

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

**MEETING MINUTES**

**19 September 2022**

**1:30 p.m. – 3:30 p.m. UTC**

**Teleconference/Webex**

**Attendees**

**Members Present:**

Ted Burse, Chair  
Ramy Fathy  
Travis Griffith  
Gary Hoffman  
Kevin Lu  
Damir Novosel  
Annette Reilly  
Robby Robson  
Dorothy Stanley  
Sha Wei  
Philip Winston

**Members Absent:**

None

**IEEE Staff:**

Christy Bahn  
Kim Breitfelder  
Matthew Ceglia  
Karen Evangelista  
Jonathan Goldberg  
Jodi Haasz  
Yvette Ho Sang  
Ron Hotchkiss  
Michael Kipness  
Vanessa Lalitte  
Kelly Lorne  
Karen McCabe  
Suzanne Merten  
Erin Morales  
Karen Mulberry  
Mary Lynne Nielsen

Tania Olabi-Colon  
Shana Pepin  
Dave Ringle, Administrator  
Pat Roder  
Jennifer Santulli  
Lisa Weisser  
Malia Zaman

**IEEE Outside Legal Counsel:**

Claire Topp – Dorsey & Whitney LLP

**Guests:**

Xiaofeng Chen  
Mathews George  
Latonia Gordon  
Guido Hiertz  
Yousef Kimiagar  
Sengmeng Koo  
John Kulick  
David Law  
Haiying Lu  
Satoshi Matsuo  
Paul Nikolich  
Jon Rosdahl  
Lachlan Scully  
Mark Siira  
Nassima Snedj  
Karl Weber  
Howard Wolfman  
Don Wright

1 CALL TO ORDER

Chair Burse called the meeting to order at 1:30 p.m. UTC.

2 INTRODUCTIONS

There was a round of introductions by all present.

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 [15 JUNE 2022 ProCom MINUTES](#)

**There was a motion to approve the 15 June 2022 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 Bylaws RE: Membership Fees and Participation – Law

David Law led discussion of the proposed changes to the SASB Bylaws.

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

### **IEEE SA Standards Board Bylaws**

#### **5.2.1 Participation in IEEE standards development**

A participant is an individual or entity that engages in Standards Committee/Working Group standards development activities, e.g., attending meetings, joining one of the Standards Committee/Working Group email reflectors, ~~or~~ voting in the Working Group, ~~Public Review, or participating in the~~ Standards Association balloting process, ~~or commenting in the IEEE Public Review process.~~

All members of the Standards Committee shall participate as individuals (i.e., they do not represent an entity) in this role. For entity-based Working Groups, see subclause 5.2.1.2. Only the IEEE SA is permitted to charge a membership fee for IEEE standards development participation. Standards Committee/Working Group members shall not be required to pay a membership fee as a condition to be a member. Professional Services contracts (i.e., Technical Editor, Secretariat), approved through the IEEE SA contract process for Working Groups, are permitted.

Participants in the IEEE standards development individual process shall act based on their qualifications and experience. Entity representative participants in the IEEE standards development entity process are appointed by an entity to represent that entity and act on its behalf. Such

representatives may participate in IEEE standards development activities and take action based upon instruction from the entity for which they have been appointed as an entity representative.

While participating in IEEE standards development activities, all participants, including but not limited to, individuals, entity representatives, entity members, entities participating directly in the entity process, and all parties that financially or materially support an individual's participation in the individual process, including such individual's employer and any individual or entity that has or will have, either directly or indirectly, requested, paid for, or otherwise sponsored such individual's participation, shall act in accordance with all applicable laws (nation-based and international), the IEEE Code of Ethics, and with IEEE Standards policies and procedures. Participants in IEEE standards development who are authenticated into any IEEE SA database shall acknowledge the Obligations for Participation and Code of Ethics.

Participants on standards committees or working groups with governance authority or the authority to enter into a financial transaction with another party shall also act in accordance with *IEEE Policies* Section 9.9 on Conflict of Interest.

All officers of IEEE standards working groups shall indicate acceptance of their roles in an IEEE SA database.

Standards Committee Chairs, Vice Chairs, Secretaries, Treasurers, and liaison representatives shall be members of IEEE SA and shall also be either IEEE members of any grade, except Student grade, or IEEE affiliates.

The IEEE SA shall maintain the authoritative database of participants in the development of standards. Such database shall be maintained by the Secretary of the IEEE SA Standards Board.

There was a motion to Amend as shown in **blue**:

## **IEEE SA Standards Board Bylaws**

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All members of the Standards Committee shall participate as individuals (i.e., they do not represent an entity) in this role. For entity-based Working Groups, see subclause 5.2.1.2. Only the IEEE SA is permitted to charge a membership fee for IEEE standards development participation. Standards Committee/Working Group members shall not be required to pay a membership fee as a condition to be a

member. Other means of funding Standards Committee/Working Group activities, including Professional Services contracts (i.e.g., Technical Editor, Secretariat), approved through the IEEE SA contract process for Working Groups, are permitted not prohibited by this clause.

Participants in the IEEE standards development individual process shall act based on their qualifications and experience. Entity representative participants in the IEEE standards development entity process are appointed by an entity to represent that entity and act on its behalf. Such representatives may participate in IEEE standards development activities and take action based upon instruction from the entity for which they have been appointed as an entity representative.

While participating in IEEE standards development activities, all participants, including but not limited to, individuals, entity representatives, entity members, entities participating directly in the entity process, and all parties that financially or materially support an individual's participation in the individual process, including such individual's employer and any individual or entity that has or will have, either directly or indirectly, requested, paid for, or otherwise sponsored such individual's participation, shall act in accordance with all applicable laws (nation-based and international), the IEEE Code of Ethics, and with IEEE Standards policies and procedures. Participants in IEEE standards development who are authenticated into any IEEE SA database shall acknowledge the Obligations for Participation and Code of Ethics.

Participants on standards committees or working groups with governance authority or the authority to enter into a financial transaction with another party shall also act in accordance with *IEEE Policies* Section 9.9 on Conflict of Interest.

All officers of IEEE standards working groups shall indicate acceptance of their roles in an IEEE SA database.

Standards Committee Chairs, Vice Chairs, Secretaries, Treasurers, and liaison representatives shall be members of IEEE SA and shall also be either IEEE members of any grade, except Student grade, or IEEE affiliates.

The IEEE SA shall maintain the authoritative database of participants in the development of standards. Such database shall be maintained by the Secretary of the IEEE SA Standards Board.

After some discussion, there was a motion to Call the Question. The motion was unanimously approved.

There was a vote on the Amendment text. The vote failed. [Yes=0, No=6, Abstain=2].

There was a vote on the text of the original motion. The vote failed. [Yes=2, No=4, Abstain=2].

Chair Burse formed a ProCom Ad Hoc to consider the comments provided during discussion and to provide a report for the December ProCom meeting.

Name: Ad Hoc RE: Standards Committees, Participation, and Membership Fees

Chair: David Law

Members: Ramy Fathy, Annette Reilly, Robby Robson, Dorothy Stanley

Staff: TBD

6.2 [Proposed Updates](#) to the SASB OpMan RE: IEEE Accounts and Participants – Stanley

Dorothy Stanley led discussion of the proposed changes to the SASB OpMan.

**There was a motion to recommend the *IEEE SA Standards Board Operations Manual* changes noted below to the SASB for approval consideration. In the absence of objection, the motion was approved.**

#### **IEEE SA Standards Board Operations Manual**

##### **5.3.3 Standards development meetings**

Standards development meetings are to be conducted consistent with the principles of fairness and openness, and without dominance.

The IEEE SA Individual method or Entity method participant behavior slide set, as applicable, shall be either presented at the beginning of every IEEE SA standards development meeting or distributed prior to the meeting along with the meeting agenda. If the slides are distributed with the meeting agenda, all meeting participants shall be informed at the beginning of the meeting that participant behavior shall comply with the outlined requirements. The presentation of the slides or the notice to meeting participants shall be documented in the minutes of the meeting.

Participants in a Working Group may include members and non-members when the requirements to gain membership are specified in Standards Committee or Working Group P & P. A 'meeting' includes any convening for which notice was required to be given or for which membership-credits or other participation rights are either earned or exercised. Meetings may be in-person or may be via electronic means, as appropriate.

While a Working Group may maintain its own list of participants to track membership status, the authoritative list of participants is maintained in an IEEE SA database. **Each participant shall use a single IEEE Account [e.g., an account associated with a single SA participant identification number (PIN) within the myProject system] for voting in IEEE SA activities, participation in standards development, and to maintain their information in the database. If the participant is an IEEE or IEEE SA member, the account shall be the one that reflects that membership.** Only those authorized to access and use IEEE's data, including personal data, from IEEE systems are permitted to do so, for the purposes intended, including to support the technical development work on the standard, and only in compliance with IEEE or IEEE SA Privacy and data privacy policies.

- 6.3 [Proposed Updates](#) to the SA OpMan, SASB Bylaws, and SASB OpMan  
RE: Lobbying – McCabe, Ho Sang

Yvette Ho Sang led discussion of the proposed changes to the SA OpMan, SASB Bylaws, and SASB OpMan.

**There was a motion to recommend the *IEEE Standards Association Operations Manual, IEEE SA Standards Board Bylaws, and IEE SA Standards Board Operations Manual* changes noted below to the SASB for approval consideration. In the absence of objection, the motion was approved.**

#### **IEEE Standards Association Operations Manual**

##### **6.5 Position statements**

As stated in the *IEEE Policies*, IEEE recognizes the need for public statements on topics within the scope and purposes of IEEE. The IEEE SA BOG shall be the sole organizational unit to approve position statements representing the IEEE Standards Association. The BOG may request that another IEEE organizational unit (as defined in Section 15 of the *IEEE Policies*) offer a position statement on a standards matter. The rules in Section 15 of the *IEEE Policies* shall be followed in developing position statements. In addition, the BOG will accept for review and action any position statement presented to it by another body for issuance as an IEEE SA position statement.

Any position statements representing the IEEE Standards Association shall be approved by either the IEEE SA BOG or the IEEE SA BOG ad-hoc council. The IEEE SA President shall determine if usage of the IEEE SA BOG ad-hoc council is warranted (see 4.3.4.1). Oversight for the preparation of IEEE SA position statements resides in the SPCC. The IEEE SA BOG may call upon such expertise as may be required to draft a position statement.

The Secretary of the IEEE SA BOG shall forward any approved IEEE Standards Association position statements to the target recipient of the position

statement and to appropriate organizational units within IEEE. A consolidated listing of all such position statements shall be maintained on the IEEE Standards website.

IEEE SA volunteers and participants in IEEE standards activities are not permitted to state or in any way imply that they represent IEEE or IEEE SA in any public statements or political and legislative activity, including lobbying, unless authorized to do so. Volunteers shall comply with the *Guidelines Regarding Political and Legislative Activity by IEEE Standards Association (IEEE SA) Volunteers and Staff.*

## **IEEE SA Standards Board Bylaws**

### **5.2.1.6 Official statements, and political and legislative activity**

A statement, written or oral, that is not processed in accordance with subclause 5.1.3 of the *IEEE SA Standards Board Operations Manual* shall not be considered the official position of the IEEE Standards Association or any of its committees and shall not be considered to be, nor be relied upon as, a formal position of IEEE. At lectures, symposia, seminars, or educational courses, an individual presenting information on IEEE standards shall make it clear that his or her views should be considered the personal views of that individual rather than the formal position of IEEE.

IEEE SA volunteers and participants in IEEE standards activities are not permitted to state or in any way imply that they represent IEEE or IEEE SA in any public statements or political and legislative activity, including lobbying, unless authorized to do so. Volunteers shall comply with the *Guidelines Regarding Political and Legislative Activity by IEEE Standards Association (IEEE SA) Volunteers and Staff.*

## **IEEE SA Standards Board Operations Manual**

### **5.1.3 Statements to external bodies, and political and legislative activity**

Each Standards Committee shall have policies and procedures in place concerning the creation and handling of public statements prior to sending any such statements in any format to any body other than the IEEE Standards Association. These procedures should state a means for developing and approving Standards Committee statements and a methodology for presentation of those statements. These procedures shall also conform both to the IEEE SA procedures as administered by the IEEE SA Board of Governors (BOG) and set forth in subclause 6.5 of the *IEEE Standards Association Operations Manual* and to the rules in Section 15 of the *IEEE Policies*.

Each statement shall clearly identify the group creating this statement in its opening paragraph, and shall include in that paragraph, or a footnote thereto,



the exact sentence that “this document solely represents the views of name of group and does not necessarily represent a position of either the IEEE or the IEEE Standards Association.” If the public statement addresses safety, that statement shall be reviewed and approved in writing by IEEE legal counsel prior to issuance.

Upon issuance of all such public statements, electronic copies shall be sent to the Secretary of the IEEE SA Standards Board and to the Secretary of the IEEE SA BOG.

If the Standards Committee wants to issue an entity position statement on standards that represents the viewpoint of the IEEE Standards Association, the rules in the *IEEE Standards Association Operations Manual* shall be followed. Approval from the IEEE SA BOG shall be obtained prior to a Standards Committee requesting another IEEE entity (as defined in Section 15 of the *IEEE Policies*) to offer a position statement on a standards matter.

IEEE SA volunteers and participants in IEEE standards activities are not permitted to state or in any way imply that they represent IEEE or IEEE SA in any public statements or political and legislative activity, including lobbying, unless authorized to do so. Volunteers shall comply with the *Guidelines Regarding Political and Legislative Activity by IEEE Standards Association (IEEE SA) Volunteers and Staff.*

## 7 [NEXT MEETING](#)

The next ProCom meeting will be scheduled to occur on 01 or 02 December 2022 in Piscataway, New Jersey, USA.

## 8 ADJOURNMENT

There being no further business, the meeting was adjourned at 2:48 p.m. UTC.