*AIF Support Series - WebEx Session Output*

**Topic:**        AIF Support Series #11: *Examples of US/TAG Voting Processes*

**Date:**        **August 11, 2020**

**Presenters:**   **Rachel Hawthorne (ANSI staff), Kristen Califra (ANSI staff), & Kathy Medic (ADA)**

## 1. <u>Opening of the meeting</u>

- A presentation (see AIF N385-2020) was given on examples of US/TAG Voting Processes. We want to hear from you to learn how we can best support you throughout your U.S. TAG and committee work. Submit any inquiries or comments to ANSI's ISO Team (isot@ansi.org).

## 2. <u>Key points from the presentation</u>

### <u>An Introduction to US/TAG Voting:</u>

- For the purposes of this presentation, the ANSI Model Operating Procedures were referenced. It is possible your US/TAG operates under revised ANSI accredited procedures and in those cases, some of these discussion points may not be applicable.

- Voting is a very complex and important part of our US/TAG responsibilities and it requires a lot of coordination from the US/TAG Administrator and/or Secretary. ANSI has a full module in the ANSI US/TAG Operations course dedicated to voting that covers more aspects than what was covered in this meeting. This course can be found at www.standardslearn.org.

- The following clauses in the ANSI Model Operating Procedures that relate to US/TAG approval criteria were discussed:

> **A7.5 Actions Requiring Approval by Majority.** The following actions require a letter ballot or an equivalent formal recorded vote with approval by at least a majority of the U.S. TAG membership:
>
> 1. Approval of officers appointed by the administrator or nominated by members of the U.S. TAG
> 2. Formation of a subgroup, including its procedures, scope, and duties
> 3. Disbandment of a subgroup
> 4. Addition of new voting U.S. TAG members
> 5. Approval of minutes
> 6. Other actions of the committee not specified elsewhere
>
> **A7.6 Actions Requiring Approval by Two-Thirds of Those Voting.** The following actions must be approved by at least two-thirds of those voting by letter ballot, excluding abstentions, or if at a meeting, by two-thirds of those present, excluding abstentions, provided that a majority of the total voting membership of the U.S. TAG is present: (If a majority is not present, the vote shall be confirmed by letter ballot.)
>
> 1. Adoption of U.S. TAG procedures, categories of interests, or revisions thereof
> 2. Approval of recommendation to change the U.S. TAG scope
> 3. Approval of U.S. position on technical matters brought before the U.S. TAG (i.e., NP, CD, DIS, FDIS)
> 4. Approval of recommendation to terminate the U.S. TAG
>
> The TAG Administrator shall report successful ballots on items 1, 2 and 4 to the ExSC, along with its views on the action.

    1. Clause A7.5 outlines the types of votes that require **at least a majority of your full TAG membership**. Of note here is that bullet #6 is a catchall for any action item not explicitly listed. As one example, appointing WG experts would fall under #6.

    2. Clause A7.6 outlines actions that require **two-thirds of those voting excluding abstentions**. Maybe most important to note is that technical matters (i.e. NPs, CDs, DIS', etc.) fall under this

criteria. This means you can move forward with the consensus position without having a majority of your TAG members responding. However, if you are taking decisions at a meeting you are required to have a majority of your voting TAG members present, otherwise the action should be taken by letter ballot. It is important you're giving the full TAG membership the opportunity to respond to the ballot, but you are not constrained by needing a majority of the TAG members to respond in order to move forward with a position.

3. Regardless of which type of vote you are handling, if you are taking a decision at a meeting, as US/TAG Administrator you need to confirm if a majority of the membership is present. That will determine if you can take action at the meeting or need to follow up with a letter ballot afterwards. Another option is to define quorum for meetings by creating supplemental procedures to the Model Operating Procedures (See clause A6).

- In the case of low voter turnout, we would encourage our US/TAG administrators to implement a second opportunity for US/TAG members to review the final decision, maybe through a recirculation ballot, or results of voting report out. This creates transparency in the US/TAG. If there is a pattern of low voting response in your US/TAG, this may indicate a bigger issue that should be addressed further by the US/TAG.

## Example: US/TAG to ISO TC 215- Health Informatics

- Kristen Califra, ANSI staff, spoke to her experience serving as ISO TC 215 US/TAG Administrator. ISO TC 215 is comprised of 1 subcommittee, 6 WGs, 2 JWGs, and 3 AHGs. The work program is large.

- To help with the large workload and broad topics covered within the TC, the US/TAG has designated one US/TAG Lead for each TC 215 and SC 1 WG. That lead gives a recommended position that is circulated alongside the ballot and is sent out to the full US/TAG membership for their consideration. US/TAG members can choose to echo the lead's position, or not.

- After the US/TAG deadline closes, a US/TAG teleconference or recirculation ballot is held when needed. US/TAG members are informed of the results and position being submitted and given one last opportunity to send any needed corrections and/or objections.

- The ISO TC 215 US/TAG voting process is handled manually via email. Ballots are sent out via email and US/TAG members vote by email as well. The US/TAG uses a SharePoint site as a document registry.

## Example: US/TAG to ISO TC 106- Dentistry

- Kathy Medic, ADA, spoke to her experience serving as ISO TC 106 US/TAG Administrator. ISO TC 106 is comprised of 8 subcommittees and 54 WGs. Similarly, to ISO TC 215, the work program is large.

- The US/TAG appoints one (or more) official US experts for each WG at their annual meeting. US/TAG membership is divided up into voting and observer members per Sub-TAG. The balloting period is separated into two phases:

  1. Commenting period- time for both voting and observer members to comment openly on a document in a discussion forum. Official US expert(s) is/are also asked for their recommendation at the same time. If comments are received, the expert reviews and makes a final determination.

  2. Voting/ballot period- voting members are provided the expert recommendation and asked to approve that recommendation. The ballot includes a link back to the discussion forum so all comments can be taken into consideration.

- The US/TAG uses a customized SharePoint site as a balloting portal and discussion forum for US/TAG members.

<u>**Session Questions and Answers**</u>

1. **A7.5 requires a majority of the entire TAG to approve a new voting member. On what basis could a request be rejected if the person is materially affected and commits to active participation?**

   **Answer:** Good question! The US/TAG is also required to have balance so if you have a certain type of interest category dominating a group that may be reason to either reject or make an observer.

2. **If multiple people are on the US TAG from the same company, they should consolidate their vote into 1 vote, correct?**

   **Answer:** Yes, voting is 1 vote per organization. As such, each US/TAG member organization should consolidate their position and comments internally. There are situations in which one member could qualify for more than 1 voter if, for instance, they are from a different sector with different interests.

3. **If the TAG has 40 members and a letter ballot is issued for an A7.5 item like approval of minutes, and the result is 15 approve, 0 disapprove, 0 abstain, is that result valid or must one get 21 affirmative responses?**

   **Answer:** Per the model operating procedures, you are required to have 21 affirmative responses in this case.  Some TAGs will use wording such as "Please let the TAG administrator know by DATE otherwise we will consider this new member approved." Other TAGs try to handle these ballots at face to face meetings where you might have better attendance.  As noted earlier for meetings, you can also define quorum for A6 of the Model Operating Procedures.

4. **When you say US Expert can you clarify?**

   **Answer:** US experts are people that are appointed by the US/TAG to participate on the WG.  For the 2 examples today, these TAGs also have a specific point person within the TAG, who is likely also a WG expert, who provides the recommended position to the TAG.

5. **Can you please explain the process of the expert on voting?   Do they make a recommendation and then the group votes to approve their position?**

   **Answer:** It can be either.  In the TC 215 TAG, the expert's suggested position is circulated for information to help TAG members make an informed decision.  In the TC 106 TAG, the TAG members vote on the expert's suggested position.  You can do it either way, but the process should be consistent and clear to the TAG members upfront.

# AIF Support Series #11
# Examples of US/TAG Voting Processes

Welcome!

- We will mute all lines. Please stay muted so everyone can hear each other and the presentation.

- If your sound quality is low, try using the call back feature.

- Please disable video.

- To ask a question, please use the Q&A or Raise Your Hand features. We will closely monitor both.

# Examples of US/TAG Voting Processes

AIF Support Series #11

**August 11, 2020**

# Housekeeping Items

- All participants will be muted until the end of the presentation

- Use the Q&A function to "All Panelists" / Raise Your Hand to ask questions

- If we don't get to your question today, reach out via email  isot@ansi.org

- Follow-up/repeat sessions will be held if necessary

- Slides and one-page summary to be circulated after the call

- Keep us informed of your experiences!

# Session Overview

- Agenda
    - An Introduction to US/TAG Voting
    - Examples of US/TAG Voting Processes
    - Q & A/ Open Dialog


- Speakers
    - Rachel Hawthorne, Sr. Program Manager, ANSI
    - Kristen Califra, Program Manager, ANSI
    - Kathy Medic, Manager Dental Materials Standards, ADA

# An Introduction to US/TAG Voting

- For the purposes of this presentation, we will be referencing the ANSI Model Operating Procedures.

  - It is possible your US/TAG operates under revised ANSI accredited procedures and in those cases, some of these discussion points may not be applicable.

- The ANSI Model Operating Procedures can be found in the ANSI International Procedures as Annex A.

# An Introduction to US/TAG Voting

**A7.5  Actions Requiring Approval by Majority.**  The following actions require a letter ballot or an equivalent formal recorded vote with approval by at least a majority of the U.S. TAG membership:

1. Approval of officers appointed by the administrator or nominated by members of the U.S. TAG
2. Formation of a subgroup, including its procedures, scope, and duties
3. Disbandment of a subgroup
4. Addition of new voting U.S. TAG members
5. Approval of minutes
6. Other actions of the committee not specified elsewhere

**A7.6  Actions Requiring Approval by Two-Thirds of Those Voting.**  The following actions must be approved by at least two-thirds of those voting by letter ballot, excluding abstentions, or if at a meeting, by two-thirds of those present, excluding abstentions, provided that a majority of the total voting membership of the U.S. TAG is present:  (If a majority is not present, the vote shall be confirmed by letter ballot.)

1. Adoption of U.S. TAG procedures, categories of interests, or revisions thereof
2. Approval of recommendation to change the U.S. TAG scope
3. Approval of U.S. position on technical matters brought before the U.S. TAG (i.e., NP, CD, DIS, FDIS)
4. Approval of recommendation to terminate the U.S. TAG

The TAG Administrator shall report successful ballots on items 1, 2 and 4 to the ExSC, along with its views on the action.

# An Introduction to US/TAG Voting

**A7.5 Actions Requiring Approval by Majority.** The following actions require a letter ballot or an equivalent formal recorded vote with approval by <u>at least a majority of the U.S. TAG membership</u>:

1. Approval of officers appointed by the administrator or nominated by members of the U.S. TAG
2. Formation of a subgroup, including its procedures, scope, and duties
3. Disbandment of a subgroup
4. Addition of new voting U.S. TAG members
5. Approval of minutes
6. Other actions of the committee not specified elsewhere

These actions require a **majority of your full TAG membership**

**A7.6 Actions Requiring Approval by Two-Thirds of Those Voting.** The following actions must be approved by <u>at least two-thirds of those voting by letter ballot</u>, excluding abstentions, <u>or if at a meeting, by two-thirds of those present</u>, excluding abstentions, <u>provided that a majority of the total voting membership of the U.S. TAG is present</u>: (If a majority is not present, the vote shall be confirmed by letter ballot.)

1. Adoption of U.S. TAG procedures, categories of interests, or revisions thereof
2. Approval of recommendation to change the U.S. TAG scope
3. Approval of U.S. position on technical matters brought before the U.S. TAG (i.e., NP, CD, DIS, FDIS)
4. Approval of recommendation to terminate the U.S. TAG

The TAG Administrator shall report successful ballots on items 1, 2 and 4 to the ExSC, along with its views on the action.

These actions require approval by two-thirds **of those voting**

# As an example…

In response to a TAG letter ballot for a Committee Draft (CD), you receive the following US/TAG votes:

Approve- 3

Disapprove- 0

Abstain- 2

Let's say this US/TAG has 20 members.

# US/TAG to ISO TC 215- Health Informatics

- **General Information**
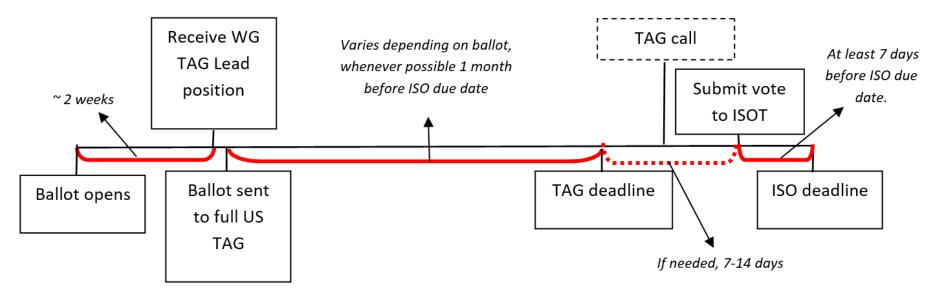  - ISO TC 215 is comprised of 1 subcommittee, 6 WGs, 2 JWGs, and 3 AHGs.

| 200 | 63 | 29 | 34 |
|---|---|---|---|
| **PUBLISHED ISO STANDARDS** * | **ISO STANDARDS UNDER DEVELOPMENT** * | **PARTICIPATING MEMBERS** | **OBSERVING MEMBERS** |
| related to the TC and its SCs | related to the TC and its SCs | | |

  - The US/TAG to ISO/TC 215 is comprised of 42 TAG member organizations--84 individuals total.
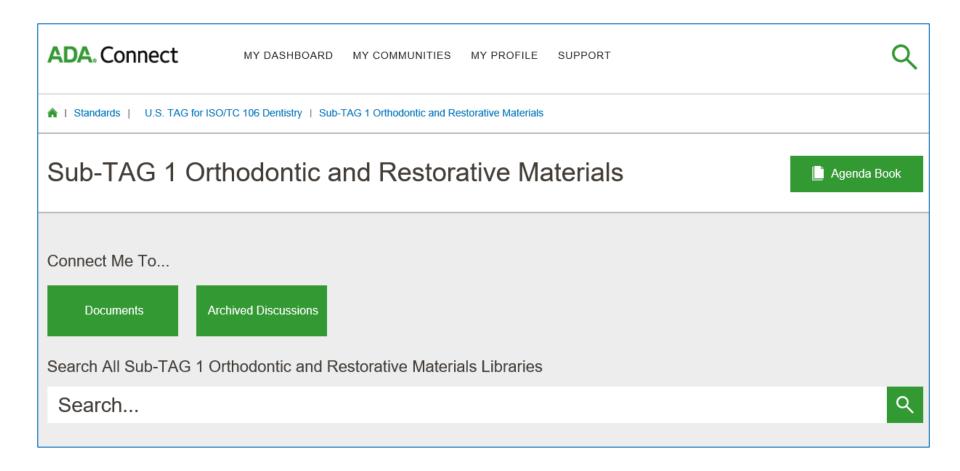  - ANSI serves as the US/TAG Administrator

# US/TAG to ISO TC 215- Health Informatics

- **Voting Process**
    - The US TAG has approved one US TAG WG Lead per TC 215 WG. That lead gives a recommended position that is circulated to TAG members alongside the ballot and relevant documentation.

# US/TAG to ISO TC 215-  Health Informatics

- **Voting Process**
  - Voting is done manually via email
  - Votes and comments are consolidated and a US/TAG call is held when necessary for any ballots that are inconclusive, controversial, or require comment resolution.
  - TAG members are provided the RoV and informed of submitted position.

# US/TAG to ISO TC 106- Dentistry

- **General Information**
  - ISO TC 106 is comprised of 8 subcommittees, and 1 WG

| | | | |
|---|---|---|---|
| **183** | **57** | **31** | **15** |
| **PUBLISHED ISO STANDARDS** * | **ISO STANDARDS UNDER DEVELOPMENT** * | **PARTICIPATING MEMBERS** | **OBSERVING MEMBERS** |
| related to the TC and its SCs | related to the TC and its SCs | | |

  - The US/TAG to ISO/TC 106 is comprised of 95 TAG member organizations--125 individuals total.
  - ADA serves as the US/TAG Administrator

# US/TAG to ISO TC 106- Dentistry

- ISO TC 106 8 subcommittees are subdivided into 54 WGs
- US TAG to ISO TC 106 appoints one (or more) official US expert for each working group.
- ISO TC 106 circulates 70+ documents for vote yearly.
- US TAG subdivided into 8 Sub-TAGs corresponding to the 8 subcommittees of ISO TC 106
  - Participants can be either voting or observer members
- Ballot period broken in two by administrator: comment (voting and observers) and ballot (voting members only.

# US/TAG to ISO TC 106-  Dentistry

- During comment period, official US expert is contacted asking for their recommendation.

- If comments are received, they review and make final determination.

- Voting members are able to view all comments and may disagree with expert recommendation.

# US/TAG to ISO TC 106-  Dentistry

| Draft | Sub TAG # | WG | Out for Comments to Sub-TAG | Out for Comments to Expert(s) | Comments Due By | Out for Vote | Votes Due | Send Vote to ANSI | Year | Expert/s | Action | Draft Title |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| DIS 15854 | 2 | 18 | 2/27/2020 | 2/27/2020 | 4/15/2020 | 6/25/2020 | 7/9/2020 | 7/17/2020 | 2020 | Kronick | Approval | Dentistry — Casting and baseplate waxes |
| ISO 21606:2007/DAmd 1 | 1 | 13 | 2/27/2020 | 2/27/2020 | 4/15/2020 | 5/6/2020 | 5/20/2020 | 7/22/2020 | 2020 | Horn | Approval | Dentistry — Elastomeric auxiliaries for use in orthodontics - Amendment 1 |
| Minor revision of | 7 | 7 | 6/26/2020 | 6/26/2020 | 7/9/2020 | 7/8/2020 | 7/19/2020 | 7/24/2020 | 2020 | Kwon, Carey | Approval | Dentistry - External tooth bleaching products |
| CD 7551 | 1 | 2 | 6/3/2020 | 6/3/2020 | 6/30/2020 | 7/10/2019 | 7/19/2020 | 7/24/2020 | 2020 | Primus, Li | Approval with comments | Dentistry -- Dental absorbent points |
| FDIS 10271 | 2 | 12 | 6/4/2020 | 6/4/2020 | 6/30/2020 | 7/14/2020 | 7/23/2020 | 7/27/2020 | 2020 | Megremis, Schmuck | Approval with corrections | Dentistry — Corrosion test methods for metallic materials |
| NP 3990 | 1, 2, 8 | | 5/13/2020 | 5/13/2020 | 6/10/2020 | 7/13/2020 | 7/23/2020 | 7/31/2020 | 2020 | Marshall | Disapproval with comments | Dentistry — Evaluation of antimicrobial activity of dental restorative materials |
| DIS 7711-1 | 4 | 1 | 3/30/2020 | 3/30/2020 | 4/30/2020 | 7/13/2020 | 7/26/2020 | 8/6/2020 | 2020 | Risk | Approval with comments | Dentistry - Diamond rotary instruments - Part 1: General requirements |
| NP 5365 | 3 | 5 | 5/20/2020 | 5/20/2020 | 6/20/2020 | 7/22/2020 | 8/2/2020 | 8/12/2020 | 2020 | Aschheim, Preble (not this phase) | Approval with comments | Dentistry -- Designation system for tooth developmental stages |
| DIS 18675 | 9 | 6 | 4/3/2020 | 4/3/2020 | 5/15/2020 | 7/22/2020 | 8/5/2020 | 8/17/2020 | 2020 | Giordano, Wozniak | Approval with comments | Dentistry — Machinable ceramic blanks |
| FDIS 17730 | 7 | 8 | 6/25/2020 | 6/25/2020 | 7/25/2020 | 7/29/2020 | 8/9/2020 | 8/19/2020 | 2020 | Fan, Carey, Schmuck | Approval with corrections | Dentistry — Fluoride varnishes |
| DIS 24234 | 1 | 7 | 5/15/2020 | 5/15/2020 | 6/15/2020 | 8/3/2020 | 8/16/2020 | 8/24/2020 | 2020 | Mitchell, Megremis | Abstain | Dentistry — Dental amalgam |
| NP 3486-2 | 6 | 2 | 6/10/2020 | 6/10/2020 | 7/15/2020 | 8/6/2020 | 8/20/2020 | 8/31/2020 | 2020 | Zawada, Gefter | Approval with comments | Mobile dental units and patient chairs — Part 2: Air, water, suction and wastewater systems |
| FDIS 23402-1 | 6 | 2 | 7/8/2020 | 7/8/2020 | 7/31/2020 | | | 9/2/2020 | 2020 | Gefter, Zawada | | Dentistry — Portable dental equipment for use in non-permanent healthcare environment — Part 1: General requirements |
| NP 5505 | 6 | 1 | 6/23/2020 | 6/23/2020 | 7/23/2020 | | | 9/12/2020 | 2020 | Zawada, Alapati | | Dentistry — Lighting — Principles of visual ergonomics |

# US/TAG to ISO TC 106- Dentistry

# US/TAG to ISO TC 106- Dentistry

# US/TAG to ISO TC 106- Dentistry

# US/TAG to ISO TC 106- Dentistry

## ISO NP 3486-2 Mobile dental units and patient chairs — Part 2: Air, water, suction and wastewater systems

**Standard**

ISO NP 3486-2 Mobile dental units and patient chairs — Part 2: Air, water, suction and wastewater systems

**Question**

**Ballot Description**

The U.S. TAG for ISO/TC 106 has been asked to make a U.S. vote on the new work item proposal ISO NP 3486-2 Mobile dental units and patient chairs — Part 2: Air, water, suction and wastewater systems.

The U.S. Experts/SCDP Working Group Chairmen, Mr. Stefan Gefter and Dr. Jeff Zawada, have reviewed the new work item proposal and recommend approval with comments. The new work item and all comments received are available 📄 at this link. The vote form with details on the approval recommendation and comments that will be submitted with the U.S. vote, if approved, are posted on the right side of this page.

**The ballot deadline is August 20, 2020.** Please cast your vote by selecting the appropriate response below, then click "Submit Vote." If you have any questions, please contact Kathy Medic at medick@ada.org.

Thank you for your assistance.

**Ballot Question**

Do you approve submitting a vote of approval with comments on the new work item ISO NP 3486-2 Mobile dental units and patient chairs — Part 2: Air, water, suction and wastewater systems? Please post any comments in the comments box below.

**Response**

○ Approve

○ Approve with Comments

○ Disapprove

○ Abstain

---

Show Ballot Browser

**Voting Closes in 9 days**

**Status**

Open

**From**

Medic, Kathy

**Authorized**

Stanford, Sharon K.

**Start Date**

8/6/2020 12:00:00 AM

**End Date**

8/20/2020 11:00:00 PM

**Attachments**

NP 3486-2 US Comments.pdf

NP 3486-2 Voting - ISO NWIP Ballot Form.pdf

**Statistics**

No Response, 54 Responses for 85%

Approve, 8 Responses for 12%

Approve with Comments, 1 Response for 1%

Disapprove, 0 Responses for 0%

Abstain, 0 Responses for 0%

**Validated Responses**

9 Casted Ballots

54 Outstanding Ballots

# US/TAG to ISO TC 106- Dentistry

# US/TAG to ISO TC 106- Dentistry



**Documents** · 2019 - Osaka, Japan · All Documents

⊕ new document or drag files here

All Documents   Agenda Book   Bulk Edit   ...   | Find a file 🔍 |

✓ 🗅 Name

📁 Acting US Expert Reports                                                                          ...
📁 Official Meeting Reports                                                                          ...
📁 Sub-TAG 1 - Orthodontic and Restorative Materials                                                 ...
📁 Sub-TAG 2 - Prosthodontic Materials                                                               ...
📁 Sub-TAG 3 - Dental Terminology                                                                    ...
📁 Sub-TAG 4 - Dental Instruments                                                                    ...
📁 Sub-TAG 6 - Dental Equipment                                                                      ...
📁 Sub-TAG 7 - Oral Hygiene Products                                                                 ...
📁 Sub-TAG 8 - Dental Implants                                                                        ...
📁 Sub-TAG 9 - Dental CAD-CAM Systems                                                                ...
📁 TC 106 Plenary                                                                                     ...
📁 Working Group 10 - Biological Evaluation                                                           ...
📄 ISO-TC_106_Meeting_Schedule_Osaka_2019_0725                                                        ...
📄 ISO-TC106_N1273_ISO-TC106_N1273_TC_106_Report_of_the_Secretariat_2019                              ...
📄 ISO-TC106_N1285_ISO_TC_106_-_TC_304_Secretary_Report__2018_to_TC_106_Osaka_2019                    ...
📄 ISO-TC106_N1286_ISO_TC_106_IDM_Report_to_TC_106_Osaka_2019                                         ...
📄 ISO-TC106_N1287_ISO_TC_106_-_TC_150_SC_7_Report_to_TC_106_Osaka_2019                               ...
📄 ISO-TC106_N1288_ISO_TC_106_-_TC_194_Liaison_Report_ISO_TC_106_Osaka_2019                           ...
📄 ISO-TC106_N1291_ISO_TC_106_Report_CEN_TC_55__to_TC_106_Osaka_2019                                  ...
📄 ISO-TC106_N1292_ISO_TC_106_N1292_A_Report_for_ISO_Dental_Standards_draft                           ...

# Q&A / Open Dialogue

(please use the Q&A or Raise Your Hand functions
to join the queue)

# Additional Resources

- ANSI International Procedures:
www.ansi.org/internationalprocedures

- US/TAG Operations Training Course

www.standardslearn.org

- Additional ISOT Resources:
https://share.ansi.org/isot

# Thank you!

Isot@ansi.org