

## ANSI COMMITTEE ON EDUCATION OPERATING GUIDELINES

### 1. Introduction and Functions

The American National Standards Institute (“ANSI”) serves as the national coordinator of voluntary standardization activities in the United States. Through ANSI, organizations concerned with standards activities may cooperate in establishing, improving, and recognizing American National Standards based on a consensus of directly and materially affected persons, to the end that such activities remain dynamically responsive to national needs. ANSI also represents the interests of the United States of America in international non-treaty standards organizations in which ANSI is a member or is otherwise affiliated and strives to further voluntary standards activities as a means of facilitating domestic and international trade, commerce, communications and understanding.

By resolution dated May 2, 2003, the Board of Directors of ANSI established the ANSI Education Committee or Committee on Education (CoE) (formally the Ad Hoc Education committee on Standards Awareness and education) as a Standing Committee of the National Policy Advisory Group (NPAG) (formerly the National Policy Committee (NPC).

The ANSI CoE oversees all Institute initiatives related to standards and conformity assessment education and outreach, fulfills the objectives of the *U.S. Standards Strategy* (USSS), and responds to other duties that may be delegated by the Board of Directors, Executive Committee, or the National Policy Advisory Group (NPAG).

The functions of CoE include but are not limited to:

- Developing a long-term strategy and subsequent action steps for university faculty outreach to promote the integration of standards and conformity assessment in the curricula in order to educate the next generation of business leaders on the strategic impact of standards and conformity assessment.
- Develop programs and tactics that raise awareness of the importance of standards and conformity assessment among university faculty members in engineering/technology, business, public policy, law, and in other areas that need this knowledge.
- Provide strategic direction on education curricula to respond to ANSI member segment needs.
- Oversee long-term development of e-learning and web-based training initiatives.
- Identify appropriate funding mechanism, *e.g.*, government grant, foundation, etc., necessary to support education initiatives.

On or before, September 30 of each year the Committee on Education will send recommendations for the positions of Chair of the Committee and memberships to the Chair of the National Policy Advisory Group for consideration.

### 2. Membership

The Committee on Education (CoE) shall consist of members having strong personal knowledge or strong interest/participation in education for practitioners, students and university faculty. CoE members shall have knowledge and experience on a broad range of education-related issues, including:

(1) strategic planning, promotion and business development; and (2) outreach, support and education for the national and international public, standards and conformity assessment professionals, students, faculty and developing countries. [This is taken from the Mission Statement.]

### **3. Management Structure**

The following management structure has been established in order to conduct the business of the CoE.

#### **3.1 Chair and Vice Chair**

The Chair of the CoE is responsible for presiding at meetings of the CoE and for ensuring that the work of the CoE is carried out in a prompt, efficient, and effective manner. The CoE Chair shall be nominated by the CoE and shall be appointed by the Chairman of the ANSI National Policy Advisory Group. The term of office for the Chair is one year. The Chair may not serve more than three consecutive full terms. New terms shall commence on the first of January.

The CoE may appoint one or more Vice Chairs. The Vice Chair is responsible for assuming the duties of the Chair, in the absence of the Chair. The term of office for the Vice Chair is one year. The Vice Chair may not serve more than three consecutive full terms. New terms shall commence on the first of January

By September 30 of each year, the CoE shall recommend to the Chairman of the National Policy Advisory Group a candidate or candidates for CoE Chair from among eligible candidates who have expressed interest in serving as Chair.

#### **3.2 Members**

Members of the CoE shall be appointed by the Chairman of the National Policy Advisory Group. Each such appointment shall be for a term of three full years. All membership terms shall commence on January 1.

#### **3.3 Secretary**

The Secretary of the CoE shall be a member of ANSI staff appointed by the president of ANSI for the purpose of providing administrative support to the CoE. The Secretary shall ensure that significant actions taken at meetings and major issues scheduled for future discussion are regularly communicated to the NPAG. The Secretary will serve as a contact point for CoE members desiring either more information about the CoE or to make a written contribution on an issue.

### **4. Voting Rules**

Normally, issues shall be resolved by seeking a consensus of the members. Except as provided below, formal motions shall be approved by a majority of the members voting at a meeting (exclusive of abstentions), or by a majority of the members voting (exclusive of abstentions) on a letter ballot.

Members unable to attend a meeting, or a portion of a meeting, in person or via teleconference, may provide the Chair with their written vote on issues scheduled for action at the meeting. The Chair shall handle such votes as if the member were present. Other forms of proxy voting shall not be permitted.

## **6. Subgroups**

It may be necessary for ad hoc groups to be established to assist the CoE by carrying out one or more specific tasks. The establishment and composition of ad hoc groups are approved by the CoE as appropriate. Unless specific action is otherwise taken by the CoE, the ad hoc group is dissolved upon acceptance by the CoE of the ad hoc group's report.

The CoE may establish subgroups of a permanent or semi-permanent nature as necessary to carry out its functions. The scope, membership, functions, duration, officers and reporting arrangements for the subgroup shall be approved by the CoE as appropriate.

## **7. Roberts Rules of Order**

On questions of parliamentary procedure not specified in the Operating Guidelines, Robert's Rules of Order shall be used.

## **8. Meetings and Agendas**

Meetings of the CoE shall be held at least two times a year with such additional meetings as are deemed necessary or desirable at the discretion of the Chair of the CoE. Efforts shall be made to schedule meetings at least one year in advance, whenever possible. Notice of the time and place of a CoE meeting shall be posted on ANSI Online at least one month before the meeting, unless authorized by the Chair.

At any meeting of the CoE, the presence of a majority of the current voting membership (i.e., the authorized voting membership not counting vacancies) shall constitute a quorum.

The Secretary of the CoE will distribute an agenda and any related materials reflecting the principal items to be considered as soon as a draft agenda is available but no later than one week before a CoE meeting. All suggestions for agenda items must be submitted to the CoE Secretary at least two weeks before a CoE meeting, unless allowed by the Chair on shorter notice.

The Secretary of the CoE will circulate a summary of each CoE meeting as soon as practicable. The meeting summary shall be approved by the CoE at the next scheduled meeting. Such meeting report shall reflect all motions and their disposition as well as significant points of discussion, together with follow-up responsibilities.