

American National Standards Institute Procedures for Management and Coordination of American National Standards

Approved by
ANSI Board of Directors
December 5, 1974



american national standards institute
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Foreword These procedures, approved by the Board of Directors of the American National Standards Institute, have been promulgated to provide a mechanism for the management and coordination of national standards programs and to establish the criteria of the Institute for approval and withdrawal of American National Standards.

The American National Standards Institute is the nationally recognized coordinator of voluntary standards development and the clearinghouse for information on national and international standards. Its federated membership includes some 180 voluntary organizations representing virtually every technical discipline, every facet of trade and commerce, organized labor, and consumer interests. These organizational members join with some 1000 individual companies, representing both large and small business, and with representatives of government at federal, state, and local levels in programs dedicated to meeting this country's needs for national consensus standards through voluntary action.

ANSI's approval procedures for recognizing standards as American National Standards ensure a consensus of affected interests. Its requirements for due process and the right to appeal actions at several levels of review establish confidence in, and credibility for, the standards it approves. It provides and administers the voluntary system through which standards, no matter what their origin, may be recognized and accepted nationally and internationally.

ANSI represents U.S. interests in international standards work carried out by such nontreaty organizations as the International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC). It is also the U.S. member of the Pacific Area Standards Congress (PASC).

National and international programs of the Institute are carried out through a governing Board of Directors, its Executive Standards Council, and several other boards, councils, and committees. Definitions of some of these organizational units plus various other terms are provided here to facilitate the use and understanding of these procedures. They are intended to supplement but not supersede other ANSI definitions.

American National Standard, Draft. A standard under development intended ultimately for consideration as a proposed American National Standard.

American National Standard, Proposed. A standard that is to be considered by the Institute for recognition as an American National Standard. The name applies collectively to proposed American National Standards, regardless of origin, but does not apply to those portions of the publication not considered as part of the standard, such as the foreword, appendix, etc.

American National Standards Committee. A standards committee operating under procedures provided by the Institute (see Section 4).

Board of Standards Review. A board, acting in accordance with the ANSI Constitution and Bylaws, that is responsible for the approval and withdrawal of American National Standards. It is composed of individuals appointed by the president of the Institute with the approval of the Board of Directors.

Company Member (of the Institute). A corporation, company, firm, partnership, or other organization which is engaged in industrial or commercial enterprise or professional, educational, research, testing, or trade activities. Any affiliate, division, or joint venture of a corporation, company, firm, or partnership may, at the discretion of the Board of Directors, be eligible for membership.

Consensus. Substantial agreement reached by concerned interests according to the judgement of a duly appointed authority, after a concerted attempt at resolving objections. Consensus implies much more than the concept of a simple majority but not necessarily unanimity.

Executive Standards Council. A council, as provided by the ANSI Constitution and Bylaws, that is responsible for the development of these procedures. It is composed of representatives

of ANSI organizational, company, and governmental members, the Consumer Council, and members-at-large appointed by the president of the Institute with the approval of the Board of Directors. The ExSC is responsible for the management and coordination of standards development.

General Conference. A special meeting called by the Institute to explore the desirability and means for developing national standards in a specific area.

Governmental Member (of the Institute). A department or agency of the United States government, or of any of the states, or an interstate or regional authority or agency, or any subdivision of such entities interested in the work of the Institute.

Individual Member (of a Board or Committee). A member who represents himself and not an organization or company.

International Standards Council. A council, as provided by the ANSI Constitution and Bylaws, that is responsible for the technical and administrative policy of the Institute's activities involving the International Electrotechnical Commission (IEC), International Organization for Standardization (ISO), and other international standardization organizations with which the Institute is or may become affiliated.

Letter Ballot Certification. The verification of the final results of a letter ballot, evidenced by a report signed and dated by an officer of the committee or his designee. Comments and supporting material submitted with the votes are appended thereto, with a statement of the result of the ballot.

Member (of a Board or Committee). An organization or company that has agreed to appoint a representative(s) to a board or committee; also an individual who has agreed to serve on a board or committee.

Organizational Member (of the Institute). A nonprofit technical, professional, scientific, labor, consumer, trade, or other association or organization which is of such scope and recognition and which is so organized that in the opinion of the American National Standards Institute Board of Directors it can properly participate in the development of standards.

Proponent. An individual, organization, or group that proposes that some action in connection with standardization be taken by the American National Standards Institute.

Representative (on a Board or Committee). A person appointed to represent an organizational or company member of a board or committee.

Secretariat. An organization or group authorized by a standards management board to assume the responsibilities defined in 4.5 for an American National Standards Committee.

Sponsor. An organization or group which assumes responsibility for development and publication of its standard and subsequently submits it to the Institute for approval under any of the methods covered in these procedures.

Standards Management Boards. Boards established by the Executive Standards Council in major fields where standards development is sufficiently extensive to warrant such action. Standards management boards are composed of representatives of organizational and company members, governmental bodies, and individuals not representing any organization. SMBs are responsible for managing the standards programs within their scopes by coordinating voluntary national standards; minimizing duplication of effort; stimulating the standards activities of existing committees and organizations; keeping standards up-to-date; ensuring protection and representation of public interests, including consumers, labor, and government; determining the need for new standards; and seeking action by existing organizations competent to fulfill the need.

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American National Standards Institute Procedures for Management and Coordination of American National Standards

1. Standards Management Boards

1.1 General. Standards management boards are boards of the American National Standards Institute, established to manage and coordinate standards development programs. These boards have the important tasks of stimulating the development of needed national standards, discouraging the development of unneeded national standards, ensuring that all American National Standards are of high quality, coordinating domestic and international standardization, avoiding conflicts, and minimizing duplication of efforts among national standards. It is recognized that some degree of overlap may occur if standards are to serve a wide variety of interests.

Accomplishment of these tasks advances the national economy, benefits public health, safety, and welfare, and facilitates domestic and international trade and communications. The boards also function in the area of international standards under the procedures of the International Standards Council.

Standards management boards are established by the Executive Standards Council of the Institute, and operate within a scope of activity assigned by the Council. It is the goal to avoid excessive expenditure of effort to accomplish this task, and therefore every effort will be made to minimize the number of standards management boards, consonant with carrying out the assigned responsibility. The boards are made up of members of the Institute and others having major interest in, or programs of, standards development.

1.2 Establishment. The establishment of a standards management board may be requested by any responsible party, group, or organization, or by a member of the Executive Standards Council. The Executive Standards Council shall study the request at one or more meetings, or by correspondence, to determine:

- (1) Need for the proposed standards management board
- (2) Relationship to existing standards management boards
- (3) Proposed scope of standards management board
- (4) Organizations substantially concerned with the proposed scope

(5) Evidence from organizations concerned of substantial interest and willingness to participate

Each standards management board should be of such size and scope as to ensure the prompt development and application of programs for the management and coordination of standards projects. The establishment of a standards management board shall be authorized by the Executive Standards Council.

When the establishment of a new standards management board is authorized, notification shall be published by the Institute. Eligible members (see 1.4.2) may apply to the Executive Standards Council for membership on the standards management board.

1.3 Scope. The original scope of a standards management board and any modification of it recommended by the board itself shall be submitted to the Executive Standards Council for approval.

1.4 Organization. Each standards management board shall consist of a chairman, one or more vice-chairmen, a secretary, and members.

1.4.1 Officers

1.4.1.1 Term of Office. The initial chairman and one or more vice-chairmen of the standards management board shall be appointed by the Executive Standards Council for at least a one-year term and until an election is held; thereafter they shall be elected by the standards management board, from the voting representatives of the board, for one-year terms. The chairman and vice-chairmen may be reelected for up to six consecutive terms. The secretary shall be a member of the Institute staff, appointed by the managing director of the Institute, and shall have no vote.

1.4.1.2 Nominations and Elections. Not later than September 1 of each year, the chairman of each standards management board shall appoint a Nominating Committee of not less than three members from among the voting membership of the board for the purpose of nominating from the voting membership candidates for officers for the following calendar year. The Nominating Committee shall report to the secretary of the standards management board by October 1. The secretary shall notify the standards management board of the nominating committee's report and that nomina-

tions from the voting membership of the board may also be made by petition signed by at least five voting members of the board and submitted to the secretary not later than November 10 of each year. The secretary of the board shall mail to each voting member a ballot containing the names of all candidates, those submitted by the Nominating Committee being so indicated. The candidates receiving a plurality of the votes cast shall be declared elected.

1.4.2 Voting Members. Members of standards management boards shall be substantially concerned with standards development coming within the scope of the board and shall be drawn from the following eligible categories, subject to approval by the Executive Standards Council:

- (1) Organizational members of the Institute
- (2) Governmental bodies
- (3) Company members of the Institute
- (4) Individual experts

A reasonable balance of membership among organizations, companies, and public interest shall be maintained.

Each member of the standards management board, except for individual experts, shall designate one representative, and may designate alternates where necessary, who shall serve at the discretion of the organization, subject to replacement at any time. Each member shall have one vote, which shall be cast by the representative or, in the absence of his vote, by an alternate. Each individual may represent only one organization or company member. The initial standards management board membership list (including the names and affiliations of representatives and alternates) shall be transmitted to the Executive Standards Council for approval, and subsequently transmitted annually for review.

All representatives and alternates on standards management boards shall be sent notice of standards management board meetings, reports of such meetings, and other appropriate and pertinent information distributed to or by the standards management board.

1.4.3 Information Members. Organizations, governmental bodies, and companies may apply to the Executive Standards Council for acceptance as information members of a standards management board. Such members shall be kept advised of the activities of the board, may attend meetings at the discretion of the chairman, and may offer advice and guidance, but shall have no vote.

NOTE: It is Institute policy to charge nonmembers of the Institute a yearly fee for information membership on standards management boards in order to provide mailings and a subscription to the ANSI publications *Standards Action* and the *Reporter*.

1.4.4 Subordinate Committees. Standards management boards may organize such executive or other com-

mittees as may be found necessary. The chairman and vice-chairman of the standards management board shall be the chairman and vice-chairman of its Executive Committee. Functions which may be delegated by the standards management board to such committees are Items 1, 2, 4, 6, 8, and 12 listed in 1.5. The committee to which such functions are delegated may act on such matters, provided its decisions are unanimous. Before such decisions are effective, they shall be transmitted to the standards management board for a 30-day review. Any representative may request within the 30-day period that the matter be put to a vote of the entire standards management board.

1.5 Functions. Each standards management board shall exercise the following functions within the scope assigned to it by the Executive Standards Council:

(1) Be alert to the need for new standards and reexamine existing standards in the light of changing conditions

(2) Propose standards activities as required

(3) Define the scope of proposed standards projects and assign responsibility for development of specific standards to qualified organizations or to an American National Standards Committee if one exists

(4) Stimulate the work of organizations and committees engaged in the development or revision of standards to the end that such work is completed expeditiously and that standards are thus timely and adequate

(5) Establish American National Standards Committees where appropriate

(6) Coordinate standards activity to avoid duplication of effort and significant conflict and to work toward a single consistent set of American National Standards

(7) Harmonize conflicts in standards-making activities, including issuance of requests for the interests involved in common or similar activities to meet to resolve their differences, and establish an American National Standards Committee to develop American National Standards only where justification has been demonstrated

(8) Be watchful of the interests of those who may be affected by a particular standards activity so that their views are heard, a consensus is sought, and enterprise and initiative are encouraged

(9) Approve scopes and secretariats and review work programs and personnel of American National Standards Committees

(10) Reassign secretariats of American National Standards Committees or take other appropriate action in the event of inadequate progress by an American National Standards Committee

(11) Provide for participation in international standardization projects upon request

(12) Advise the Board of Standards Review upon request

(13) Ensure compliance with procedures coming within the jurisdiction of the Executive Standards Council and recommend changes in procedure to the Executive Standards Council as desirable

1.6 Requests for Standards Projects. Standards development projects may be proposed by standards management boards or may be received by the Institute from any bona fide source. Any requests for the development of standards shall be referred by the Institute to a standards management board for appropriate action.

1.7 Review of Proposed American National Standards. Each representative of a voting member of a standards management board assigned jurisdiction over a proposed American National Standard shall have the right to receive, on request, a copy of the proposed standard for review at the time that public announcement is made.

1.8 Meetings. Each standards management board shall hold at least one meeting per year. Notice of the time and place of meetings and an agenda of the principal items to be considered shall be distributed to the representatives and alternates at least four weeks in advance of any meeting. Final action shall not be taken at any meeting on matters not specified in the agenda. Proposed action on new business may be submitted to letter ballot of the entire board by approval of a majority of those present at the meeting.

The presence of at least half the voting representatives on the board shall constitute a quorum at meetings. The board shall act by a majority vote of the voting representatives present at any meeting at which a quorum is present. In the absence of a quorum, any proposed action may be submitted to letter ballot of the entire board by approval of a majority of those present.

The secretary of the standards management board shall prepare minutes of standards management board meetings, subject to approval by the standards management board, as official records of the actions taken at meetings. The minutes shall be distributed to the standards management board and the Executive Standards Council.

1.9 Letter Ballots

1.9.1 Authorization. The standards management board at a meeting (see 1.8) or the chairman of the standards management board may authorize submission of letter ballots. The chairman shall authorize a letter ballot on request of five or more board members.

1.9.2 Voting Requirements. Approval of the following actions by letter ballot shall require at least a two-

thirds affirmative vote of those voting, a majority of the voting membership having returned affirmative ballots:

(1) Initiation of standards activities, including establishment of American National Standards Committees

(2) Approval of scopes of American National Standards Committees

(3) Assignment of responsibility for standards development and the approval of secretariats for American National Standards Committees

All other letter ballot actions shall be by simple majority vote of the voting membership of the standards management board, unless otherwise specified in these procedures.

1.9.3 Voting Period. Letter ballots shall be closed one month following the date of issue, unless an extension is authorized by the chairman.

1.9.4 Voting Obligations. Each representative of a voting member shall exercise his voting privilege within prescribed time limits.

When a representative of a voting member fails repeatedly to return ballots by the due dates of the ballots, the member shall be advised and questioned relative to its continued participation on the standards management board. The Executive Standards Council shall take appropriate action on cases referred to it by a standards management board.

1.9.5 Confidentiality. The results of all letter ballots shall remain confidential to the officers of the standards management board until the ballot has been closed.

1.9.6 Report of Letter Ballot Results. When the ballot has been closed, the secretary shall report the results to the standards management board and to others concerned (i.e., sponsor, proponent, secretariat, officers of the committee, etc) and shall include in the report all negative votes and the reasons therefor. When the results of the letter ballot indicate negative vote(s), each representative of a voting member on the standards management board, on receipt of the secretary's report, shall have two weeks in which to advise whether the negative vote(s) affects his original letter ballot. The secretary shall report the final results to all concerned.

1.10 Appeal of Standards Management Board Actions. Any action of a standards management board may be appealed to the Executive Standards Council by a party substantially concerned with the action. Notice of intention to appeal must be filed by registered or certified mail (return receipt requested) with the Institute within fifteen Institute working days after the date of mailing of the standards management board report of action.

The appeal shall include a statement as to why the

standards management board action should be modified. In the event an appeal is filed, the original action of the standards management board shall be suspended pending resolution of the appeal. The Executive Standards Council shall hear the appeal at its earliest practicable meeting after the date of request for appeal. The appellant, the standards management board, and others concerned shall be notified of the hearing at least fifteen working days in advance of the date set for hearing the appeal.

The Executive Standards Council having heard an appeal may take action in accordance with the voting requirements given in the Procedures of the Executive Standards Council, SC 13. The secretary of the Executive Standards Council will promptly notify the appellant, the standards management board, and others concerned of the Executive Standards Council decision.

1.11 Reports to the Executive Standards Council. By February 1 each standards management board shall submit to the Executive Standards Council a list of current officers and membership and an annual report for the previous year summarizing the standardization activities under its scope. The annual report shall review the activity and projects of Accredited Organizations, American National Standards Committees, and other organizations under the standards management board's jurisdiction, as well as plans of the standards management board for the forthcoming year, with particular attention to the standards requiring action because of five-year status.

1.12 Parliamentary Procedures. On questions of parliamentary procedure not covered in these procedures, Robert's Rules of Order (latest edition) shall prevail.

2. Methods for the Development of Evidence of Consensus for Approval of American National Standards

2.1 General. Whereas anyone may submit proposed American National Standards to the Institute, the Institute recognizes only three methods for the development of evidence of consensus for approval of American National Standards. These are the Accredited Organization Method, the American National Standards Committee Method, and the Canvass Method. The procedures and requirements for each method are given herein.

2.2 Selection of Method. A proponent wishing to submit a proposed American National Standard to the Institute for approval may elect to utilize any one of the three methods for the development of evidence of con-

sensus cited in 2.1. The proponent shall provide the following:

- (1) A copy of the standard(s)
- (2) A brief history of development, purpose, and prior use, if any, of the standard(s)

2.3 Processing. This information shall be referred to the cognizant standards management board which shall within thirty days refer the proposed American National Standard to the Accredited Organization or secretariat of the American National Standards Committee, as applicable, if the proponent of the standard elects either the Accredited Organization or American National Standards Committee Method. In such cases the proponent shall supply copies of the proposed American National Standard as required by the organization developing evidence of consensus. The organization shall be requested to develop evidence of consensus, following its normal procedures, and to report the results to the proponent within six months, including identification of those in favor, those opposed (with reasons), those not voting, and those not responding.

The proponent shall consider the results and attempt to resolve objections and comments. The proponent may submit the proposed American National Standard to the Institute together with evidence of consensus and a record of the proponent's consideration of, and attempts to resolve, objections and comments. Submittals made later than one year following receipt of the evidence of consensus by the proponent shall require a statement from the organization developing the evidence that the data are still applicable.

If the proponent elects the Canvass Method, it shall follow the procedures given in 5.2 through 5.7.

3. Accredited Organization Method

3.1 General. Any organization substantially involved in standards work and willing to demonstrate compliance with the criteria given in 3.3 may apply to the Institute for accreditation. An Accredited Organization may, through its own procedures for developing evidence of consensus, submit proposed American National Standards to the Institute for approval.

3.2 Application. Applications for accreditation shall be in writing and shall be accompanied by a copy of the pertinent operating procedures and other documentation demonstrating compliance with the criteria specified in 3.3.

NOTE: Where more than one set of procedures is used, each procedure requires separate accreditation.

3.3 Criteria for Accreditation. Accreditation of standards organizations shall be based on compliance with the following criteria:

(1) The organization's operating procedures for the development and approval of standards shall provide:

(a) The opportunity for participation by all national interests substantially concerned with the scope of a proposed standard

(b) Balanced membership on each standards committee among those interests having potential concern with the specific project

(c) Consideration of all objections to approval of a proposed standard with the aim of resolution and response to each commentator indicating that consideration has been given to the comments and reporting the action taken or reasons why the comments could not be resolved

(d) A supervisory body to attest that the procedures have been followed and that the approval requirements set forth in the procedures have been met

(2) The organization has submitted the title and scope of each standards committee that is operating under procedures meeting (1) and is developing or planning to develop proposed American National Standards.

(3) The organization agrees to periodically furnish the Institute the current program of work of those standards committees described in (2) and prompt announcement of the initiation of new work, in order to avoid duplication of effort and the promulgation of conflicting standards.

(4) The organization agrees to provide continuity for producing and maintaining standards, and has staff knowledgeable in these areas.

(5) The organization agrees to maintain adequate records to permit Institute consideration of proposed American National Standards and agrees to make such records available upon request.

(6) The organization agrees to assist in obtaining evidence of consensus for standards which may be submitted to it for review.

(7) The organization agrees to participate in the activities of the Institute's standards management boards as appropriate.

3.4 Accreditation. Notice of application for accreditation shall appear in a publication of the Institute with a call for comment. Copies of the organization's procedures and other pertinent documentation shall be made available by the applicant.

The application, together with the procedures and other pertinent documentation, shall be referred to the Board of Standards Review and, for information, to the Executive Standards Council. During the comment period the Executive Standards Council shall make rec-

ommendations to the Board of Standards Review regarding approval of the application for accreditation. Following the comment period the Board of Standards Review shall consider the comments received, the information provided by the applicant, the recommendation of the Executive Standards Council and, on the basis of the criteria given in 3.3, shall determine whether the application shall be approved. An organization shall comply with all the criteria given in 3.3 before accreditation is granted.

In the event that accreditation is not granted, the applicant shall be advised of the reasons for nonacceptance and shall have the opportunity to reapply when corrective action has been taken.

3.5 Maintenance of Accreditation. The Institute may perform unscheduled audits at appropriate intervals to confirm adherence to the criteria for accreditation and to confirm that the policy and procedures of the Accredited Organization continue to be consistent with those which formed the basis for accreditation. Whenever the procedures of the Accredited Organization are revised, or at least every five years, the organization shall submit its procedures for review.

3.6 Withdrawal of Accreditation. If the conditions upon which accreditation was initially granted are not maintained, the organization shall be advised and requested to take corrective action. If corrections are not made within a reasonable time, the Board of Standards Review may withdraw accreditation upon thirty days notice.

3.7 Submittal of Proposed American National Standards. Standards developed by an Accredited Organization and intended for approval as American National Standards shall be submitted to the Institute for approval with the following information:

(1) The title and designation of the proposed American National Standard

(2) Whether the submittal concerns a revision, reaffirmation, or withdrawal of an existing American National Standard

(3) A statement that the standard was approved by the Accredited Organization in accordance with the procedures on which accreditation was based

(4) A statement that the requirements of 7.2 have been met

(5) A copy of the proposed American National Standard

(6) Identification of unresolved negative votes on approval of the proposed American National Standard with copies of the reasons therefor

3.8 Action by the Institute. The Institute upon receipt of a properly documented request from an Accredited

Organization for approval, reaffirmation, or withdrawal of a standard shall follow the Operating Procedures of the Board of Standards Review.

4. American National Standards Committee Method

4.1 General. Standards committees established and operating under the procedures provided herein by the Institute are known as American National Standards Committees and are administered by a secretariat which is responsible for compliance with the procedures.

4.2 Establishment of American National Standards Committees. The Institute shall consider any written request to establish an American National Standards Committee. Such requests shall include the proposed scope of the committee, a history of standardization work in this field, and a list of organizations having a substantial concern with, and competence in, the proposed scope. In addition, a secretariat shall be proposed.

Such requests shall be referred to a standards management board. In evaluating a request for the initiation of an American National Standards Committee, a basic consideration is that those substantially concerned with, and competent in, the proposed scope of the committee shall have an opportunity to express their views. A general conference may be convened or a poll taken of those concerned to determine these views. The formation of an American National Standards Committee shall be based on consideration of the following factors, as applicable:

- (1) The need for such a committee
- (2) Whether there is an acceptable, competent organization(s) already engaged in the work
- (3) Whether there is unresolvable disagreement between two or more competent organizations which would hinder standardization in the area in question, if there were no national standards committee
- (4) Whether there is sufficient indicated support from those substantially concerned and competent to ensure a reasonable chance of success
- (5) Whether there is an acceptable, competent organization willing to serve as secretariat for the proposed committee

An American National Standards Committee may be organized under the Institute's procedures only with approval of the standards management board concerned. Members of the Institute and the public shall be notified through the appropriate publications of the Institute of the intent to form an American National Standards Committee.

4.3 Scope. The initial scope of the American National Standards Committee assigned by the cognizant standards management board shall be reviewed by the committee. Any modification of the scope requires approval by the standards management board concerned. A proposed revision of the scope shall require a majority vote of the American National Standards Committee in order to recommend it to the standards management board.

4.4 Functions. Within its assigned scope, an American National Standards Committee shall review standards developed by nonaccredited organizations for approval as American National Standards. If no appropriate body exists to develop a standard, the American National Standards Committee shall prepare such standard. An American National Standards Committee shall function to ensure that American National Standards within its scope remain dynamic, that duplication of work is minimized, that promulgation of conflicting standards is avoided, and that individual enterprise and initiative are encouraged. Any action of the committee not dealing with the approval of standards may be appealed to the cognizant standards management board.

4.5 Secretariat. The cognizant standards management board shall designate a competent organization to serve as secretariat of an American National Standards Committee. The designated secretariat shall indicate to the Institute, in writing, its willingness to accept all of the responsibilities described in 4.5.2(1) through (14).

4.5.1 Multiple Secretariats. Assignment of multiple secretariats shall be avoided, but may be authorized under exceptional circumstances by the Executive Standards Council, upon recommendation by the standards management board concerned. Cosecretariats shall work out among themselves appropriate procedures for carrying out the secretariat responsibility. However, to avoid the need for ANSI to deal with multiple organizations, one of the organizations shall be designated the administrative secretariat and shall be responsible to ANSI for seeing that all secretariat responsibilities are discharged. A standards management board may not in any case serve as secretariat of an American National Standards Committee.

4.5.2 Functions. In the preparation of documents for consideration as American National Standards, the secretariat shall be responsible for carrying out the Institute's procedures for American National Standards Committees. The duties of the secretariat include responsibility to:

- (1) Organize the American National Standards Committee in cooperation with the Institute
- (2) Submit the list of committee members for standards management board approval, in accordance with 4.8.4

(3) Determine that the representatives on the American National Standards Committee participate actively, and that all those having a substantial concern with, and competence in, standards within the committee's scope have the opportunity to participate

(4) Submit proposed revisions of the scope of the American National Standards Committee for standards management board approval, when recommended by the American National Standards Committee

(5) Appoint the officers of the American National Standards Committee or arrange for their election by the committee

(6) Propose programs of work, together with proposed completion dates, and give direction and guidance to the American National Standards Committee

(7) Carry out the administrative work, including secretarial services, arrangements for meetings, and preparation and distribution of draft standards, letter ballots, and minutes of meetings

(8) Ensure that meetings of the committee are not closed to the concerned public

(9) Follow the procedures of 4.11 through 4.11.5 when letter ballots are taken

(10) Report results of voting to the Institute in accordance with 4.11.6

(11) Maintain standards within the scope of the American National Standards Committee in an up-to-date condition and arrange for publication (see 8.3) and for distribution of approved standards to committee membership

(12) Keep the cognizant standards management board informed of the activities of the American National Standards Committee by sending to the secretary of the board information copies of all material distributed to the committee

(13) Submit status reports of the work in progress to the cognizant standards management board, at least annually, and promptly announce the initiation of new work

(14) Encourage use of the ANSI Style Manual

The Institute may perform unscheduled audits at appropriate intervals to confirm that the responsibilities of the secretariat as delineated in (1) through (14) are being carried out.

4.6 Formation of an American National Standards Committee. The secretariat, in consultation with the Institute, shall take the initial responsibility of contacting organizations and individuals likely to have substantial concern with, and technical competence in, the field of the committee's work. Requests from organizations or individuals for committee membership shall be addressed to the secretariat. An organization not accepted by the secretariat may appeal such decision to the standards management board.

4.7 Officers. There shall be a chairman and a secretary of each American National Standards Committee with additional officers as needed. The secretariat shall either appoint officers or request election of them by the American National Standards Committee. In the event that the secretariat has arranged to have officers of the American National Standards Committee elected by the committee itself, the individual receiving a plurality of the votes cast for each office shall be elected. The officers shall serve for a maximum term of three years and shall be eligible for reappointment or reelection.

4.8 Membership. The members of the American National Standards Committee shall consist of those organizations willing to participate and having substantial concern and competence in the scope of the committee. Such organizations shall designate representatives, and alternates, as necessary.

4.8.1 Individuals. In some circumstances individuals possessing expert knowledge in the field of the committee's work may serve in a personal capacity, when appointed by the secretariat or elected by the American National Standards Committee. There shall be no alternates for individual members.

4.8.2 Companies. Under any of the following conditions representation may be accorded to individual companies having substantial concern and competence in standards within the committee's scope:

(1) When no organized group exists through which companies can obtain representation or when an organized group exists, but the company is not a member thereof

(2) When standardization is not included in the activities of an organized group, and it therefore declines representation on an American National Standards Committee

(3) When an organized group is not sufficiently representative of the producers or consumers interested in the project and additional representation must be sought

(4) When a company having membership in an organized group represented on an American National Standards Committee finds that it is substantially concerned with the subject of a standard from a point of view not coming within the scope of interest of the organized group, and it is denied opportunity for presentation of its special interest

4.8.3 Classification of Representatives. To establish balanced representation for developing evidence of national consensus on standards, representatives shall be classified in accordance with the business interests of their employers or, in the case of an individual member, in accordance with his interest. If a technical society so indicates in writing to the Institute and the secretariat,

its representatives may be classified according to the relationship of that society to the scope of the committee in question, and will represent the views of the technical society in all voting. No alternate shall be counted in determining the balance of the committee. The classification system and the classifications assigned to representatives shall require the approval of the standards management board.

Where the standards management board determines that an American National Standards Committee is concerned with standards of a nonproduct nature, the committee membership need not be classified.

For other committees, the secretariat shall select a classification system appropriate to the subjects to be considered by the American National Standards Committee. One of the classification systems described in 4.8.3.1 or 4.8.3.2 shall be used unless, in the opinion of the secretariat, these classification systems are inappropriate for the particular American National Standards Committee. In such cases, a special classification system may be devised.

4.8.3.1 Product Standards Committees. The representatives on American National Standards Committees dealing with product standards shall be classified from among the following categories:

- (1) Producer interests – those directly concerned with the production of the product involved
- (2) Distributor and retailer interests – those independently concerned with the marketing of the product between producer and consumer
- (3) Consumer or user interests – those who use the product involved but are not involved with its production or distribution
- (4) General interests – those who have interests other than those described in (1) through (3)

To ensure substantial balance, no one classification shall have a majority except with the recorded assent of the other classifications and the approval of the cognizant standards management board.

4.8.3.2 Safety Standards Committees. The representatives on American National Standards Committees dealing with safety standards shall be classified in accordance with their major interests from among the following categories, as appropriate:

- (1) Manufacturers of the product or the material
- (2) Employers – purchasers or owners of the product
- (3) Employees affected by the safety standard
- (4) Governmental bodies having regulatory power or influence over the field in question
- (5) Specialists having expert knowledge in the field of the committee's work, representatives of independent laboratories, or representatives of technical or other societies

- (6) Insurance interests
- (7) Installers and erectors
- (8) Utilities
- (9) Independent distributors and retailers
- (10) Consumer interests

The public interest shall be adequately represented and, to ensure substantial balance, not more than one-third of the membership shall come from any one category without the written consent of the other classifications and the approval of the cognizant standards management board.

4.8.4 Approval of Committee Membership. The secretariat shall submit the initial list of American National Standards Committee members and their representatives (preferably prior to the initiation of work) to the standards management board for approval. Subsequently, the secretariat shall submit the membership list for standards management board review at appropriate times such as when organizations are added or deleted from the membership and when the balance is changed.

4.8.4.1 Basis of Approval. Approval of the membership list of an American National Standards Committee is based upon the following:

- (1) That the committee is competent and authoritative in its field
- (2) That the committee is adequately representative of those substantially concerned with the scope of the project
- (3) That, where applicable, substantial balance (see 4.8.3.1 and 4.8.3.2) exists among voting representatives

4.8.4.2 Membership List. The membership list of the American National Standards Committee shall include the following:

- (1) Title of the American National Standards Committee and the Institute designation
- (2) Scope of the committee
- (3) Secretariat – organization and address
- (4) Officers – names, addresses, and business affiliations
- (5) Organizations represented and their representatives – names, addresses, and business affiliations
- (6) Classification of each voting representative (if classification is used)
- (7) Tally of classifications – total of voting representatives and subtotals for each classification

4.9 Establishment of Subcommittees. Permanent subcommittees may be established by a majority vote of the entire American National Standards Committee. When such subcommittees will be engaged in drafting proposed standards or parts of a standard, individuals having substantial knowledge of the subject of the proposed standard shall be appointed. Since subcommittee personnel do not ordinarily constitute a consensus-

making group, subcommittee actions are purely advisory to the main committee.

4.10 Information Disclosed to Committee. Any information disclosed in committee discussions or correspondence shall be deemed to be nonconfidential and in the public domain. Any invention so disclosed, which is not already the subject of a patent application, shall be considered abandoned and not patentable.

4.11 Voting on Proposed American National Standards. The final vote of an American National Standards Committee on a proposed American National Standard shall be by written ballot or by equivalent formal recorded method. Any individual appointed to represent more than one member organization on an American National Standards Committee shall cast one vote for each member organization which he represents.

4.11.1 Authorization of Letter Ballots. A letter ballot may be authorized by any of the following:

- (1) Chairman
- (2) Executive Committee (if one exists)
- (3) Secretariat
- (4) A majority vote of those present in an American National Standards Committee meeting
- (5) Petition of five members of the committee

Authorization of a letter ballot shall not be denied when a standards management board requests the committee to develop evidence of consensus for approval of a proposed standard as an American National Standard.

4.11.2 Voting Period. The voting period for letter ballots of American National Standards Committees shall end six weeks from the date of issue or as soon as all ballots are returned, whichever comes earlier.

A follow-up letter requesting immediate return of the ballot shall be forwarded, as appropriate, to all representatives and their respective alternates who have not filed a ballot.

4.11.3 Voting Obligations. Each representative and alternate shall exercise his voting privilege within prescribed time limits. An alternate's vote shall be counted only if the representative's vote is not returned. Failure to execute and return ballots shall be considered as lack of interest.

When a representative and his alternate fail repeatedly to return ballots when due, or consistently abstain from voting, the member organization or individual member shall be subject to removal by the secretariat, after appropriate notice. Such removal action may be appealed to the standards management board.

4.11.4 Confidentiality. The interim results of all letter ballots shall remain confidential to the secretariat and officers of the American National Standards Committee until the balloting has been closed.

4.11.5 Disposition of Negative Votes and Comments. When the balloting has been closed, the secretary shall forward the ballot tally to the chairman of the American National Standards Committee, who shall determine whether consideration of unresolved negative votes and comments shall be by correspondence or at a meeting of the main committee or subcommittee involved. All negative votes accompanied by comments shall be carefully considered and their resolution attempted. The results of this effort shall be made known to those whose comments were considered.

Technical changes made in a proposed standard in order to resolve negative votes shall be submitted to the American National Standards Committee with a thirty-day period given in which the members shall have the opportunity to express opposition to the changes.

If, after consideration, negative votes cannot be resolved, they shall be reported to the American National Standards Committee with copies of the reasons given for the negative votes. Each member who wishes to change his original vote shall so indicate within thirty days.

The final ballot result shall be recorded and reported to the secretariat and to the American National Standards Committee in accordance with 4.11.6.

4.11.6 Submittal of Voting Results. If, upon completion of the procedures presented in 4.11 through 4.11.5, at least a majority of votes cast are affirmative, the secretariat may use its discretion as to whether a proposed new or revised standard is ready for submittal to the Institute.

4.11.6.1 However, if at least two-thirds of the total possible votes of the committee are in favor of approval of a reaffirmation, a revision, or a new standard, it is mandatory that the proposed reaffirmation, revision, or new standard, with necessary exhibits, be submitted to the Institute.

4.11.6.2 If a proposed reaffirmation fails to achieve at least a two-thirds affirmative vote of the total possible votes of the committee, the secretariat shall submit the results of the ballot to the Institute as a proposed withdrawal of approval of the American National Standard.

4.11.6.3 If at least one-third of the total possible votes of the committee are in favor of withdrawal of approval of an American National Standard, the secretariat shall submit the results of the ballot to the Institute upon completion of the procedures presented in 4.11 through 4.11.5.

4.11.6.4 If, as required in 4.11.6.1 through 4.11.6.3, submittals are not made by the secretariat within one calendar month of the ballot closure of the American National Standards Committee, one or more of the members of the committee may submit the pro-

posal for approval. However, a sponsor of a proprietary standard has the right to withdraw its standard at any time prior to approval as an American National Standard.

4.11.6.5 The information to be supplied to the Institute upon submittal shall include:

(1) The title and designation of the proposed American National Standard

(2) Whether the submittal is a revision, reaffirmation, or withdrawal of an existing American National Standard

(3) A copy of the proposed American National Standard as finally approved by the committee

(4) Final results of the letter ballot, including identification of those voting "against" (with reasons therefor) and those not responding (despite follow-up)

(5) A list of the American National Standards Committee personnel at the time of balloting, as well as a list of the subcommittee personnel, where appropriate

(6) Identification of negative votes outstanding and a history of the attempts to resolve them

(7) A brief history of the development of the standard

(8) A statement regarding adherence to the Institute's procedures for the American National Standards Committee Method

(9) A statement regarding compliance with the requirements of 7.2

4.11.7 Action by the Institute. The Institute upon receipt of a properly documented request for approval, reaffirmation, or withdrawal of a standard shall follow the Operating Procedures of the Board of Standards Review.

4.12 Dissolution of an American National Standards Committee. When it is proposed to disband an American National Standards Committee the steps given in 4.12.1 through 4.12.5 shall be taken.

4.12.1 A written proposal to disband shall be submitted to the Institute covering the following matters:

(1) Reasons why the committee should be disbanded

(2) If there are American National Standards which were the responsibility of the committee, what organization(s) will assume responsibility for their maintenance

4.12.2 Any responsible proposal to disband a committee shall be referred to that American National Standards Committee for consideration at a meeting or by letter ballot in order to determine the recommendations of the member organizations regarding disbanding.

4.12.3 The proposal to disband and the recommendations of the committee as obtained in 4.12.2 shall be transmitted to the cognizant standards management board. The standards management board shall be asked

to vote on the question of disbanding the American National Standards Committee.

4.12.4 The cognizant standards management board shall also be asked to assign responsibility for the maintenance of any American National Standards previously handled by a committee which has now been disbanded.

4.12.5 Notice of standards management board action to disband a committee and any reassignment of standards shall be transmitted to standards management board members, committee members, ANSI records section, and others concerned through the appropriate publication of the Institute.

4.13 Parliamentary Procedures. On questions of parliamentary procedure not covered in these procedures, Robert's Rules of Order (latest edition) shall prevail.

5. Canvass Method

5.1 General. The Canvass Method may be used by a proponent to establish evidence of consensus on the subject standard in accordance with the procedures given in this section.

5.2 Development of Canvass List. When the Canvass Method is used, the sponsor of the standard shall develop a list of organizations and others known to have substantial concern with, and competence in, the subject of the standard. The Institute may be asked to assist in the development of such a list. The list shall include the following interests, as appropriate: users, producers, distributors, retailers, general employers, employees, regulatory bodies, insurance, utilities, consumers, etc. National associations, technical societies, and government agencies shall be utilized wherever possible to represent these interests. In cases where there are no national associations or societies, or in cases where a party having substantial interest is not represented through a national group, then other groups or individual companies may be included.

If the subject of a standard under consideration falls within the scope (as judged by the cognizant standards management board) of an American National Standards Committee, that committee shall be included in the list of organizations to be canvassed.

5.3 Review of Canvass List. The proposed list shall be submitted to the Institute and reviewed by the appropriate standards management board. The review period, during which additions may be proposed by the standards management board members known to have substantial concern with, and competence in, the subject covered by the scope of the standard, shall be thirty days. The resulting proposals shall be referred immedi-

ately to the sponsor. The sponsor may begin the canvass prior to the expiration of the thirty-day review period.

5.4 Making the Canvass. The sponsor shall transmit to the organizations and others listed for canvass an appropriate ballot, other pertinent material, and at least one copy of the standard. Upon request the sponsor shall provide to the canvasee a reasonable number of copies of the document being considered to allow for a speedy determination of position by the canvasee. The letter of transmittal or ballot shall make clear that it is the intent of the ballot to develop evidence of consensus on which approval as an American National Standard shall be based by the Institute. Should the publication contain material which is not to be considered for approval as an American National Standard, such as an introduction or appendix, a clear statement shall be included indicating which portions of the publication are to be considered for approval by the Institute. Information to the canvasees shall include method of development, history, extent of use and acceptance, relationship to other standards on the same subject, etc, as applicable.

The ballot form used by the sponsor shall provide opportunity for the canvasee to indicate concurrence, objection, or not voting, with the advice that in order to receive consideration objections must be accompanied by supporting written comments or proposals. The canvass ballot shall be closed at the end of six months or when all replies have been received, whichever is the earlier date. At least one follow-up shall be sent to organizations and others not responding. In the tabulation of results, "not returned" ballots shall be so recorded.

5.4.1 Accelerated Canvass Procedures. When the Canvass Method is used to meet abbreviated time limits imposed by federal legislation or regulation, a public meeting of the canvasees may be called by the sponsor to consider and discuss a proposed American National Standard. The time and place of the meeting shall be announced in the original canvass letter. The meeting shall be held within thirty to forty-five days of the date of the canvass letter, at which time all those present will be expected to cast their votes. Those not present may cast written ballots accompanied where applicable by justification of negative votes. These ballots shall be counted, provided they are received prior to the meeting. The results of the meeting and a record of the final vote shall be reported to the Institute in accordance with 5.6.

5.5 Disposition of Objections and Comments. The sponsor making the canvass shall give consideration to all written objections and comments returned with the ballot with the intent of resolving them. The sponsor shall advise the commentator(s) of the disposition of

his comments and the reasons therefor. A written record of letters, discussions, committee actions, etc, relative to the consideration of objections and comments shall be maintained and made available to the Institute. Unresolved objections together with the reasons therefor and the consideration given to them shall be reported to all organizations and others canvassed so that within thirty days they may indicate whether these objections will change their original vote. Substantive changes made in the standard subsequent to the original canvass shall be reported to all organizations and others canvassed so that they may have the opportunity to express their acceptance or rejection of the changes. The time period for each supplementary canvass shall not exceed three months, unless authorized by the Institute.

5.6 Report of Voting Results. The final results of the canvass may be reported to the Institute by the organization making the canvass when 5.4 and 5.4.1, if applicable, have been complied with. Voting results reported to the Institute shall include:

- (1) Request for approval as an American National Standard, indicating the portion of the document that is to be considered for approval
- (2) The list of organizations and others canvassed and the date of its acceptance by standards management board
- (3) A copy of the standard and the information ballot submitted to the canvasees
- (4) Copies of written objections and documentation of consideration given thereto, including letters of response to commentators
- (5) The final results of the voting, including identification of those voting concurrence, objecting, not voting, and not responding despite follow-up, and the results of any supplementary canvass ballots

The report of results shall be made within one year of the date of approval of the canvass list, unless substantive modifications are made in the standard in order to resolve negative votes, in which case the deadline may be extended to two years. In the latter case, the sponsor shall notify the appropriate standards management board of the status of the canvass at the end of one year.

Failure to meet the time limits will require another review of the canvass list in accordance with 5.2 and 5.3.

5.7 Additional Information Required. In addition to the report of voting results, the Board of Standards Review requires that the sponsor provide the Institute with information relative to the following:

- (1) Use, or potential use, of the standard
- (2) That there is no significant conflict with another American National Standard

- (3) Consideration of other standards having national or international acceptance in the given field
- (4) Accord with the national interest
- (5) That there is no unfair provision in the standard
- (6) That the standard is technically sound
- (7) Compliance with the procedures of the Institute (see 5.2 through 5.7(6))

5.8 Action by the Institute. The Institute upon receipt of a properly documented request from the sponsor for approval, reaffirmation, or withdrawal of a standard shall follow the Operating Procedures of the Board of Standards Review.

5.9 Maintenance of American National Standards Approved under the Canvass Method. The sponsor of a standard submitted and approved under the Canvass Method shall be responsible for the maintenance of that American National Standard, with appropriate revision, reaffirmation, or withdrawal at least every five years. See Section 6.

5.10 Review of Procedures Utilized by Sponsor. The Institute may perform unscheduled audits at appropriate intervals to verify compliance with these procedures.

6. Maintenance of American National Standards

6.1 Periodic Review of American National Standards. American National Standards may be revised as frequently as necessary. However, a standards management board shall require each American National Standards Committee within its cognizance to review American National Standards within its scope at least once within every five years to determine recommendations for (1) reaffirmation, (2) revision, or (3) withdrawal, if they have not been reviewed or revised within that period of time.

Standards management boards shall make the same determination from sponsors which have submitted proposed American National Standards, subsequently approved as American National Standards, under the Accredited Organization Method or the Canvass Method.

6.2 Procedures for Action on Outdated American National Standards. Four years after approval of an American National Standard the Institute shall notify the sponsor or secretariat concerned that action is required to reaffirm, revise, or withdraw the American National Standard by the end of the fifth year.

In the event that an American National Standard is not reaffirmed, revised, or withdrawn within five years after its approval, the sponsor or secretariat shall be notified that withdrawal of approval of the American

National Standard will be recommended to the Board of Standards Review unless an extension of time of not more than one year is requested within thirty days of the date of notification. Requests for extension shall demonstrate that work is under way which will lead to revision or reaffirmation.

The cognizant standards management board shall review the request and may grant the extension. If the extension is denied, the standards management board shall refer the American National Standard to the Board of Standards Review with a recommendation for immediate withdrawal, and the Executive Standards Council shall be so advised.

If the extension is granted and the American National Standard is not reaffirmed, revised, or withdrawn within the extension period, the Institute shall notify the sponsor or secretariat that withdrawal of approval of the American National Standard will be recommended to the Board of Standards Review unless a request for a second extension is authorized by a majority vote of the standards committee concerned or the canvasees originally contacted under the Canvass Method. Such a vote shall indicate the length of extension required, one, two, or three years. Such request shall be accompanied by reasons justifying the action requested and shall provide a schedule for completion of work and submittal of a proposed reaffirmation or revision to the Institute. The cognizant standards management board shall review such request and may grant the extension.

If the second extension is denied, the standards management board shall refer the American National Standard to the Board of Standards Review with a recommendation for immediate withdrawal, and the Executive Standards Council shall be so advised. If the extension is granted and the American National Standard is not reaffirmed, revised, or withdrawn within the second extension period, the standards management board shall refer the American National Standard to the Board of Standards Review with a recommendation for immediate withdrawal, and the Executive Standards Council shall be so advised.

7. Approval and Withdrawal of American National Standards

7.1 General. The Institute Bylaws in B7.7.1 states "Approval of standards as American National Standards is delegated to the Board of Standards Review by the Board of Directors."

The types of action to be taken by the Board of Standards Review shall be approval of:

- (1) Proposed American National Standard

- (2) Proposed revision of an American National Standard
- (3) Reaffirmation of an American National Standard
- (4) Withdrawal of an American National Standard

7.2 Criteria for Approval. An American National Standard implies national acceptance. Approval of a proposed standard as an American National Standard is the judicial determination that a consensus exists of those substantially concerned with the scope and provisions of the proposed standard. The following criteria shall have been considered with respect to the approval of each proposed American National Standard:

- (1) All substantially concerned parties shall have had an opportunity to express their views and these views shall have been carefully considered
- (2) There shall be evidence of use or of potential use of a proposed American National Standard
- (3) Before a proposed American National Standard is approved, any recognized significant conflict with another American National Standard shall have been resolved
- (4) Due consideration shall have been given to the existence of other standards having national or international acceptance in the given field
- (5) There shall be accord with the public interest
- (6) There shall be no unfair provisions in the proposed American National Standard
- (7) There shall be evidence of the technical quality of the proposed American National Standard
- (8) There shall be evidence of compliance with the procedures of the Institute

7.3 Criteria for Withdrawal. Withdrawal of an American National Standard shall be based on a lack of consensus for continued approval.

7.4 Patents. There is no objection in principle to drafting a proposed American National Standard in terms that include the use of a patented item, if it is considered that technical reasons justify this approach.

If the Institute receives a notice that a proposed American National Standard may require the use of a patented invention, the procedures in 7.4.1 through 7.4.4 shall be followed.

7.4.1 Prior to approval of such a proposed American National Standard, the Institute shall receive from the patent holder (in a form approved by the Institute) either: assurance in the form of a general disclaimer to the effect that the patentee does not hold and does not anticipate holding any United States patent covering any invention whose use would be required for compliance with the proposed American National Standard; or assurance that:

- (1) A license shall be made available without com-

pensation to applicants desiring to utilize the license for the purpose of implementing the standard, or

- (2) A license shall be made available to applicants under reasonable terms and conditions that are demonstrably free of any unfair discrimination

The terms and conditions of any license shall be submitted to ANSI for review by its counsel, together with a statement of the number of independent licensees, if any, which have accepted or indicated their acceptance of the terms and conditions of the license. On the advice of Institute counsel the Executive Standards Council shall determine, prior to approval, whether or not the patent situation would disqualify the standard for consideration.

7.4.2 A record of the patent holder's statement (and a statement of the basis for considering such terms and conditions free of any unfair discrimination) shall be placed and retained in the files of the Institute.

7.4.3 When the Institute receives from a patent holder assurance set forth in 7.4.1(1) or (2) the standard shall include a note as follows:

The user's attention is called to the possibility that compliance with this standard may require use of an invention covered by patent rights.

By publication of this standard, no position is taken with respect to the validity of this claim or of any patent rights in connection therewith. The patent holder has, however, filed a statement of willingness to grant a license under these rights on reasonable and nondiscriminatory terms and conditions to applicants desiring to obtain such a license. Details may be obtained from the publisher.

No representation or warranty is made or implied that this is the only license that may be required to avoid infringement in the use of this standard.

7.4.4 The Institute shall not be responsible for identifying all patents for which a license may be required by an American National Standard or for conducting inquiries into the legal validity or scope of those patents which are brought to its attention.

7.4.5 Compliance with the procedures in 7.4.1 through 7.4.4 is mandatory for Institute approval of a proposed standard that may require use of a patented item.

8. Designation and Publication of Standards

8.1 Designation of American National Standards. A standard that is approved by the Institute shall be called "American National Standard"; for example, "American National Standard (specification, definitions, practices, code, method of test, abbreviations, operating rules, etc) for" The phrase "American National Standard" may be used either as an adjective or a noun in the title of the document.

All published American National Standards shall be

prominently marked by their publisher with the title approved by the Institute, and with the statement "Approved by the American National Standards Institute." The date of approval by the Institute and the number assigned after consultation with the Institute shall be given. The title "American National Standard" and the Institute logotype shall not be used to identify a standard that has not received the approval of the Institute.

When an American National Standard is published by an organization other than the Institute, it is mandatory that those portions of the document not part of the American National Standard (such as forewords, prefaces, appendixes, etc, as applicable) be clearly identified at the beginning of each such section, or that such identification be overprinted on the cover page.

8.2 Draft Standards. Draft standards may be published for trial and criticism in trade or technical journals or as separate publications for a period of up to one year. The title for publication of such drafts shall be Draft American National Standard . . . (as indicated in 8.1). The following statement, or equivalent, shall also be included on the front cover:

"Publication of this draft standard for comment and criticism has been approved by _____ (insert name of cognizant American National Standards Committee or sponsor). Distribution of this draft standard for comment shall not continue beyond _____ months from the date of publication. It is expected that following this _____ -month period, this draft standard, revised as necessary, will be submitted to the American National Standards Institute for approval as an American National Standard. Suggestions for revision should be directed to _____."

8.3 Publication. American National Standards shall be published and made available to the Institute and the public as soon as possible after approval by the Institute.

If an American National Standard is not published within a period of six months following its approval, the publisher may request an extension of this deadline from the Executive Standards Council. Such a request shall be in writing, shall supply the reason for publication delay, and shall indicate a firm final date for publication. At its discretion, the Executive Standards Council may elect to grant the publisher an additional period of time for publication, or it may direct the Institute to publish that standard. If a publisher fails to publish within six months and does not request an extension of deadline, the standard shall be published by the Institute.

8.4 Publisher. The following shall be the order of priority for publication rights to American National Standards:

- (1) Sponsor of standards
- (2) Secretariat of American National Standards Committee
- (3) American National Standards Institute

A sponsor or secretariat, at its discretion, may grant the right of publication to the Institute.

NOTE: It is recommended that the Institute's *Style Manual for Preparation of Proposed American National Standards* be used for guidance.

9. Amendments

The Board of Directors may, in accordance with B7.1.2 of the ANSI Bylaws, make changes in these procedures at any time, after consultation with, or upon recommendation of, the Executive Standards Council.

Recommendations of the Executive Standards Council to the Board of Directors to amend these procedures shall require a two-thirds vote of approval by letter ballot of the Council.