IEEE-SA Standards Board Procedures Committee (ProCom)
DRAFT Meeting Minutes
06 March 2018
Tokyo Hilton Hotel, Tokyo, Japan
2:30 p.m. - 4:00 p.m.

Members Present:
Ted Burse, Acting Chair
Gary Hoffman
John Kulick
Annette Reilly
Phil Wennblom

Members Absent:
Daleep Mohla
Ron Petersen, Chair
Howard Wolfman

IEEE Outside Legal Counsel:
Claire Topp – Dorsey & Whitney LLP

Guests:
Chuck Adams
Michael Atlass
Stephen Dukes
Doug Edwards
Jean-Philippe Faure
Scott Gilfillan
Jim Harlan
Guido Hiertz
Hung Ling
Kevin Lu
Patrick Murphy
Matteo Sabattini
Mehmet Ulema
Don Wright
Jingyi Zhou

IEEE Staff:

Matthew Ceglia
Karen Evangelista
Mary Ellen Hanntz
Yvette Ho Sang
Konstantinos Karachalios
Karen Kenney
Soo Kim
Dave Ringle, Administrator
Sam Sciacca
Lisa Weisser

1   CALL TO ORDER

Acting Chair Burse called the meeting to order at 2:31 p.m.

There was a round of introductions by all present.

2   APPROVAL OF AGENDA

There was a motion to approve the agenda. The motion was approved, as there was no objection to unanimous consent.

3   APPROVAL OF THE 04 DECEMBER 2017 ProCom MINUTES

There was a motion to approve the previous meeting minutes. The motion was approved, as there was no objection to unanimous consent.

4   OLD/UNFINISHED BUSINESS
4.1   Ad Hoc on Interest Groups (Dominance) Report – Burse

Ted Burse, Ad Hoc Chair, reported.

Charter:
Determine whether changes are needed in IEEE-SA policies (SASB Bylaws or SASB OpMan) or procedures regarding evidence of dominance in WGs, procedures for applying corrective action for dominance, or specifying corrective actions for dominance. [ref. SASB Bylaws 5.2.1.3 and SASB OpMan 5.1.2.1.k]

Out of Scope – Discussing examples of past SIGs or Sponsors/WGs

A status update was provided, noting that eight meetings of the ad hoc occurred between April 2017 and March 2018.

Works in Progress
   -   2nd Draft Participation Slide

- Review of Proposed Bylaws Revisions
- Signs of Dominance Toolkit Discussion

4.2   Ballot Resolution Process Ad Hoc Report – Hoffman

Gary Hoffman, Ad Hoc Chair, reported.

A status update was provided, noting the two ad hoc meetings that had occurred since the formation of the ad hoc.

- Initial consensus from the group is that the existing WG P&P Baselines cover formation of ballot resolution committees or comment resolution groups
- The ad hoc is working on potential draft motions for working group use when forming a ballot resolution committee and the scope of its activities
- The ad hoc will review a potential difference in intent between text in the SASB OpMan and the Working Group baseline P&P

The ad hoc was reauthorized to continue its work.

5   NEW BUSINESS

None

6   NEXT MEETING

The next in-person ProCom meeting will occur on either 12 or 13 June 2018 in The Hague, Netherlands.

7   ADJOURNMENT

There being no further business, the meeting was adjourned at 2:48 p.m.