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

**Meeting Notes**

Friday, 31 May 2019, 10:00 a.m. Eastern Daylight Time

WebEx Call

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

Voting members: Tarek El-Bawab, Mehmet Ulema, Rob Fish, Jaafar Elmirghani

Staff attendees: Adam Greenberg, Jennifer Santulli

After discussion of voting eligibility, Jennifer Santulli clarified an item from the March 29 meeting minutes: Attendance or absence from an unofficial meeting does **not** count toward voting rights at the next meeting. Examples of an unofficial meeting include the January 25, 2019 meeting in which distribution of the agenda was not done in a timely manner, and the May 20, 2019 ICC meeting for which notification was not given in a timely manner (reference P&P 6.0.) Attendance at meetings for which there is not a quorum, however, **does** count toward voting rights.

As a result, and based on attendance at the last two official meetings (March 18 and March 29), five voting members were needed for a quorum. Four were present and a quorum was not met.

Adam took an action to reach out to Earl for an attendance spreadsheet to be displayed at the beginning of each meeting, which would make it easier to confirm voting rights.

The 1902.01 standard, which is set to expire at the end of 2019, was discussed. Jennifer took an action to try and find the working group chair; if that effort is not successful she will reach out to Alex Gelman who also appears to have been active in that WG. If the volunteers choose to do a revision a new PAR must be submitted and the standard will remain expired until the PAR is approved.

As there was no quorum and a lengthy, informal discussion was held 11 days ago at ICC in Shanghai, the call ended at 10:27 a.m. EDT with none of the subsequent agenda items covered. Please see item 9 below for date and time of the next meeting.

3. Approval of Agenda

4. Approval of COM/SDB prior meeting Minutes

4.1. Minutes of the March 29, 2019 meeting, online at <http://comsdb.standards.comsoc.org/files/2019/04/sdb_minutes-2019-03-29.docx>

4.2 Notes from the May 20, 2019 meeting

5. Follow up on R1 AudCom P&Ps checklist (emailed to the listserv by Nick Orlando on January 9 and again by Tarek on March 19)

6. Reports

6.1. Reports from ComSoc Standards Committees

• DySPAN

• MobiNet

• PLC

• NetSoft

• GreenICT

• EdgeCloud

• AccessCore

6.2. Reports from Working Group and Study Group Chairs

• CEA

• Smart Cities Working Group

6.3. Treasurer report

7. Old and unfinished business

8. New Business

8.1. Request to revise clauses 3.1; 4.3, 4.4 and 4.5 of COM/SDB P&Ps (Alex Gelman)

9. Next Meeting: regular schedule is from **Friday 28 June, 10 a.m. to 11 a.m. Eastern time**To join via WebEx please go to https://ieee.webex.com/join/agreenberg. Once you join the meeting you will be given a choice of methods to connect audio.

If you're not at a computer at the time of the meeting you can join by phone. Toll-free and toll dial-in numbers for the U.S. are below and a list of international numbers can be found [here](https://ieee.webex.com/cmp3200/webcomponents/widget/globalcallin/globalcallin.do?siteurl=ieee&serviceType=MC&ED=243720142&tollFree=1). No matter which number is used the access code remains 631 634 670.

U.S. Toll Free :+1 866 282 7366

U.S. Toll: +1 210 606 9466 US Toll

Access code: 631 634 670