



Operating Procedures of the Organizational Member Forum (OMF)

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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 Organizational Member Forum (“OMF”). These Operating Procedures set forth the rules of procedures governing the OMF 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 OMF’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)

2. OMF Membership and Membership Rights

In accordance with Section 6.06 of the ANSI By-Laws, the OMF consists of one representative from each organizational member of ANSI. An organizational member shall be a not-for-profit scientific, technical, professional, labor, consumer, trade or other association or organization that is involved in standards, certification or related activities (By-Laws, Section 2.01.6) and meets all requirements for participation under the By-Laws.

All organizational members of ANSI are invited to actively participate in the OMF. Each member organization 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 OMF is so large that the OMF determines that it is unable to function in an efficient and effective manner, the OMF 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 OMF.

3.1. Chair

The Chair of the OMF is responsible for presiding at meetings of the OMF and for ensuring that the work of the OMF is carried out in a prompt, efficient and effective manner. The Chair shall represent the OMF 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 OMF Chair is elected by the OMF, from among the members of the OMF. 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

The Vice Chair of the OMF is responsible for assuming the duties of the Chair in the absence of the Chair, and such other duties as requested from time to time by the Chair and the OMF.

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

3.3. Secretary

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

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

4. Nominating Committee, Election of Chair

4.1. Nominating Committee Responsibilities

The OMF shall maintain a Nominating Committee for the purpose of collecting information on candidates for OMF Chair and Vice Chair, candidates for nomination to the ANSI Board of Directors, and candidates for voting membership on ANSI 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 OMF meeting.

Once a year the Secretary shall issue a call for candidates for OMF 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 the organization will support the candidate in connection with their service on the Board or PAG (unless the candidate is a corporate officer).

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

Recommendations of the OMF 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 OMF but OMF approval shall not be sought or required.

4.2. Appointment of the OMF Nominating Committee

The Nominating Committee shall consist of three or four members of the OMF who are appointed by the Chair of the OMF from among the OMF membership. The term of membership shall be one year and a maximum of two consecutive terms may be served. The Chair of the Nominating Committee shall be appointed by the Chair of the OMF. In the event that a member of the OMF Nominating Committee resigns for any reason before that person’s term expires (*e.g.*, that person wishes to be considered as a potential nominee), the OMF Chair shall have the authority to appoint a replacement for the unexpired term without seeking approval from the OMF.

4.3. Nomination Process Regarding the OMF Chair and Vice Chair

The OMF Nominating Committee shall nominate to the OMF one or more candidates for the position of Chair and the position of Vice Chair. Nominations from the floor will be accepted if the proposed candidate meets the requirements as set forth below. On motions for the election of the OMF Chair and Vice Chair, the candidate for each position receiving the highest number of votes shall be elected. In the event of a tie vote, or if no candidate receives at least 40% of the votes, a run-off election between the two candidates receiving the highest number of votes will then be conducted. This vote will be taken at

the last OMF meeting of the calendar year (or at any time there is a vacancy or by letter ballot) and be subject to the voting and quorum requirements set forth in Section 5.

In addition, nominees for the OMF Chair and Vice Chair must confirm his/her willingness to serve in this capacity and must have demonstrated the following attributes to fulfill the chair or vice chair role: knowledge of the consensus standards process, leadership qualities, and the ability to preside over a large body dealing with complex organizational and political issues. In order to be considered for and elected to the position of OMF Chair, a candidate need not have first served as the OMF Vice Chair.

5. Voting

5.1. Voting Eligibility

Pursuant to Section 2.07 of the ANSI By-Laws, each organizational 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 OMF fails to vote.

5.2. Letter Ballots

All issues before the OMF 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), provided at least 20 votes (exclusive of abstentions) are cast, or by a majority of the members voting (exclusive of abstentions) on a letter ballot, provided at least 20 ballots (exclusive of abstentions) are returned.

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 provided (exclusive of abstentions) at least 20 votes (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 therefore. The Executive Committee shall approve any changes to these Operating Procedures.

Any action taken in connection with new business item(s) added to the agenda as shall be approved by at least two-thirds of those voting (exclusive of abstentions) at the meeting, provided at least 20 votes (exclusive of abstentions) are cast.

5.4. Quorum requirements

The presence of at least 20 voting members of the OMF shall constitute a quorum.

6. Subcommittees and Task Forces

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

7. Meetings

7.1. Meeting Schedule

The OMF shall meet at least twice a year, typically in the spring and the fall. Additional meetings of the OMF and any subcommittee or task force thereof may be scheduled when deemed necessary by the Chair or upon petition of five or more OMF 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 OMF shall participate in such joint forum meetings.

7.2. Notice of Meeting and Draft Agenda

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