



Operating Procedures of the ANSI International Policy Committee (IPC)

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Operating Procedures of the ANSI International Policy Committee

Introduction

The American National Standards Institute (“ANSI”) serves as the national coordinator of voluntary standardization activities in the United States. Through ANSI, organizations concerned with standards activities may cooperate in establishing, improving, and recognizing American National Standards based on a consensus of directly and materially affected persons, to the end that such activities remain dynamically responsive to national needs. ANSI also represents the interests of the United States of America in international non-treaty standards organizations in which ANSI is a member or is otherwise affiliated and strives to further voluntary standards activities as a means of facilitating domestic and international trade, commerce, communications and understanding.

The ANSI International Policy Committee (“IPC”) is responsible for:

- Development of ANSI strategic directions and policies related to international and regional standardization in the broadest sense (not exclusive to ISO and IEC);
- General coordination and oversight of ANSI’s implementation of the relevant ANSI key objectives and initiatives of the U.S. Standards Strategy. This includes coordination of the efforts of the ANSI ISO Council, AIF, USNC Council, USNC TMC, and the RSCs to ensure consistency/compatibility among them and advancement of the goals of the USSS;
- Management of relationships with standards and standards-related organizations other than ISO and IEC, such as the ITU, the regional European organizations, PASC, COPANT, national standards organizations, etc. except as otherwise delegated by the ANSI Board of Directors to another body;
- Resolution of conflicting positions on issues of common concern to ISO and IEC. The IPC will make the final decisions on the common position to be submitted to both ISO and IEC when such conflicts exist. (Note: There may be cases where different positions may be submitted to both organizations due to sectoral considerations or inherent differences in the two organizations);
- Coordination with the USTR on matters related to the WTO, FTAA and APEC SCSC, with the DoS on matters related to the ITU-T, and with other government agencies as appropriate; and
- Reports to the ANSI Board of Directors and its Executive Committee.

These Operating Procedures shall be consistent with the *ANSI Constitution and By-Laws* and shall be subject to the approval of the ANSI Executive Committee.

1 Membership and Officers

The members of the IPC have strong personal knowledge of and are employed by ANSI members that have strong interests/participation in international standardization activities and related conformity assessment. These individuals, with support from others in their organizations as necessary, have the appropriate knowledge and experience to participate in decision making on ANSI positions related to a broad range of international standards issues, including but not limited to:

- strategic planning visions and efforts;
- financing models for international standardization;
- outreach, support and education for developing countries.

Ideally, the IPC members represent a balance of interests from the four ANSI membership categories (industry, organizations, government and consumers), and a range of technical subject expertise.

The requirements for membership and the officers of the IPC are provided in the *ANSI Constitution and By-Laws*. Voting members of the IPC shall be appointed by the Chair of the Board with the approval of the Executive Committee. In making these appointments, the Chair of the Board will endeavor to ensure that IPC members represent a balance of interests from membership groups concerned with the activities of the IPC. Each appointment as a voting member of the IPC shall be for a term of three full years with no limits on the number of terms such member may serve. The terms will be staggered so that one-third of them expire at the end of each calendar year. Each IPC voting member must be affiliated with an eligible ANSI member. Voting members of the IPC shall be the individuals themselves, not the entity with which they are affiliated. The size of the voting

membership of the IPC may be limited by the ANSI Chair of the Board.

Mid-term appointments to voting status on a Policy Committee will be considered by the Chair of the Board subject to evaluation of the timing relative to the normal nomination cycle, available open seats, Committee balance of interests, advice from the Committee's nominating process (if any) and support staff recommendation in the following circumstances:

- a. A new ANSI member (joining outside the normal nomination cycle) wishes to engage right away in the Committee's activity;
- b. A "mid-term" change occurs in Committee voting-member make up through resignations, departures or the like. Should this occur, consideration will be given to the elevation to voting status of designated alternates from the same entity to replace the departed voting member as well as to applications for the open seat from other interested non-voting members of the Committee. "Mid-term" changes will be resolved on a case-by-case basis in the best interests of the Institute. No matter how this is decided by the Chair of the Board in a specific case, the voting seat that has been filled with a "mid-term" appointment will be filled only for the remainder of the current calendar year and then be considered an open seat for the following calendar year's normal nomination process.

Non-voting membership is available to any eligible ANSI member¹. Any ANSI member expressing interest in an ANSI Policy Committee may immediately register and participate as a non-voting member of the Committee. Such non-voting members will have access to all Committee documents, including meeting minutes and agendas. Non-voting members will also have the right to attend meetings, the right of the floor at those meetings at the discretion of the Chair and the ability to file positions in support or opposition to any issue being considered by the voting members and access to all meeting documents including working papers and minutes.

The Chair of the IPC shall be appointed by the Chair of the Board with the approval of the Board. The IPC Chair shall serve a term of two years and shall be eligible to serve for a maximum of two full consecutive terms. The Chair of the IPC shall maintain impartiality at all times and shall be entitled to vote on matters brought to a vote before the IPC in the case of a tie only. The IPC may create a Vice Chair position that serves for two years and shall be eligible to serve for a maximum of two full consecutive terms. The Vice Chair shall assist the Chair of the IPC, and shall serve as Chair of the IPC at any meeting where the Chair is unable to attend. The Vice Chair shall be nominated by the IPC and appointed by the Chair of the IPC with the approval of the Chairman of the Board. (See Section 2 for nomination process.)

An ANSI staff person shall be appointed by ANSI's CEO (with input from the IPC Chair) to serve as a non-voting secretary of the IPC.

2 Nominations and Elections

The Chair of the IPC shall appoint before June 1 of each year a Nominating Committee of not less than three (3) members from among the voting members of the IPC to serve until December 31. An open call for nominations for membership on ANSI Policy Committees takes place annually, the relevant results of which shall be shared with the IPC Nominating Committee. On or before September 15 of each year, such Nominating Committee shall recommend (1) candidates to serve as Chair or Vice Chair of the IPC for the following year (if the term of the current Chairman is to expire in that year); and (2) candidates to serve as members of the IPC (to fill vacancies and/or terms expiring in that year) for consideration by the Chair of the Board for the IPC.

3 Meetings and Agendas

Meetings of the IPC shall be held at least two times a year with such additional meetings as are deemed necessary or desirable at the discretion of the Chair of the IPC. Efforts shall be made to schedule meetings at least one year in advance, whenever possible. Notice of the time and place of an IPC meeting shall be posted on ANSI Online at least one month before the meeting, unless authorized by the Chair.

¹ Eligibility is related to the type of membership held in the Institute.

At any meeting of the IPC, the presence of a majority of the current voting membership (*i.e.*, the authorized voting membership not counting vacancies) shall constitute a quorum.

The Secretary of the IPC will distribute an agenda and any related materials reflecting the principal items to be considered as soon as a draft agenda is available, but no later than one week before an IPC meeting. All suggestions for agenda items must be submitted to the IPC Secretary at least two weeks before an IPC meeting, unless allowed by the Chair on shorter notice.

The Secretary of the IPC will circulate a summary of each IPC meeting as soon as practicable. Such meeting report shall reflect all motions and their disposition as well as significant points of discussion, together with follow-up responsibilities.

4 Authorization of IPC Letter Ballots

The IPC will, as much as possible, take its decisions based on the principle of consensus. However, there may be cases from time to time where a formal letter ballot is required.

The IPC, in session, or the Chair of the IPC may authorize the Secretary to distribute letter ballots. Letter ballots shall be closed on the thirtieth (30th) working day following the date of issue, when all ballots are returned, or on a different schedule when authorized by the Chair. When the letter ballot has been closed, the Secretary shall report the results to the IPC.

5 Voting Requirements

Action at a meeting at which a quorum is present may be taken by the lesser of the following alternate requirements:

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

Action via letter ballot shall require approval by a simple majority of the current voting membership. Alternates

On any matters requiring a vote at a meeting of the IPC, a current IPC voting member may appoint a temporary alternate upon prior written notification and approval by the Chair.

The Chair and IPC voting members are expected to give due consideration to the views of non-voting members and others in seeking consensus or resolution if a vote is required.

6 Membership Participation Expectation

Active voting IPC members will be required to respond on all items for decision, requests for comments, or requests to indicate attendance at a meeting. If an IPC member has a lack of expertise or interest in an item under consideration, the member shall respond by abstaining or indicating no comments. Repeated failure during a calendar year to respond on items for decision, requests for comments or meeting attendance will result in removal of an IPC member at the end of the calendar year, even if the member has additional years remaining in their term.

7 Standing Committees or Task Groups of the IPC

ANSI Program Oversight Committees that report to the IPC are established and function in accordance with the *ANSI Constitution and By-Laws*.

The IPC may establish Standing Committees and task groups as are considered necessary to accomplish its mission. The Chairs of such Standing Committees shall be appointed by the Chair of the IPC for a two year term, with possible re-appointment for a second and final two year term by the Chair of the IPC. The IPC may also sunset a Standing Committee consistent with the IPC's mission.

Any significant positions or recommendations of any Committee of the IPC (e.g., to disband such Committee, to publish positions outside such Committee) shall be submitted by the Chair of such Committee to the IPC for final approval. The IPC may accept such recommendations, return the recommendation to the Committee for further study, give the recommendation to another Institute Policy Committee or take any other action that is deemed in the best interest of the Institute.

Any recommendations or actions that would significantly change or affect the strategic direction of the Institute shall be submitted to the ANSI Board of Directors for final approval.

8 Parliamentary Procedure

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