Operating Procedures
ANSI Board of Standards Review

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<th>Edition: January 2015-2017</th>
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| Editorial update to 6.1 |

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Foreword

This document contains the Operating Procedures of ANSI’s Board of Standards Review (BSR), which is responsible for approving American National Standards and acting on proposals to revise, reaffirm and withdraw American National Standards. The ANSI Board of Standards Review (BSR) reviews standards submitted to ANSI with unresolved objections on record. This includes negative votes from the consensus body as well as public review comments. Standards submitted without unresolved objections may be administratively approved by the BSR without further review. The BSR does not have jurisdiction over the standards of Audited Designators unless the Audited Designator chooses to submit one or more standards to the BSR for approval.

ANSI does not develop standards. Standards are developed by many qualified technical societies, trade associations, and other groups that voluntarily submit them to ANSI for approval as American National Standards. ANSI’s BSR applies a basic set of criteria set forth in the ANSI Essential Requirements: Due process requirements for American National Standards to each standard that is a candidate for approval. Standards that (i) are submitted by accredited standards developers that have certified compliance with ANSI requirements and (ii) have no unresolved objections, may be administratively approved by the BSR. Any proposal that meets these criteria is approved as an “American National Standard”. That designation signifies that ANSI believes that its criteria for due process have been met and that a consensus for approval exists among those directly and materially affected persons (organization, company, government agency, individual, and the like) who chose to participate in the approval process.

Approval by ANSI informs the user that those who are directly and materially affected have generally accepted the standard and reached substantial agreement on its provisions.

If the Board of Standards Review finds that the criteria for due process have not been met or that the evidence of consensus is inadequate in connection with a standard that it has reviewed, it will not approve that standard as an American National Standard. The BSR acts only on this basis. It does not evaluate or judge the technical content of the standard. Lack of adequate consensus or due process indicates that there was opposition to the voluntary adoption and use of the standard that was sufficient to persuade the BSR that the designation “American National Standard” should not be applied.

The changes contained in the version of these procedures that was distributed to all ANSI-accredited standards developers in July 1998 were approved on or before April 1998. The primary revisions included: clarification of the role of the BSR with regard to developers who have been granted Audited Designator status; clarification of the approval process associated with standards submitted without unresolved objections; and implementation of a filing fee with regard to requests for the withdrawal for cause of an American National Standard.

In addition, changes approved by the National Policy Committee (NPC) of the ANSI Board of Directors in July 1998 were incorporated into these operating procedures. The primary changes approved by the NPC in July 1998 included: clarification of the BSR’s voting procedures; inclusion of details concerning conflicts of interest; and language that states that the original action of the BSR shall stand pending appeals unless the BSR determines otherwise. An editorial correction to replace outdated language in clause 7.2 with language approved by the Board of Directors was issued in March 1999.

The edition of these procedures issued in January 2001 includes revisions approved by the NPC through September 2000. The revisions include: elimination of text that duplicates requirements contained in the ANSI Procedures for the Development and Coordination of American National Standards; and the inclusion of an option to establish an appeals panel to function on behalf of the full BSR, should the BSR wish to implement such an option.

The edition of these procedures issued in January 2003 includes a clarification to the appeals process that explicitly states that extension requests are an option for both parties to an appeal. In addition, references to the ANSI Procedures for the Development and Coordination of American National Standards are replaced with references to the ANSI Essential Requirements: Due process requirements for American National Standards, which replaces the former document as of January 2003. The 2005 edition includes a clarification to the appeals process. The 2007 edition includes a clarification concerning the BSR’s numerical voting requirements. The 2009 edition includes an updated conflict of interest provision.
Operating Procedures of the ANSI Board of Standards Review

1 Authority and responsibilities

The BSR shall be responsible for approval and withdrawal of American National Standards and for other responsibilities that may be delegated to it by the Board of Directors. The responsibilities of the BSR shall include, but not be limited to:

a) implementing procedures for the approval and withdrawal of standards as American National Standards and adjudicating questions or conflicts that develop in the standards approval procedures;

b) as appropriate, administratively approving standards that (i) have been submitted by accredited standards developers that have certified compliance with ANSI approved procedures and (ii) have no unresolved objections thereto; and

c) determining whether standards with unresolved objections on record that are submitted to the Institute for approval or withdrawal as American National Standards meet the requirements of the Institute, and acting on all requests for approval, reaffirmation, revision and withdrawal of American National Standards.

The BSR shall not be responsible for, and these Procedures shall not govern, the approval, revision, reaffirmation, or withdrawal of an American National Standard that has been approved by an Audited Designator.

The functions, duties, and responsibilities of the BSR shall be further defined in these operating procedures.

2 Membership and officers

2.1 Membership

Membership in the Institute shall be a pre-requisite for participation on the BSR unless the Board of Directors specifically permits an interested party to participate without becoming a member of the Institute. Each such appointment shall be for a term of three full years with no person serving more than three full consecutive terms. A member of the BSR may serve beyond the normal three-term limitation if the member is serving as chair or vice-chair, provided the term of chair or vice-chair is contiguous with the nine-year tenure as a member. The total maximum length of service under such circumstances would be twelve years. All membership terms shall commence on January 1.

The BSR shall be composed of not less than nine nor more than eighteen members. Vacancies in membership shall be filled for the remainder of the term by the chair, with the approval of the Board of Directors.

The members of the BSR shall serve as individuals, not as members or representatives of any organization. The principal qualifications for membership shall be competence and the ability to render impartial judgment in the approval or withdrawal of American National Standards, based on consideration of evidence of meeting criteria set forth in these procedures.

2.2 Member participation

Each member of the BSR shall exercise his or her voting responsibility within such prescribed time limits as may be established. When a member fails repeatedly to return ballots before the close of the ballot period, or to attend meetings, the secretary shall place the matter before the BSR. The BSR may request the chairman of the Board of Directors to remove such an individual from his or her assignment.

2.3 Officers

The officers of the BSR shall be a chair and vice-chair who shall each serve for a term of one calendar year or until a successor takes office. Each officer shall be eligible for reelection, but he/she may serve not more than three consecutive terms.

In the event of the absence of the chairperson, the vice-chairperson shall act in his or her stead. A non-voting secretary shall be appointed by the President of ANSI.
The chairperson of the BSR shall appoint before September 1 of each year a nominating committee of not less than three persons from among the members of the Board. This committee shall nominate, on or before October 1 of the same year, candidates for the following year to serve as chair and vice-chair of the Board. On or about October 1 of each year, the secretary of the BSR shall forward to the members of the Board the report of the nominating committee. Other nominations may be made to ANSI by petition, signed by at least five members of the Board, prior to November 1 of each year. By November 15, the secretary of the BSR shall mail to each member of the Board, a ballot containing the names of all nominees, with those submitted by the nominating committee being so indicated. Those receiving a plurality of the votes cast by December 1 shall be declared elected.

3 Meetings
The chairperson of the BSR shall call meetings as is necessary to conduct the business of the board, including hearings.

4 Approval and withdrawal of American National Standards
Approval of standards as American National Standards is delegated to the BSR by the ANSI Board of Directors. The criteria for approval and withdrawal of American National Standards are provided in the ANSI Essential Requirements: Due process requirements for American National Standards (ANSI Essential Requirements.)

Notice of the BSR’s final action on all standards shall be published in Standards Action.

5 Voting requirements

5.1 Actions on the Approval or Withdrawal of American National Standards
Except as otherwise provided for in these procedures, actions on the approval or withdrawal of American National Standards shall require an affirmative vote by letter ballot or at a meeting of at least two-thirds of the BSR members voting or present, after first excluding both abstentions and negative votes submitted via letter ballot without any explanatory comments provided that the number of BSR members voting, excluding abstentions, is at least a majority of the Board. An abstention shall be required when a member is associated with a standard in such a way as to introduce the possibility of conflict of interest. Otherwise, all BSR members are required to return affirmative or negative ballots.

5.2 Negative Votes and Recirculation
Negative votes submitted via letter ballot shall be accompanied by explanatory comments. Any negative vote that is not accompanied by explanatory comments shall be treated in the same manner as an abstention.

Prior to a letter ballot closing, all negative votes with explanatory comments shall either be (a) circulated to the BSR via letter ballot (the"recirculation ballot") or (b) discussed at the next regularly scheduled BSR meeting if such meeting is within two weeks of the date on which the recirculation ballot would have been distributed. The purpose of the recirculation ballot or the discussion at the meeting is to give the BSR members an opportunity to review the comments accompanying any negative votes and change their vote if they deem it appropriate before the letter ballot is closed.

If the final result of a recirculation ballot would be the disapproval of a standard, the ballot will remain open through the next BSR meeting at which time a discussion of the negative votes with comments shall be held. BSR members present at the meeting shall cast the final vote.

5.3 Conflict of Interest
A member of the BSR 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 BSR activities. A conflict of interest can arise from involvement by a BSR member with the subject matter of a dispute under consideration by the BSR or from any relationship between the BSR member and a party to an action before the BSR, whether past or present, that reasonably raises a question of a BSR member’s impartiality.
Typically a potential conflict of interest arises when a member of the BSR participated in the development of the standard under review or that person is employed by, or a member of the governing body of, the relevant standards developer. Similarly, a conflict of interest usually does not exist by virtue of the fact that a member of the BSR participated in the development of other standards by the same 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 BSR 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 BSR identified as having a possible conflict for that person’s response. If that committee member disagrees with the assertion, then the Chair of the BSR shall make a final determination as to whether a conflict of interest exists.

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

5.4 Request to Discuss a Letter Ballot at a Meeting
Any BSR member may request that a letter ballot be discussed at the next Board meeting provided that he or she casts a ballot and plans to attend and participate in the discussion. A request to discuss a letter ballot at a meeting shall not cause the letter ballot to remain open unless the letter ballot satisfies the relevant criteria in section 5.2 above.

5.5 Actions of the BSR Requiring Less Than a 2/3 Vote and Quorum
Unless otherwise specified, actions of the BSR that do not involve the approval or withdrawal of American National Standards shall require an affirmative vote of:

- a majority of those voting at a meeting at which a quorum is present; or
- a majority of those voting by letter ballot, excluding not returned letter ballots, provided that a majority of the BSR-members return affirmative or negative ballots.

A quorum at a meeting shall consist of the presence of a majority of the members.

6 Public Review Listing in Standards Action and Formal Submittal Processing
Proposals for new American National Standards and proposals to revise, reaffirm, or withdraw approval of existing American National Standards shall be transmitted to the secretary of the BSR for listing in Standards Action in order to provide an opportunity for public comment.

Such a listing may be requested at any stage in the development of the proposal at the option of the standards developer and may be concurrent with the final balloting.

6.1 Staff responsibilities: public review announcements
The secretary of the BSR shall complete the following steps within twenty (20) working days after the receipt of the request:

a) refer proposals that directly affect the consumer to the Standards Screening and Review Committee of the Consumer Interest Council; and
b) refer requests for listing to the ANSI publications department for inclusion in Standards Action. The request shall include the title of the standard, a description of its contents, the name and address of the submitter, and the comment period as determined in accordance with the ANSI Essential Requirements.

6.2 Staff responsibilities: processing formal standard submittals
When a proposal is submitted to the secretary of the BSR for approval, the secretary shall complete the following steps:

a) determine whether objections have been filed and/or reported in accordance with the submitter’s accredited
procedures;
b) if no objections to the standard have been filed and the developer has submitted the requisite certification, the BSR may administratively approve the standard and so notify the accredited developer within 10 business days; or
c) if outstanding objections are reported or on file, within 20 working days after receipt of the submittal, determine whether sufficient evidence of compliance with clause 4 has been provided for BSR consideration and decision;
d) if evidence of compliance with clause 4 is incomplete, request that the submitter provide the necessary information as promptly as possible.

6.3 Notification of approval

When a proposal is approved by the BSR, the secretary of the BSR shall notify:
a) the submitter; and
b) those (if any) on record at ANSI who have objected to approval by ANSI and who have completed the appeals process at the developer level.

Notice of action on approval shall also be published in Standards Action and the standard shall be listed in the Catalog of American National Standards.

6.4 Notification of denial of approval

When approval of a proposal is denied by the BSR, the secretary of the BSR shall notify:
a) the submitter; and
b) those (if any) on record at ANSI who have objected to approval by ANSI and who have completed the appeals process at the developer level.

Notice that the proposal was not approved shall be published in Standards Action.

7 Appeal of action on American National Standards

7.1 Right to appeal

Directly and materially affected persons (organizations, companies, government agencies, individuals, etc.) who completed the appeals process at the standards developer level and whose position is included in the BSR documentation may appeal to the BSR a prior BSR decision regarding the approval or withdrawal of an American National Standard. The appeal shall be based on procedural criteria (see clause 4). The burden of persuasion shall rest with the appellant.

The BSR may also hear appeals remanded or referred to the BSR by the ANSI Appeals Board. The BSR will not render decisions on the relative merits of technical matters, but it shall consider whether due process was afforded technical concerns.

7.2 Appeals mechanism

The appeal and all related materials shall be filed in writing with the secretary of the BSR within fifteen (15) working days after receipt of notification by ANSI of an action by the BSR. If the appellant is unable to provide all the appeals materials within the fifteen (15) working days, the appellant shall request an extension from the Secretary of the BSR, and shall provide a justification therefor, within the fifteen (15) working days, or shall forfeit the right to further appeal. The appeals materials shall be accompanied by a filing fee. This fee may be waived or reduced upon sufficient evidence of hardship. The appeal shall include a statement with evidence as to why the action of the BSR should be modified. The respondent(s) shall be notified of an appeal and be given fifteen (15) working days after receipt of such notification to submit to ANSI a statement with evidence in opposition to the appeal. If the respondent is unable to provide a complete response within the fifteen (15) working days, the respondent shall request an extension from the Secretary of the BSR, and shall provide a justification therefor, within the fifteen (15) working days, or shall forfeit the right to respond. Extensions of time to submit an appeal statement or response shall be granted at the discretion of the chairperson of the BSR or, if the Chairperson is unavailable, by the Secretary of the BSR. The original action of the BSR shall stand until all levels of appeal at
ANSI have been completed unless the BSR determines otherwise. No party to an appeal may communicate with any member of the BSR while the matter is pending.

7.3 Appeals hearing
At the discretion of the BSR, the BSR or a panel consisting of at least five (5) BSR members, may conduct the appeals hearing at the next regularly scheduled meeting, or on a date mutually agreeable to all parties concerned. Both the appellant and the respondent(s) shall be notified of the date selected at least fifteen (15) working days in advance of the date set and shall be invited to be represented at the hearing.

7.4 Appeals decision
Decisions of the BSR relating the outcome of an appeal shall require a majority vote of those BSR members hearing the appeal. These decisions shall represent the decision of the BSR, and shall be provided to the full BSR for their information. Should the appellant and/or the respondent not be present at the hearing, the decision of the BSR appeals panel shall be based on the written submissions and the presentations made by the parties that are present at the hearing or who participate via teleconference.

The secretary of the BSR shall notify both the appellant and the respondent(s) of the decision of the Board and provide a short statement identifying the basis of the Board decision, and announce the action in Standards Action. The BSR action date will be the date of notification.

7.5 Further appeal
The final decision of the BSR may be appealed to the ANSI Appeals Board in accordance with the ANSI Appeals Board Operating Procedures.

7.6 Informal settlement
ANSI encourages settlement of disputes at any time if the settlement is consistent with the objectives of the ANSI Essential Requirements. Any settlement (to which the parties agree in writing) that is consistent with these procedures, or an agreement to withdraw the appeal, will terminate the appeal process. If the settlement leads to a substantive change in the standard, the change must be processed in accordance with the ANSI Essential Requirements.

8 Written report
The BSR shall present a written report of its activities to the Board of Directors from time to time and at least once a year.

9 Amendments
The Board of Directors may make changes to these operating procedures at any time after consultation with or upon recommendation of the BSR and the ExSC.