



Operating Procedures of the United States National Committee of the IEC Council (USNC Council)

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INTRODUCTION

The responsibility for United States representation in the IEC and other electrotechnical bodies associated with the IEC has been delegated by the ANSI Board of Directors (“ANSI Board”) to the United States National Committee of the IEC Council (“USNC Council”) whose responsibilities are set forth in the United States National Committee Statutes and Rules. The responsibility for the USNC shall be exclusively exercised by the USNC Council, an ANSI International Relations Committee, subject to the oversight of the ANSI Board Executive Committee (“Executive Committee”). In accordance with Section 4.07 of the ANSI By-Laws, approved by the ANSI Board in June 2019 the USNC Council reports to the ANSI Board Executive Committee.

The USNC shall not be dissolved without the consent of the USNC, see ANSI By-Laws 4.07.

These operating procedures set forth the rules of procedure governing the USNC Council and may require amendment based on the ANSI By-Laws from time to time by the USNC Council as approved by the Executive Committee.

For scope, leadership and meeting frequency please see Terms of Reference in Annex A of Rules of Procedure.

1. USNC Council Responsibilities and Functions

The responsibilities of the USNC Council shall include, but not be limited to, the following:

- Representing and coordinating the United States involvement in the IEC and other electrotechnical bodies associated with the IEC concerning IEC standardization and conformity-assessment issues on behalf of ANSI;
- Recommending to the Finance Committee and the Executive Committee an annual budget to cover IEC-related activities;
- Managing programs and adjudicating disputes arising from authorized USNC activities;
- Promoting consistency between international and national activities that fall within the scope of the IEC;
- Reporting annually to the Board on United States participation in IEC activities and coordinating with the International Policy Advisory Group on issues affecting United States interests in more than one international forum; and
- Establishing, as appropriate, Technical Advisory Groups to cover United States participation in IEC activities.

By-Laws, Section 4.07

2. USNC Council Membership and Membership Rights

USNC Council members will have the right to: access all USNC Council documents, including meeting minutes and agendas; participate in electronic communications and correspondence; attend all USNC Council meetings; participate in discussions at all USNC Council meetings; and vote on all matters coming before the USNC Council.

For more on USNC Council Membership and rights see the Statutes of the United States National Committee of the International Electrotechnical Commission (“USNC Statutes”), Sections 4.3 – 4.5.

3. USNC Council Member Responsibilities

USNC Council members are expected to actively participate in USNC Council meetings, debates and votes. They should have sufficient experience to offer recommendations on positions USNC should take as the member body to IEC as well as make decisions on the responsibilities set forth about in Section 1. USNC Council members have the obligation to read materials distributed in advance of meetings and commit the time and resources that are necessary and appropriate to fulfill the missions of the USNC.

USNC Council members are the members themselves, not the entity with which they are affiliated. Serving in such capacity, USNC Council members act as fiduciaries to ANSI which means they are required to act in good faith and in the best interest of ANSI when making decisions on behalf of ANSI. However, if USNC Council members believe their duties to their employer or another third party conflict in any way with those of ANSI, they may simply recuse themselves from decision making from ANSI as detailed in Section 8 below. The USNC Council members are also required to abide by the [ANSI Code of Conduct](#).

4. USNC Council Officers

For USNC Council Officers see USNC Statutes, Sections 3.2 and 4.3.

5. Nominations and Elections

For nominations and elections see USNC Statutes, Section 4.9.1.

6. Meetings and agendas

For meetings and agendas see USNC Statutes, Section 4.6.

7. Voting requirements

For voting requirements see USNC Statutes, Section 5.

8. Conflict of interest

In addition to complying with ANSI's Conflict of Interest Policy, USNC Council members shall act at all times in a manner that promotes confidence in the integrity and impartiality of the USNC Council and avoid a conflict of interest or the appearance of a conflict of interest in connection with all USNC Council activities. A conflict of interest can arise from involvement by an USNC Council member with the subject matter of an issue, an inconsistent duty of fidelity to the USNC Council member's employer, an institutional position held by the USNC Council members' employer, dispute under consideration by the USNC Council or from any relationship between the USNC Council member and a party to an action or appeal before the USNC Council, whether past or present, that reasonably raises a question of an USNC Council member's impartiality.

Any voting member who believes they have a conflict of interest should advise the USNC Council Chair and seek to be recused from deliberations or decisions that raise the potential for such conflict. In addition, if a directly and materially affected party believes a member of the USNC Council has or may have a conflict of interest, that party is required to state the reason(s) for its belief. That information shall then be forwarded to the identified USNC Council member for that member's response. If that USNC Council member

disagrees with the assertion, the Chair of the USNC Council shall make a final determination as to whether a conflict of interest exists.

Members of the USNC Council who are disqualified from a particular discussion shall not participate in the deliberations or decisions.

The USNC Council does not consider it to be a conflict of interest for a member to vote for oneself during an election.

9. USNC appeals procedures

For the USNC appeals procedures see USNC Statutes, Section 6.

10. Subcommittees or task forces

The USNC Council may establish such additional subcommittees and task forces as are considered desirable to accomplish its mission. Chairs of task forces and subcommittees established by the USNC Council shall be appointed by the USNC Council for a renewable three-year term. Specific details on the operations of these subcommittees and task forces shall be outlined by the respective subcommittee(s) and task forces and approved by the USNC Council. Subcommittees and task forces may appoint/elect a Vice-Chair for special assignments and duties under terms decided by the the same subcommittee or task force.

The USNC Council shall maintain the following two policy advisory groups: (1) the TMC (as a mirror committee to the IEC SMB); (2) the CAPCC (as a mirror committee to the IEC CAB). It shall also maintain the following standing committees: (1) the Nominations Committee; (2) the Finance Committee; (3) the Communications and Continuing Education Committee; (4) the Rules and Procedures Committee; and (5) the Young and Emerging Professionals Committee.

For more on subcommittees and task forces see USNC Statutes, Section 4.9. For the purpose of these operating procedures, subcommittees and task forces have the same meaning as the standing committees and ad hoc committees that are referenced in USNC Statutes, Section 4.9.