

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

03 March 2020

Shangri-La's Eros Hotel, New Delhi, India

1:30 p.m. – 3:00 p.m.

Attendees

Members Present:

Doug Edwards
Jean-Philippe Faure (via phone)
Travis Griffith (via phone)
David Law
Dorothy Stanley, Acting Chair
Philip Winston (via phone)

Members Absent:

Ted Burse, Chair

IEEE Staff:

Karen Evangelista
Jodi Haasz
Yvette Ho Sang
Karen Kenney
Soo Kim
Dave Ringle, Administrator
Rudi Schubert
Sam Sciacca
Lisa Weisser

IEEE Outside Legal Counsel:

Claire Topp

Guests:

Shrikant Bhat
Yoshiaki Fukami
Gary Hoffman
John Kulick
Kevin Lu
Jon Rosdahl
Lei Wang

Don Wright

1 CALL TO ORDER

Acting Chair Stanley called the meeting to order at 1:31 p.m.

2 INTRODUCTIONS

There was a round of introductions by all present. 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 [05 NOVEMBER 2019 ProCom MINUTES](#)

There was a motion to approve the November 2019 meeting minutes.

Dave Ringle informed ProCom that an attendee at the November 2019 ProCom meeting had submitted some comments in regards to the November 2019 ProCom meeting minutes. Dave displayed the comments for ProCom's review.

The motion was unanimously approved.

5 OLD/UNFINISHED BUSINESS

None.

6 NEW BUSINESS

6.1 [Proposed Updates](#) to SASB OpMan RE: Public Review – Ho Sang

Yvette Ho Sang introduced the proposed updates to the SASB OpMan.

There was discussion. Discussion yielded the updates in **blue** highlight.

Upon the opening of the initial Standards Association ballot, an IEEE Public Review shall start and last for 60 days. Any person may purchase the initial ballot draft for information only, ~~and Any person may also has have the ability to~~ submit public comments on ~~the initial ballot said~~ draft without vote.

All public review comments and responses shall be submitted electronically through the IEEE Standards Association public review tools. All public review comments received during an IEEE Public Review shall be considered by the Standards Committee's comment resolution group and a response shall be provided to the commenter. If the response indicates that a change is to be made to the draft, the commenter is entitled to receive a copy of the revised draft from the Standards Committee upon request.

5.4.6 Comments received from persons who are neither in the Standards Association balloting group nor an IEEE Public Review commenter

Any person may purchase a Standards Association ballot draft for information only. ~~Such Any~~ persons may ~~also~~ submit comments on the draft. Comments received before the close of a ballot shall be considered by the Standards Committee (see 5.4.3.3) and a response shall be provided to the commenter. If the response indicates that a change is to be made to the draft, the commenter is entitled to receive a copy of the revised draft from the Standards Committee upon request.

Comments received after the close of a ballot will be provided to the Standards Committee. The Standards Committee shall acknowledge the receipt of these late comments to the commenter and take such action as the Standards Committee deems appropriate. If the Standards Committee considers the comments and provides a response to the commenter indicating that a change is to be made to the draft, the commenter is entitled to receive a copy of the revised draft from the Standards Committee upon request.

There was a motion to recommend the *IEEE-SA Standards Board Operations Manual* changes noted above (both **yellow and **blue** highlighting) to the SASB for approval consideration via a 30-day email ballot. In the absence of objection, the motion was approved.**

7 [NEXT MEETING](#)

The next ProCom meeting is scheduled for 01 June 2020 in Berlin, Germany.

Karen Kenney, Senior Director – Business Operations, Administration and Governance, stated that the remaining IEEE SA Governance meetings (BOG, SASB, CAG) for 2020 will need to be re-examined in light of the coronavirus, travel restrictions, and expected attendance. It is expected that updated information will be available by the end of March.

8 ADJOURNMENT

There being no further business, the meeting was adjourned at 1:59 p.m.