPROVAL OF THE 02 JUNE 2026 ProCom MINUTES

There was no objection to approval of the minutes.

5 OLD/UNFINISHED BUSINESS

None.

6 NEW BUSINESS

6.1 Proposed Updates to the IEEE SA Standards Board Operations Manual RE: Standards Committee External Liaison Coordinators – Law

David Law introduced the proposed updates.

There was discussion.

Chair Rosdahl will form a ProCom Ad Hoc to review the proposal and to bring an updated version to ProCom for the December 2026 meeting.

6.2 Proposed Updates to the IEEE SA Standards Board Operations Manual RE: Standards Promotional Activities – Waters

[Draft *Guidelines for Promotion, Marketing, and Publishing by IEEE SA Standards Committees and Working Groups*]

Keith Waters reported.

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 promotion and social media communication

Standards Committees and their subgroups are encouraged to promote their standards and standards activities within the bounds of IEEE and IEEE policies and procedures (see *Guidelines for Promotion, Marketing, and Publishing by IEEE SA Standards Committees and Working Groups*).

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

— IEEE SA Copyright Policy (Clause 7 of the *IEEE SA Standards Board Bylaws* and subclause 6.1 of the *IEEE SA Standards Board Operations Manual*);
— *IEEE Policies* 9.28 Social Media Policy;
— IEEE Social Media Guidelines;
— *IEEE SA 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.

6.3 Proposed Updates to the IEEE SA Standards Board Operations Manual RE: Draft Sharing – Waters

Keith Waters reported.

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

6.1.3.2 Draft distribution by the Working Group Chair

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 may be eligible to receive a copy of draft standards under development by that Working Group without charge as follows:

For individual-based projects, project participants, after participation is established, 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 meets the definition of a project participant as outlined in *IEEE SA Standards Board Bylaws* 5.2.1 and the policies and procedures of the Working Group and Standards Committee.

For entity-based projects, an Observer considering membership in the Working Group or considering 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 is therefore a non-member of the Working Group.

In the absence of objection, the motion was approved.

7 NEXT MEETING

The next ProCom meeting is scheduled to occur on 07 December 2026 in Dublin, Ireland.

8 ADJOURNMENT

There being no further business, the meeting was adjourned at 10:58 a.m. ET (UTC-4).