**IEEE Communications Society Standards Development Board (COM/SDB)**

**Approved Minutes**

Tuesday, 18 September 2018, 10AM Eastern time

WebEx Call

1. Call to Order at 10:04 AM EDT
2. Roll Call, Voting status of the members, and Establish Quorum

In attendance: Tarek El-Bawab (Chair), Alex Gelman, Oliver Holland, Mehmet Ulema, Jean-Philippe Faure, Earl McCune, Stefano Galli. Staff attendees: Nicholas Orlando, Jonathan Goldberg, Adam Greenberg.  
7 voting members, and quorum requires 5. Quorum met.

1. Meeting purpose and summary

The goal of this special meeting was to only review proposed changes to the Board's Policies and Procedures (current P&Ps expire end of 2018), note any remaining questions and/or comments, and pass the document with questions/comments to a three-person committee to do a final draft.

Tarek proposed that the committee be comprised of himself, Mehmet, and Stefano. No objection was raised.

Discussion of individual sections of the draft Ps&Ps:

* In section 1.7 (IEEE Sponsor Scope), a suggestion was made to refer to the web for a list of Technical Committees and Emerging Technical Subcommittees since these can change. It was noted that the ComSoc Policies & Procedures typically incorporate such changes and can be more up to date than a website. Nicholas took an action to see if the COM SDB Ps and Ps can reference other documents of if the information has to be copied and pasted. The answer also will pertain to changes proposed in section 4.0 (Membership.)
* Question about what happened to language around COM SDB being a sponsor of last resort; suggestion was made to compare the final draft of the new document with existing Ps and Ps to ensure all clauses from the latter are retained.
* In section 3.1 (Appointment of Officers), discussion as to whether one of the three provided cases can be modified or must be used as is. Mehmet and Stefano to discuss further offline.
* Also in Section 3: can Officer duties refer to COMSOC By-laws, or is everything to be restated herein?
* In section 3.4 (Responsibilities of Officers) and 3.4.4.(Treasurer), need to add items related to funding from the current Ps and Ps.
* It was agreed to mark Section 3.4.5 (Responsible Subcommittee Chair) as Not Applicable.
* Need to true up section 4.3.1 (requirement that voting members need to attend 2 of the last 4 meetings to retain their voting right, as opposed to 1 out of the last 2 in current Ps and Ps. Also what else happens to voting members if they do not attend the required number of meetings?
* Agreement that both bracketed items in section 4.4 (Review of Membership) do not apply.
* No objection to replacing majority with two-thirds in section 5 (Subgroups Created by the Sponsor.)
* Section 5.2 is not applicable so those words should be restored.
* Need to add information from section 5.5 of existing Ps and Ps to Section 5.6 of the draft (Other Subgroups.)
* Discussion over whether to put detail from Section 6.3 (Meeting Fees) in the operations manual instead, but eventual concurrence among the group that it should remain in Ps and Ps pending confirmation from Tarek, Mehmet and Stefano's review.  Proposal is to keep the first paragraph and delete all else.
* Section 7.1.2 (Actions Requiring Approval by a Two-thirds Vote), Action A (Adoption of new or revised Sponsor procedures,\* interest categories or revisions thereof): What about the "professed interest" category from existing Ps and Ps, which refer to academics, retirees, those who are unemployed? Is a two-thirds vote needed to confirm someone falls into this category? Also need to ensure new Ps and Ps recognize that category.
* Section 9.0 (Appeals): Alex took an action to check against existing Ps and Ps to ensure historical information is carried over to the draft.

During the discussion, it was asked if we have everyone's consent to be listed on the COM SDB website. Current information includes name, affiliation, and link to email address for most Board members; roster is at <http://comsdb.standards.comsoc.org/roster>. No one in attendance voiced an objection during the meeting, but not all members were present (still need to get feedback from Jaafar,  Zach, and Rob.)

1. Next Meeting: regular schedule is for Friday 28 September, 10 AM to 11AM Eastern time
2. Adjournment

The meeting adjourned at 11:32 AM EDT.