

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

**DRAFT MEETING MINUTES**

**27 June 2023**

**Brussels, Belgium and Teleconference/Webex**

**3:00 p.m. – 5:00 p.m. CEST (UTC+2)**

**Attendees**

**Members Present:**

Ted Burse, Chair

Ramy Fathy

Gary Hoffman

Kevin Lu

Annette Reilly

Robby Robson

Lei Wang

Keith Waters

**Members Absent:**

Philip Winston

**IEEE Staff:**

Christy Bahn

Adrien Bastos

Teresa Belmont

Jennifer Biolsi

Hermann Brand

Kim Breitfelder

Matthew Ceglia

Karen Evangelista

Jonathan Goldberg

Jodi Haasz

Yvette Ho Sang

Ron Hotchkiss

Patrycja Jarosz

Konstantinos Karachalios

Soo Kim

Michael Kipness

Vanessa Lalitte

Jiajia Liu

Kelly Lorne

Suzanne Merten  
Karen Mulberry  
Mary Lynne Nielsen  
Tania Olabi-Colon  
Christian Orlando  
Dave Ringle, Administrator  
Pat Roder  
Anasthasie Sainvilus-Cantrell  
Jennifer Santulli  
Tom Thompson  
Malia Zaman  
Meng Zhao

**IEEE Outside Legal Counsel:**

Claire Topp – Dorsey & Whitney LLP

**Guests:**

Sara Biyabani  
Doug Edwards  
Latonia Gordon  
Yousef Kimiagar  
John Kulick  
David Law  
Joseph Levy  
Xiaohui Liu  
Meng Lu  
Daleep Mohla  
Glenn Parsons  
Jon Rosdahl  
Lachlan Scully  
Don Wright

1 CALL TO ORDER

Chair Burse called the meeting to order at 3:07 p.m. CEST (UTC+2).

2 INTRODUCTIONS

There was a round of introductions.

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 28 MARCH 2023 ProCom [MINUTES](#)

**There was a motion to approve the 28 March 2023 ProCom meeting minutes. In the absence of objection, the motion was approved.**

5 OLD/UNFINISHED BUSINESS

6 NEW BUSINESS

6.1 [Proposed Updates](#) to the SA OpMan and the SASB Bylaws RE: IEEE Code of Conduct – Ho Sang

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

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

**IEEE Standards Association Operations Manual**

**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, [IEEE Code of Conduct](#), IEEE Bylaws, and IEEE Policies including, but not limited to, Section 9.9 on Conflict of Interest, and Section 7.8 on the IEEE Code of Ethics. 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 applicable IEEE Standards policies and procedures, [IEEE Code of Conduct](#), 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.

## **IEEE SA Standards Board Bylaws**

### **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, [IEEE Code of Conduct](#), IEEE Policies including, but not limited to, Section 9.9 on Conflict of Interest, and the IEEE Code of Ethics.

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

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, [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~~.

#### 6.2 [Proposed Updates](#) to the SASB OpMan RE: Comment Resolution Groups – Goldberg

Jonathan Goldberg led discussion of the proposed changes to the SASB OpMan.

**There was a motion to Disapprove the proposed updates. The motion was approved. [Vote: Yes=4, No=1, Abstain=1]**

#### 6.3 [Proposed Updates](#) to the SASB OpMan RE: Draft Distribution – Haasz

Jodi Haasz led discussion of the proposed changes to the SASB OpMan.

**There was a motion to Defer consideration of the proposed updates to the September 2023 ProCom meeting, subject to editing by staff. In the absence of objection, the motion was approved.**

The following individuals volunteered to participate in a review of the proposed updates prior to distribution to ProCom:

- Ramy Fathy
- David Law
- Daleep Mohla
- Annette Reilly

6.4 Proposed Updates to the SASB OpMan RE: Work Products – Haasz

Jodi Haasz 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**

**6.1.4 Work Products**

For Work Products (see Clause 7.1 of the *IEEE SA Standards Board Bylaws*) that may be submitted to organizations external to IEEE (other than draft and approved standards), the Standards Committee and Working Group Chair shall jointly develop a plan with the IEEE Standards Department prior to submitting the Work Product(s) to the organization external to IEEE.

6.5 Proposed Updates to the SASB OpMan RE: Liaisons with External Organizations – Haasz

Jodi Haasz led discussion of the proposed changes to the SASB OpMan.

**There was a motion to Defer consideration of the proposed updates to the September 2023 ProCom meeting. In the absence of objection, the motion was approved.**

The following individuals volunteered to participate in a review of the proposed updates prior to distribution to ProCom:

- David Law
- Annette Reilly
- Keith Waters

7 NEXT MEETING

The next ProCom meeting will be scheduled to occur on 19 or 20 September 2023 and will be virtual-only.

8 ADJOURNMENT

There being no further business, the meeting was adjourned at 5:29 p.m. CEST (UTC+2).