



# Operating Procedures of the Consumer Interest Forum (CIF)

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## **INTRODUCTION**

The American National Standards Institute (“ANSI”) serves as the national coordinating body 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. Among other things, ANSI’s goals are to 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 promoting (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, the ANSI Board of Directors has established, four ANSI Membership Forums, each reporting to the ANSI Board Executive Committee (“Executive Committee”), including the Consumer Interest Forum (“CIF”). These Operating Procedures set forth the rules of procedures governing the CIF and may be amended from time to time by the Executive Committee.

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

In accordance with the ANSI By-Laws, approved by the ANSI Board of Directors in June 2019, the CIF’s, functions include, but are not limited to:

- (1) Providing a forum for discussion and networking by a defined member or interest category;
- (2) Providing a mechanism for “early warning” of relevant trends;
- (3) Addressing issues of interest primarily to its membership and galvanizing implementation at the constituent level;
- (4) Identifying broader-based issues and, where appropriate, recommending that they be addressed by the Executive Committee; and
- (5) Assuming an active role in ANSI membership recruitment and retention.

(By-Laws, Section 6.02)

In addition to the functions of the Forums described in Section 6.02 and consistent with available resources, the CIF shall promote the education of consumers regarding the activities of ANSI, the proper function of standards and standardization and consumer participation in these activities and in the activities of standards developing organizations. The CIF shall be dedicated to facilitating the representation of consumer interests in the voluntary consensus standards process and in enhancing the effectiveness and credibility of ANSI.

## **2. CIF Membership and Membership Rights**

In accordance with Section 6.03 of the ANSI By-Laws, Membership on the CIF is open to all consumer representatives who are willing to actively participate in the work of the CIF and express an interest in membership. Voting participation shall normally require attendance at a minimum of the lesser of two or 50% of the meetings of the CIF per calendar year. The attendance requirement may be waived in specific instances for good cause by action of the CIF at a meeting.

All consumers are invited to actively participate in the CIF. Consumers are defined as those individuals who use goods or services to satisfy their individual needs and desires, rather than to resell them or to produce other goods or services with them (“Consumers”). The Consumer Interest Forum shall be composed of knowledgeable representatives from consumer organizations, producers, retailers, distributors, standards developers, conformity assessment organizations and government.

Written requests for voting membership shall be submitted to the Secretary of the CIF who will forward the candidate’s biographical information to the Nominating Committee for review. Absent objection, the candidate will be welcomed as a new member and his/her information will be circulated to CIF by way of information.

If at any time the number of active participants in the CIF is so large that the CIF determines that it is unable to function in an efficient and effective manner, the CIF may elect to establish a subgroup(s) of a permanent or semi-permanent nature as necessary to carry out its functions, in accordance with section 6 of these guidelines.

## **3. Officers**

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

### **3.1. Chair**

The Chair of the CIF is responsible for presiding at meetings of the CIF and for ensuring that the work of the CIF is carried out in a prompt, efficient and effective manner. The Chair shall represent the CIF as a member of the ANSI Board of Directors (By-Laws, Section 3.01) and the Executive Committee of the Board (By-Laws, Section 3.16). Each Chair shall meet the criteria for Board membership set forth in Section 3.03 of the By-Laws.

The CIF Chair is elected by the CIF, from among the members of the CIF. 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.

### **3.2. Vice Chair**

At the same time that the CIF solicits nominations for the position of Chair, it also shall solicit nominations to fill any open terms for Vice Chair from among the members of the CIF to serve for a one-year term. The Vice Chair is responsible for performing 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.

### **3.3. Secretary**

The Secretary of the CIF shall be a member of ANSI staff appointed by the President of ANSI for the purpose of providing administrative support to the CIF.

The Secretary shall ensure that all CIF official documents are numbered. The document numbering system shall be as defined by ANSI. The Secretary shall maintain a master file of all documents and shall periodically make available the document register to the members.

The Secretary shall ensure that significant actions taken at meetings and major issues scheduled for future discussion are regularly communicated to the CIF membership. The Secretary will serve as a contact point for CIF members desiring either more information about the CIF or to make a written contribution on an issue.

### **4. Nominating Committee, Election of Chair**

The CIF shall maintain a Nominating Committee for the purpose of collecting information on prospective candidates for CIF Chair and Vice Chair, for nomination to the ANSI Board of Directors, and for voting membership on the Policy Advisory Groups (“PAGs”) and other ANSI governance bodies. The Chair of the Nominating Committee shall provide a status report of Committee activity at each CIF meeting.

The Nominating Committee shall consist of no more than four members of the CIF who are appointed by the Chair of the CIF from among the voting CIF membership. The term of membership shall be two years and a maximum of two consecutive terms may be served. The Chair of the Nominating Committee shall be appointed by the Chair of the CIF.

Once a year the Secretary shall issue a call for candidates for CIF Chair and Vice Chair, for nomination to the Board of Directors, and for voting membership on the PAGs. Interested candidates shall furnish the Secretary and the Chair of the Nominating Committee with the following documentation:

- a biographical statement setting forth the candidate’s relevant qualifications;
- a letter from a corporate officer stating that their organization will support the candidate in connection with their service on the Board or a PAG (unless the candidate is a corporate officer, an individual member of ANSI, or employed by a government entity).

By September 30, the Nominating Committee shall recommend a candidate for CIF Chair and Vice Chair from among eligible candidates who have expressed interest in serving in that capacity. The election of the Chair and Vice Chair shall be held at either the next scheduled meeting of the CIF or by letter ballot. In either case, the results of the election shall be made known no later than October 15.

Recommendations of the CIF Nominating Committee concerning candidates for nomination to the ANSI Board of Directors, for voting membership on the PAGs, or for other ANSI governance bodies, shall be referred to the appropriate body for consideration and shall be made in accordance with timetables established for such actions. The Nominating Committee shall report such recommendations to the CIF but CIF approval shall not be sought or required.

### **5. Voting**

## **5.1. Voting Eligibility**

All CIF members maintain their eligibility to vote by attendance at a minimum of the lesser of two or 50% of the meetings of the CIF per calendar year.

## **5.2. Letter Ballots**

All issues before the CIF can be approved by a meeting vote. Alternatively, at the discretion of the Chair, issues can be handled by letter ballot. The Chair shall authorize a letter ballot on the request of five or more members. Letter ballots shall be issued by the Secretary, circulated electronically, and normally shall be 15 calendar days in duration.

## **5.3. 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) at which a quorum exists, or by a majority of the members voting (exclusive of abstentions) on a letter ballot, providing at least 50 percent of the ballots are returned with votes.

Members unable to attend a meeting, or a portion of a meeting, 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.

Recommendations for approval of modifications to these Operating Procedures shall require two-thirds of the members voting at a meeting (exclusive of abstentions) at which a quorum exists, or by two-thirds of the members voting (exclusive of abstentions) on a letter ballot, providing at least 50 percent of the ballots are returned with votes. The Executive Committee shall approve any changes to these Operating Procedures.

An effort to resolve all expressed objections shall be made, and each objector shall be advised of the disposition of the objection and the reasons therefore.

## **6. Subcommittees and Task Forces**

The CIF may establish such additional subcommittees and task forces as are considered desirable to accomplish its mission. Chairs of subcommittees and task forces as established by the CIF shall be appointed by the Chair of the CIF from the members of the CIF. The scope, membership, functions, duration, and reporting arrangements for the subcommittee or task force shall be approved by the CIF as appropriate. Unless specific action is otherwise taken by the CIF, any subcommittee or task force is dissolved upon acceptance by the CIF of their report.

## **7. Meetings**

### **7.1. Meeting Schedule**

Meetings of the CIF shall be called by the Chair, or shall be called by the Secretary on petition of 50 percent of the CIF voting membership.

At any meeting of the CIF, the presence of a majority of the current voting membership shall constitute a quorum.

The CIF normally shall meet three times a year. One of these meetings shall be held approximately one month prior to the COPOLCO plenary meeting for the specific purpose of preparing the ANSI delegation to that meeting. Additional meetings of the Forum and any subgroups thereof may be scheduled when deemed necessary by the Chair or upon petition of five or more Forum members.

At least once per year (*e.g.*, in association with the ANSI general conference) a combined joint meeting of the ANSI Membership Forums and the Consumer Interest Forum shall be held barring scheduling conflicts that would preclude such a meeting.

## **7.2. Notice of Meeting and Draft Agenda**

Notice of the time and place of CIF meetings and a draft agenda setting forth issues to be considered shall be sent by electronic means to each CIF member at least three weeks before the meeting by the Secretary.

The agenda shall include standing items for:

- Approval of the Agenda
- Approval of the Report of the Last Meeting
- A review of action items
- Report of the Nominating Committee
- Next Meeting Schedule

Specific agenda items shall include appropriate document references and shall indicate the person responsible for leading the discussion. Items for action at the meeting shall be so designated. Members making a written contribution to an agenda item should provide appropriate documentation to the Secretary at least two weeks prior to the meeting.

## **7.3. Meeting Report**

A report of each CIF meeting shall be prepared by the Secretary and made available as soon as practicable after the meeting. The meeting report shall be approved by the CIF normally at the next scheduled meeting.

The meeting report shall note all motions and their disposition. Significant points of discussion shall be summarized and action items, together with follow-up responsibility, shall be identified.