

**IEEE SA STANDARDS BOARD PROCEDURES COMMITTEE (ProCom)
MEETING MINUTES
01 December 2022
Piscataway, NJ, USA and Teleconference/Webex
2:00 p.m. – 3:30 p.m. ET (UTC-5)**

Attendees

Members Present:

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

Members Absent:

Ramy Fathy
Sha Wei

IEEE Staff:

Christy Bahn
Adrian Bastos
Debra Best
Jennifer Biolsi
Kim Breifelder
Matthew Ceglia
Karen Evangelista
Jonathan Goldberg
Erika Gomez
Jodi Haasz
Yvette Ho Sang
Ron Hotchkiss
Patrycja Jarosz
Soo Kim
Michael Kipness
Vanessa Lalitte
Kelly Lorne

Suzanne Merten
Karen McCabe
Erin Morales
Karen Mulberry
Mary Lynne Nielsen
Tana Olabi-Colon
Christian Orlando
Shana Pepin
Lisa Perry
Dave Ringle, Administrator
Heather Robinson
Pat Roder
Jennifer Santulli
Rosalinda Saravia
Rudi Schubert
Tom Thompson
Lisa Weisser
Malia Zaman

IEEE Outside Legal Counsel:

Claire Topp – Dorsey & Whitney LLP

Guests:

Frederic Andres
Sara Biyabani
Evelyn Chen
Doug Edwards
Mathews George
Latonia Gordon
Guido Hiertz
John Kulick
David Law
Joseph Levy
Hung Ling
Yuanqiu Luo
Hiroshi Mano
Jim Matthews
Kyeong Hee Oh
Jon Rosdahl
Mark Siira
Mike Sirtori
Lei Wang

Don Wright
Yu Yuan

1 CALL TO ORDER

Chair Burse called the meeting to order at 2:03 p.m. ET (UTC-5).

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 [19 SEPTEMBER 2022 ProCom MINUTES](#)

There was a motion to approve the 19 September 2022 ProCom meeting minutes. In the absence of objection, the motion was approved.

5 OLD/UNFINISHED BUSINESS

5.1 Update from Ad Hoc RE: Standards Committees, Participation, and Membership Fees – Law

5.1.1 [Proposed Updates](#) to the SASB Bylaws RE: Standards Committees, Participation, and Membership Fees – 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. The motion was approved. [Vote: Yes=6, No=1, Abstain=1]

IEEE SA Standards Board Bylaws

5.2 Standards-development process

5.2.1 Participation in IEEE standards development

A participant is anyone who engages in or contributes to IEEE standards development activities, e.g., by attending committee or subgroup meetings.

~~joining an email reflector, voting, participating in the IEEE Standards Association balloting process, or submitting comments as part of the IEEE Public Review process.~~

~~A participant in a Standards Committee is an individual who engages in Standards Committee standards development activities.~~

~~A participant in a Working Group is an individual or entity that engages in Working Group standards development activities.~~

~~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 Standards Association balloting process.~~

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 ~~in~~ 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.

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

5.2.1.1 Membership requirements for Working Groups developing standards developed under the individual method

Officers of IEEE standards working groups developing standards under the individual method shall be members of IEEE SA and shall also be either IEEE members of any grade, (except Student grade), or IEEE affiliates. Designees (those designated to manage the Standards Association ballot) in the IEEE Standards Association individual ballot process shall be members of IEEE SA and shall also be either IEEE members of any grade, except Student grade, or IEEE affiliates.

No other participant in a Working Group developing standards under the individual method shall be required to pay a membership fee as a condition to become a member of the Working Group.

5.2.1.2 Membership requirements for Working Groups developing standards developed 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. Designees (those designated to manage the Standards Association ballot) in the IEEE Standards Association entity ballot process shall be representatives of Entity Members.

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 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 documentation, 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.

5.2.2 Standards Committee

A Standards Committee shall be made up of any of the categories of membership described in IEEE Bylaw I-403. The Standards Committee shall have a professed interest in the development of standards (either by direct participation or by the process of review) in technological areas that fall under the general scope of interest to the IEEE.

All IEEE standards development shall be based on projects that have been approved by the IEEE SA Standards Board, and each project shall be the responsibility of a Standards Committee. Standards Committees are responsible for the development and coordination of the standards project and the maintenance of the standard after approval of the standard by the IEEE SA Standards Board.

The Standards Committee shall be one of the following:

- a) A Technical Committee within an IEEE Society/Council
- b) A Standards Committee or Standards Coordinating Committee of an IEEE Society/Council
- c) A Standards Coordinating Committee previously established by the IEEE SA Standards Board that is explicitly approved by the IEEE SA Standards Board to become a Standards Committee reporting to a different body
- d) A Standards Subcommittee organized by or reporting to one of the above
- e) Other organizations as recommended by the IEEE SA Standards Board and approved by the IEEE SA BOG

The IEEE SA Standards Board is not a Standards Committee, but provides oversight and guidance to assist Standards Committees when necessary.

5.2.2.1 Membership requirements for Standards Committees

Officers of Standards Committees shall be individual members of IEEE SA and shall also be either IEEE members of any grade (except Student grade) or IEEE affiliates. Designees (those designated to manage the Standards Association ballot) shall be members of IEEE SA and shall also be either IEEE members of any grade (except Student grade) or IEEE affiliates.

No other Standards Committee participant shall be required to pay a membership fee as a condition to become a member of the Standards Committee.

5.2.2.2~~1~~ Creation of Standards Committees

Standards Committees formed under rule d) in 5.2.2 shall be officially recognized by the IEEE SA Standards Board only after a 75% approval by the creating committee. Once formed, Standards Committees automatically assume duties according to 5.1 of the *IEEE SA Standards Board Operations Manual*.

5.2.2.3~~2~~ Standards Committee responsibility/accountability

The Standards Committee accepts responsibility for oversight of any of its assigned standards, including overseeing coordination and balloting.

When the breadth of interest in a standard is great enough so that more than one technical committee wishes to have a role in its development and

oversight, a joint committee of the two or more interested committees may be formed. That joint committee, whose membership shall be determined by mutual agreement, shall assume all of the duties of a Standards Committee (see 5.1.2 of the *IEEE SA Standards Board Operations Manual*).

Changes in responsibility for projects shall be approved by the IEEE SA Standards Board.

5.2.2.43 Standards Association balloting group

Potential dominance in Standards Association ballots as evidenced by an unduly high proportion of individuals employed by or affiliated with a single entity or from a particular balloting classification is unacceptable, counter to open and fair participation by all interested parties, and deprecated by the IEEE SA Standards Board. All individuals joining a Standards Association ballot group shall declare their employer and affiliation (see subclause 5.1.2.3 of the *IEEE SA Standards Board Operations Manual*). The Standards Committee shall review the Standards Association ballot group for balance and possible dominance. If it is suspected that the Standards Association ballot group may be dominated (see 5.2.1.3), the Standards Committee shall immediately notify the Secretary of the IEEE SA Standards Board and should recommend corrective action(s). The IEEE SA Standards Board shall determine whether dominance exists or may exist such that corrective action is needed and, if so, shall specify any approved corrective action(s). The Standards Committee shall only implement the specific corrective action(s) that have been approved by the IEEE SA Standards Board to ensure a fair and open ballot.

The Standards Association balloting group shall consist of persons who are members of the IEEE SA. Membership status shall be determined at the time a person completes the process of joining the balloting group. [Note: A Standards Association balloting group may also include non-IEEE SA members that pay the appropriate per-ballot fee (see subclause 5.4.1 of the *IEEE SA Standards Board Operations Manual*)]. A person is an individual or an entity representative. An entity can be any for-profit or not-for-profit enterprise, as defined in IEEE Bylaw I-403.

A single type of Standards Association balloting group for a standard shall be established at the time of PAR approval and officially approved prior to the formation of a Standards Association balloting group. A statement of the type of balloting membership to be used shall be included in all versions of the draft standard and the final approved standard.

- 6 NEW BUSINESS
- 6.1 [Proposed Updates](#) to the SASB Bylaws RE: Contributions Subject to Disclosure Requirements – Ho Sang

Yvette Ho Sang 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. The motion was approved without objection.

IEEE SA Standards Board Bylaws

7.2 Policy

IEEE owns the copyright in all Work Products. All IEEE Work Products shall be created in an approved IEEE template.

Participants are solely responsible for determining whether disclosure of any Contributions that they submit to IEEE requires the prior consent of other parties and, if so, to obtain it. **This includes, but is not limited to, disclosure of any Contributions subject to**

a) Export control

b) Confidentiality agreements, non-disclosure agreements, or trade secrets

7 [NEXT MEETING](#)

The next ProCom meeting will be scheduled to occur on 28 or 29 March 2023 in Mexico City, Mexico.

8 ADJOURNMENT

There being no further business, the meeting was adjourned at 2:56 p.m. ET (UTC-5).