



# **Operating Procedures of the ANSI National Policy Advisory Group (NPAG)**

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## **INTRODUCTION**

The American National Standards Institute (“ANSI”) serves as the national coordinating institution for voluntary standards, conformity assessment and related activities in the United States of America through which organizations concerned with such activities may cooperate in establishing, improving and recognizing standards, based on a consensus of parties-at-interest, and conformity assessment programs to the end that such activities remain dynamically responsive to national needs. ANSI's purpose is to, among other things, further voluntary standards and conformity assessment activities as a means of (a) advancing the national economy; (b) benefiting the public health, safety, welfare and environment; and (c) facilitating domestic and international trade, commerce, communications and understanding. ANSI cooperates with departments and agencies of federal, state and local governments in achieving (i) optimum compatibility between government laws and regulations and the voluntary standards of industry and commerce; (ii) maximum common usage of American National Standards; and (iii) broader cooperation between government and industry on conformity assessment.

To assist ANSI in meeting these and other goals and consistent with the ANSI By-Laws approved by the ANSI Board of Directors in June 2019, the ANSI Board Directors has established three Policy Advisory Groups (“PAGs”), each reporting to the ANSI Board Executive Committee (“Executive Committee”): the National Policy Advisory Group (“NPAG”), the International Policy Advisory Group (“IPAG”) and the Intellectual Property Policy Advisory Group (“IPRPAG”). These PAGs: (i) provide a place for discussion, analyses and recommendations from experts and other parties who have an interest in the subject matter of the PAG; (ii) provide a mechanism for “early warning” of relevant trends within the expertise of the PAG; (iii) address issues of interest to the PAG; and (iv) identify broader-based issues and trends and, where appropriate, recommend that they be addressed by the Executive Committee.

These Operating Procedures set forth the rules of procedure for the NPAG and may be amended from time to time by the Executive Committee.

### **1. Responsibilities and Functions**

The NPAG provides views and propose policies regarding national standards and conformity assessment issues, including related public policy issues. The NPAG shall respond to requests for input from the Board, Executive Committee, Committees of ANSI, Forums and other PAGs.

### **2. NPAG Membership and Membership Rights**

Membership in the NPAG is open to all interested ANSI members<sup>1</sup> (other than Basic and International members). Participation in the NPAG is by voting and/or non-voting membership as follows:

Interested ANSI members may designate one (1) representative as its voting member on the NPAG. Once approved by the ExCo, voting members have the right to: (i) access all NPAG documents, including meeting minutes and agendas; (ii) participate in electronic communications and correspondence; (iii) attend all NPAG meetings; (iv) participate in discussions at all NPAG meetings; and (v) vote on matters coming before the NPAG.

Interested ANSI members may also designate one (1) non-voting representative to the NPAG (in addition to or in lieu of a designated voting member). Non-voting members, who do not require ExCo approval, have the right to: (i) access all NPAG documents, including meeting minutes and agendas; (ii) attend NPAG meetings, either in person or via appropriate electronic means, with in person attendance subject to space limitations; and (iii) participate in discussions at NPAG meetings and/or participate in electronic communications and correspondence, subject to time limitations. The NPAG Chair, with input from the NPAG Secretary, shall make decisions relative to space and time limitations that impact non-voting member participation. With permission of the Chair, colleagues or other representatives of voting or non-

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<sup>1</sup> As delineated in Section 2.01 of the By-Laws.

voting members may be designated to attend NPAG meetings remotely and passively, via appropriate electronic means.

### **3. Voting vs. Non-voting Status**

Voting members are generally those who wish to actively and consistently participate in NPAG meetings, debates, task forces and votes. They should ideally have experience in regarding regional and international standards and conformity assessment issues, including related public policy issues, and are expected to attend meetings and have read materials distributed in advance of meetings. They are also expected to commit the time and resources that are necessary and appropriate to fulfill the purpose of the NPAG.

Non-voting members are generally those ANSI member representatives who are not active in the NPAG and wish to make a less substantial commitment to the work of the NPAG. They are often involved in the NPAG primarily for informational purposes, to be included on any distribution list and may attend meetings from time to time. However, non-voting members may also include a single additional representative of an ANSI member who has not himself/herself been designated the NPAG voting member for that ANSI Member.

Voting and non-voting members may become (and stay) involved in the NPAG as follows:

*Voting Members.* All voting members shall be approved by the ANSI Executive Committee. ANSI members who wish to designate a voting representative to the NPAG, shall indicate their interest in or around June of each year in response to ANSI's formal call for nominations. Voting members shall serve for terms of three years and, if they remain eligible, be entitled to serve an unlimited number of terms. Voting members must stay active: repeated failure during a calendar year to respond on items for decision, requests for comments (in person or remotely) or meeting attendance will result in removal of an NPAG voting member at the end of the calendar year, even if the member has additional years remaining in their term. There is a limit of one voting member of the NPAG from any single ANSI member.

*Non-voting Members.* ANSI members who wish to designate a non-voting representative to the NPAG may register such representative to participate as a non-voting member of the NPAG by contacting the ANSI membership department. Non-voting members do not serve for specific terms and may remain on the NPAG as long as they are otherwise eligible to serve.

Mid-term appointments to voting status on the NPAG will be considered by the Chair of the ANSI Board of Directors if: (i) a new ANSI member (joining outside the normal nomination cycle) wishes to engage immediately in the NPAG's activity; or (ii) a resignation or departure by a voting member occurs outside the normal nominating cycle. Such "mid-term" changes will be resolved by the Chair of the ANSI Board on a case-by-case basis.

### **4. Alternates**

On any matters requiring a vote either at a meeting of the NPAG or via Letter Ballot, a current voting member may appoint a temporary alternate upon prior written notice sent by electronic means to the NPAG Chair and NPAG Secretary.

### **5. Officers**

The Chair of the Board shall appoint the Chair of the NPAG subject to approval by the Board. The Chair shall serve for two years and shall be eligible to serve for a maximum of two full consecutive terms. The Chair of the NPAG shall maintain impartiality at all times and shall not be entitled to vote on any matters brought to a vote before the NPAG. However, the ANSI member with whom the Chair is affiliated may appoint an NPAG voting member (and alternate, *see* above), apart from the Chair.

The Chair of the Board may also appoint a Vice Chair (together with the NPAG Chair, the “NPAG Officers”) to serve for two years and who shall be eligible to serve for a maximum of two full consecutive terms. The Vice Chair shall assist the Chair with matters that come before the NPAG and may substitute as Chair at any meeting in which the Chair is unable to attend. A staff member designated by the ANSI President shall serve as the non-voting Secretary of the NPAG.

In any year in which the current NPAG Chair or a Vice Chair's term is to expire, the NPAG Officers shall appoint a Nominating Committee for the purpose of evaluating candidates by majority vote, for the next NPAG Chair and Vice Chair. The Nominating Committee shall consist of at least three voting members of the NPAG. The NPAG Officers shall make every effort to ensure that the Nominating Committee is representative of the diversity of organizations and viewpoints participating in the NPAG.

In each such year, the Secretary will issue a call to the NPAG voting members to solicit interested candidates for any open positions. By October 1 of such year, interested candidates shall furnish to the Secretary a biographical statement setting forth the candidate's relevant qualifications. Based on this information, by November 1, the Nominating Committee shall recommend to the ANSI Board Chair (via the NPAG Secretary) proposed nominees for open NPAG Chair and/or Vice Chair positions.

## **6. Meetings and Agendas**

Meetings of the NPAG generally shall be held two times a year with such additional meetings as are deemed necessary or desirable at the discretion of the NPAG Chair and approved by a majority of the NPAG. At any meeting of the NPAG, the presence (either in person or via appropriate electronic means) of a majority of the current voting membership (*i.e.*, the authorized voting membership not counting vacancies) shall constitute a quorum.

Notice of the time and place of meetings of the NPAG shall be given by the NPAG secretary. Written notice shall be sent by electronic means to each member of the NPAG at least forty-five (45) calendar days before the meeting. Meetings of the NPAG may be attended by voting members, non-voting members and alternates. Attendance may be either in person or via appropriate electronic means. Non-member guests may also be invited by the NPAG Chair, if and when relevant to the work of the NPAG, space permitting

All suggestions for agenda items must be submitted to the NPAG Secretary at least four weeks before an NPAG meeting, unless allowed by the Chair on shorter notice. The NPAG Officers shall make the final decision on which agenda items will be included in a meeting agenda. Unless otherwise allowed by the Chair on shorter notice, the Secretary of the NPAG will cause the agenda and all related materials (except summary presentations, see below) to be distributed to voting and non-voting members of the NPAG reflecting the items to be considered at least two weeks before an NPAG meeting. With respect to agenda items and related materials distributed later than two weeks prior to an NPAG meeting, the Chair shall ask if there is objection to discuss the later-delivered documents.

Presentations that summarize a speaker's intended remarks, for example PowerPoint Presentations, are not subject to the "two-week" distribution rule as they are normally prepared in the days immediately preceding the NPAG meeting by various NPAG members and staff. These presentations will be distributed ideally two days before the meeting.

The Secretary of the NPAG will cause a summary of each NPAG meeting to be prepared and circulated as soon as practicable after the meeting. The meeting summary shall be approved by the NPAG at the next scheduled meeting. Such meeting report shall succinctly report on motions and their disposition as well as significant points of discussion, together with follow-up responsibilities.

## **7. Authorization of NPAG Letter Ballots**

The NPAG, in session, or the Chair of the NPAG may authorize the Secretary to distribute letter ballots. Letter ballots shall be closed on the 20<sup>th</sup> working day following the date of issue, when all ballots are

returned, or on a different schedule when authorized by the Chair. When the letter ballot has been closed, the Secretary shall report the results to the NPAG.

## **8. Voting Requirements**

Action at a meeting at which a quorum is present may be taken by the lesser of the following alternate requirements.

- a) Simple majority of the current voting membership;
- b) Two-thirds of those voting members present.

Action via letter ballot shall require approval by a simple majority of the current voting membership.

The Chair and NPAG voting members are expected to give due consideration to the views of non-voting members and others in seeking consensus or resolution if a vote is required.

## **9. Disclosure Policy for Consultants**

As a supplement to the ANSI Code of Conduct, and to ensure that each ANSI voting member votes only once on matters coming before the NPAG, each NPAG voting member shall provide the ANSI NPAG Secretary at the beginning of each year (or whenever a consulting or advisory relationship is created), with an answer to the question in subsection “a” and the additional information requested in subsection “b” if appropriate:

- a. During the past three years, have you, either directly or indirectly (for example, through an entity in which you hold a controlling interest), received any compensation, financial or otherwise, in a consultancy or advisory capacity from: 1) any person currently or then serving as a voting member of the NPAG; or 2) such person’s employer; or 3) an entity in which such person holds a controlling interest?
- b. If so, identify to the NPAG Secretary each such source of compensation, the nature of the consulting relationship and any other information you think relevant.

For the purpose of this Section, a “consultant” or “advisor” is someone not an employee of an ANSI member who provides professional advice or representation to an ANSI member in exchange for compensation, financial or otherwise. A consultant or advisor does not include a retired or former employees of an ANSI member who must continue to works exclusively for the same an ANSI Member, as long as his/her its affiliation is disclosed.

The NPAG Secretary will provide the information and data received from NPAG members in response to subsection “b” on the NPAG confidential homepage under “Disclosure Policy” at the beginning of each year.

## **10. The Committee on Education, Subcommittees and Task Forces of the NPAG**

The ANSI Committee on Education is a Standing Committee of the NPAG. 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 NPAG.

The NPAG by a majority vote or the NPAG Chair for good cause may establish such additional subcommittees and task forces as are considered desirable to accomplish its mission. Chairs of task forces and any other subcommittees established by the NPAG shall be appointed by the Chair of the NPAG from the members of the NPAG. Under special circumstances, subcommittees and task forces may be limited to voting members of the NPAG or their designee at the discretion of the NPAG Chair.

Any positions or recommendations of any committee or task force of the NPAG (*e.g.*, to disband such committee or task force, to publish positions or approve new policies) shall be submitted by the Chair of such committee or task group to the NPAG for approval.