



Operating Procedures of the ANSI ISO Council (AIC)

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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 ISO Council ("AIC") is responsible for broad-based policy decisions and positions in relation to the policy governance groups of the International Organization for Standardization ("ISO"). ISO's policy governance groups that are under the authority of the AIC include the ISO General Assembly, the ISO Council, the ISO Technical Management Board, the ISO Committee on Consumer Policy ("COPOLCO"), the ISO Committee on Developing Countries ("DEVCO") and their subgroups. The AIC as an Institute Policy Committee reports to the ANSI 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 AIC should have strong personal knowledge of and be 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, should 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.

The requirements for membership and the officers of the AIC are provided in the *ANSI Constitution and By-Laws*. Voting members of the AIC 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 AIC members represent a balance of interests from membership groups concerned with the activities of the AIC. Each appointment as a voting member of the AIC 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 AIC voting member must be affiliated with an eligible ANSI member. Voting members of the AIC shall be the individuals themselves, not the entity with which they are affiliated. The size of the voting membership of the NPC 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 AIC shall be appointed by the Chair of the Board with the approval of the Board. The AIC 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 AIC shall maintain impartiality at all times and shall be entitled to vote on matters brought to a vote before the AIC in the case of a tie only.

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

2 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 voting members of the AIC 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 AIC Nominating Committee. By majority vote, on or before September 15 of each year, such Nominating Committee shall nominate (1.) candidates to serve as Chair of the AIC or of any Standing Committee of the AIC for the following year (if the terms of the current Chairmen are to expire in that year); (2.) candidates to serve as members of the AIC or any Standing Committee of the AIC (to fill vacancies and/or terms expiring in that year) for consideration by the Chair of the Board for the AIC and by the Chair of the AIC for AIC Standing Committees. Each Program Oversight Committee that reports to the AIC shall follow its own duly approved *Operating Procedures*.

3 Meetings and Agendas

Meetings of the AIC 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 AIC. Efforts shall be made to schedule meetings at least one year in advance, whenever possible. Notice of the time and place of an AIC meeting shall be posted on ANSI Online at least one month before the meeting, unless authorized by the Chair.

At any meeting of the AIC, 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 AIC 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 AIC meeting. All suggestions for agenda items must be submitted to the AIC Secretary at least two weeks before an AIC meeting, unless allowed by the Chair on shorter notice.

The Secretary of the AIC will circulate a summary of each AIC 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 AIC Letter Ballots

The AIC 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.

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

The AIC, in session, or the Chair of the AIC 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 AIC.

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 AIC, a current AIC voting member may appoint a temporary alternate upon prior written notification and approval by the Chair.

The Chair and AIC 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 Standing Committees or Task Groups of the AIC

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

The AIC 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 AIC. The AIC may also sunset a Standing Committee consistent with the AIC's mission.

Any significant positions or recommendations of any Committee of the AIC (e.g., to disband such Committee, to publish positions outside such Committee) shall be submitted by the Chair of such Committee to the AIC for final approval. The AIC 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.

7 ANSI Delegations to Meetings of ISO Policy Governance Groups

ANSI will issue notices broadly asking its members to indicate their interest in being represented on an ANSI delegation to a meeting of an ISO policy governance group. For the practical and efficient approval of ANSI delegations to international and regional meetings, the following authority is delegated:

- The ANSI ISO Council Chair will approve ANSI delegations and experts to meetings and initiatives of the ISO General Assembly and ISO DEVCO.
- The ANSI ISO Council Chair, in consultation with the CIC Chair, will approve ANSI delegations and experts to meetings and initiatives of ISO COPOLCO and its subgroups.
- The ANSI President and CEO will determine the ANSI representatives to the ISO Council, the ISO/TMB and their subgroups.

Note: These provisions do not relate to ANSI delegations to meetings of ISO CASCO and its subgroups and other international and regional conformity assessment forums, as the CAPC and ICAC have authority over such delegations under the ANSI By-Laws.

8 Parliamentary Procedure

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