

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

19 March 2024

London, UK and Teleconference/Webex

1:15 p.m. – 3:30 p.m. UTC+0

Attendees

Members Present:

Ted Burse, Chair

Gary Hoffman

Ron Hotchkiss

Xiaohui Liu

Kevin Lu

Robby Robson

Lei Wang

Keith Waters

Philip Winston

Don Wright

Members Absent:

None

IEEE Staff:

Christy Bahn

Adrien Bastos

Teresa Belmont

Ahsaki Benion

Kim Breitfelder

Matthew Ceglia

Karen Evangelista

Jonathan Goldberg

Dalisa Gonzalez

Jodi Haasz

Matthew Herdlein

Yvette Ho Sang

Usha Jagannathan

Patrycja Jarosz

Soo Kim

Michael Kipness

Jon Labrador
Vanessa Lalitte
Jiajia Liu
Karen McCabe
Erin Morales
Karen Mulberry
Mary Lynne Nielsen
Tania Olabi-Colon
Christian Orlando
Dave Ringle, Administrator
Heather Robinson
Pat Roder
Jennifer Santulli
Tom Thompson
Malia Zaman
Meng Zhao

IEEE Outside Legal Counsel:

Claire Topp – Dorsey & Whitney LLP

Guests:

Sara Biyabani
David Chen
Xiaofeng (Alfred) Chen
Yuan Chi
Doug Edwards
Nehad El-Sherif
James Gilb
Latonia Gordon
Guido Hiertz
Yousef Kimiagar
David Law
Joseph Levy
Haiying (John) Lu
Hiroshi Mano
Daleep Mohla
Paul Nikolich
Annette Reilly
Jon Rosdahl
Lachlan Scully
Dorothy Stanley
Barry Tilton

1 CALL TO ORDER

Chair Burse called the meeting to order at 1:21 p.m. UTC+0.

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 04 DECEMBER 2023 ProCom [MINUTES](#)

There was a motion to approve the 04 December 2023 ProCom meeting minutes. In the absence of objection, the motion was approved.

5 OLD/UNFINISHED BUSINESS

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

- [Proposed Updates](#) to SASB OpMan RE: Standards Promotion

Robby Robson, Ad Hoc Chair, reviewed the proposed updates to the SASB OpMan.

There was significant discussion.

There was a motion to remand the work back to the Ad Hoc. In the absence of objection, the motion was approved.

Chair Burse confirmed the continuance of the Ad Hoc, with an updated Scope of 'Promotion and Social Media Communication'.

Action Item: Any ProCom Member or SASB Member who would like to join the Ad Hoc should contact Dave Ringle.

6 NEW BUSINESS

6.1 [Proposed Updates](#) to SASB OpMan RE: Language at IEEE SA Meetings
- Ringle/Morales

Erin Morales introduced 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.

IEEE Standards Association Operations Manual

1.3 Standards meetings and documentation

The default language for all IEEE SA meetings shall be English. If there is no objection from any participant attending the meeting, the meeting may be held in a specified language other than English.

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

There was discussion.

There was a motion to amend, as noted in blue highlight.

IEEE Standards Association Operations Manual

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In the absence of objection, the motion to amend was approved.

The updated main motion text became:

IEEE Standards Association Operations Manual

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

7 [NEXT MEETING](#)

The next ProCom meeting will be scheduled to occur on 04 or 05 June 2024 and will be virtual-only.

8 ADJOURNMENT

There being no further business, the meeting was adjourned at 2:45 p.m. UTC+0.