



Operating Procedures of the International Policy Advisory Group (IPAG)

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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 and consistent with the ANSI By-Laws approved by the ANSI Board of Directors in June 2019, the ANSI Board 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 Rights 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. ANSI’s policies, including the ANSI [Code of Conduct](#), apply to all persons participating in PAG activities.

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

1. Responsibilities and Functions

The International Policy Advisory Group shall provide views and propose policies regarding regional and international standards and conformity assessment issues, including related public policy issues. The IPAG shall respond to requests for input from the Board, Executive Committee, Committees of ANSI, Forums and other PAGs.

2. IPAG Membership and Membership Rights

Membership in the IPAG is open to all interested ANSI members¹ (other than Basic and International members). Participation in the IPAG is by voting and/or non-voting membership as follows:

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

Interested ANSI members may also designate one (1) non-voting representative to the IPAG (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 IPAG documents, including meeting minutes and agendas; (ii) attend IPAG meetings, subject to space limitations, either in person or via appropriate electronic means, with in person

¹ As delineated in Section 2.01 of the By-Laws.

attendance subject to space limitations; and (iii) participate in discussions at IPAG meetings and/or participate in electronic communications and correspondence, subject to time limitations. The IPAG Chair, with input from the IPAG 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-voting members may be designated to attend IPAG 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 IPAG 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 IPAG.

Non-voting members are generally those ANSI member representatives who are not active in the IPAG and wish to make a less substantial commitment to the work of the IPAG. They are often involved in the IPAG 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 IPAG voting member for that ANSI Member.

Voting and non-voting members may become (and stay) involved in the IPAG 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 IPAG, 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 or meeting attendance (in person or remotely) will result in removal of an IPAG 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 IPAG from any single ANSI member.

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

Mid-term appointments to voting status on the IPAG 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 PAG'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 IPAG or via Letter Ballot, a current voting member may appoint a temporary alternate upon prior written notice sent by electronic means to the IPAG Chair and IPAG Secretary.

5. Officers

The Chair of the Board shall appoint the Chair of the IPAG 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 IPAG shall maintain impartiality at all times and shall not be entitled to vote on any matters brought to a vote before the IPAG. However, the ANSI member with whom the Chair is affiliated may appoint an IPAG voting member (and alternate, *see* above), apart from the Chair.

The Chair of the Board may also appoint a Vice Chair (together with the IPAG Chair, the “IPAG 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 IPAG 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 IPAG.

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

In each such year, the Secretary will issue a call to the IPAG 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 IPAG Secretary) proposed nominees for open IPAG Chair and/or Vice Chair(s) positions.

6. Meetings and Agendas

Meetings of the IPAG generally shall be held two times a year with such additional meetings as are deemed necessary or desirable at the discretion of the IPAG Chair and approved by a majority of the IPAG. At any meeting of the IPAG, 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 IPAG shall be given by the IPAG secretary. Written notice shall be sent by electronic means to each member of the IPAG at least forty-five (45) calendar days before the meeting. Meetings of the IPAG may be attended by voting members or their alternates and, space permitting, by non-voting members. Attendance may be either in person or via appropriate electronic means. Non-member guests may also be invited by the IPAG Chair, if and when relevant to the work of the IPAG, space permitting.

All suggestions for agenda items must be submitted to the IPAG Secretary at least four weeks before an IPAG meeting, unless allowed by the Chair on shorter notice. The IPAG 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 IPAG will cause the agenda and all related materials (except summary presentations, *see* below) to be distributed to voting and non-voting members of the IPAG reflecting the items to be considered at least two weeks before an IPAG meeting. With respect to agenda items and related materials distributed later than two weeks prior to an IPAG 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 IPRPAG meeting by various IPRPAG members and staff. These presentations will be distributed ideally two days before the meeting.

The Secretary of the IPAG will prepare a report of each IPAG meeting, which will be circulated as soon as practicable after the meeting. The meeting report shall be approved by the IPAG either between meetings or 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. Voting Requirements

Recommendations by the IPAG may be approved by voting either at an IPAG meeting or by Letter Ballots between meetings, depending on the nature of the recommendation and the applicable timetable.

- 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.

All votes (including the identity of the voting member) as well as any comments that may accompany such votes, will be shared by staff with all members of the IPAG and with other groups within ANSI as appropriate.

8. Authorization of Letter Ballots

The IPAG, in session, or the Chair of the IPAG may authorize the Secretary to distribute letter ballots. Letter ballots shall be closed on the twentieth (20th) working day following the date of issue, unless extended by the Chair to allow for a quorum to respond. The Chair, for good cause and with the concurrence of the IPAG Secretary, may authorize a shorter interval for letter ballots. Non-responses to shortened ballots will not count as a violation of a voting member's obligation to vote as outlined above. When the letter ballot has been closed, the Secretary shall report the results to the IPAG.

9. Disclosure Policy for Consultants/Advisors

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 IPAG, each IPAG voting member who is a consultant or advisor shall provide the ANSI IPAG 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 IPAG; or 2) such person's employer; or 3) an entity in which such person holds a controlling interest?
- b. If so, identify to the IPAG 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 work exclusively for the same an ANSI Member, as long as his/her its affiliation is disclosed.

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

10. Subcommittees and Task Forces of the IPAG

The IPAG by a majority vote or the IPAG 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 IPAG shall be appointed by the Chair of the IPAG from the members of the IPAG. Subcommittees and Task Forces may be limited to voting members of the IPAG at the discretion of the IPAG Chair. Under special circumstances, subcommittees and task forces may be limited to voting members of the IPAG or their designee at the discretion of the IPAG Chair.

Any positions or recommendations of any subcommittee or task force of the IPAG (*e.g.*, to disband such subcommittee or task force, to approve amendments to the Patent Policy or Guidelines, to publish positions or approve new policies) shall be submitted by the Chair of such subcommittee or task group to the IPAG for approval.