

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

17 June 2025

Vienna, Austria and Webex/Teleconference

1:15 p.m. – 3:30 p.m. CEST (UTC+2)

Attendees

Members Present:

Robby Robson, Chair
Edward Au
Ted Burse
Doug Edwards
Ron Hotchkiss
David Law
Xiaohui Liu
Keith Waters

Members Absent:

Sha Wei

IEEE Staff:

Christy Bahn
Teresa Belmont
Larry Bolsch
Kim Breitfelder
Matthew Ceglia
Chinmae Deshmukh
Karen Evangelista
Jon Gaughran
Jonathan Goldberg
Dalisa Gonzalez
Jodi Haasz
Yvette Ho Sang
Patrycja Jarosz
Soo Kim
Michael Kipness
Irene Kitsara
Marianna Kramarikova
Vanessa Lalitte

Jiajia Liu
Sandra Maru
Suzanne Merten
Erin Morales
Clara Neppel
Dave Ringle, Administrator
Heather Robinson
Pat Roder
Jennifer Santulli
Malia Zaman

IEEE Outside Legal Counsel:

Claire Topp – Dorsey & Whitney LLP

Guests:

Xiaofeng Chen
James Gilb
Latonia Gordon
Guido Hiertz
Tyler Jaynes
Wolfgang Krammer
Joseph Levy
Johnny Lin
Kevin Lu
Yuki Nagai
Paul Nikolich
Annette Reilly
Jon Rosdahl
Dan Sabin
Mehmet Ulema
Lei Wang

1 CALL TO ORDER

Chair Robson called the meeting to order at 1:16 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 25 MARCH 2025 ProCom [MINUTES](#)

There was a motion to approve the 25 March 2025 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 the SASB OpMan RE: Required Updates from the Recent ANSI Audit of IEEE – Ringle

Dave Ringle reviewed the proposed updates to the *IEEE SA Standards Board Operations Manual*.

There was a motion to recommend the *IEEE SA Standards Board Operations Manual* changes noted below to the SASB for approval consideration.

IEEE SA Standards Board Operations Manual

5.4.3.2 Voting in the ballot

The ballot shall provide the following vote choices to Standards Association balloting group members:

- a) *Approve (Affirmative)*. This vote may be accompanied by comments suggesting corrections and improvements. All comments shall be considered; making a change to the proposed standard as a result of the comments is left to the discretion of the comment resolution group.
- b) *Do Not Approve (Negative with comment)*. This vote **must-should** be accompanied by one or more specific objections with proposed resolution in sufficient detail so that the specific wording of the changes that will cause the *Do Not Approve* voter to change his or her vote to *Approve* can readily be determined. The submission of comments associated with *Do Not Approve* votes is required in the SA ballot tools in order for the *Do Not Approve* vote to count against the SA ballot approval rate.

Balloters who vote *Do Not Approve* shall be permitted to differentiate those comments that caused their *Do Not Approve* vote from other comments that they may wish to submit. Any comments that are explicitly identified not to be part of the *Do Not Approve* vote shall be treated as comments associated with an *Approve* (*Affirmative*) vote.

If no comments are submitted associated with the *Do Not Approve* vote, then the vote shall be counted in the total tally of votes as a *Do Not Approve* (*Negative without comment*).

If i) all comments associated with a *Do Not Approve* vote are deemed by the comment resolution group as out-of-scope and ii) the balloter is notified that the comment(s) are out-of-scope and such notifications are accompanied with specific rationale for such out-of-scope determination, then the vote may be counted in the total tally of votes as a *Do Not Approve* (*Negative without comment*).

During a recirculation ballot, *Do Not Approve* voters may indicate acceptance of the response to any or all comments associated with their *Do Not Approve* vote. Each *Do Not Approve* voter shall be given an opportunity to review comment responses, determine if he or she is satisfied, either entirely or in part, and either to change his or her vote to *Approve*, to *Abstain*, or to retain his or her *Do Not Approve* vote.

c) *Abstain*. This category is provided to allow for ballot returns from Standards Association balloting group members who do not wish to vote *Approve* or *Do Not Approve* because of conflict of interest, lack of expertise, or other reasons.

During a recirculation ballot, Standards Association balloting group members shall have an opportunity to cast votes or change their previously cast votes.

5.4.3.4 Recirculation ballots

Changes may be made to the proposed standard in response to comments or for other reasons. All substantive changes made since the last ballot of the proposed standard shall be identified and recirculated to the Standards Association balloting group in order to afford balloters the opportunity to respond, reaffirm, or change their vote. All unresolved *Do Not Approve* votes with comments shall be recirculated to the Standards Association balloting group in order to afford balloters the opportunity to respond, reaffirm, or change their vote. The verbatim text of each comment, the name of the *Do Not Approve* voter, and a response by the comment resolution group shall be included in the recirculation ballot package. Responses to comments that are not accepted verbatim shall include sufficient detail for Standards Association balloting group members to understand the rationale for rejection of the comment or revision of the change proposed by the commenter.

Further resolution efforts, including additional recirculation ballots, shall be required if *Do Not Approve* votes with new comments within the scope of the recirculation are submitted.

A recirculation ballot solely for *Do Not Approve* (*Negative without comment*) votes is not required.

In the absence of objection, the motion was approved.

7 [NEXT MEETING](#)

The next ProCom meeting will be scheduled to occur on 08 or 09 September 2025 and will be virtual-only.

8 ADJOURNMENT

There being no further business, the meeting was adjourned at 1:49 p.m. CEST (UTC+2).