

**IEEE SA STANDARDS BOARD PROCEDURES COMMITTEE (ProCom)  
MEETING MINUTES  
04 December 2023  
New Brunswick, NJ, USA and Teleconference/Webex  
2:00 p.m. – 4:00 p.m. ET (UTC-5)**

**Attendees**

**Members Present:**

Ted Burse, Chair  
Ramy Fathy  
Gary Hoffman  
Kevin Lu  
Annette Reilly  
Robby Robson  
Lei Wang  
Keith Waters  
Philip Winston

**Members Absent:**

None

**IEEE Staff:**

Christy Bahn  
Teresa Belmont  
Jennifer Biolsi  
Hermann Brand  
Kim Breitfelder  
Matthew Ceglia  
Karen Evangelista  
Josh Gay  
Jonathan Goldberg  
Dalisa Gonzalez  
Jodi Haasz  
Yvette Ho Sang  
Patrycja Jarosz  
Konstantinos Karachalios  
Anja Kaspersen  
Michael Kipness  
Vanessa Lalitte

Kelly Lorne  
Sandra Maru  
Suzanne Merten  
Erin Morales  
Tania Olabi-Colon  
Christian Orlando  
Dave Ringle, Administrator  
Pat Roder  
Jennifer Santulli  
Tom Thompson  
Malia Zaman

**IEEE Outside Legal Counsel:**

Claire Topp – Dorsey & Whitney LLP

**Guests:**

Edward Au  
Kit August  
Sara Biyabani  
Dennis Brophy  
Doug Edwards  
Latonia Gordon  
Guido Hiertz  
Yousef Kimiagar  
John Kulick  
David Law  
Joseph Levy  
Meng Lu  
Hiroshi Mano  
Jim Matthews  
Daleep Mohla  
Paul Nikolich  
Jon Rosdahl  
Lachlan Scully  
Mike Sirtori  
Dorothy Stanley  
Barry Tilton  
Howard Wolfman  
Don Wright

Chair Burse called the meeting to order at 2:16 p.m. ET (UTC-5).

2 INTRODUCTION

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 2023 ProCom [MINUTES](#)

**There was a motion to approve the 19 September 2023 ProCom meeting minutes. In the absence of objection, the motion was approved.**

5 OLD/UNFINISHED BUSINESS

5.1 Review of SASB Ballot [Comments](#) – Burse

Chair Burse noted that the recent SASB email ballot had resulted in the approval of both of the recommended updates. SASB Member comments received during the ballot were made available as information.

5.2 Report from the Ad Hoc RE: Standards Promotion – Robson

Robby Robson, Ad Hoc Chair, noted that the ad hoc had met and was making progress. It is anticipated that the ad hoc will bring an updated proposal to the March 2024 ProCom meeting.

6 NEW BUSINESS

6.1 [Proposed Updates](#) to the SA OpMan, SASB Bylaws, and SASB OpMan RE: Hierarchy of Documents – Wright, Ho Sang

Don Wright introduced 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 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 Standards Association Operations Manual**

### **1 Introduction**

#### **1.1 Scope and purpose**

IEEE Bylaw I-303.6 establishes the IEEE Standards Association. The IEEE Standards Association is represented on the IEEE Board of Directors and major Boards as specified in applicable provisions of the *IEEE Bylaws* and *IEEE Policies*. Its organization beyond that specified in the *IEEE Bylaws* and *IEEE Policies* is governed by this operations manual.

##### **1.1.1 Hierarchy**

The IEEE Standards Association shall comply with applicable federal, state, and international laws and regulations. In addition, the latest versions of several documents take precedence over this document, in the following order:

- [New York Not-for-Profit Corporation Law](#)
- [IEEE Certificate of Incorporation](#)
- [IEEE Constitution](#)
- [IEEE Bylaws](#) (current edition)
- [IEEE Policies](#) (current edition)
- [IEEE Board of Directors Resolutions](#)

### **2 References and related documents**

#### **2.1 References**

*IEEE Bylaws* (current edition).

*IEEE Policies* (current edition).

*IEEE Code of Conduct* (current edition).

*IEEE SA Standards Board Bylaws* (current edition).

*IEEE SA Standards Board Operations Manual* (current edition).

*Guidelines Regarding Political and Legislative Activity by IEEE Standards Association (IEEE SA) Volunteers and Staff* (current edition).

*Robert's Rules of Order*, Perseus Publishing (current edition).

#### **2.2 Related documents**

*IEEE Conflict of Interest Disclosure Statement.*

## **4.2 IEEE SA BOG membership**

### **4.2.1 IEEE SA BOG member qualifications**

All members of the IEEE SA BOG shall act in accordance with ~~IEEE Standards policies and procedures, the IEEE Bylaws, IEEE Policies~~ including, but not limited to, Section 9.9 on Conflict of Interest, and Section 7.8 on the IEEE Code of Ethics, ~~the IEEE Code of Conduct, the IEEE Standards Association Operations Manual, and applicable IEEE Standards policies and procedures.~~ Members of the IEEE SA BOG shall reflect the technical and global standards interests of the IEEE. Consistent with IEEE Policy 9.8, the IEEE SA Nominations and Appointments Committee shall seek a diverse set of candidates representing a broad range of geographies, technical societies, and types of affiliations, e.g., industry, government, and academia.

## **5 Standing committees of the IEEE SA**

All members of the standing committees of the IEEE SA, as well as the members of any ad hoc committees appointed by the BOG or the IEEE SA President, shall act in accordance with ~~the applicable IEEE Standards policies and procedures, IEEE Bylaws, IEEE Policies~~ including, but not limited to, Section 9.9 on Conflict of Interest, and Section 7.8 on the IEEE Code of Ethics, ~~the IEEE Code of Conduct, the IEEE Standards Association Operations Manual, and applicable IEEE Standards policies and procedures.~~

### **6.4 Suspension or expulsion**

Any IEEE SA member may be suspended or expelled from membership by the IEEE SA BOG for any of the following reasons:

- a) Failure to conform with the provisions of the *IEEE Bylaws*, the *IEEE Policies*, or the ~~IEEE Standards Association-SA Operations Manual~~
- b) Any unethical or unlawful conduct unbecoming a member of IEEE SA or calculated to bring the IEEE or IEEE SA into disrepute
- c) Failure to continue to meet membership or eligibility requirements

### **6.6 Suspension or revocation of IEEE SA participation privileges**

Independent of any conduct or action related to IEEE or IEEE SA membership, any IEEE SA participant may have IEEE SA participation privileges suspended or revoked. A participant includes an individual, an entity representative, or an entity participating directly or indirectly in an individual or entity IEEE SA project. This suspension or revocation may occur for any of the following reasons:

- a) Failure to conform with the provisions of the *IEEE Bylaws*, the *IEEE Policies*, the ~~IEEE Standards Association-SA Operations Manual~~, the *IEEE SA Standards Board Bylaws*, the *IEEE SA Standards Board Operations Manual*, or the specific procedures of the Standards Committee or working group

- b) Any unethical or unlawful conduct unbecoming a participant in IEEE SA or compromising the integrity of the IEEE or the IEEE SA

**8 Maintenance**

**8.1 Maintenance and modification of the *IEEE Standards Association Operations Manual***

This manual will be maintained by the IEEE Standards Department Staff and reviewed by legal counsel. Proposed modifications to this manual shall be submitted to the Secretary of the IEEE SA BOG.

Any amendments to this manual shall be approved by a majority vote of the IEEE SA BOG, with advance notice prior to said vote.

Additionally, the Board of Directors has identified that changes related to specific responsibilities directed to the Major Organizational Units (OUs) shall be reviewed and approved by the Board of Directors using the process in accordance with IEEE Bylaw I-300.4(5). The following chart indicates the clauses of this manual for which IEEE SA is responsible that shall follow that process and for which review and consent shall be obtained by additional Major Boards or Committees, as indicated, prior to submission to the IEEE Board of Directors.

<b><i>IEEE Standards Association-SA Operations Manual clause/activity</i></b>		<b><i>Involved OU(s) review/consent</i></b>
6.1 Membership qualifications	Membership categories (individuals, not-for-profit and for-profit enterprises)	Deliberation: SA Review/Consent: SA Approval: SA

**IEEE SA Standards Board Bylaws**

**1 IEEE SA Standards Board**

The IEEE SA Standards Board is established by the IEEE SA Board of Governors according to clause 5.1 of the *IEEE Standards Association Operations Manual*. The details of its responsibilities beyond that specified in the *IEEE Standards Association Operations Manual* are stipulated by these bylaws, as supplemented by the *IEEE SA Standards Board Operations Manual*.

The IEEE SA Standards Board is responsible on an Institute-wide basis for

- a) Encouraging and coordinating the development of IEEE standards
- b) Reviewing all proposed IEEE standards to determine whether the proposed standards conform to the requirements established by the IEEE SA Standards

Board and whether consensus has been achieved for approval of the proposed standards

Matters of standards policy, financial oversight, new directions in standardization, and other standards-related activities in fields of interest to the Institute as stated in the *IEEE Constitution* are the responsibility of the IEEE SA Board of Governors (BOG).

### **1.1 References**

New York Not-For-Profit Corporation Law.

*IEEE Certificate of Incorporation.*

*IEEE Constitution.*

*IEEE Bylaws* (current edition).

*IEEE Policies* (current edition).

*IEEE Code of Conduct* (current edition).

*IEEE Standards Association Operations Manual* (current edition).

*IEEE SA Standards Board Operations Manual* (current edition).

*Guidelines Regarding Political and Legislative Activity by IEEE Standards Association (IEEE SA) Volunteers and Staff* (current edition).

*Robert's Rules of Order*, Perseus Publishing (current edition).

### **3 Hierarchy-Governance**

The policies, procedures, rules, and regulations by which the IEEE and IEEE SA Standards Board activities are governed are embodied in six-several documents. The New York Not-for-Profit Corporation Law outlines requirements pertinent to IEEE's activities as a New York not-for-profit corporation. The *IEEE Certificate of Incorporation* legally establishes the IEEE. The *IEEE Constitution*, which can be approved and amended only by the voting members of the IEEE, contains IEEE's fundamental objectives and organization. Implementation of the constitutional provisions, in specific organizational units and their policies, is contained in the *IEEE Bylaws*, which are approved and amended by the IEEE Board of Directors. The *IEEE Policies* contain more detailed statements of specific policies, objectives, and procedures that may be approved only by the IEEE Board of Directors. The IEEE Board of Directors Resolutions documents decisions or directions by the IEEE Board of Directors that may not be documented in IEEE policies and procedures. The *IEEE Standards Association Operations Manual* provides specific objectives and policies that relate to standards activities in the IEEE. The *IEEE Standards Association Operations Manual* is created and amended by the IEEE SA BOG. The IEEE SA Board of Governors Resolutions documents decisions or directions by the IEEE SA Board of Governors that may not be documented in IEEE SA policies and procedures. The

sixth document, the *IEEE SA Standards Board Bylaws*, is published herewith. Its purpose is to provide specific policies that relate to the management and creation of approved IEEE standards. The *IEEE SA Standards Board Bylaws* are created and amended by the IEEE SA Standards Board, with final approval by the IEEE SA BOG.

## **4.2 Standing committees of the IEEE SA Standards Board**

All members of the standing committees of the IEEE SA Standards Board shall be members of the IEEE Standards Association, and shall act in accordance with IEEE Standards policies and procedures, the IEEE Bylaws, IEEE Policies including, but not limited to, Section 9.9 on Conflict of Interest, and the IEEE Code of Ethics, the IEEE Code of Conduct, the IEEE Standards Association Operations Manual, and applicable IEEE Standards policies and procedures.

## **5.2 Standards-development process**

### **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 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 and regulations (nation-based and international), the IEEE Code of Ethics, the IEEE Code of Conduct, 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.

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

### **1 Introduction**

#### **1.1 Scope and purpose**

The organization and basic procedures of the IEEE SA Standards Board are covered by the *IEEE SA Standards Board Bylaws*. The following material supplements the

provisions of the *IEEE SA Standards Board Bylaws*, which shall be the prevailing document in the event of conflict. The purpose of this document is to specify the procedures that shall be followed in the standards-development process in use within the IEEE.

### **1.1.1 Hierarchy**

Participants engaged in the development of standards shall comply with applicable federal, state, and international laws and regulations. In addition, for standards matters, the latest versions of several documents take precedence over this document, in the following order:

- [New York State Not-for-Profit Corporation Law](#)
- [IEEE Certificate of Incorporation](#)
- [IEEE Constitution](#)
- [IEEE Bylaws](#) (current edition)
- [IEEE Policies](#) (current edition)
- [IEEE Board of Directors Resolutions](#)
- [IEEE Standards Association \(IEEE SA\) Operations Manual](#) (current edition)
- [IEEE SA Board of Governors Resolutions](#)
- [IEEE SA Standards Board Bylaws](#) (current edition)

## **2 References and Related documents**

### **2.1 References**

[IEEE Policies](#) (current edition).

[IEEE Code of Conduct](#) (current edition).

[IEEE Finance Operations Manual](#) (current edition).

[IEEE Standards Association Operations Manual](#) (current edition).

[IEEE SA Standards Board Bylaws](#) (current edition).

[IEEE SA Board of Governors Open Source Committee Operations Manual](#).

[Guidelines Regarding Political and Legislative Activity by IEEE Standards Association \(IEEE SA\) Volunteers and Staff](#) (current edition).

[IEEE Standards Style Manual](#) (current edition).

[Robert's Rules of Order](#), Perseus Publishing (current edition).

### **2.2 Related documents**

American National Standards Institute, *ANSI Essential Requirements: Due process requirements for American National Standards* (current edition).

[IEEE Standards Association Operations Manual](#).

~~IEEE SA Standards Board Bylaws.~~

~~IEEE SA Board of Governors Open Source Committee Operations Manual.~~

PAR Form.

IEEE SA Standards Board Working Guide for Submittal of Proposed Standards and Form for Submittal of Proposed Standards. (Known as the IEEE SA Working Guide for the Submittal of Proposed Standards.)

~~IEEE Standards Style Manual.~~

~~Robert's Rules of Order, Newly Revised (current edition).~~

### **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 rules in Section 15 of the IEEE Policies and 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.

### **7.2.3 Roles and responsibilities of a liaison coordinator**

Liaison coordinators may attend and participate in Standards Committee/Subgroup meetings. If a meeting fee is being charged, the liaison coordinator is responsible for paying the fee.

While participating in IEEE standards development activities, all participants shall act in accordance with all applicable laws and regulations (nation-based and international), the IEEE Code of Conduct, the IEEE Code of Ethics-IEEE Policies including, but not limited to, Section 9.9 on Conflict of Interest, and Section 7.8 on the IEEE Code of Ethics, the IEEE Code of Conduct, the IEEE Standards Association Operations Manual, the IEEE SA Standards Board Bylaws (see IEEE SA Standards Board Bylaws subclause 5.2.1 on "Participation in IEEE standards development"), and the IEEE SA Standards Board Operations Manual, and all applicable IEEE Standards policies and procedures.

Liaison coordinators cannot attain voting rights in the name of the organization external to IEEE.

## **6.2 [Proposed Updates](#) to the SASB OpMan RE: Conduct of Standards Meetings – Waters, Haasz**

Jodi Haasz introduced the proposed changes to the SA OpMan.

There was a comment that updates would be needed to training materials.

There was a motion to approve the text change noted below:

**IEEE SA Standards Board Operations Manual**

**1.3 Standards documentation**

All IEEE SA draft standards, meeting minutes, Standards Association ballot materials, and Standards Association ballot comments shall be in the English language.

The default language for IEEE standards development meetings is English. IEEE standards development meetings may be held in another language with the unanimous agreement of all participants, including IEEE staff.

There was a motion to Table consideration of the motion. The motion to Table was approved. [Vote: Yes=5, No=3]

7 [NEXT MEETING](#)

The next ProCom meeting will be scheduled to occur on 19 or 20 March 2024 in London, UK.

8 ADJOURNMENT

There being no further business, the meeting was adjourned at 3:36 p.m. ET (UTC-5).