Operating Procedures
ANSI Executive Standards Council

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ANNEX A: CHANGE IN SECRETARIAT-CONSENSUS BODY RELATIONSHIP WITHIN AN ANSI-ACCREDITED STANDARDS COMMITTEE (ASC) .................................................11
Operating Procedures of the ANSI Executive Standards Council

Introduction
The American National Standards Institute (ANSI) serves as the national coordinator of voluntary standardization activities in the United States. Through ANSI, organizations concerned with standards activities may cooperate in establishing, improving, and recognizing American National Standards based on a consensus of directly and materially affected persons, to the end that such activities remain dynamically responsive to national needs; that duplication of work and conflict of requirements are avoided; and that individual enterprise and initiative are encouraged.

The Executive Standards Council (ExSC) was established by the Board of Directors of ANSI with responsibilities that apply to both American National Standards and to U.S. participation in those international standards activities in which ANSI participates.

The major responsibility of the ExSC is to coordinate the overall national and international standardization activities of the Institute. This includes:

a) Developing and maintaining the criteria and procedures for the development and coordination of American National Standards and for the development and coordination of U.S. positions in international standards activities and for auditing such activity;

b) Establishing and supervising such groups as are needed to plan and coordinate the development of American National Standards and to determine U.S. positions in international standards activities.

The Board of Standards Review (BSR) of ANSI has been delegated the responsibility for approval and withdrawal of standards as American National Standards, acting in accordance with criteria established by the ExSC.

1 Membership and officers
The requirements for membership and the officers of the ExSC are provided in the ANSI Constitution and By-Laws. In addition, the ExSC shall be composed of representatives of organizational members, company members, governmental members, members of the Consumer Interest Council, and members-at-large. An attempt shall be made to have at least two members, with a maximum of six members, in each category. The ExSC shall strive to a balance of representation among categories to the extent possible. However, in no case shall the membership of the ExSC be greater than 21.

Members should, to the extent possible, represent the broadest interests of all standards developers and/or users. Next in order of priority, members should represent their assigned interest category (i.e., Organization Member, Company Member, Government Member, Consumer Interest Council, member-at-large) rather than their employer’s specific interests. A member assigned to the member-at-large category may be drawn from another category. No organization shall have a vested right to membership, including an unexpired vacancy.

2 Nominations and elections
The Chair of the ExSC shall appoint, before February 1 of each year, a Nominating Committee of not less than three (3) members from among the members of the Council to serve until December 31. By majority vote, on or before September 15 of each year, this committee shall nominate the following:

a) Candidates to serve as Chair and Vice-Chair of the Council for the following year;

b) Members of its Executive Committee;

c) Members of the ExSC (to fill vacancies and expired terms).

By October 1 of each year, the Secretary of the ExSC shall forward to the members of the Council the report of the Nominating Committee. Other nominations may be made to the Institute by petition, signed by at least five (5) members of the Council, prior to November 1 of each year. On or about November 15, the Secretary of the ExSC shall mail to each member of the Council a ballot containing the names of all nominees, those submitted by the Nominating Committee being so indicated. All ballots returned to the Institute by the closing date, December 15, shall be counted, and the nominees receiving a plurality of the votes cast shall be elected.
Recommendations for ExSC membership shall be open to any reasonable source. Recommendations shall be requested from appropriate ANSI councils and boards. All recommendations shall be referred to the Nominating Committee for consideration.

3 Executive committee
The Executive Committee shall be responsible for those activities assigned to it by the ExSC. The Chair and Vice-Chair of the ExSC shall occupy the same positions on the Executive Committee. In addition, there shall be at least three (3) members elected by the ExSC for one-year terms. At any meeting of the Executive Committee, a majority of the members shall constitute a quorum.

4 Standards advisors
The ExSC may appoint individuals or groups to serve as standards advisors, each of whom would have competence in one or more technical areas of standards development, application and coordination. Standards advisors will be called on to advise the ExSC, other ANSI boards or councils, and ANSI staff with regard to matters of coordination, harmonization, standards needs, etc. Advisors shall not be responsible for making decisions in standards issues, but shall serve, rather, as information sources.

Standards advisors are appointed by the ExSC on the basis of individual or collective qualifications including experience, technical competence, impartiality, diplomatic abilities, knowledge of the voluntary consensus system, etc. Standards advisors shall be appointed for a term to be determined by the ExSC.

5 Other committees and boards
See the ANSI Constitution and By-laws.

6 Responsibilities and functions
See the ANSI Constitution and By-laws.

7 Additional responsibilities
In addition to the responsibilities provided in Section 6, the ExSC shall:

a) Act on applications for accreditation from standards developers and U.S. TAGs to ISO;
b) Establish a mechanism to enable standards developers to provide ANSI with information with respect to their standards activities and standards publications, to be added to a data bank of standards information;
c) Determine policies and practices for the designation and numbering of standards approved as American National Standards;
d) Receive reports and act, as necessary, on recommendations presented by other councils or boards;
e) Act, as necessary, on recommendations or appeals presented by resident counsel on the basis of legal considerations; and
f) Implement and oversee the ANSI Standards Developers Audit Program including the review and approval of audit reports and any necessary action based on the audit findings.

8 Meetings
Meetings may be called by the Chair or the Executive Committee, or shall be called by the Secretary on petition of fifty percent of the membership.

At any meeting of the ExSC the presence of a majority of the current voting membership (i.e., the authorized voting membership reduced by vacancies) shall constitute a quorum.

9 Authorization of ExSC letter ballots
The ExSC, in session, or the Chair of the ExSC may authorize the Secretary to distribute letter ballots.
10 Voting
Each member of the ExSC shall exercise his or her voting privilege within such prescribed time limits as may be established.

11 Voting period
Letter ballots shall be closed on the twentieth (20th) working day following the date of issue, or when all ballots are received, unless otherwise authorized by the Chair. When a negative vote is cast, the ballot shall remain open until the procedure of section 14 is completed.

12 Conflict of Interest
A member of the ExSC shall act at all times in a manner that promotes confidence in the integrity and impartiality of ANSI’s processes and procedures and should avoid a conflict of interest or the appearance of a conflict of interest in connection with all ExSC activities. A conflict of interest can arise from involvement by an ExSC member with the subject matter of a dispute under consideration by the ExSC or from any relationship between the ExSC member and a party to an action before the ExSC, whether past or present, that reasonably raises a question of an ExSC member’s impartiality.

Typically a potential conflict of interest arises when a member of the ExSC participated in activities integral to the particular issue under review or that person is employed by, or a member of the governing body of, the relevant standards developer or other entity as applicable. Similarly, a conflict of interest usually does not exist by virtue of the fact that a member of the ANSI committee participated in the development of standards by a particular standards developer or is a member of that standards developer.

If a materially affected party (such as a standards developer or a possible appellant) asserts that it believes that a member of the ExSC has a conflict of interest, that materially affected party is required to state the reason(s) for its belief. That information shall then be forwarded to the member of the ExSC identified as having a possible conflict for that person’s response. If that committee member disagrees with the assertion, then the Chairman of the ExSC shall make a final determination as to whether a conflict of interest exists.

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

13 Confidentiality
The results of all letter ballots shall remain confidential to the ExSC until the ballot has been closed.

14 Disposition of views and objections
The Secretary shall forward the views and objections of ExSC members to the Chair. The Chair shall determine whether the expressed views and objections shall be considered by correspondence or at a meeting. Comments or objections from ExSC members that require response by an entity outside of the ExSC shall be forwarded to the outside entity without specific identification of the ExSC member.

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.

Unresolved objections shall be reported to the ExSC members in order to afford all members an opportunity to respond to them or to reaffirm or change their votes within fifteen working days.

15 Report of letter ballot results
When the letter ballot has been closed, the Secretary shall report the results to the ExSC and to others concerned.

16 Voting requirements
The following actions shall require approval by two-thirds (2/3) of the current ExSC voting membership in a letter ballot:
a) Establishment or disbandment of an ExSC committee and approval of the scope and membership of such a body;
b) Accreditation of standards developers or U.S. TAGs to ISO;
c) Procedures for the development and coordination of American National Standards and for the criteria for the development and coordination of U.S. positions in the International Standardization Activities of the ISO and IEC;
d) Proposed amendments to these Operating Procedures; and
e) All other actions by letter ballot, unless otherwise specified, shall be by simple majority vote of the current ExSC voting membership.

Except for hearings of appeals by the ExSC, action at a meeting at which a quorum is present may be taken by the lesser of the following alternate requirements:

a) Simple majority of the current voting membership;
b) Two-thirds of those voting members present.

17 ExSC hearing of appeals
17.1 Right to appeal
All directly and materially affected persons have the right to appeal actions or inactions of the ExSC or its designee. Conclusion of the appeals process at the standards developer, or U.S. TAG, as the case may be, is not a precondition for filing an appeal with the ExSC of an organization’s continuing accreditation status. Complaints concerning ANSI Audited Designators are governed by section 18 of these procedures and complaints concerning ANSI-Accredited U.S. TAGs to ISO are governed by section 19 of these procedures.

In connection with a new accreditation or reaccreditation action, ANSI will notify those (if any) on record at ANSI who have objected to the action during the formal ANSI public review period, of the right to appeal. Any other party wishing to appeal such an action may do so in accordance with these procedures, but will not be given notice by ANSI and must file as a separate appellant in order to preserve standing to appeal to the ANSI Appeals Board.

The ExSC may also hear appeals remanded or referred to the ExSC by the ANSI Appeals Board. Hearing of appeals by the ExSC shall be handled by a panel of at least five ExSC voting members established for each appeal. If five members of the ExSC are not available to serve on the panel, the Chair or the Vice Chair of the ExSC may appoint one or more additional panel members who shall be persons knowledgeable about the ANSI Essential Requirements: Due process requirements for American National Standards (ANSI Essential Requirements) or the ANSI International Procedures, as applicable, and the standards development process. Such appointment(s) of non-ExSC members shall be with the concurrence of all parties to the appeal. A majority of the members of the panel shall be members of the ExSC.

Pending a decision by the ExSC panel, the original decision of the ExSC shall remain in effect unless the ExSC determines otherwise. No party to an appeal may communicate with any unrecused member of the ANSI ExSC on the subject of the appeal while the matter is pending. All communications shall be directed to the secretary of the ANSI ExSC.

17.2 Appeal
All appeals shall be made in writing. Appeals and the required filing fee shall be directed to the secretary of the ANSI ExSC on or before midnight Eastern time of the due date. The filing fee may be waived or reduced only upon sufficient evidence of hardship.

The appeal shall be comprised of a brief statement of the matter and the reason(s) why the appellant believes the decision is in error. Specifically, the appeal should include as appropriate:

a) a copy of the decision from which the appeal is taken;
b) an explanation of the issue and the procedural history;
c) arguments that explain why appellant believes the decision was in error;

1 “Persons” includes organizations, companies, government agencies, individuals etc.
2 A “reaccreditation” action is the approval of revised procedures submitted by an ANSI-Accredited Standards Developer.
d) references to the provision(s) of the ANSI procedures upon which appellant relies;
e) relevant evidence that directly supports appellant’s position and upon which appellant relies; and
f) the specific relief sought by appellant from the ExSC.

The brief appeal statement (exclusive of exhibits) shall not be more than 30 pages, double-spaced, 12 point font or larger. The secretary of the ExSC shall have discretion to extend this limit for good cause shown.

Unless otherwise instructed by the secretary of the ExSC, the appeal shall be sent via electronic means (with one complete hard copy mailed to ANSI) within fifteen (15) working days following the date of the decision that is the subject of the appeal or at any time with respect to an inaction by the ExSC or an appeal of an organization’s continuing status as an ANSI-Accredited Standards Developer or ANSI-Accredited U.S. TAG Administrator to ISO. If the appellant is unable to provide the required appeals materials within the fifteen (15) working day deadline, an extension may be requested, with the grounds for such request noted. Such request must be directed to the secretary of the ExSC, within the fifteen (15) working day deadline or the appellant shall forfeit the right to appeal. Extensions of time to submit an appeal may be granted at the discretion of the Chair of the ExSC, or, if the Chair is unavailable, the Vice Chair of the ExSC or the secretary of the ExSC. No supplemental filing prior to the forthcoming hearing shall be permitted without a showing of good cause.

17.3 Response
The appeal shall be distributed by the secretary of the ExSC to the potential respondent (the party who must respond to the appeal) to allow them the opportunity to respond. Thereafter, this party shall have fifteen (15) working days to submit their response to the appeal on or before midnight Eastern time of the due date. The response shall include:

a) the reasons why respondent believes the decision under appeal was correct and a reference to the provisions in the ANSI procedures upon which the respondent relies; and
b) relevant evidence that directly supports respondent’s position and upon which respondent relies.

The brief response (exclusive of exhibits) shall not be more than 30 pages, double-spaced, 12 point font or larger. The secretary of the ExSC shall have discretion to extend this limit for good cause shown.

The response shall be distributed by the secretary of the ExSC to ExSC members, subject to applicable conflict of interest procedures, and to the appellant. No supplemental filing prior to the forthcoming hearing shall be permitted without a showing of good cause.

If the respondent is unable to provide the required response within fifteen (15) working days, an extension may be requested, with the grounds for such noted. Such request must be directed to the secretary of the ExSC within the fifteen (15) working day deadline or the respondent shall forfeit the right to respond. Upon receipt of the response it shall be provided to the appellant for information only. No reply to the response prior to the forthcoming hearing shall be permitted without a showing of good cause. Extensions of time to submit a response may be granted at the discretion of the Chair of the ExSC, or, if the Chair is unavailable, the Vice Chair of the ExSC or the secretary of the ExSC.

17.4 Letters of support by non-parties to the appeal
A person or organization that is not a party to the appeal may submit a letter of support for a position taken by the appellant or respondent to the appeal by contacting that party and requesting that such a letter be included in that party’s formal appeals brief or response.

Such party-supporting letters shall be clearly marked as such, may not include new evidence, may not exceed three single-space pages in length, 12 point font or larger, and may address procedural issues only. Letters not meeting the requirements of this section will not be accepted without the approval of the ExSC Chair or Vice Chair. Submitters of such letters do not have any special standing with respect to ANSI’s appeals processes, are not considered parties to the appeal and do not have the right to address the adjudicating body at the hearing on the matter.
17.5 Hearing
The secretary of the ExSC shall establish a panel to hear the appeal, subject to applicable conflict of interest procedures.

A hearing date for an appeal shall be set by the secretary of the ExSC after consultation with the Chair. However, a later date may be scheduled if mutually agreeable to the participants in the hearing. All parties shall be given at least fifteen (15) working days notice of the hearing date. Panel members shall receive copies of the appeals record at least fifteen (15) working days prior to the date of the appeals hearing. The name and affiliation of all speakers and any observers must be provided to the secretary of the ExSC in advance of the hearing.

At the hearing, the appellant’s position shall be presented first, followed by the respondent. Each side is then allowed to respond until their total allotted time is exhausted. A half hour total, for the initial presentation and subsequent responses, is allotted for each side, with a limit of three speakers per side. Additional time is allotted for a question and answer session directed by the panel. At the hearing, speakers are not permitted to make assertions about facts or issues not in the record. The hearing may not be recorded in any way. At the close of the question and answer period, the appeals panel shall go into executive (closed) session for the purpose of arriving at a decision.

Should any party at interest not be present at the hearing, the decision of the ExSC panel shall be based on the presentations made by the parties that are present at the hearing in addition to the written submissions on record.

17.6 Decision
Decisions of ExSC appeals panels shall require a majority vote of the panel, shall represent the decision of the ExSC, and shall be provided to the ExSC for their information. Notice of a decision reached by the ExSC appeals panel shall be sent by the secretary to the parties within fifteen (15) working days, unless an extension is authorized by the Chair of the ExSC, or, if the Chair is unavailable, by the Vice Chair. The decision shall specify the outcome of the appeal, and shall be accompanied by an explanation of the reasons for such outcome, and the specific relief granted, if any. The outcome of the appeal shall be announced in Standards Action.

18 ExSC Consideration of Complaints against ANSI Audited Designators
If a formal complaint is lodged against an Audited Designator, and said complaint relates to whether or not the developer should remain ANSI-accredited or retain the status of Audited Designator, the Executive Committee of the ExSC, in their discretion, shall determine whether such a complaint should be processed in accordance with (a) through (f) below or clause 17 ExSC hearing of appeals of the Operating Procedures of the ANSI Executive Standards Council.

All complaints shall be made in writing. Complaints and the required filing fee shall be directed to the secretary of the ANSI ExSC on or before midnight Eastern time of the due date. The filing fee may be waived or reduced only upon sufficient evidence of hardship.

If a formal complaint is lodged against an Audited Designator and the ExSC Executive Committee has decided not to implement clause 17, and if (i) the complaint relates to one or more specific approved American National Standards and (ii) the complainant has completed the appeals process(es) available at the Audited Designator, the ExSC shall handle the complaint in accordance with (a) through (f) below.

(a) Upon receipt of a formal complaint, the ExSC shall review the complaint.
1) If the complaint has not been submitted to ANSI (i) within 30 days after the complainant completed the appeals process(es) and received the final determination of the complainant’s appeal at the Audited Designator or (ii) otherwise within a reasonable time of the challenged action of the Audited Designator, the ExSC shall, unless there are compelling circumstances, dismiss the complaint.
2) If the complaint does not (i) specifically allege that the Audited Designator violated any of its accredited procedures and that any related appeals decision issued by the Audited Designator was clearly erroneous, and (ii) provide sufficient substantiation of facts to support such allegations to establish a prima facie case, the ExSC shall dismiss the complaint.

3 See section 17 for filing specifications.
3) If the complaint is technical in nature or relates to the content of a standard, the ExSC shall dismiss the complaint.

(b) If the complaint is not dismissed pursuant to (a), the ExSC shall send a copy of the complaint to the Audited Designator and request a response to the allegations in the complaint. The ExSC, in its discretion, may ask the Audited Designator either for a general response or, if the ExSC is concerned with only certain of the allegations raised in the complaint, it may request a more limited response only to those areas of concern.

(c) Upon receipt of the response from the Audited Designator, the ExSC shall do one of the following:
   1) If it determines that the complaint and the response taken together do not support a claim that the Audited Designator has violated its procedures, it shall dismiss the complaint.
   2) If it determines that the complaint raises issues that merit further review, it shall refer the complaint with any special instructions to the audit team at the next regularly scheduled audit or take other appropriate action such as the scheduling of a hearing.
   3) If it determines that substantial and material reasons exist indicating immediate action may be necessary, it shall order an audit for cause or take other appropriate action such as initiating the withdrawal of accreditation or of the developer’s Audited Designator status.

(d) Any audit for cause shall be limited in scope to that which is necessary to reasonably investigate the complaint. Such audits, where appropriate, may be handled remotely, rather than through an on-site visit.

(e) Following any audit for cause, the Audited Designator shall receive a copy of the audit report and shall have the opportunity to provide a written response to the audit report. The results of any audit for cause and the response of the Audited Designator shall be reviewed by the ExSC, who shall determine what additional action, if any, shall be taken.

(f) The standards developer shall have full notice and an opportunity to be heard before the ExSC implements any adverse action against the standards developer.

(g) The ExSC’s final action may be appealed to the ANSI Appeals Board.

19 ExSC Consideration of Complaints against ANSI-Accredited U.S. TAGs to ISO

If a formal complaint is lodged against an ANSI-Accredited U.S. TAG to ISO (U.S. TAG), the Executive Committee of the ExSC, in its discretion, shall determine whether such a complaint shall be processed in accordance with (a) through (f) below or clause 17 ExSC hearing of appeals of the Operating Procedures of the ANSI Executive Standards Council.

All complaints shall be made in writing. Complaints and the required filing fee shall be directed to the secretary of the ANSI ExSC on or before midnight Eastern time of the due date. The filing fee may be waived or reduced only upon sufficient evidence of hardship.

If a formal complaint is lodged against an ANSI-Accredited U.S. TAG to ISO (U.S. TAG), and if the complainant has completed the appeals process(es) available at the U.S. TAG and the ExSC Executive Committee has decided not to implement clause 17, the ExSC shall handle the complaint as follows:

(a) Upon receipt of a formal complaint, the ExSC shall review the complaint.

   1) If the complaint has not been brought within a reasonable time of the challenged action of the U.S. TAG, the ExSC shall, unless there are compelling circumstances, dismiss the complaint.

   2) If the Complaint is technical in nature or relates to the content of a standard and does not allege and provide substantiation of facts constituting a violation of any procedures under which the U.S. TAG is accredited to operate, the ExSC shall dismiss the complaint.

(b) If the Complaint is not dismissed pursuant to (a), the ExSC shall send a copy of the complaint to the U.S. TAG Administrator and request a response to the allegations in the complaint. The ExSC, in its discretion, may ask the TAG Administrator either for a general response or, if it is concerned with only certain of the allegations raised in the complaint, it may request a more limited response only to those areas of concern.

(c) Upon receipt of the response from the U.S. TAG, the ExSC shall do one of the following:

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4 See section 17 for filing specifications.
1) if it determines that the complaint and the response taken together do not support a claim that the U.S. TAG has violated its procedures, it shall dismiss the complaint;

2) if it determines that the complaint and the response taken together raise issues that merit further review, it shall take appropriate action such as schedule a hearing or order an audit for cause.

(d) Any audit for cause shall be limited in scope to that which is necessary to reasonably investigate the complaint. Such audits, where appropriate, may be handled remotely, rather than through an on-site visit.

(e) Following any audit for cause, the U.S. TAG Administrator shall receive a copy of the audit report and shall have the opportunity to provide a written response to the audit report. The results of any audit for cause and the response of the U.S. TAG shall be reviewed by the ExSC, who shall determine what additional action, if any, shall be taken. The U.S. TAG shall have full notice and an opportunity to be heard before the ExSC implements any adverse action against the U.S. TAG.

(f) The ExSC’s final action may be appealed to the ANSI Appeals Board.

20 Accessibility of documentation and decisions
A copy of the record on appeal (i.e., appeals-related documents submitted by the parties to the appeal for consideration by the ExSC, including party-supporting letters) shall be made available to any directly and materially affected person upon request. The costs associated with providing such documents shall be borne by the person seeking them.

21 Appeal of ExSC actions
In accordance with the ANSI Appeals Board Operating Procedures, an appeal from a final appeal or complaint decision of the ExSC may be filed with the Appeals Board by the appellant or respondent to the ExSC appeal or complaint at issue.

22 Informal settlement
ANSI encourages settlement of disputes at any time if the settlement is consistent with the objectives of the ANSI procedures. Any settlement (to which the parties agree in writing) that is consistent with ANSI procedures, or an agreement to withdraw the appeal, will terminate the appeals process. If the settlement leads to a substantive change in a standard, the change shall be processed in accordance with the ANSI Essential Requirements: Due process requirements for American National Standards.

23 Member participation
Repeated failure to return ballots or attend meetings shall be considered as a lack of interest. When a member fails repeatedly to return ballots before the close of the ballot period, or attend meetings, the Secretary shall place the matter before the ExSC. The ExSC may request the Chair of the Board of Directors to remove such individual from his or her assignment.

24 Parliamentary procedure

25 Amendments
The National Policy Committee (NPC) may make changes to these operating procedures at any time after consultation with or upon recommendation of the ExSC.
Annex A

Note: this text was previously contained in the 2002 edition of the ANSI Procedures for the Development and Coordination of American National Standards. It was not included in the ANSI Essential Requirements: Due process requirements for American National Standards, issued in 2003. The reason for its exclusion from the ANSI Essential Requirements is that ANSI no longer distinguishes among types of accreditations. This said, ANSI-accredited standards committees exist and the ANSI Executive Standards Council (ExSC) believes that it would be useful to make publicly available the following procedures that the ExSC will apply to the unique relationship between the secretariat and the consensus body that constitute an accredited standards committee. This text is revised as shown below in the 2012 edition.

Annex A: Change in Secretariat-Consensus Body Relationship within an ANSI-Accredited Standards Committee (ASC)

In the case of an ANSI-accredited standards committee, the secretariat and the consensus body shall jointly hold the accreditation. If a change in the entity that serves as the secretariat is sought by both the consensus body and the secretariat and the new secretariat agrees to use the ASC's existing procedures, then the following shall apply:

(a) The secretariat shall prepare and circulate a ballot for consensus body approval of the new secretariat, and shall place an announcement via the Secretary of the ExSC regarding the proposed transfer of the responsibility to the new secretariat in Standards Action for a 30 day comment period.

(b) Upon closure of the ballot, a copy of the voting results shall be transmitted to the consensus body pursuant to the accredited procedures.

- If a two-thirds affirmative vote of the total voting membership of the consensus body is not achieved, and the secretariat and/or the consensus body do not wish to continue their joint relationship, then the ExSC shall be so notified in writing. The accreditation of the ASC shall be withdrawn by the ExSC as a result in accordance with clause 4.1.4 of the ANSI Essential Requirements.

- If a two-thirds affirmative vote of the total voting membership of the consensus body is achieved, then the following procedures shall apply.

  c) A notice shall be sent to the Secretary of the ExSC notifying it of the consensus body approval of the change in secretariat, the reasons therefore, a copy of the voting results that indicate the consensus body’s acceptance of the proposed change and a certification that the new secretariat shall operate in accordance with the currently accredited procedures.

  d) The current secretariat of the consensus body also shall provide any public comments arising from the public review comment period and the disposition of said comments.

  e) If comments are received, the ExSC shall consider the consensus body vote results, the reasons for the secretariat transfer, comments received during the public comment period with their disposition (where applicable), and the certification that the new secretariat shall operate in accordance with the currently accredited procedures. The ExSC then shall determine whether the above should warrant further actions prior to the transfer of secretariat. If no further actions are necessary, then an informative announcement confirming the change of secretariat shall be made in Standards Action.