

IEEE SA STANDARDS BOARD PROCEDURES COMMITTEE (ProCom)

MEETING MINUTES

22 September 2020

6:00 – 7:30 p.m. UTC

Teleconference/Webex

Attendees

Members Present:

Ted Burse, Chair

Doug Edwards

Travis Griffith

David Law

Kevin Lu

Dorothy Stanley

Philip Winston

Members Absent:

None

IEEE Staff:

Adrien Barmaksiz

Kim Breitfelder

Matthew Ceglia

Karen Evangelista

Jonathan Goldberg

Jodi Haasz

Yvette Ho Sang

Konstantinos Karachalios

Michael Kipness

Vanessa Lalitte

Kristin Little

Kelly Lorne

Karen McCabe

Erin Morales

Christian Orlando

Mary Lynne Nielsen

Lisa Perry

Dave Ringle, Administrator

Pat Roder

Anasthasie Sainvilus

Jennifer Santulli
Tom Thompson
Michelle Turner
Lisa Weisser
Jonathan Wiggins
Malia Zaman

IEEE Outside Legal Counsel:

Claire Topp

Guests:

Lu Dai
Mark Epstein
Alex Gelman
Latonia Gordon
Guido Hiertz
Gary Hoffman
John Kulick
Damir Novosel
Glenn Parsons
Robby Robson
Jon Rosdahl
Lei Wang
Don Wright
Jingyi Zhou

1 CALL TO ORDER

Chair Burse called the meeting to order at 6:03 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 [01 JUNE 2020 ProCom MINUTES](#)

There was a motion to approve the June 2020 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 SASB Bylaws RE: Standards Terminology Review Panel (STRP) – Hoffman

Gary Hoffman, SASB Chair, reviewed the proposed update to the SASB Bylaws and the information in the ProCom change request form.

There was a motion to recommend the proposed updates to the SASB for approval consideration. There was a lengthy discussion period. The motion failed. [Vote: Yes=3, No=3, Abstain=1]

6.2 [Proposed Updates](#) to SASB OpMan RE: Ballot Invitation Close Date – Haasz

Jodi Haasz introduced the proposed updates 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 via a 30-day email ballot. In the absence of objection, the motion was approved.

IEEE SA Standards Board Operations Manual

5.4.2 Ballot invitations

Standards Association balloting groups shall be formed by means of ballot invitations conducted by the IEEE Standards Balloting Center. A ballot invitation is sent to all parties known by the Standards Committee to be interested in the subject matter of the proposed standard. Information about Standards Association ballot invitations shall also be made available at the IEEE Standards website to allow additional interested parties the opportunity to participate.

Ballot invitations shall remain open for a period of no less than 15 days. Those who respond affirmatively to the invitation during the period in which the ballot invitation is open and who otherwise fulfill the criteria in both subclause 5.2.2.3 of the *IEEE-SA Standards Board Bylaws* and 5.4.1 shall become members of the Standards Association balloting group for that

proposed standard. If a ballot does not open within 6 months of the **initial** invitation close date, the ballot group will be considered invalid and the Standards Committee shall conduct a new invitation. Once the Standards Association ballot has begun, no changes shall be made to the membership of the balloting group.

7 [NEXT MEETING](#)

The next ProCom meeting will be a virtual meeting and is scheduled to occur on 01 December 2020.

8 ADJOURNMENT

There being no further business, the meeting was adjourned at 7:17 p.m. UTC.