

**IEEE-SA Standards Board Audit Committee (AudCom)  
Minutes**

7 July 2015

1:00 p.m. - 3:00 p.m. ET

Webex Teleconference

**Members:**

Jean-Philippe Faure,  
Chair James Gilb  
Gary Hoffman  
Ted Olsen  
Ron Petersen  
Annette Reilly  
Gary Robinson  
Adrian Stephens  
Howard Wolfman

Kathryn Bennett  
Karen Evangelista  
Tricia Gerdon  
Jonathan Goldberg  
Yvette Ho Sang  
Soo Kim  
Mike Kipness  
Mary Lynne Nielsen  
Lisa Perry  
Dave Ringle  
Sam Sciacca  
Erin Spiewak  
Lisa Weisser, Administrator  
Malia Zaman

**Members Absent:**

Mike Janezic  
Glenn Parsons

**IEEE Staff:**

Melissa Aranzamendez  
Christy Bahn

**Guests:**

Peter Balma  
Travis Griffith  
Jon Rosdahl

**1. CALL TO ORDER AND INTRODUCTIONS**

Chair Faure called the meeting to order at 1:00 p.m. and there was a round of introductions by all present.

**2. REVIEW AND APPROVAL OF THE AGENDA**

Chair Faure asked if there were any additions, deletions, or alterations to the published agenda.

**Motion: Approve the 7 July 2015 AudCom meeting agenda. Upon vote, the motion passed.**

**3. REVIEW OF COMMENTS RECEIVED ON DRAFT D1 OF 2015 BASELINE  
UPDATES**

This discussion continued the review of all comments about the Baseline draft 1 documents that were not about the definitions of participants in the standards development process. Please see the spreadsheet below, which lists the comments received and their resolutions. Upcoming teleconferences picked up the discussion on the spreadsheet topic where the prior teleconference ended.

**4. NEW BUSINESS**

There was no new business.

**5. DATE OF NEXT MEETING**

The next AudCom teleconference is scheduled for 17 July 2015 at 11:00 a.m. ET.

**6. ADJOURNMENT**

The meeting was adjourned at 3:00 p.m.

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**IEEE-SA Standards Board Audit Committee (AudCom)**

**Unapproved Minutes**

17 July 2015

11:00 a.m. - 1:00 p.m. ET

Webex Teleconference

**Members:**

Jean-Philippe Faure, Chair  
James Gilb (toward end of call)  
Gary Hoffman  
Ted Olsen  
Howard Wolfman

Christy Bahn  
Karen Evangelista  
Tricia Gerdon  
Yvette Ho Sang  
Noelle Humenick  
Mike Kipness  
Mary Lynne Nielsen  
Dave Ringle  
Erin Spiewak  
Lisa Weisser, Administrator

**Members Absent:**

Mike Janezic  
Glenn Parsons  
Ron Petersen  
Annette Reilly  
Gary Robinson  
Adrian Stephens

**Guests:**

Peter Balma  
Yatin Trivedi

**IEEE Staff:**

Melissa Aranzamendez

**1. CALL TO ORDER AND INTRODUCTIONS**

Chair Faure called the meeting to order at 11:00 a.m. and there was a round of introductions by all present. There was no quorum for this meeting, but it was

agreed that in order to keep progress on the Baseline updates within the short time frame, the discussions about the Baseline draft comments would continue with no official voting.

**2. REVIEW AND APPROVAL OF THE AGENDA**

Chair Faure asked if there were any additions, deletions, or alterations to the published agenda. There were no changes noted, and there was no vote.

**3. REVIEW OF COMMENTS RECEIVED ON DRAFT D1 OF 2015 BASELINE UPDATES**

The discussion continued the review of all comments about the Baseline draft 1 documents. It was agreed that the discussions about the definitions of participants in the standards development process would wait until the next teleconference to enable more participation in the discussion. Please see the spreadsheet below, which lists the comments received and their resolutions. Upcoming teleconferences will pick up the discussion on the spreadsheet topic where the prior teleconference ended.

**4. NEW BUSINESS**

There was no new business.

**5. DATE OF NEXT MEETING**

The next AudCom teleconference is scheduled for 20 July 2015 at 9:00 a.m. ET.

**6. ADJOURNMENT**

The meeting was adjourned at 1:00 p.m.

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**IEEE-SA Standards Board Audit Committee (AudCom)**

**Unapproved Minutes**

20 July 2015

9:00 a.m. - 11:00 a.m. ET

Webex Teleconference

**Members:**

- Jean-Philippe Faure, Chair
- James Gilb
- Gary Hoffman
- Michael Janezic
- Ron Petersen
- Howard Wolfman

**Members Absent:**

- Ted Olsen
- Glenn Parsons
- Annette Reilly
- Gary Robinson
- Adrian Stephens

**IEEE Staff:**

Melissa Aranzamendez  
Christy Bahn  
Kathryn Bennett  
Karen Evangelista  
Tricia Gerdon  
Yvette Ho Sang  
Soo Kim  
Mike Kipness  
Mary Lynne Nielsen

Dave Ringle  
Erin Spiewak  
Lisa Weisser, Administrator  
Malia Zaman

**Guests:**

Travis Griffith  
Claire Topp

**1. CALL TO ORDER AND INTRODUCTIONS**

Chair Faure called the meeting to order at 9:00 a.m. and there was a round of introductions by all present.

**2. REVIEW AND APPROVAL OF THE AGENDA**

Chair Faure asked if there were any additions, deletions, or alterations to the published agenda.

**Motion: Approve the 20 July 2015 AudCom meeting agenda. Upon vote, the motion passed.**

**3. REVIEW OF COMMENTS RECEIVED ON DRAFT D1 OF 2015 BASELINE UPDATES**

Chair Faure reviewed the recommendations from the 17 July 2015 meeting where there was no quorum.

**Motion: Approve the recommendations from the 17 July 2015 AudCom teleconference. Upon vote, the motion passed.**

The discussion then continued the review of all comments about the Baseline draft 1 documents. The topics that dealt with Suspension of Rules were postponed until the September face-to-face AudCom meeting. There was a full discussion about the topics dealing with the definitions of participants in the standards development process. In addition to the spreadsheet below which lists the comments and their resolutions, please see the Levels of Participation slides, also below, which document the decisions from that discussion, and the D1 Comment Resolution Sub Items slide for the 20 July 2015 teleconference.

**4. NEW BUSINESS**

There was no new business.

**5. DATE OF NEXT MEETING**

The next AudCom teleconference is scheduled for 24 July 2015 at 9:00 a.m. ET.

**6. ADJOURNMENT**

The meeting was adjourned at 11:00 a.m.

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**IEEE-SA Standards Board Audit Committee (AudCom)**

**Unapproved Minutes**

24 July 2015

9:00 a.m. - 11:00 a.m. ET

Webex Teleconference

**Members:**

Jean-Philippe Faure, Chair  
James Gilb  
Gary Hoffman  
Michael Janezic  
Ron Petersen  
Annette Reilly  
Gary Robinson (until 9:30)  
Howard Wolfman

**IEEE Staff:**

Melissa Aranzamendez  
Karen Evangelista  
Tricia Gerdon  
Jonathan Goldberg  
Yvette Ho Sang  
Soo Kim  
Mike Kipness  
Dave Ringle  
Erin Spiewak  
Lisa Weisser, Administrator  
Malia Zaman

**Members Absent:**

Ted Olsen  
Glenn Parsons  
Adrian Stephens

**Guests:**

Peter Balma

**1. CALL TO ORDER AND INTRODUCTIONS**

Chair Faure called the meeting to order at 9:00 a.m. and there was a round of introductions by all present.

**2. REVIEW AND APPROVAL OF THE AGENDA**

Chair Faure asked if there were any additions, deletions, or alterations to the published agenda.

**Motion: Approve the 24 July 2015 AudCom meeting agenda. Upon vote, the motion passed.**

**3. REVIEW OF COMMENTS RECEIVED ON DRAFT D1 OF 2015 BASELINE UPDATES**

The discussion continued the review of all comments about the Baseline draft 1 documents. Please see the spreadsheet below, which lists the comments received and their resolutions. This teleconference completed the discussion of the comments that were listed on the spreadsheet, with the exception of items postponed to the September AudCom meeting, including those about Suspension of Rules, and those that have a resolution of defer to discussion about the D2 draft version of the Baselines. In addition to the spreadsheet below which lists the comments and their resolutions, please see the D1 Comment Resolution Sub Items slide for the 24 July 2015 teleconference, which includes the recommended schedule for the Baseline updates.

#### **4. NEW BUSINESS**

There was no new business.

#### **5. DATE OF NEXT MEETING**

The next AudCom meeting is scheduled for 1 September 2015 at 1:00 p.m. in Tokyo, Japan.

#### **6. ADJOURNMENT**

The meeting was adjourned at 11:00 a.m.

AudCom D1 baselines comment resolutions

Comment Number	Person	Person's comment	Baseline						Line no	Comment	Proposed change	AudCom disposition	Date
			Sponsor	SCC1	SCC2	WG-individual	WG-entity						
1	Yve	1	X	X	X				0 NA	It needs to be clear that we are defining "Participant" for standards development activities; it may be clearer to include the WG voting and Sponsor balloting; if we delete "including but not limited to" we should include "e.g."	Participant: A participant is an individual who participates in the Working Group/Sponsor standards development activities, e.g., including but not limited to: attending meetings, joining one of the Working Group/Sponsor's email reflectors, or participating in the Working Group voting or Sponsor balloting process.	Addressed in "participant" motions	7/24/2015
2	Gary Hoffman	1	X	X	X	X	X		0 Ad Hoc	I am having difficulty understanding the reason to add definition text to the baselines.	Suggest the Ad Hoc consider a two step approach: 1) Revise Baselines to ensure they are in conformance with Bylaws Clause 5.2.1 and with OpMan Clause 5.3.3. 2) After the Baselines are approved by SASB, the focus of this Ad Hoc should be the creation of AudCom Guidelines where guidance is provided to preparers of various P&P's on information from this Ad Hoc is provide definitions and other important information to aide in their development of their P&P's..	Resolved	7/24/2015
3	Gary Hoffman	8							0	<<comment block empty>>			
4	JPF	6	X		X				88 214 215 464 468 471 475 1111	Joint sponsorship is called co-sponsorship in the SASB OpsMan approved in March	Change the occurrences of joint sponsor, joint sponsorship, jointly sponsor, etc with co-sponsor, co-sponsorship	Adrian moves to delete 2.1.1, seconded by Gary. Passed without opposition.  JP moves to in Clause 2.1 change "the sole sponsor or a joint sponsor" with "the sole sponsor or the primary sponsor", seconded by Howard. Passed without opposition.  Adrian moves to instruct Ted to review the instances of "joint" and replace with "co-" where it relates to joint sponsorship. JP Seconds. Passed without opposition.	7/7/2015
5	CAG ad hoc on P&Ps						X		265	The term "Sponsor" is used throughout both individual and entity WG baselines, but with the allowance for joint sponsorship, "Sponsor" should be defined as the primary sponsor in instances where there is joint sponsorship.	1.0.2 Modifications to These Procedures  This clause shall not be modified, except to identify Working Group.  These Policies and Procedures outline the orderly transaction of business by the Working Group name Working Group [, hereinafter referred to as "the Working Group"].  The Working Group may amend these procedures with the approval of its Sponsor ("Sponsor" is defined as "primary Sponsor" in the case of co-sponsored projects).	See resolution of comment #4	7/7/2015
6	Gary Hoffman	1	X			X			328	Clause 1.0.1 can you explain why it is necessary to modify this clause. In essence it seems like change for the sake of change without a substantive reason to make this change.	Unless a plausible argument can be made to make the proposed changes, I prefer to leave the text as is.	James moves to recommend to SASB removal of "Participants engaged in the development of standards shall comply with applicable federal, state, and international laws." from the baselines. Adrian seconds. Motion passed without opposition.  Adrian moves to append to the title of 1.0.1 "and these procedures". James seconded. Motion passed without opposition.	7/7/2015
7	Gary Hoffman	41			X				373	Clause 2.0: mention should be made here of the overarching principles of Clause 5.1.2, Duties of the Sponsor	Add statement as another numbered item with proposed text: Adhere to Clause 5.1.2 with regard to the duties of the Sponsor. While this Committee reports to the Board, it should have exactly the same rules.	No change needed	7/7/2015
8	Gary Hoffman	2				X			387	Clause 2.0, there is nothing that says when the Working Group can operate as a working group.	I propose adding an item a) that states: The proposed Working Group shall not perform work as a Working Group without an approved PAR. The current a) becomes b) and so on.	No change needed	7/7/2015
9	Gary Hoffman	40			X				395	What about ballot process itself?	Add 4) Conduct ballots in accordance with Clause 5.4 of the IEEE-SA Standards Board Operations Manual.	No change needed	7/7/2015
10	Gary Hoffman	42			X				412-428	Sub-Clauses 2.1 and 2.1.1 are not needed if the line above citing Duties of the Sponsor is added to the numbered list in Clause 2.0	Add text above to 2.0 and delete 2.1 and 2.1.1. Simpler text, citing superior IEEE approved policies procedures, and no redundancy is always better.	No change needed (2.1.1 was removed per motion on comment #4)	7/7/2015
11	Gary Hoffman	37	X						419	Clause 2.0: mention should be made here of the overarching principles of Clause 5.1.2, Duties of the Sponsor	Add statement as another numbered item with proposed text: Adhere to Clause 5.1.2 with regard to the duties of the Sponsor.	No change needed	7/7/2015
12	Gary Hoffman	20	X						424	Clause 2.0: mention should be made here of the overarching principles of Clause 5.1.2, Duties of the Sponsor	Add statement as another numbered item with proposed text: Adhere to Clause 5.1.2 with regard to the duties of the Sponsor.	No change needed	7/7/2015
13	Gary Hoffman	19	X						442	What about ballot process itself?	Add 4) Conduct ballots in accordance with Clause 5.4 of the IEEE-SA Standards Board Operations Manual.	No change needed	7/7/2015
14	Gary Hoffman	21	X						458-476	Sub-Clauses 2.1 and 2.1.1 are not needed if the line above citing Duties of the Sponsor is added to the numbered list in Clause 2.0	Add text above to 2.0 and delete 2.1 and 2.1.1. Simpler text, citing superior IEEE approved policies procedures, and no redundancy is always better.	No change needed (2.1.1 was removed per motion on comment #4)	7/7/2015

15	CAG ad hoc on P&Ps					X	619-620	Re Item 23 of the AudCom baseline P&P updates  4.0: There are multiple ways of defining voting and non-voting members. Keep the designations separate for now.	4.0. Working Group Membership  4.1 Overview  This clause shall not be modified except to be compliant with the Sponsor's procedures.  Working Group membership is by entity. An entity shall be an Advanced Entity Member of the IEEE-SA, declare their intent to join the Working Group, and pay any services fee, if established, to be a member of the Working Group. <b>Non-voting</b> members shall fulfill the requirements for <b>voting</b> membership determined by the Sponsor and the Working Group to gain and maintain membership in the Working Group. For other information on participation in the Working Group, see Subclause 5.2.1.2 of the IEEE-SA Standards Board Bylaws.  An entity shall have one Designated Representative (DR) and may have more than one alternate (DRA) participating in the Working Group. The Entity Member Representative of the entity determines the DR/DRA for the Working Group. The assignment of a DR/DRA can change throughout the life of the Working Group. It is the entity's responsibility to notify the Working Group Secretary of changes to the DR/DRA assignment. Only the DR is eligible to vote on behalf of the entity for all Working Group matters. If the DR is unable to vote at a meeting, one DRA will be recognized at the start of the meeting to vote on the DR's behalf. Membership in the Working Group shall give the DR the right to vote on all Working Group matters provided voting rights are maintained as given in Clause 4.2.  Each DR/DRA can vote for only one <b>entitymember</b> of the Working Group; no one DR/DRA representative can represent the interests of more than one <b>entitymember</b> of the Working Group except for a temporary proxy vote.	Resolved	7/24/2015
16	Gary Hoffman	3				X	656	The word individual should be changed to participant		No change	7/24/2015
17	JPF	1				X	669	Wrong clause reference	Change "Clause 4.2" with "Clause 4.1.1"	JP moves to accept the proposed change. Howard seconded. Motion passed without opposition	7/7/2015
18	JPF	2				X	699	Membership is revoked	Change "its voting privilege may be revoked" with "its membership (and voting privilege) may be revoked"	James moved to change "The Chair shall notify, in writing, a member that has lost its membership" with "The Chair shall notify, in writing, a member that has lost its voting privileges" and change "membership" in the next sentence with "voting privileges". Mike seconded. Motion carried without opposition	7/24/2015
19	Gary Hoffman	4				X	673	Attendance credit is granted	Change to: A participant shall be considered attending the meeting if...	Gary H. Change "Attendance credit is granted to those who attend at least 50% of" with "A participant shall be considered attending the meeting if those who attend at least 50% of". Ron seconded. Motion carried without opposition	7/24/2015
20	Gary Hoffman	5				X	685-686	The sentence: "All membership privileges and rights shall be restored after attending the second consecutive meeting." is inconsistent with the sentence just before.	This sentence should be deleted as the previous sentence is adequate and this follow on sentence seems to indicate that the prior member does not need to request re-instatement.	Gary H. moved to change "membership" with "voting privilege" in the last two paragraphs of the clause. Howard seconded. Motion carried without opposition	7/24/2015
21	CAG ad hoc on P&Ps					X	695-701	Re: Item 1 of the AudCom P&P baseline updates  4.3d - eliminate redundancy ("entity address")	4.3. Working Group Membership Roster  This clause shall not be modified except for the distribution of the roster or to be compliant with the Sponsor's procedures.  A Working Group roster is a vital aspect of standards development. It serves as a record of members and observers in the Working Group and is an initial tool if an issue of indemnification arises during the process of standards development. A Working Group officer or designee shall maintain a current and accurate roster of members and observers in the Working Group. The roster shall include at least the following:  a) Title of the Sponsor and its designation. b) Title of the Working Group and its designation. c) Officers: Chair, [Vice-Chair,] Secretary, [and Treasurer]. d) Member <b>representatives/entities</b> and <b>DRs/DRAs</b> (including names, addresses, and affiliations) 1) Entity name <b>and address</b> 2) Designated Representative (indicated by "DR"), representative email address, and entity address, <b>and affiliation</b> . 3) Alternate(s) (indicated by "DRA"), representative email address, and entity address(es), <b>and affiliation(s)</b> . e) Observer (including names, entity name, addresses, and affiliations). f) Non-voting administrative positions (including names and addresses).  All Working Group members are required to review their information contained in the roster following each meeting they attend. If a Working Group meets only virtually, it shall determine a schedule to check the accuracy of the roster periodically.  A copy of the Working Group roster shall be supplied to the IEEE Standards Association at least annually by a Working Group officer or designee. Due to	Ron moved change bullets d) to become d) Member representative 1) Entity name and address 2) Designated Representative (indicated by "DR"), representative email address and affiliation(s). 3) Alternate(s) (indicated by "DRA"), representative email address and affiliation(s). Mike seconded. Motion carried without opposition	7/24/2015
22	JPF	3				X	701	Membership is by entity. A person cannot lost his or her membership.	Change the sentence with "A member that has lost its membership shall have its membership reinstated by attendance at two consecutive meetings of the Working Group and upon request for member status. All member voting privileges and rights shall be restored after attending the second consecutive meeting"	Withdraw by commenter	7/24/2015
23	Gary Hoffman	6				X	714	A member is a participant. Therefore, "members and participants" is not a correct statement.	Two solutions are acceptable and others may be possible: participants or members and non-members	Deferred to discussion on baseline D2	7/24/2015
24	Olsen		X	X	X	X	715	At present, clause 4.0 is empty. Add text to it, and change the title from Membership to (perhaps) Participation and Membership, or alternatively, simply Participation.  Those who engage in development or balloting of a standard are termed participants. A participant is an individual who participates in the Working Group/Sponsor activities, including but not limited to: attending meetings (whether face-to-face, or electronically), joining one of the Working Group or Sponsor's E-Mail reflectors, or involvement in the balloting process. Participants are further classified as voting members, members, or non-members.  A voting member is a participant that has satisfied the requirements for voting membership, as defined in Clause 4.  A non-voting member is a participant that has satisfied the requirements for membership, as defined in Clause 4, but does not have the right to vote.  All participants who are neither voting members or non-voting members are classified as non-members. Non-members may be further classified by such terms as correspondents, emeritus, honorary, E-Mail, observer, balloters, aspirants, and other terms, and are collectively referred to as non-members.	See comment.	Resolved	7/24/2015



25	Gary Hoffman	7			X	718-719	A member is a participant. Therefore, "members and participants" is not a correct statement.	Change to participants	Deferred to discussion on baseline D2	7/24/2015
26	Gary Hoffman	9			X	724-725	Not a correct statement: Members and other participants: for each, include name, email address, affiliation, and membership status (e.g., participant, member, etc.).	Change to: Participants: for each include name, email address, affiliation and if member or non-member	Deferred to discussion on baseline D2	7/24/2015
27	Gary Hoffman	10			X	727	members	change to participants	Deferred to discussion on baseline D2	7/24/2015
28	Gary Hoffman	11			X	731-732	at least annually	annually for the previous year	Gary H. moves to change "at least annually" with "annually for the previous year". Gary R. seconded. Motion passed without opposition	7/7/2015
29	Gary Hoffman	12			X	733	I cannot find the substantiation in the Bylaws and OpMan for Clause for Clause 4.4	Unless this clause is substantiated within the Bylaws or OpMan, it should be deleted.	Withdrawn by commenter	7/7/2015
30	JPF	4			X	748	According to the SASB bylaws "observers" in Entity WGs can be either entities or individuals.	Change "observer" with "observer entities and individuals". (No change is recommended about the two other occurrences of observer in lines 734 and 736)	Withdrawn by commenter	7/24/2015
31	Gary Hoffman	13			X	758	member is too restrictive for participants of subgroups	change to: "any participant" so that non-members may get involved in the standards development process.	Resolved	7/24/2015
32	Gary Hoffman	14			X	761	non-Working Group members	change to non-members	Resolved	7/24/2015
33	Gary Hoffman	22	X			764	A member is a participant. Therefore, "members and participants" is not a correct statement.	Two solutions are acceptable and others may be possible: participants or members and non-members	Deferred to discussion on baseline D2	7/24/2015
34	Gary Hoffman	24	X			765	I cannot find the substantiation in the Bylaws and OpMan for Clause for Clause 4.4	Unless this clause is substantiated within the Bylaws or OpMan, it should be deleted.	Withdrawn by commenter	7/7/2015
35	Gary Hoffman	23	X			767	the word member should not be used	Replace with participant	Deferred to discussion on baseline D2	7/24/2015
36	Gary Hoffman	15			X	794	OpMan clause 5.3.3.1 is wrong	The new clause for disclosure of affiliation is 5.1.2.3	Gary H. moved to delete the number of the clause in the reference to documents listed in the hierarchy and use the title of the clause, in all baselines. James seconded. Motion passed without opposition.	7/7/2015
37	Gary Hoffman	43			X	794	Clause 5.4.1, there is no recognition that PAR's need to be completed in a certain timeframe.	Add statement that indicates: Committee should consider the scope, subject matter, time and resources needed to complete a project within the timeframe of the proposed PAR.	Withdrawn by commenter	7/7/2015
38	Gary Hoffman	38			X	800	What is governance authority and what would constitute who is a governance authority	Please use a term that is understandable other than governance authority	No change	7/24/2015
39	Gary Hoffman	44			X	815	There is a better way to say "Any attending individual"	Change to "Participants"	Gary H. moved to change "Any attending individual" with "Participants". Mike seconded. Motion passed without opposition.	7/24/2015
40	Gary Hoffman	45			X	815-819	I do not agree that someone that shows up to a meeting of a subgroup developing the PAR after the subgroup forms, they are not automatically entitled to become a member of that subgroup. I could be agreeable to a member of the Committee having the ability to become a member without attending the first meeting of the subgroup or two consecutive meetings.	Invoke the same membership rules to participants as used in the WG P&P to become a member of the WG. In addition, a member of the Committee shall automatically be granted membership to any PAR creation subgroup they wish to attend without preconditions.	Deferred to discussion on baseline D2	7/24/2015
41	Gary Hoffman	46			X	818-827	5.4.3 and 5.4.4 seem to be reversed in order	what is 5.4.3 should be moved after what is 5.4.4 and each sub-Clause is to be duly renumbered.	Ted moved to move 5.4.4 to the beginning, as 5.4.1, and renumber existing 5.4.1, 5.4.2, and 5.4.3. Gary H. seconded. Motion passed without opposition.	7/7/2015
42	Gary Hoffman	35			X	832	What is governance authority and what would constitute who is a governance authority	Please use a term that is understandable other than governance authority	No change	7/24/2015
43	Gary Hoffman	25	X			850	This statement is incorrect. OpMan Clause 5.1.2.1 has been revised and this statement is no longer contained in the OpMan	Delete text in lines 580-583	Withdrawn by commenter	7/20/2015
44	Gary Hoffman	39			X	854	I am not in favor of allowing Clause 6.6 since there is no governing document off the IEEE-SA to my knowledge exists where the rules can be suspended by any committee of the IEEE-SA is permitted to suspend its rules within any written policy and procedure. However, if evidence is found to support a suspension of the rules then there should be a provision not to allow amendments for the motion to suspend the rules shall be allowed	Provide the reference to an action of suspension of rules by any part of the IEEE-SA and if none, remove this text. If there is a reference, add a statement that no amendments are allowed.	Discussion postponed to Sept meeting	7/20/2015
45	Gary Hoffman	26	X			863	Clause 5.4.1, there is no recognition that PAR's need to be completed in a certain timeframe.	Add statement that indicates: Sponsor should consider the scope, subject matter, time and resources needed to complete a project within the timeframe of the proposed PAR.	Withdrawn by commenter	7/20/2015
46	Gary Hoffman	27	X			886	There is a better way to say "Any attending individual"	Change to "Participants"	Gary H. moved to change "Any attending individual" with "Participants". Ron seconded. Motion passed without opposition.	7/24/2015
47	Gary Hoffman	28	X			886-891	I do not agree that someone that shows up to a meeting of a subgroup developing the PAR after the subgroup forms, they are not automatically entitled to become a member of that subgroup. I could be agreeable to a member of the Sponsor having the ability to become a member without attending the first meeting of the subgroup or two consecutive meetings.	Invoke the same membership rules to participants as used in the WG P&P to become a member of the WG. In addition, a member of the Sponsor shall automatically be granted membership to any PAR creation subgroup they wish to attend without preconditions.	Deferred to discussion on baseline D2	7/24/2015
48	Gary Hoffman	16			X	872	attendance	change to participants	James moved to change "attendance" with "participants". Gary H. seconded. Motion passed without opposition.	7/24/2015
49	Gary Hoffman	17			X	882	I am not in favor of allowing Clause 6.6 since there is no governing document off the IEEE-SA to my knowledge exists where the rules can be suspended by any committee of the IEEE-SA is permitted to suspend its rules within any written policy and procedure. However, if evidence is found to support a suspension of the rules then there should be a provision not to allow amendments for the motion to suspend the rules shall be allowed	Provide the reference to an action of suspension of rules by any part of the IEEE-SA and if none, remove this text. If there is a reference, add a statement that no amendments are allowed.	Discussion postponed to Sept meeting	7/20/2015
50	CAG ad hoc on P&Ps				X	887	Item 1 of the AudCom baseline P&P updates 7.1 - Voting rights for entity members are based on entity member category. 'Member' should apply to only eligible voting members. Keep 'voting member' until this is clarified.	7.1 Approval of an Action This clause shall not be modified except to be compliant with the Sponsor's procedures. Approval of an action requires approval by a majority (or two-thirds) vote as specified below in 7.1.1 (majority) and 7.1.2 (two-thirds). The "majority, two-third vote" is defined as one of the following: a) At a meeting (including teleconferences) where quorum has been established, a vote carried by majority (or two-thirds) approval of the votes cast (i.e., Approve or Do Not Approve votes, excluding abstentions) by the voting members in attendance. b) By electronic means (including email), a vote carried by majority (or two-thirds) of the votes cast (i.e., Approve or Do Not Approve votes, excluding abstentions), provided a majority of all the voting members of the Sponsor Working Group responded.	Resolved	7/24/2015
51	Gary Hoffman	29	X			888-897	5.4.3 and 5.4.4 seem to be reversed in order	what is 5.4.3 should be moved after what is 5.4.4 and each sub-Clause is to be duly renumbered.	See resolution of comment #41	7/7/2015
52	Gary Hoffman	30	X			911-912	Something seems incorrect about the process here	The text should indicate that the subgroup may be disbanded after the Sponsor takes the requisite action for approval to submit a request to the IEEE-SA for a PAR.	Gary H. moved to change "shall" with "should". Howard seconded. Motion carried without opposition.	7/20/2015
53	Gary Hoffman	47			X	927	What is governance authority and what would constitute who is a governance authority	Please use a term that is understandable other than governance authority	No change	7/24/2015
54	CAG ad hoc on P&Ps				X	931-936 931 936	Re Item 34 of the AudCom baseline P&P updates 7.1.3: Why is this not applicable to the other baseline P&Ps? Is presiding officer defined in Roberts Rules or elsewhere? Does this refer to electronic ballot?	7.1.3 Voting by Chair (or Presiding Officer) This clause shall not be modified. The Chair (or presiding officer) may exercise its entity's vote only when it could affect the outcome or when the vote is by ballot.	Motion to approve the following actions carried without opposition: No change in the individual baseline. Add "electronic or letter" between "by" and "ballot" at the end of the clause.	7/20/2015

55	Gary Hoffman	31	X						938	the word "charter" is not defined in any of our overarching documents. In fact the word charter as defined by Miriam Webster is a governmental instrument or deed	I prefer "policies and procedures for the subgroup"	Motion to approve the following action carried without opposition: Remove "within the charter of the subgroup"	7/20/2015
56	Gary Hoffman	32	X						951	Some Sponsors may be small or very large. A number of members is not a good solution.	Change to percent.	Withdrawn by commenter	7/20/2015
57	JPF	5					X		956	The voters are not members of the Sponsor as written, but members of the Working group	Change "Sponsor" with "Working Group"	Motion to approve the following action carried without opposition: Change "Sponsor" with "Working Group"	7/20/2015
58	Gary Hoffman	33	X						977 & 978	The numbers shown, 50 and 10% do not seem correct, Further I find the explanation confusing.	I have no recommendation other than explain what is meant so that the intent is more understandable.	Motion to approve the following action carried without opposition: No change.	7/20/2015
59	Gary Hoffman	48			X				978	I am not in favor of allowing Clause 6.6 since there is no governing document off the IEEE-SA to my knowledge exists where the rules can be suspended by any committee of the IEEE-SA is permitted to suspend its rules within any written policy and procedure. However, if evidence is found to support a suspension of the rules then there should be a provision not to allow amendments for the motion to suspend the rules shall be allowed	Provide the reference to an action of suspension of rules by any part of the IEEE-SA and if none, remove this text. If there is a reference, add a statement that no amendments are allowed.	Discussion postponed to Sept meeting	7/20/2015
60	Gary Hoffman	18				X			982	Clause 10: I am troubled by this clause.	We should restrict this only to PARs for Amendments or Corrigenda.	Motion to approve the following action carried without opposition: Delete the clause.	7/20/2015
61	Gary Hoffman	34	X						1003	What is governance authority and what would constitute who is a governance authority	Please use a term that is understandable other than governance authority	No change	7/24/2015
62	Gary Hoffman	36	X						1053	I am not in favor of allowing Clause 6.6 since there is no governing document off the IEEE-SA to my knowledge exists where the rules can be suspended by any committee of the IEEE-SA is permitted to suspend its rules within any written policy and procedure. However, if evidence is found to support a suspension of the rules then there should be a provision not to allow amendments for the motion to suspend the rules shall be allowed	Provide the reference to an action of suspension of rules by any part of the IEEE-SA and if none, remove this text. If there is a reference, add a statement that no amendments are allowed.	Discussion postponed to Sept meeting	7/20/2015
63	Staff					X	X			Clause 5.0: We think it would be beneficial to define the removal/dismissal of a sub-group chair, since there seems to be a gray area as the WG P&P's only states that a WG Chair can appoint a sub-group chair, but doesn't state the removal process (does reason need to be given, etc).		James moved to offer two options for appointment+removal by the WG chair OR election by the WG in the WG baselines (Individual and Entity) at the end of clause 5.0. Mike seconded. Motion carried without opposition	7/20/2015

# Levels of participation (July 20)

Add to Clause 4.0 (Individual)

- Persons involved in the standards development process are referred to as participants (see IEEE-SA Standards Board Bylaws, 5.2.1 Participation in IEEE standards development).
- A member is a participant that has satisfied the requirements for membership, as defined in 4.0.
- A voting member is a member that has satisfied the requirements for voting membership, as defined in 4.0.
- All participants who are neither voting members or non-voting members are classified as non-members
- Add a clause instruction to read: This clause shall not be modified except to define all additional levels of participants, for example, correspondents, emeritus, honorary, aspirants, etc.

Gary Hoffman moved to approve the proposal above. James Gilb seconded. The motion carried without opposition

# Levels of participation (July 20)

Add to Clause 4.0 (Entity)

- Persons (entities and their representatives, technical experts) involved in the standards development process are referred to as participants (see IEEE-SA Standards Board Bylaws, 5.2.1 Participation in IEEE standards development).
- A member is a participant that has satisfied the requirements for membership, as defined in 4.0.
- A voting member is a member that has satisfied the requirements for voting membership, as defined in 4.0.
- Observers are defined in the SASB bylaws (ref. 5.2.1.2)
- Technical experts are defined in the SASB bylaws (ref. 5.2.1.2)

James Gilb moved to approve the proposal above. Ron Petersen seconded. The motion carried without opposition

# Levels of participation (July 20)

Gary Hoffman moved to reinstate the instances of « voting member» in the D2 Baselines. James Gilb seconded. The motion carried without opposition.

# Levels of participation (July 24)

Gary Robinson moved to change “to allow participation of non-Working Group members and the terms and conditions under which such members participate in the subgroup” with “to allow participation of persons who are not Working Group members and the terms and conditions under which they participate in the subgroup” in the individual WG P&P. Gary Hoffman seconded. Motion carried without opposition.

Gary Robinson moved to apply the previous change to the Entity WG P&P. Howard Wolfman seconded. Motion carried without opposition.

James Gilb moved to change “Non-voting members shall fulfill the requirements for voting membership determined by the Sponsor and the Working Group to gain and maintain membership in the Working Group.” with “In order to gain and maintain membership in the Working Group participants shall fulfill the requirements for voting membership determined by the Sponsor and the Working Group” in the Entity WG P&P. Gary Robinson seconded. Motion carried without opposition.

# D1 comment resolution sub items

Completed on July 20

- Approve Friday's recommendations
- Discuss the comments postponed to Monday (4 comments, 2 topics)
- Discuss new comment from CAG (Yatin) about standing meetings (not received)
- Discuss new comment from staff
- Confirm comments withdrawn on Friday (3 comments)
- Discuss the slides about the levels of participation (version JPF1)
- Discuss to reinstate "voting" in the baselines

# D1 comment resolution sub items

Completed on July 24

- Review the use of “non-Working Group members” (one occurrence in both WG Entity and WG individual baselines)
- Review the use of “Non-voting members” (one occurrence in WG Entity baseline)
- Resolve the “participation” comments one by one (28 comments)
- Approve the schedule for D2 baselines
  - D2 baselines sent for comment by August 5
  - Comment period opened until August 21 (2.5 weeks)
  - Resolution of comments received on D2 during the September AudCom meeting

Gary Hoffman moved to accept the schedule above. James Gilb seconded. The motion carried without opposition.