



United States
National Committee
of the IEC

STATUTES
of the
UNITED STATES NATIONAL COMMITTEE
of the
INTERNATIONAL ELECTROTECHNICAL
COMMISSION
(USNC/IEC)

Approved by US National Committee

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**USNC STATUTES
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STATUTES
of the
United States National Committee
of the
International Electrotechnical Commission

1. Purpose

These Statutes set forth the operating procedures of the United States National Committee of the International Electrotechnical Commission (IEC) (hereinafter USNC) in the conduct of IEC-related activities on behalf of the American National Standards Institute (ANSI) and in accordance with ANSI's Constitution and By-Laws (ANSI By-Laws). The IEC is an international non-treaty standards and conformity assessment organization whose mission is to promote international cooperation on all questions of standardization and related matters, such as the verification of conformity to standards in the fields of electricity, electronics, and related technologies, and thus to promote international understanding of these matters. These Statutes are intended to describe the organizational structure of the USNC as well as its governing body, the USNC Council, and set forth the roles and responsibilities of each of the primary IEC-related participants and committees of ANSI, the USNC, and USNC Council.

2. ANSI

ANSI is a Not-For-Profit corporation organized and existing under the New York Not-For-Profit Corporation Law (NPCL) as amended by the Nonprofit Revitalization Act of 2013 (NPRA). ANSI serves as the national coordinator of voluntary standardization activities in the US and represents the interests of the United States in international non-treaty standards and conformity assessment organizations, such as the IEC, in which ANSI is a member (ANSI By-Laws, Section 1.02 (1)-(2)).

Under Section 701 of the NPCL and Section 301 of ANSI's By-Laws, the responsibility for managing and governing ANSI's affairs rests with its Board of Directors. The day-to-day activities of ANSI are carried out through the ANSI Board Executive Committee and various Councils and Committees of the Institute that report to the ANSI Executive Committee (ANSI By-Laws, Article VII).

The USNC is a Program Oversight Committee of ANSI and includes a broad-based constituency of representatives of academia, consumers, government agencies, manufacturers, professional societies, retailers, testing organizations, and trade associations. As per ANSI's By-Laws "the responsibility of [ANSI] for United States representation in the [IEC] and other electrotechnical bodies associated with the IEC has been delegated by the [ANSI] Board of Directors to the [USNC]." This responsibility is

exercised “exclusively” by another ANSI Committee, the USNC IEC Council (USNC Council). The USNC Council, a relatively small group of elected USNC members, is responsible for the day-to-day policy and position decisions relating to the IEC, subject to the oversight of the ANSI Executive Committee or ANSI Board of Directors (ANSI By-Laws, Section 7.07, 7.14).

The President of the USNC serves as an *ex-officio* voting member of the ANSI Board of Directors and its Executive Committee. The USNC Council may also seek to have nominated one or more of its members to serve on the ANSI Board (ANSI By-Laws Sections 3.02(6) and 6.03(f)).

3. USNC

3.1. USNC Members

A USNC Member is an organization or an unaffiliated individual that is appointed by the USNC with the approval of the ANSI Executive Committee. In making these appointments, the USNC endeavors to ensure representation of all membership groups concerned with the activities of the USNC. Membership in ANSI is a prerequisite for participation in the USNC, unless the Executive Committee specifically permits an exception (ANSI By-Laws, Section 7.09.1).

USNC Members:

- serve as USNC Technical Advisory Group (USNC TAG) Administrators, USNC Conformity Assessment System Secretariats, or Administrative Secretariats for IEC Technical Committee (TC)/Subcommittee (SC) or Systems Committees (SyC), and have paid all requisite fees,
or
- participate as a USNC Premier Member.

3.1.1. Suspension, Expulsion, or Termination of USNC Members

Membership in the USNC terminates automatically upon termination of ANSI membership or upon failure to meet the requirements set forth above, including payment of the requisite USNC fees. In addition, any member may be suspended or expelled from membership by a two-thirds (2/3) vote of the USNC Council. The procedure for removal of a USNC member is set forth in the **USNC Rules of Procedure**.

3.2. Honorary Life Membership

The USNC Council may, from time to time, grant Honorary Life Memberships in recognition of an individual's long and valuable service to the USNC. These Life Members shall have all the privileges of USNC membership except voting, and shall be exempt from individual fees assessed.

3.3. USNC Officers and Related Parties

3.3.1. USNC Officers

The Officers of the USNC shall include the USNC President, President-Elect, three Vice Presidents, and the Immediate Past-President. These elected officers shall meet the criteria for USNC membership. To the extent possible, the terms of the USNC elected Officers should be staggered to ensure consistency of experienced leadership.

3.3.1.1. USNC President

3.3.1.1.1 General

The USNC President is elected to a three (3) year term. The President may seek reelection to a second, consecutive three (3) year term. These terms may be in addition to any partial term served. After a one-year hiatus, they may seek election to the same office as a first term candidate.

3.3.1.1.2 Responsibilities

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

National

- a) Serving as the principal representative of the USNC and chairing meetings of the USNC Council;
- b) Serving as an *ex-officio* member, without vote, on all USNC Standing Committees;
- c) Serving as spokesperson for the USNC;
- d) Providing overall guidance and direction to the USNC General Secretary in the administration of USNC activities;
- e) Serving as an *ex-officio* member, with vote, on the ANSI Board of Directors and Executive Committee; and
- f) Representing the USNC at the ANSI International Policy Advisory Group (IPAG).

International/Regional

- a) Serving as primary USNC point of contact for IEC Central Office;
- b) Serving as primary USNC point of contact for groups such as European Committee for Electrotechnical Standardization (CENELEC), Forum of IEC National Committees of the Americas (FINCA), Pan American Standards Commission (COPANT), Pacific Area Standards Congress (PASC), etc.;

- c) Representing the USNC when appointed to groups such as the IEC Council Board (CB) and IEC/CENELEC Management Coordination Group (MCG), etc.; and
- d) Leading the US delegation at IEC General Meetings and Council meetings.

3.3.1.2. USNC President-Elect

3.3.1.2.1. General

A President-Elect shall be elected to serve for the last one (1) year of the President's final term. During this one-year term, the President-Elect will serve as a USNC Officer and a voting member of the USNC Council. At the end of that year, the President-Elect shall become the USNC President.

3.2.1.2.2 Responsibilities

The responsibilities of the President-Elect during the term of office shall include, but not be limited to, the following:

- a) Serving as Vice-Chair of the USNC Council;
- b) Assisting the USNC President and performing other activities as may be requested;
- c) Representing the USNC at international, regional, and other meetings, if so designated, when the President cannot attend; and
- d) Attending those meetings, if so designated, during the President-Elect year which protocol will permit in order to establish a working relationship with the members, processes, and organizational framework.

3.3.1.3. USNC Vice Presidents

3.3.1.3.1. General

There shall be three (3) USNC Vice Presidents: (i) a Vice President – Finance, (ii) a Vice President – Technical, and (iii) a Vice President Electrotechnical Conformity Assessment, who are assigned specific responsibilities for a portion of the USNC's work.

The Vice Presidents are elected to three (3) year terms. Each Vice President may seek reelection to a second, consecutive three (3) year term. These terms may be in addition to any partial term served. After a one-year hiatus, they may seek election to the same office as a first term candidate.

3.3.1.3.2. Responsibilities

The responsibilities of the Vice Presidents shall include, but not be limited to, the following:

National

- a) The Vice President – Finance shall serve as Chair of the USNC Finance Committee;
- b) The Vice President – Technical shall serve as Chair of the USNC Technical Management Committee (TMC); and
- c) The Vice President – Electrotechnical Conformity Assessment shall serve as Chair of the USNC Conformity Assessment Policy Coordinating Committee (CAPCC).

International / Regional

- a) The Vice President – Finance shall serve on the IEC Finance Committee;
- b) The Vice President – Technical shall serve as the USNC’s primary representative to the IEC Standardization Management Board (SMB);
- c) The Vice President – Electrotechnical Conformity Assessment shall serve as the USNC’s Primary Representative to the IEC Conformity Assessment Board (CAB); and
- d) A Vice President, so designated by the USNC President, may represent the President at international and regional meetings that the President cannot attend.

3.3.1.4. USNC Immediate Past-President

The USNC Immediate Past-President may be requested to fulfill special assignments as designated by the USNC President. He or she shall have the privilege of the floor at all meetings and shall serve as an Officer for two years following the conclusion of his or her term of office, *ex-officio*, without vote.

3.3.1.5. USNC General Secretary

3.3.1.5.1. General

The USNC General Secretary is an ANSI staff employee who provides support for the USNC. The General Secretary, or ANSI staff designee, participates directly in all USNC Policy and Standing Committee meetings, including Officer Meetings, without vote. The General Secretary is nominated by the ANSI

President and USNC President, and is subject to the approval of the USNC Council. The USNC Council may, by a two-thirds (2/3) vote, request replacement of the General Secretary.

3.3.1.6. Deputy General Secretary

A USNC Deputy General Secretary may be appointed by the General Secretary, subject to the approval of the USNC Council, and will report to the General Secretary.

4. USNC Council

4.1. General

The USNC Council is the USNC's governing body and is charged "exclusively" with exercising, on behalf of the USNC (and ANSI), all responsibilities to the IEC and other electrotechnical bodies. The USNC Council shall be composed of the Officers of the USNC and certain other members of the USNC duly elected by the USNC membership in accordance with Section 4.9.1 below and consented to by the ANSI Executive Committee (ANSI By-Laws, Section 7.14).

4.2. Responsibilities

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

- a) Representing and coordinating United States involvement in the IEC and other electrotechnical bodies associated with the IEC on behalf of ANSI;
- b) Overseeing the TMC and CAPCC;
- c) Reviewing USNC membership;
- d) Recommending to the ANSI Finance Committee and ANSI Board of Directors an annual budget to cover IEC-related activities;
- e) Managing programs and adjudicating disputes arising from authorized USNC activities;
- f) Coordinating USNC activities with appropriate standards boards to promote consistency between those international and national activities that fall within the scope of the IEC;
- g) Reporting annually to the ANSI Board of Directors on US participation in IEC activities and coordinating with the IPAG on issues affecting United States interests on more than one international forum; and
- h) Establishing, as appropriate, Mirror Committees to cover United States participation in IEC activities.

(ANSI By-Laws, Section 7.14)

4.3. Chair of USNC Council

The President of the USNC shall serve as USNC Council Chair. In his or her absence, the President-Elect, one of the Vice Presidents, or the Immediate Past-President shall serve as Chair.

4.4. USNC Council Membership

The USNC Council shall be comprised of the following:

- a) The Officers of the USNC;
- b) Elected representatives of organizations administering USNC TAGs and/or Secretariats
- c) Elected representatives from Premier Members;
- d) Elected Government representatives;
- e) Up to three (3) elected consumer advocates;
- f) The Chairs of the Standing Committees not otherwise members of Council (*ex-officio*, without vote);
- g) The President of ANSI (*ex-officio*, without vote);
- h) The Chair of the IPAG (*ex-officio*, without vote); and
- i) IEC Officers from the US (*ex-officio*, without vote).

4.5. Term of Office for USNC Council Membership

Except for *ex-officio* members, the term of office for individuals elected to the USNC Council is three (3) years. Such members may seek reelection to an unlimited number of consecutive three (3) year terms. To the extent possible, terms should be staggered for USNC Council members.

4.6. Election Process for USNC Council Membership

USNC Council members are reviewed and recommended by the Nominations Committee in accordance with Section 4.10.1 and approved by the USNC Council.

4.7. USNC Council Meetings

The USNC Council shall meet as often as necessary to carry forward the regular business of the USNC. The minutes of each Council meeting shall be circulated broadly. Notice of Council meetings shall be circulated broadly. Non-members of the Council shall inform the General Secretary in advance of their intention to attend meetings, and their attendance is subject to the approval of the USNC President. Meetings of the USNC Council may be called at the Chair's discretion or at the request of five (5) members.

4.8. ISO/IEC Policy Coordination

The USNC Council shall engage in appropriate and regular coordination with the ANSI ISO Council (AIC).

4.9. USNC Council Policy Committees

The USNC Council shall maintain the following two Policy Committees: (1) the TMC and (2) the CAPCC. The TMC serves as a mirror committee to the IEC SMB and the CAPCC serves as a mirror committee to the IEC CAB.

The purpose of these Policy Committees is to coordinate USNC positions that impact the IEC global agenda. When such issues are identified, the USNC Policy Committees are responsible for developing and representing USNC consensus positions in appropriate national, regional, and international groups.

4.9.1. USNC Technical Management Committee (TMC)

4.9.1.1. Power and Responsibilities

The responsibilities of the USNC TMC shall include, but are not limited to, the following:

- a) Developing US positions before the IEC SMB and other regional/international bodies;
- b) Approving designations of Technical Advisors (TAs), Deputy Technical Advisors (DTAs), and USNC TAG Administrators;
- c) Approving designations of Secretaries and Assistant Secretaries of US Secretariats of IEC Committees;
- d) Approving nominations of US Chairs for IEC TCs/SCs/Systems Committees (SyCs);
- e) Authorizing invitations to host TC/SC meetings in the US;
- f) Designating USNC TAGs for each IEC technical committee and subcommittee in which the US elects to participate;
- g) Establishing, as appropriate, committees to cover US participation in SMB activities;
- h) Reviewing and voting on all recommendations to surrender a Secretariat of an IEC Committee;
- i) Coordinating with USNC CAPCC to resolve any standards technical issues;
- j) Approving TAG Operating Procedures; and
- k) Reporting to USNC Council after each meeting.

4.9.1.2. TMC Chair

The Vice-President – Technical shall serve as Chair of the TMC and, as such, shall serve as the US Member to the IEC SMB.

4.9.1.3. TMC Vice-Chair

The TMC may elect a Vice-Chair for special assignments and duties decided by the committee/Chair in a process and terms decided by the Committee.

4.9.1.4. TMC Membership

The TMC membership shall consist of individuals proposed by USNC voting members. A TMC member cannot simultaneously serve on the USNC Council except if he or she is a USNC Officer or Standing Committee chair.

4.9.1.4.1. Term of Office for TMC Membership

The term of office for individuals elected to the TMC is fixed at three (3) years. Such members may seek reelection to an unlimited number of consecutive three (3) year terms. To the extent possible, terms should be staggered for USNC TMC members.

4.9.1.4.2. Election Process for TMC Membership

TMC members are reviewed and recommended by the Nominations Committee in accordance with Section 4.10.1 and approved by the USNC Council.

4.9.1.5. TMC Meetings

The TMC shall meet before each SMB meeting, and the TMC's decisions shall be reported to the USNC Council. The minutes of each TMC meeting shall be circulated broadly. Notice of TMC meetings shall be circulated broadly. The TMC's technical constituency (*i.e.*, TAs, DTAs, TAG Administrators and Secretaries, and US TC/SC/SyC Chairs and Secretaries) are encouraged to attend. Non-members of the TMC shall inform the General Secretary in advance of their intention to attend TMC meetings, and their attendance is subject to the approval of the TMC chair. Meetings of the TMC may be called at the Chair's discretion or at the request of five (5) TMC members.

4.9.1.6. TMC Mirror Committees

US participation in the TCs, SCs, and SyCs of the IEC shall be conducted through USNC TAGs. The TMC designates a TAG to cover each of these Committees. In addition to official USNC TAGs, other TMC groups can be established to organize US positions for certain technical activities through the exchange of information among individuals concerned. These groups normally act as mirror committees to corresponding IEC committees.

4.9.1.6.1. Performance Concerns

Concerns regarding the performance of TA, DTA, and TAG Secretaries/Administrators shall be brought to the attention of the TMC Chair who shall report to the TMC within three (3) months the actions taken toward resolution of the complaint. The TMC shall have the right to remove a TA, DTA, USNC TAG Secretary, or USNC TAG Administrator for cause.

4.9.1.7. Other TMC Standing and Ad Hoc Committees

Other standing and ad hoc committees may be established as necessary by the TMC with clearly defined scopes and membership to manage the technical work of the USNC.

4.9.1.8. General

All members should identify issues for Committee consideration that shall be forwarded to the Chair and the General Secretary for the attention of the Committee. Identified TMC issues should include reference to the impacted stakeholders and potential actions/resolutions for Committee consideration. All members shall present USNC TMC consensus positions in their respective committee representative roles.

4.9.2. USNC Conformity Assessment Policy Coordinating Committee (CAPCC)

4.9.2.1. Powers and Responsibilities

The responsibilities of the USNC CAPCC shall include, but are not limited to, the following:

- a) Developing US positions for the IEC CAB and other regional/international organizations;
- b) Supporting the proper and expeditious development of conformity assessment systems;
- c) Developing recommendations on USNC Conformity Assessment (CA) strategy and implementation plans for USNC Council endorsement;
- d) Recommending USNC CA positions for agenda items at the IEC Council Board and ANSI's Conformity Assessment Policy Committee as they arise;
- e) Establishing, as appropriate, mechanisms to address US participation in conformity assessment activities;
- f) Appointing and approving Secretariats of US conformity assessment mirror committees;
- g) Coordinating with USNC TMC to resolve any standards technical issues;
- h) Reporting to USNC Council after each meeting; and
- i) Approving the USNC CA systems operating procedures.

4.9.2.2. CAPCC Chair

The Vice President – Electrotechnical Conformity Assessment shall serve as Chair of the CAPCC and as such shall also serve as the US Member to the IEC CAB.

4.9.2.3. CAPCC Vice-Chair

The CAPCC may elect a Vice-Chair for special assignments and duties decided by the committee/Chair in a process and terms decided by the Committee. The Vice-Chair, if one is elected, shall serve as the CAB Alternate.

4.9.2.4. CAPCC Membership

The Committee membership shall include the Officers of the USNC/IEC CA Systems and individuals proposed by USNC members. Efforts shall be made to balance stakeholder interests in the membership at all times.

4.9.2.4.1. Terms of Office for CAPCC Membership

The term of office for individuals elected to the CAPCC is fixed at three (3) years. Such members may seek reelection to an unlimited number of consecutive three (3) year terms. To the extent possible, terms should be staggered for USNC CAPCC members.

4.9.2.4.2. Election Process for CAPCC Membership

CAPCC members are reviewed and recommended by the Nominations Committee in accordance with Section 4.10.1 and approved by the USNC Council.

4.9.2.5. CAPCC Meetings

The CAPCC shall meet before each CAB meeting and CAPCC's decisions shall be reported to the USNC Council. The minutes of each CAPCC meeting shall be circulated broadly. Notice of CAPCC meetings shall be circulated broadly. The CAPCC's technical constituency (*e.g.*, certifiers, testing laboratories, etc.) are encouraged to attend. Non-members of the CAPCC shall inform the General Secretary in advance of their intention to attend meetings and their attendance is subject to the approval of the CAPCC chair. Meetings of the CAPCC may be called at the Chair's discretion or at the request of five (5) CAPCC members.

4.9.2.6. CAPCC Conformity Assessment Mirror Committees

The CAPCC shall maintain a US conformity assessment mirror committee, reporting to CAPCC, to serve as the US member body for each of the IEC Conformity Assessment Systems and Schemes in which the US participates. The mirror committees shall coordinate with appropriate conformity assessment bodies, process applications for US conformity assessment bodies, and develop US viewpoints, comments, and votes on all matters pertaining to their respective IEC Conformity Assessment Systems and Schemes. The mirror committees shall perform the duties set forth in operating procedures approved by the CAPCC.

4.9.2.6.1. Performance Concerns

Concerns regarding the performance of the USNC conformity assessment systems shall be brought to the attention of the CAPCC Chair, who shall report to the CAPCC within three (3) months the actions taken toward resolution of the complaint. The CAPCC shall have the right to take appropriate action for cause.

4.9.2.7. Other CAPCC Standing and Ad Hoc Committees

Other Standing and Ad Hoc Committees may be established as necessary by the CAPCC with clearly defined scopes and membership to manage the conformity assessment work of the USNC.

4.9.2.8. General

CAPCC members should identify relevant conformity-assessment-related issues for CAPCC consideration that shall be forwarded to the Chair and the General Secretary for the attention of the Committee. Identified conformity-assessment-related issues should include reference to the impacted stakeholders and potential actions/resolutions for Committee consideration. All CAPCC members shall present USNC conformity-assessment-related consensus positions in their respective committee representative roles.

The USNC CAB Representative or alternates are responsible for identifying IEC CAB agenda items requiring decisions, and making relevant information materials available to the CAPCC.

The USNC/IEC CA Systems Officers are responsible for identifying issues that potentially impact other conformity assessment systems, new stakeholders and participants in their activities, and making relevant information materials available to the CAPCC.

The CAPCC Member Liaisons are responsible for identifying issues from their delegated committee activities and making relevant information materials available to the CAPCC.

4.10. Standing Committees

The USNC Council shall maintain, as needed, the following standing committees: the Nominations Committee, the Finance Committee, the Communications Committee, the Rules and Procedures Committee, and the Young and Emerging Professionals Committee. Standing Committee Chair(s) shall be appointed by the USNC Council for a renewable three-year term. Specific details on the operations of these Committees shall be outlined by the respective committee(s) and approved by the USNC Council. Standing Committees may appoint/elect a Vice-Chair for special assignments and duties decided by the Committee Chair under terms decided by the Committee.

Standing Committee members may be nominated by USNC members and are selected and approved by the USNC Council. The USNC Council shall review the membership of

all Standing Committees at least annually. The Chair of a Standing Committee has the ability to invite participants to Committee meetings, as the agenda requires.

4.10.1. USNC Nominations Committee

The USNC shall maintain a Nominations Committee that has a diversity of representatives and balance of interest of not less than five (5) members, subject to the approval of the USNC Council. The Nominations Committee should not include individuals whose current terms of office are expiring at the end of the year such that they may be candidates for one or more positions.

The Nominations Committee shall:

- a) Review qualifications and nominate qualified candidates for open USNC officer positions and open positions on the USNC Council, TMC, and CAPCC;
- b) Provide periodic reports to the USNC Council, TMC, and CAPCC;
- c) Recommend modifications to the criteria for such positions contained in the **USNC Rules of Procedure**; and
- d) Recommend, periodically, to Council qualified candidates for award programs such as IEC, ANSI, and other relevant electrotechnical award opportunities.

On or before October 1 of each year in which elections are necessary, the Nominations Committee shall submit to the General Secretary:

- a) A list of all qualified candidates nominated for election as a USNC officer;
- b) A list of all qualified candidates nominated for election to the USNC Council;
- c) A list of all qualified candidates nominated for election to the TMC;
- d) A list of all qualified candidates nominated for election to the CAPCC.

Candidate qualifications are listed in the **USNC Rules of Procedure**. The Nominations Committee shall determine whether candidates are qualified to serve in these positions, but shall not make any final determinations of which candidates will fill these positions.

The list of all qualified candidates nominated for election to:

- a) USNC officer positions shall be circulated for vote to the USNC Council.
- b) USNC Council positions shall be circulated for vote to the USNC Council.
- c) TMC and CAPCC positions shall be circulated for vote to the USNC Council.

The candidates receiving the plurality of votes shall be declared elected. The nomination and election procedures shall be timed to permit a closing date for the ballots no later than December 1. In the event of a vacancy in any USNC-elected position, including USNC officers or members of the USNC Council, TMC, or CAPCC, the USNC Council may elect a suitable person to fill the unexpired term.

By October 1 of the penultimate year of the USNC President's statutory term limit of six years (unless he/she chooses to serve only one three-year term, in which case the penultimate year of the first term), the Nominations Committee shall nominate, per the process above, and the USNC voting membership shall elect, a President-Elect who will serve for one (1) year after which he or she will become the USNC President. If the President-Elect is one of the current Vice Presidents, the Vice President position shall be relinquished.

Unless otherwise noted, in all USNC elections, votes may be taken either by electronic letter ballot or at a meeting.

4.10.2. USNC Finance Committee

The USNC shall maintain a USNC Finance Committee, chaired by the Vice President - Finance. The Finance Committee shall meet at least three (3) times a year, once to develop the budget for review by the USNC Council and submission to the ANSI Finance Committee, once to review the year's progress, and once to review execution of the past year's budget.

The USNC Council will supply the ANSI Board Finance Committee with budgetary and financial recommendations to cover the IEC activities annually, at such times and in such form as the ANSI Board Finance Committee specifies. These recommendations may include such items as IEC dues, USNC Secretariat support costs, as well as revenue from the sale of IEC documents, membership, and participation fees, and other income sources for the USNC.

USNC revenue shall include, but not be limited to, the following ANSI revenues:

- a) All net revenue from the sale and royalties on IEC products and services; and
- b) All revenue from the international activity assessments that have derived from IEC P-membership, IEC Secretariats, and individual or corporate activity assessments specifically levied on the USNC participants in support of the USNC/IEC program.

The USNC will submit an annual budget to the ANSI Board Finance Committee for review and incorporation into the overall ANSI budget. In keeping with the ANSI Board approved policies, the ANSI Finance Committee will recommend any other appropriate revenue allocations.

The financial year of the USNC shall be the calendar year. The USNC Council shall establish a system of allocating the dues and fees of the USNC. ANSI will provide timely

detailed accounting reports on the revenues and expenses related to the USNC program. Any disbursement of available USNC funds, not previously budgeted, shall require the approval of the USNC Council and the ANSI Board Finance Committee.

4.10.2.1. Financial Support for the Technical Work of the USNC

Except for the USNC Secretariat, the USNC does not provide financial support for activities such as the work of TAs or USNC TAGs, US delegates to IEC meetings, or IEC TC or SC meetings held in the US. Financial and administrative support for such activities must be arranged by the relevant TA in conjunction with the USNC TAG, its Administrator, and the related industry sector(s).

4.10.3. USNC Communications Committee

The USNC Council shall maintain a Communications Standing Committee charged with the coordination of USNC public relations, communications, and continuing education programs. Membership shall consist of a Chair and a minimum of four (4) members.

4.10.4. USNC Rules and Procedures Committee

The USNC Council shall maintain a Rules and Procedures (R&P) Standing Committee charged with the maintenance of all USNC statutes, policy documents, rules and procedures, and terms of reference documents. Membership shall consist of a chair and a minimum of four (4) members.

4.10.5. USNC Young and Emerging Professionals Committee

The USNC Council shall maintain a Young and Emerging Professionals Standing Committee charged with the engagement, recruitment, and education of Young and Emerging Professionals in the fields of standardization and conformity assessment. Membership shall consist of a chair and a minimum of four (4) members.

4.10.6. Other Standing and Ad Hoc Committees

Other Standing and Ad Hoc Committees may be established as necessary by the Council with clearly defined scopes and membership to assist the USNC accomplish specific missions such as promotion, membership solicitation, research and development, etc.

5. Voting Requirements for USNC Council and USNC Policy and Standing Committees

5.1. Quorum and Voting

There is a “One organization, one vote” policy for all USNC Committees. USNC Officers, as representatives of the USNC, may vote as USNC Council Members. The chairing of the USNC Council or Committees is distinct and different from the USNC officer duties and, as such, the Chair shall only vote in order to break a tie. Except as otherwise stated, a quorum shall be greater than 50% of the voting members of the

USNC Council or Committee. A quorum is required to make decisions but not to hold a meeting. The Chair counts towards quorum.

5.1.1. Voting

Except as otherwise stated, matters considered at meetings of the USNC Council or Committees shall be decided by a simple majority vote of those present and voting (except in the case of electronic ballots where a minimum of 50% of ballots have been returned). Abstentions are not counted towards determining majority. In preparing the agenda for Council and Committee meetings, the appropriate secretary shall, as far as possible, list all the documents related to the various items for discussion and voting. Relevant documents should be circulated at least three (3) weeks prior to the meeting.

5.1.2. Electronic Ballot

Electronic ballots shall normally close two (2) weeks from date of issue. Electronic ballots shall be authorized by the Committee Chair, the President of the USNC, or by no fewer than four (4) members of the Committee.

5.1.2.1. Accelerated Electronic Ballots

On items where expeditious returns are required, electronic ballots may be circulated with a one (1) week return date with the response to be returned to the General Secretary. The same voting criteria as defined under electronic ballots shall be followed.

5.1.3. Consideration of Views and Objections on Ballots

The General Secretary shall forward the views and objections received to the Chair or designee of a committee. The Chair shall determine the process by which all expressed views and objections shall be considered.

Prompt consideration shall be given to the expressed views and objections of all members. A concerted effort to resolve all expressed objections shall be made with the reason(s) for the final decision to be provided in writing.

Any objection and attempt at resolution shall be reported to the committee in writing to afford all members with an opportunity, within appropriate time limits, to respond, reaffirm, or change their position.

6. USNC Appeals Procedures

Directly and materially affected interests who believe they have been or will be adversely affected by action or inaction of the USNC, the USNC Council, or any USNC Council Committees shall have the right to appeal in accordance with the appeals procedures outlined in the **USNC Rules of Procedure**.

7. Conflict of Interest

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

Typically, a potential conflict of interest arises when a member of the USNC participates in activities integral to the particular issue under review, or that person is employed by, or a member of the governing body of, the relevant organization or other entity as applicable.

If a materially affected party asserts that he or she believes that a member of the USNC has a conflict of interest, that materially affected party is required to state the reason(s) for his or her belief. That information shall then be forwarded to the member of the USNC identified as having a possible conflict for that person's response. If that committee member disagrees with the assertion, the President of the USNC, with input from ANSI's General Counsel as appropriate, shall make a final determination as to whether a conflict of interest exists. In making that decision, the USNC President shall seek to avoid potential conflicts or appearance of impropriety.

Members of the USNC who are deemed to have a potential conflict of interest shall not participate in those relevant arguments, deliberations, or decisions. For any votes where such a member of the USNC cannot participate, his or her vote will be considered an abstention.

8. Annual Report

The USNC Council shall provide an annual report to the Board of Directors of ANSI and the USNC on US participation in IEC activities.

9. Amendments to Statutes and USNC Rules of Procedures

Proposed changes to these Statutes of the USNC shall be reviewed and approved by the USNC Council and ANSI's Board of Directors. ANSI's General Counsel or outside legal counsel shall provide a review of proposed changes prior to the distribution to the USNC Council. Modifications to these Statutes and the reasons for these changes shall be made available to the USNC Council members at least 30 days before the USNC Council meeting where the vote on these modifications shall be taken. Votes for approval may be obtained by recorded votes at a meeting or by electronic means. All members of the USNC Council shall have the opportunity to vote. When recorded votes are taken at meetings, members who are absent shall be given the opportunity to vote before or after the meeting. Final approval by the USNC Council of proposed changes to these Statutes requires a two-thirds (2/3) vote before submission to the ANSI Board of Directors for final approval.

Whenever proposed amendments to these Statutes are processed for ANSI Board approval or to facilitate the Board oversight process, the entire Statutes and **USNC Rules of Procedure** shall be made available to it.

10. Supplementary Issuances and Conflicts

The USNC Council and its Committees may, from time to time, issue instructions, policy guidance statements, or other informational material. In the event of any conflicts between these documents and the USNC Statutes and **USNC Rules of Procedures**, the provisions of the USNC Statutes and Rules shall prevail.

11. Dissolution of the USNC

The USNC shall not be dissolved without its consent. A proposal for the dissolution of the USNC shall be supported by at least one-half of the Council members before a decision is put to a vote of the USNC Council. At least two-thirds (2/3) of all USNC Council members shall support the proposal through electronic ballot for it to be accepted. In the event of the dissolution of the USNC, the USNC Council shall recommend to the ANSI Board the disposal of its assets.

12. Dispute Resolution

12.1 Parliamentary Procedure

All questions of parliamentary procedure not covered in the Statutes shall be resolved according to Robert's Rules of Order (latest edition).

12.2 Exhaustion of Remedies

Each USNC member agrees that if a dispute shall arise between the member and ANSI or the USNC, the member shall in the first instance be obligated to pursue and exhaust all administrative appeals available to such member within ANSI.

Definitions and Acronyms

Definitions

US National Interested Party: One of the following entities directly and materially affected by the relevant standards activity:

1. An individual representing a corporation or an organization domiciled in the US (including US branch offices of foreign companies authorized to do business in one or more states as defined by the relevant State's Corporation Law within the US):
2. An individual representing a US federal, state or local government agency; or
3. A US citizen or permanent resident.

Good standing: Individuals meeting all responsibilities and obligations of USNC membership (e.g. appointed by a member organization, dues up to date, etc.)

Acronyms

AIC	ANSI ISO Council
ANSI	American National Standards Institute
CAB	IEC Conformity Assessment Board
CAPCC	USNC Conformity Assessment Policy Coordination Committee
CB	IEC Council Board
IPAG	ANSI's International Policy Advisory Group
IEC	International Electrotechnical Commission
ISO	International Organization for Standardization
SC	Subcommittee
SMB	IEC Standardization Management Board
SyC	Systems Committee
TA	Technical Advisor
TAG	Technical Advisory Group
TC	Technical Committee
TMC	USNC Technical Management Committee
USNC	US National Committee of the International Electrotechnical Commission