



Operating Procedures of the ANSI ISO Council (AIC)

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INTRODUCTION

The American National Standards Institute (ANSI) represents the interests of the United States of America in the International Organization for Standardization (ISO), of which ANSI is a member. As the U.S. member body of ISO, ANSI staff persons and, from time to time, delegations of ANSI volunteers, serve on policy and governance groups at ISO. In order to meet these and other ISO-related responsibilities, the ANSI Board of Directors has established the ANSI ISO Council ("AIC"), an International Relations Committee of ANSI. The AIC is responsible for recommending ANSI policy and process-related positions to assist ANSI in carrying out its membership duties at ISO as well as for administering ISO Committee Secretariats in accordance with the ANSI International Procedures. The AIC reports to the ANSI Board Executive Committee ("Executive Committee").

These Operating Procedures set forth the rules of procedures governing the AIC and may be amended from time to time by the Executive Committee.

1 Responsibilities and functions

The ANSI ISO Council (AIC) is responsible for:

- i. recommending ANSI policy and process-related positions concerning ISO standardization and conformity-assessment issues that are presented, via ANSI staff (and sometimes ANSI delegations) to the ISO General Assembly, ISO Council, ISO Technical Management Board ("TMB"), ISO Committee on Consumer Policy ("COPOLCO"), ISO Committee on Developing Countries ("DEVCO"), ISO Conformity Assessment Committee ("CASCO"), and subgroups of these committees;
- ii. the administration of ISO Committee Secretariats, including the consideration of requests to undertake or retain an ISO Secretariat of a new or existing ISO Committee and the continuation, transfer or withdrawal of such assignments to ANSI or external organizations in accordance with criteria specified in the ANSI International Procedures.

In carrying out its responsibilities, the AIC may seek input from the other Committees of ANSI, ANSI Policy Advisory Groups and ANSI Forums.

2. AIC Membership and Membership Rights

Membership in the AIC is open to ANSI members¹ (other than Basic and International members) who actively participate in international standardization and conformity assessment activities and have extensive, personal knowledge of such ISO activities.

Interested ANSI members may designate one (1) eligible representative to serve as a voting member of the AIC. Voting members will have the right to: (i) access all AIC documents, including meeting minutes and agendas; (ii) participate in electronic communications and correspondence; (iii) attend all AIC meetings; (iv) participate in discussions at all AIC meetings; and (v) vote on all matters coming before the AIC.

Voting members of the AIC shall be appointed by the Chair of the ANSI Board with the approval of the Board. ANSI members who wish to designate voting representatives, shall indicate their interest in or around June of each year in response to ANSI's formal Call for Nominations. Except as may be extended by the Board, each such appointment shall be for a term of three full years with no person serving more than three full consecutive terms. The terms shall be staggered so that one-third of them expire at the end of each calendar year.

¹ As delineated in Section 2.01 of the By-Laws.

3. Voting Member Responsibilities

Voting members are generally those who wish to actively participate in AIC meetings, debates and votes. They should have sufficient experience to offer recommendations on positions ANSI should take as the member body to ISO as well as make decisions on the delegation of ISO Secretariats. Voting members will be expected to have read materials distributed in advance of meetings and commit the time and resources that are necessary and appropriate to fulfill the missions of the AIC.

AIC voting members are the members themselves, not the entity with which they are affiliated. Serving in such capacity, AIC voting members act as fiduciaries to ANSI, which means they are required to act in good faith and in the best interest of ANSI when making decisions on behalf of ANSI. However, if AIC voting members believe their duties to their employer or another third party conflict in any way with those of ANSI, they may simply recuse themselves from decision making from ANSI as detailed in Section 10 below. The voting members of the AIC are also required to abide by the ANSI Code of Conduct.

On any matters requiring a vote at either a meeting of the AIC or via Letter Ballot, a current voting member may appoint a temporary alternate upon prior written notice to the AIC Chair and AIC Secretary.

4. Observers

Interested ANSI members may also designate observers to the AIC. Non-voting observers will have the right to: (i) access non-confidential AIC documents; (ii) attend AIC meetings space permitting, except for portions of the meeting conducted in Executive Session; and (iii) participate in informal discussions at the AIC.

ANSI members eligible and interested in becoming AIC observers may immediately register and participate as observers of the AIC by contacting the ANSI membership department. Observers do not serve for specific terms and may remain on the AIC as long as they are otherwise eligible to serve.

5. Officers

The Chair of the Board shall appoint the Chair of the AIC subject to approval by the Board. The Chair of the Board may also appoint a Vice Chair. Except as may be extended by the Board, the Chair (and any such other Vice Chair) shall serve for a term of two years and shall be eligible to serve for a maximum of two full consecutive two-year terms.

The Chair of the AIC shall maintain impartiality at all times and shall not be entitled to vote on any matters brought to a vote before the AIC. However, the Chair's employer may appoint an AIC voting member (and alternate, see above), apart from the Chair.

A staff member of ANSI designated by the ANSI President shall serve as a non-voting secretary of the AIC.

6. Nominations and elections

The Chair of the AIC shall appoint, before June 1 of each year, a Nominating Committee of not less than three (3) members from among the members of the AIC to serve until December 31. By majority vote, on or before August 15 of each year, this committee shall nominate the following:

- a) Candidates to serve as Chair (and Vice-Chair if one has been appointed) of the AIC for the following year if the term of the current Chair (or Vice Chair if appointed) are to expire in that year;
- b) Candidates to serve as members of the AIC (i.e., to fill vacancies and/or terms expiring in that year).

On or around September 1 of each year, the Secretary of the AIC shall distribute to each member of the AIC a ballot containing the names of all nominees nominated by the Nominating Committee. The ballot shall be returned to the AIC Secretary on or before October 15. Nominees receiving a plurality of the votes cast shall be recommended to the Chair of the Board (via the AIC Secretary) for final approval by the Board.

7. Meetings and agendas

Meetings of the AIC shall take place at least two times a year with such additional meetings taking place if deemed necessary or desirable at the direction of the AIC Chair. At any meeting of the AIC, the presence (either in person or via appropriate electronic means) of a majority of the current AIC membership shall constitute a quorum.

Notice of the time and place of meetings of the AIC shall be given by the secretary. Written notice shall be sent by mail or electronic means to each member of the AIC at least forty-five (45) days before the meeting. The secretary of the AIC will cause an agenda and related materials to be distributed to the members of the AIC reflecting the principal items to be considered approximately ten (10) days before an AIC meeting. The Secretary of the AIC will prepare a report of each AIC meeting, which will be circulated as soon as practicable after the meeting. Meetings of the AIC may be attended only by AIC members, unless otherwise authorized by the AIC Chair.

8. Authorization of AIC letter ballots

The AIC, in session, or the Chair of the AIC may authorize the Secretary to distribute letter ballots.

9. Voting requirements

Each voting member of the AIC shall exercise his or her voting privilege within such prescribed time limits as may be established. Letter ballots, when used, shall be closed on the twentieth (20th) working day following the date of issue, or when all ballots are received, unless otherwise authorized by the Chair. AIC decisions and recommendations, whether made during meetings at which a quorum is present or between meetings by Letter Ballot, will be determined by a majority of the "yes" and "no" votes cast (not including abstentions) by the voting members. The results of all letter ballots shall remain confidential to the AIC until the ballot has been closed.

10. Conflict of interest

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

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

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

11. Appeals of AIC ISO Secretariat-related actions

In accordance with Section 3 of the International Procedures, persons who have directly and materially affected interests and who have been or will be adversely affected by any action or inaction of the AIC related to the delegation, transfer or relinquishment of ISO Committee Secretariats will have the right to appeal, first to the AIC and, if not satisfied with the outcome, thereafter to the ANSI Appeals Board.

Other complaints or concerns regarding AIC recommendations should be brought to the attention of the AIC secretary who will bring the matter to the attention of the AIC Chair. The AIC Chair or the full AIC (as determined by the Chair) will address such concerns in a manner it deems fair and reasonable, consistent with the ANSI By-Laws and these operating procedures.

12. Subcommittees or task forces

The AIC may establish such additional subcommittees and task forces as are considered desirable to accomplish its mission. Chairs of task forces and subcommittees established by the AIC shall be appointed by the Chair of the AIC from the members of the AIC.

The ANSI ISO Forum (AIF) is a standing committee of the AIC responsible for formulating ANSI positions on technical coordination and procedural issues of the ISO Technical Management Board. The AIF reports to the AIC and its Chair is appointed by the AIC Chair.

Any positions or recommendations of any subcommittee or task force of the AIC (e.g., to disband such committee or task force, to publish positions outside such Committee) shall be submitted by the Chair of such task group or subcommittee to the AIC for approval.

13. ANSI Delegations to Meetings of ISO Policy Governance Groups

From time to time ANSI may issue notices broadly asking its members to indicate their interest in participating in an ANSI delegation to a meeting of an ISO policy governance group. For the practical and efficient approval of such ANSI delegations:

- The AIC Chair will approve ANSI individual delegates and experts to meetings and initiatives of the ISO General Assembly, the ISO DEVCO and their subgroups.
- The AIC Chair, in consultation with the Consumer Interest Forum Chair, will approve ANSI delegations and experts to meetings and initiatives of ISO COPOLCO and its subgroups.
- ANSI staff will approve ANSI representatives to the ISO Council, the ISO TMB and their subgroups.