



Operating Procedures of the Government Member Forum (GMF)

Edition: January 1, 2020

Copyright by the American National Standards Institute (ANSI), 25 West 43 Street, 4th Floor, New York, New York 10036. This material may be copied without permission from ANSI only if and to the extent that the text is not altered in any fashion and ANSI's copyright is clearly noted. Please visit ANSI Online at www.ansi.org

CONTENTS

INTRODUCTION	1
1. Responsibilities and Functions	1
2. GMF Membership and Membership Rights	1
3. Officers	2
4. Nominating Committee, Election of Chair	3
5. Voting	3
6. Subcommittees and Task Forces	4
7. Meetings	4

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 Government Member Forum (“GMF”). These Operating Procedures set forth the rules of procedures governing the GMF 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 GMF’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, the GMF shall assist governmental entities in voluntary standards development activities and encourage participation by governmental agencies in the voluntary standards and conformity assessment process.

2. GMF Membership and Membership Rights

In accordance with Section 6.05 of the ANSI By-Laws, the GMF consists of one representative from each government member of ANSI. A government member shall be a department, authority or agency of the United States government or of any State, interstate, regional or local government, interested in the work of the Institute (By-Laws, Section 2.01.3).

All government members of ANSI are invited to actively participate in the GMF. Each government member may appoint one principal representative and may appoint one or more alternate representatives. The representatives should normally be in a standards or conformity assessment policy-setting position within their organization.

If at any time the number of active participants in the GMF is so large that the GMF determines that it is unable to function in an efficient and effective manner, the GMF 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 GMF.

3.1. Chair

The Chair of the GMF is responsible for presiding at meetings of the GMF and for ensuring that the work of the GMF is carried out in a prompt, efficient and effective manner. The Chair shall represent the GMF 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 GMF Chair is elected by the GMF, from among the members of the GMF. The term of office for the Chair is one year. The Chair may not serve more than three consecutive, full one-year terms. New terms shall commence on the first of January.

3.2. Vice Chair

Upon his/her election, the GMF Chair may nominate a Vice Chair(s) from among the members of the GMF to serve for a one-year term. The Vice Chair(s) nominated by the Chair shall be voted upon by the members of the GMF at the first available opportunity following such nomination by the Chair. Such Vice-Chair(s) shall not serve more than three consecutive, full one-year terms. The Vice Chair(s) is responsible for assuming the duties of the Chair, in the absence of the Chair.

3.3. Secretary

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

The Secretary shall ensure that all GMF 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 GMF membership. The Secretary will serve as a contact point for GMF members desiring either more information about the GMF or to make a written contribution on an issue.

4. Nominating Committee, Election of Chair

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

The Nominating Committee shall consist of three or four members of the GMF who are appointed by the Chair of the GMF from among the GMF 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 GMF.

Once a year the Secretary shall issue a call for candidates for GMF 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 a biographical statement setting forth the candidate’s relevant qualifications

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

Recommendations of the GMF Nominating Committee concerning candidates for nomination to the ANSI Board of Directors, for voting membership on the PAGs, or for other Institute 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 GMF but GMF approval shall not be sought or required.

5. Voting

5.1. Voting Eligibility

Pursuant to Section 2.07 of the ANSI By-Laws, each Government member of ANSI shall have one vote on matters presented to the members. An alternate representative may vote only if the principal representative to the GMF fails to vote.

5.2. Letter Ballots

All issues before the GMF can be approved by a meeting vote. Alternatively, at the discretion of the Chair, issues can be handled by letter ballot including electronic ballot. The Chair shall authorize a letter ballot on the request of five or more members. Letter ballots shall be issued by the Secretary and normally shall be circulated electronically and 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), 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, 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 modifications to these Operating Procedures shall require two-thirds of the members voting (exclusive of abstentions). 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 therefor. The Executive Committee shall approve any changes to these Operating Procedures.

6. Subcommittees and Task Forces

The GMF 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 GMF shall be appointed by the Chair of the GMF from the members of the GMF. The scope, membership, functions, duration, and reporting arrangements for the subcommittee or task force shall be approved by the GMF as appropriate. Unless specific action is otherwise taken by the GMF, any subcommittee or task force is dissolved upon acceptance by the GMF of their report.

7. Meetings

7.1. Meeting Schedule

The GMF shall meet at least twice a year, typically in the spring and the fall. Additional meetings of the Forum and any subcommittee or task force thereof may be scheduled when deemed necessary by the Chair or upon petition of five or more Forum members. The use of web meetings, videoconferencing and teleconferencing shall be encouraged.

One of these meetings may be held in conjunction with a joint meeting of the ANSI Membership Forums and the Consumer Interest Forum. The GMF shall participate in such joint forum meetings.

7.2. Notice of Meeting and Draft Agenda

Notice of the time and place of GMF meetings and a draft agenda setting forth issues to be considered shall be sent by electronic means to each GMF 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 GMF 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 GMF 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.