

ANSI ASC A117

- name, address, and business affiliation of individual members;
- f. Classification of each member;
- g. Tally of classifications: total of voting members and subtotals for each interest category;
- h. For each subgroup: title, chair, and names and addresses of all members.

A.6 SUBGROUPS CREATED BY THE COMMITTEE

When one or more subgroups (subcommittees, working groups, technical subcommittees, writing groups, etc.) are formed to expedite the work of the consensus body, their formation (and later disbandment) requires approval by a majority vote of the consensus body and appropriate public notice. The scope and duties delegated to the subgroup shall be approved at the time it is formed, and subsequent changes in scope or duties shall also require approval by the consensus body. The charge to the subgroup shall clearly state whether:

- a. The subgroup is responsible for the definitive content of one or more standards and for responding to views and objections thereon. Such subgroups shall maintain a membership roster in accordance with **A.5.5(a)** through **A.5.5(g)** and shall comply with the provisions in **A.5.4**, **A.7.1**, and **Clause A.8** as applied to voting on the standards; or
- b. The subgroup is responsible for assisting the consensus body (e.g. drafting all or a portion of a standard, drafting responses to comments, drafting positions on international standards, or other purely advisory functions).

A.6.1 Chairperson and Members Of Subgroups

The chair and members of a subgroup shall be appointed by the chair of the consensus body and confirmed by the consensus body. The scope, duties, and membership of all subgroups shall be reviewed by the consensus body annually. The officers and members of a subgroup need not be members of the consensus body.

A.6.2 Approval of Standards

Draft standards and any substantive change (see Annex A of the *ANSI Essential Requirements*) in the content of a standard proposed by a subgroup shall be referred to the consensus body for approval.

A.7 MEETINGS

Consensus body meetings shall be held, as decided upon by the consensus body, the chair, the secretariat, or by petition of five or more members, to conduct business, such as making assignments, receiving reports of work, considering draft standards, resolving differences among subgroups, and considering views and objections from any source. Meetings of subgroups may be held as decided upon by the members or chair of the

In general, the voting period for letter ballots shall end four weeks from the date of issue or as soon as all ballots are returned, whichever comes earlier. An extension may be granted at the chair's option, when warranted.

A follow-up letter requesting immediate return of the ballot shall be sent, as appropriate, to members and alternate members whose votes have not been received within ten calendar days before the ballot closes.

Voting on Committee Actions associated with Public Proposals and Public Comments shall be as shown in A.8.1.3.1 and A.8.3.1.2.

A.8.1.3.1 Voting on Public Proposals

The voting period for letter ballots on the work of the Committee relating to Public Proposals and associated Committee Action shall end four weeks from the date of issue or as soon as all ballots are returned, whichever comes earlier. An extension may be granted at the chair's option, when warranted.

A follow-up letter requesting immediate return of the ballot shall be sent, as appropriate, to members and alternate members whose votes have not been received within ten working days before the ballot closes.

Any ballot on Public Proposals and related Committee Actions that receives comment from a balloter will automatically become a Public Comment to afford additional Committee review and action.

A.8.1.3.2 Voting on Public Comments

The voting period for letter ballots on the work of the Committee relating to Public Comments and associated Committee Action shall end four weeks from the date of issue or as soon as all ballots are returned, whichever comes earlier. An extension may be granted at the chair's option, when warranted.

A follow-up letter requesting immediate return of the ballot shall be sent, as appropriate, to members and alternate members whose votes have not been received within ten working days before the ballot closes.

At the close of the balloting on Public Comments, the ballot results and any comments submitted with a ballot shall be re-circulated to the Committee members in order to afford an opportunity to respond to them, or to reaffirm or change their votes within two weeks. All Committee members shall be afforded this opportunity regardless of whether or not they returned the initial ballot.

A.8.2 Action Requiring Approval By A Majority

The following actions require approval by a majority of the membership of the consensus body either at a meeting or by letter ballot:

- a. Confirmation of officers appointed by the secretariat;
- b. Formation of a subgroup, including its procedures, scope, and duties;

- c. Disbandment of subgroups;
- d. Addition of new consensus body members and designation of their interest categories;
- e. Approval of withdrawal of an existing standard.

A.8.3 Action Requiring Approval By Two-thirds Of Those Voting

The following actions require a letter ballot, or an equivalent formal recorded vote, with approval by at least a majority of the membership and at least two-thirds of those voting, excluding abstentions. All members of the committee shall be given the opportunity to vote on the standards related actions described in items a, b and c below. For letter ballots and formal recorded votes occurring at a meeting, members shall be afforded the voting positions specified in A.8.1. When votes for items a, b and c are recorded at a committee meeting, those members who are absent shall be given the opportunity to vote before or after the meeting:

- a. Adoption of ASC procedures, interest categories, or revisions thereof;
- b. Approval of a new standard or reaffirmation of an existing one;
- c. Approval of revision or addendum to part or all of a standard;
- d. Approval for submission to ANSI of change of ASC scope;
- e. Approval of the termination of a standard.

A.8.3.1 Where approval vote does not receive two-thirds.

Where any ballot on actions listed in A.8.3, fails to achieve approval by two-thirds of those voting (excluding abstentions), the ballot results and any comments submitted shall be returned to the Committee to afford additional review and action.

A.8.4 Authorization Of Letter Ballots

A letter ballot shall be authorized by any of the following:

- a. Majority vote of those present at a consensus body meeting;
- b. The chair;
- c. The executive committee (if one exists);
- d. The secretariat;
- e. Petition of five or more members of the consensus body.

A.8.5 Other Review

Proposals for new American National Standards or reaffirmation, revision, or withdrawal of existing American National Standards shall be transmitted to ANSI for listing in **Standards Action** for comment for the appropriate comment period as determined by the Secretariat.

The secretariat shall determine whether listing of proposed *Standards Actions* shall be concurrent with the final consensus body letter ballot and whether announcement in other suitable media is appropriate.

A.12 APPEALS

Persons who have directly and materially affected interests and who have been or may be adversely affected by a procedural action or inaction of the consensus body or the secretariat shall have the right to appeal.

(bf) A.12.1 Complaint

The appellant shall file a written complaint with the secretariat within thirty days after the date of notification of action or at any time with respect to inaction. The complaint shall state the nature of the objection including any adverse effects, the clauses of these procedures or the standard that is at issue, actions or inactions that are at issue, and the specific remedial action that would satisfy the appellant's concerns. Previous efforts to resolve the objections and the outcome of each shall be noted.

A.12.2 Response

Within thirty days after receipt of the complaint, the respondent (chair or secretariat representative) shall respond in writing to the appellant, specifically addressing each allegation of fact in the complaint to the extent of the respondent's knowledge.

A.12.3 Hearing

If the appellant and the respondent are unable to resolve the written complaint informally in a manner consistent with these procedures, the secretariat shall schedule a hearing with an appeals panel on a date agreeable to all participants, giving at least ten working days notice.

A.12.4 Appeals Panel

The appeals panel shall consist of three individuals who have not been directly involved in the matter in dispute, and who will not be materially or directly affected by any decision made or to be made in the dispute. At least two members shall be acceptable to the appellant and at least two shall be acceptable to the respondent.

A.12.5 Conduct Of The Hearing

The appellant has the burden of demonstrating adverse effects, improper actions or inactions, and the efficacy of the requested remedial action. The respondent has the burden of demonstrating that the consensus body and the secretariat took all actions in compliance with these procedures and that the requested remedial action would be ineffective or detrimental. Each party may adduce other pertinent arguments, and members of the appeals panel may address questions to individuals. *Robert's Rules of Order (latest edition)* shall apply to questions of parliamentary procedure for the hearing not covered herein.

