



ISOT Guidance Note 009 – ISO Chair Terms

As per the [ISO Directives](#) (Part 1, Clause 1.8), an individual who is approved to be the Chair of an ISO committee is eligible to serve in that role for up to 9 years. Though the initial term can be for up to 6 years, a chair can be re-nominated to continue in that role up to the 9 year term limit.

The nomination of an ISO Chair is the responsibility of the Secretariat of that ISO committee, namely the National Member Body that has been allocated the Secretariat role by the ISO Technical Management Board (ISO/TMB). In the U.S., where the administration of an ISO Secretariat has been delegated by ANSI to an outside organization, ANSI also delegates the authority to nominate a Chair to this organization.

It should be noted that as per the [ANSI International Procedures](#), one of the functions of a U.S. TAG is to recommend to ANSI U.S. candidates for the Chair of an ISO committee. The Secretariat of a U.S. held ISO committee should give serious consideration to any recommended candidates of the related U.S. TAG.

Once a nominee has been identified by the Secretariat, the Committee Manager should submit the notification form, which can be found on the ISO site (www.iso.org/forms) along with the nominee's current CV to ANSI's ISO Team (ISOT, isot@ansi.org). ISOT will then confirm the support of the related U.S. TAG before sending the materials to the appropriate party for approval.

ISO Technical Committee Chairs are approved by a vote of the ISO/TMB. Subcommittee Chairs are balloted to the parent Technical Committee, and must be approved by a 2/3 majority vote. Upon the closure of a successful ballot, ISO's Central Secretariat will make the appropriate updates in their system.

The nomination for a new Chair of an ISO committee may be submitted up to a year before the term of the existing Chair ends. Once approved, the new Chair can be added to the Committee as "Chair Elect" so that they may learn the system and the role, while the existing Chair completes his or her term.

It is also important to be aware that an ISO Committee is allowed to nominate a Twinned Chair as part of an approved twinning agreement. The nomination and approval process is the same as that of the Chair, and the tasks and responsibilities of the Twinned Chair would be agreed upon by the two parties. Further information on twinning can be found in the [ISO Directives](#), Part 1 (Annex ST), and in ISOT's Guidance Note on Twinning, found on ISOT's SharePoint site (share.ansi.org/isot).

As National Member Bodies are responsible for ensuring that their candidates for leadership positions have the proper knowledge and skills to effectively lead the work, ISO has outlined the competencies and attributes expected from those individuals. These qualities can be found in Annex L of the ISO/IEC Directives, Part 1 and Consolidated ISO Supplement and should be consulted when considering potential candidates. Chairs should also be encouraged to review the resources provided by ISO and ANSI, such as the "Leadership Strategies and Skills" course posted to the ANSI website (<https://www.ansi.org/education/activities/standards-training-courses-webinars>) and the ISO "Getting Started" guides, which can be found on the ISO site and on ISOT's SharePoint site (<share.ansi.org/isot>).

What this means to you as an ISO Committee Manager:

As an ISO Committee Manager, it is important to be aware of your Chair's term end date and either re-nominate your current chair or nominate a new Chair ahead of the expiration date. When considering potential nominees, carefully consider the guidance and necessary qualities outlined by ISO. Once a candidate has been identified, ensure that the proper paperwork is completed and submitted to ISOT. The ISO Directives note that you may inform the P-members of your committee of the Chair candidate, but are not required to issue a ballot. Also be aware of the possibility for your committee having a Twinned Chair as part of a twinning arrangement.

What this means to you as a U.S. TAG Secretary:

As a U.S. TAG Secretary, know that you may have a role in the nomination and approval of the Chair to your related ISO Committee. As one of the functions of a U.S. TAG is to recommend U.S. candidates for consideration for open Chair positions, you would coordinate the identification and approval of any U.S. TAG nominees. Be aware of the terms of your ISO committee's Chair and act accordingly.

Once a Chair has been nominated, be sure to register the U.S. TAG's vote for that candidate. For TC Chairs, you will be contacted by ISOT regarding the TMB vote. For SC Chairs, voting will be done in the parent TC – if you are also the TAG Secretary, send the U.S. TAG's vote to ISOT. If you are not the TAG Secretary for the parent TC, touch base with that U.S. TAG Secretary to advise them of your TAG's views.

About the ANSI ISO Team (ISOT)

The American National Standards Institute (ANSI) is the U.S. member body to the International Organization for Standardization (ISO). To ensure a strong and effective U.S. voice in international standardization, the ANSI ISO Team (ISOT) acts as the primary interface for U.S. Stakeholders—between ANSI-accredited U.S. Technical Advisory Groups (U.S. TAGs) and their related ISO Committees, and as the main contact for ANSI-delegated U.S. held ISO secretariats.

ISOT daily operations include monitoring and recording of ISO documents, processing votes on behalf of U.S. TAGs, accrediting delegates to attend international meetings, nominating experts to participate on working groups, coordination with key group such as the ANSI ISO Forum (AIF), ANSI ISO Council (AIC), and the ISO Technical Management Board (TMB), administering ANSI Virtual Technical Advisory Groups (VTAGs), facilitating training programs, among many other functions. In addition to daily responsibilities, ISOT is available to assist with any committee specific issues U.S. TAGs or U.S. held secretariats may be facing. ISOT staff is well versed in the ISO procedures, ANSI International Procedures, and has experience in all aspects of the ISO process.

For organizations that are new to ISO or want additional support with ISO related activities, ANSI's ISOT staff provides hands-on, practical guidance on all aspects of administration of U.S. TAGs or ISO Secretariats through its fee-based Enhanced Services program. For more information, contact isot@ansi.org.

[ISOT FAQs](#)

| Additional resources can be found on ISOT's SharePoint site (<https://share.ansi.org/isot>).