

## **ANSI INTERNATIONAL POLICY GOVERNANCE GROUPS BASIC OPERATIONAL PROCEDURES**

### **1 MEMBERSHIP**

#### **1.1 ANSI IPC Membership Criteria**

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

#### **1.2 ANSI RSC Membership Criteria**

Open to participation by any interested ANSI member as determined by the IPC.

#### **1.3 ANSI ISO Council Membership Criteria**

The members of the AIC should have strong personal knowledge of and be employed by ANSI members that have strong interests/participation in ISO 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 ISO policy issues, including but not limited to:

- strategic planning visions and efforts;
- finances;
- support for developing countries.

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

The AIF Chair will serve as an ex-officio non-voting member of the AIC.

#### **1.4 AIF Membership Criteria**

The members of the AIF should have strong personal knowledge of and be employed by ANSI members that have strong interests/participation in ISO standardization activities. 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 the detailed aspects of ISO technical, procedural and coordination issues, including but not limited to:

- development of standards development procedures.
- coordination of technical activities.
- ANSI positions on proposals for new fields of ISO technical work.
- ANSI assumption and delegation of ISO committee secretariats.

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

U.S. persons, who are employed by non-members of ANSI, and who serve as chairs and secretaries of ISO committees and/or as chairs and administrators of US/TAGs related to ISO committees, may be observers of the AIF, receive documentation, comment and attend meetings, but will have no vote.

## **1.5 General Membership Rules**

- ANSI members will be requested to indicate their interest in serving as active voting members or as information observing members of the IPC, the AIC and/or the AIF.
- The active voting members of the IPC, AIC and AIF may be limited; a maximum of 30 persons is considered a good target.
- As agreed by the ANSI Board of Directors, an ANSI member may have only one representative as either a voting member or observer member of the IPC and/or AIC.
- An ANSI member may have only one representative as a voting member of the AIF, but that ANSI member may have multiple observer members of the AIF.
- The active voting members of IPC , AIC and AIF shall be appointed by the Chairman of the Board with the approval of the Executive Committee. In making these appointments, the Chairman of the Board shall endeavor to ensure representation of all membership groups concerned with the activities of such committee or council.
- Membership in ANSI shall be a prerequisite for participation in the IPC, AIC and AIF (with the exception of AIF observer members who are chairs or administrators/secretaries of ISO committee or US/TAGs) unless the Executive Committee specifically permits an interested party to participate in any such committee or council without becoming a Member of ANSI.
- Each appointment as an active voting member of the IPC, AIC and AIF shall be for a term of three full years with no person serving more than two full consecutive terms. The terms shall be staggered so that one-third of them expire at the end of each calendar year. All membership terms shall commence on January 1.

## **2 CHAIRS**

- The IPC and AIC Chairs will be appointed by the Chairman of the ANSI Board of Directors.
- The RSC Chairs will be appointed by the IPC Chair.
- The AIF Chair will be appointed by the AIC Chair.
- The IPC, AIC and AIF Chairs shall serve one year terms and shall be eligible for reelection for not more than three consecutive terms.

## **3 OPERATIONS**

### **3.1 General**

The IPC, AIC and AIF will, as much as possible, take their decisions based on the principle of consensus. The efforts of these groups will be conducted via e-mail and teleconference as much as possible, however, meetings may be necessary for specific issues.

### **3.2 Membership Participation Expectation**

Active voting IPC, AIC and AIF 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, AIC or AIF 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, AIC or AIF member at the end of the calendar year, even if the member has additional years remaining in their term.

### **3.3 Subgroups**

The IPC, AIC and AIF may establish subcommittees, ad hoc groups and task forces as necessary to accomplish their missions.

### **3.4 Letter Ballots**

Letter ballots shall be decided by a simple majority of the members voting, providing at least 50% of the members return their ballots. Letter ballots normally shall close thirty (30) days from issue. The IPC, AIC or AIF staff liaison shall establish and operate a follow-up procedure to encourage a maximum return.

### **3.5 Accelerated Letter Ballots**

On items where expeditious return is required, letter ballots can be circulated with a two week return date.

### **3.6 International Policy Coordination**

ANSI By-Laws, Section 6.06:

The International Policy Committee shall be responsible for broad-based policy and position decisions on regional and international standards, public policy and related issues that are not exclusively related to either ISO or IEC (except as otherwise delegated by the Board to another body or to the extent such decision would significantly change or affect the strategic direction of the Institute or the federation). The International Policy Committee also shall be responsible for decisions on issues that significantly impact or affect more than one international and/or regional standards body.

## **4 MEETINGS**

- The IPC, AIC and AIF shall meet as often as necessary to address their business.
- First notice of meetings shall be made available to all members (both voting and informational) of the relevant group approximately 30 days prior to the meeting.
- A final agenda with summaries, recommended positions and supporting documents shall be made available approximately 10 to 14 days prior to the meeting, and will be posted on the appropriate ANSI web page.
- The minutes of each meeting shall be made available to all members (both voting and informational) of the relevant group within 30 days after the meeting.
- The presence of two-fifths of the members of the IPC, AIC or AIF will constitute a quorum at an IPC, AIC or AIF meeting, consistent with Section 3.12 of the ANSI By-Laws.
- If an active voting member of the IPC, AIC or AIF cannot attend a meeting, the IPC, AIC or AIF Chair may approve an alternate to attend at the request of the active voting member. It is the responsibility of the active voting member to ensure that this alternate is adequately prepared for the meeting.

## **5 ANSI DELEGATIONS TO INTERNATIONAL AND REGIONAL MEETINGS**

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

- The IPC Chair, in consultation with the appropriate RSC Chair, will approve ANSI delegations and experts to regional and bi-lateral meetings and initiatives, including those of COPANT and PASC.
- 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.

Note: These provisions do not relate to U.S. delegations to IEC meetings, as the USNC has authority over such delegations under the ANSI By-Laws. In addition, 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 BCCA and ICAC have authority over such delegations under the ANSI By-Laws.