

AudCom Minutes

21 August 2013

IEEE-SA Standards Board Audit Committee (AudCom)

21 August 2013

8:30 am – 12:00 pm

Piscataway, NJ

Members:

Peter Balma, Chair
Stephen Dukes
Jean-Philippe Faure
Paul Houzé
Michael Janezic
Bruce Kraemer
Hung Ling
Ted Olsen
Ron Petersen
Peter Sutherland
Yatin Trivedi

Howard Wolfman
Don Wright
Liu Xiaohui

Staff:

Kathryn Bennett
Matt Ceglia
Terry deCourcelle
Chirag Desai
Karen Evangelista, *Acting Administrator*
Tricia Gerdon
Krista Gluchoski
Mary Ellen Hanntz
Yvette Ho Sang
Konstantinos Karachalios
Soo Kim
Mike Kipness
Robert LaBelle
Karen McCabe
Mary Lynne Nielsen
Moira Patterson
Lisa Perry
Dave Ringle
Alpesh Shah
Erin Spiewak
Cherry Tom
Joan Woolery
Malia Zaman

Guests:

Farooq Bari
Dick DeBlasio
John Egan
Rob Fish
Jim Hughes
Rich Hulett
Alex Gelman
John Kulick
David Law
Paul Nikolich
Jon Rosdahl
Curtis Siller
Adrian Stephens
Claire Topp
Diego Vicentin

[Unless otherwise noted, all votes are unanimous]**1. CALL TO ORDER**

Chair Balma called the meeting to order at 8:30 am. Introductions were made around the room.

2. REVIEW AND APPROVAL OF THE AGENDA

Chair Balma asked if there were any additions, deletions or alterations to the published agenda. Upon hearing none, Chair Balma asked if there was any objection to approval of the agenda. Upon hearing none, the agenda was declared approved.

3. APPROVAL OF MINUTES OF THE 12 June 2013 AUDCOM MEETING

A motion was made, and seconded, to approve the minutes of the 12 June 2013 meeting. Upon vote, the minutes were approved.

4. P&P REVIEW

4.1 Status of Continuing Sponsor P&P Review

4.1.1 C/SS – Ted Olsen, Jean Philippe Faure

Ted reported that all issues have been resolved.

Motion: To accept the C/SS P&P. Upon vote the motion passed.

4.1.2 DEI/SC – Bruce Kraemer, Yatin Trivedi

Bruce reported that after discussion with the Sponsor he and Yatin were satisfied with the updates made to the revised P&P. With the acceptance of the revised P&P, DEI/SC is no longer administratively withdrawn.

Motion: To accept the DEI/SC P&P. Upon vote the motion passed.

4.2 New P&P Review

4.2.1 BOG/CAG – Peter Balma, Peter Sutherland

Peter Sutherland reported that all issues have been resolved.

Motion: To accept the BOG/CAG P&P. Upon vote the motion passed.

4.3 Working Group P&P Review

4.3.1 APS/A/AntDef – Ronald Petersen, Stephen Dukes

AudCom will report to the IEEE-SA Standards Board that no issues have been found with the sample APS/A/AntDef WG P&P as submitted.

4.3.2 C/LT – Michael Janezic, Paul Houzé

Michael reported that there are some issues and this review will continue.

4.3.3 C/SAB/1622– Ted Olsen, Jean Philippe Faure

Ted reported that all issues have been resolved. AudCom will report to the IEEE-SA Standards Board that no issues have been found with the sample C/SAB/1622 WG P&P.

4.3.4 COM/SDB/1907.1 – Bruce Kraemer, Peter Sutherland

Bruce reported that all issues have been resolved. AudCom will report to the IEEE-SA Standards Board that no issues have been found with the sample COM/SDB/1907.1 WG P&P.

4.3.5 IAS/PCI/1886 – Hung Ling, Ronald Petersen

Hung reported that the 2010 baseline was used instead of the 2012 baseline. Also, the P&P that was updated was not redlined. The WG is to resubmit their P&P using the 2012 baseline and showing any changes made.

4.3.6 RAS/SC/ORA – Yatin Trivedi, Stephen Dukes

Yatin reported that all issues have been resolved. AudCom will report to the IEEE-SA Standards Board that no issues have been found with the sample RAS/SC/ORA WG P&P.

4.3.7 SASB/SCC39/TC95_SC1 – Michael Janezic, Paul Houzé

Paul reported that all issues have been resolved. AudCom will report to the IEEE-SA Standards Board that no issues have been found with the sample SASB/SCC39/TC95_SC1 WG P&P.

4.4 Requests for New Sponsor Recognition

Request to allow C/VSSC, established as a sponsor under the Computer Society to operate under the C/SAB approved P&P.

Motion: AudCom recommends that the SASB accept the establishment of an additional Sponsor – Computer Society/ Voting Systems Standards Committee (C/VSSC). C/VSSC P&P not accepted yet. Work to continue under C/SAB until Sponsor P&P accepted. Upon vote, the motion was approved.

5. OLD BUSINESS

5.1 AudCom Baseline Documents – 2013 Updates

AudCom reviewed the baseline documents. In the Membership section, AudCom approved the change to the text. In the Subcommittee section, AudCom approved the change to remove “subcommittee” and replace with “subgroup” in the entity WG P&P, the individual WG P&P as well as the P&P’s for SCC1 and SCC2, and to allow editorial changes associated with this change to be done by the AudCom Chair and the AudCom Administrator.

In the Appeals section, AudCom approved the change to remove “or working group” in the Sponsor, SCC1 and SCC2 P&P’s. AudCom approved substituting language from SCC1 P&P to put in the Sponsor P&P. AudCom also approved the motion to modify the instructional text of clause 9.0.

In the Voting of Chair or Vice Chair section and the Meeting Notice section, there was discussion on what changes need to be made. An Ad Hoc was created to address these changes. The Ad Hoc will be chaired by Michael Janezic with the

following as members: Matt Ceglia, Karen Evangelista, Jim Hughes, Mary Lynne Nielsen, Ted Olsen, Ron Petersen and Malia Zaman.

Another Ad Hoc was created to address the issue of the Sponsor P&P versus the Individual P&P's. This Ad Hoc will be chaired by Bruce Kraemer with the following members: Jean Philippe Faure, Ted Olsen and Yatin Trivedi.

AudCom members approved the motion to have the baseline P&P's edited by the AudCom Chair and Administrator and then be put out for a 30 day email ballot to the Standards Board.

5.2 PE/PSC P&P

The PE/PSC P&P has been completed and has met the condition of the conditional approval from the 12 June 2013 AudCom meeting.

6. NEW BUSINESS

6.1 AudCom Conventions – P&P Submittals Out of Cycle – Balma

Chair Balma gave a presentation on the out of cycle submission of P&P's.

6.2 Provision for Suspension of the Rules - Nikolich

6.3 Executive Session (Private) Email Ballots – Nikolich

Paul Nikolich gave a presentation on the Provision for Suspension of the Rules and the Executive Session (Private) Email Ballots. After discussion from AudCom members an Ad Hoc was formed to address these issues. The members of the Ad Hoc are: James Gilb, Yvette Ho Sang, Michael Kipness, Bruce Kraemer, Hung Ling, Paul Nikolich, Ted Olsen, Lisa Perry, Ron Petersen, Pat Thaler and Yatin Trivedi.

7. DATE OF NEXT MEETING

The next meeting of AudCom is scheduled for 9 December 2013 in Piscataway, New Jersey, USA.

8. ADJOURNMENT

There being no further business, the meeting was adjourned at 12:25 pm.