SECTION I - Organization Seeking Accreditation

Organization: CEDIA [Custom Electronics Design and Installation Association]

Official Contact: Walt Zerbe

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SECTION II - Scope and Rationale

A. Scope*: (Please include only the scope of the standards development activities for which you are seeking accreditation by ANSI.)

CEDIA recommends best practice and specifies standards for system design, installation, and integration of technology for people to support their lifestyles including, but not limited to, audio/video systems, data networking, communications, security, IoT, “smart home”, automation, control of environment, lighting, wellness, and any other supporting technologies.

B. Rationale*: (Include justification/assessment of the economic and social advantages which would result from the approval of your proposed standards as American National Standards. This should include demonstrated support by the affected industry area for the standards activity.)

The CEDIA association has been in existence for thirty years. Its mission has always been to create and educated workforce for the installation of technology to support peoples lifestyles. CEDIA has focused on education, certification and has been an industry leader and advocate for supporting the consumer, technology manufacture and installer (integrator). CEDIA also liaises with adjacent associations and has had a working relationship with the Consumer Technology Association for over ten years. Currently, CEDIA has a joint standards working group (R10) under the CTA. We will be looking to maintain this joint standards group but transfer administration is going to be transferred to CEDIA.

* Attach separate sheet if necessary
SECTION III - Information Regarding Standards Activities

A. Operating Procedures

The organization agrees to comply with and operate under its own procedures for documenting consensus on proposed American National Standards. These procedures meet the requirements found in the ANSI Essential Requirements (attach copy of procedures to application).

B. Requested Enclosures - Administrative Documentation

Please enclose the following items:

- The scopes of committees, subcommittees or technical committees that have standards development or approval responsibilities (i.e. which group is the consensus body?).

The Residential Systems Committee - R10 establishes recommended practices and standards for design and installation of technology to support peoples lifestyles including but not limited to, audio/video systems, data networking, communications, security, IoT, smart home, automation, control of environment, lighting, wellness, and any other supporting technology residential systems

_______ See section ____________________ of the enclosed operating procedures.

- Policy regarding evidence of compliance (record retention).

_______ See attached.

____ X ____ See section 23 ____________________ of enclosed operating procedures.

- Policy regarding interpretation of the developer’s American National Standards.

_______ See attached.

____ X ____ See section 24 ____________________ of enclosed operating procedures.

- Metric Policy.

_______ See attached.

____ X ____ See section 13 ____________________ of enclosed operating procedures.

- Commercial Terms and Conditions.

_______ See attached.

____ X ____ See section 26 ____________________ of enclosed operating procedures.

- Patent Policy.

_______ See attached.

____ X ____ See section 25 ____________________ of enclosed operating procedures.

- Antitrust Policy.

_______ See attached.

____ X ____ See section 27 ____________________ of enclosed operating procedures.
• Appeals Procedures.
  ______ See attached.
  X____ See section __17_________________ of enclosed operating procedures

• Attach initial list of your consensus body (i.e. canvass list, committee members, consensus body within the organization). Please identify and discretely define the interest categories applicable to the consensus body(ies).

  Interest categories along with definitions for each are included in section 9 of the CEDIA procedures and listed below:

  USER: Users are members in the trade and supporting trades and use the output created by the producers. Users install and integrate technology products.

  PRODUCER: Producers are members who manufacture, and or distribute products.

  GENERAL INTEREST: General Interest members are neither Producers nor Users and may be representatives of regulatory agencies (federal and state), research companies, other organizations and associations, consumer organizations and consumers.

C. Coordination Efforts

• Briefly describe your present program of standards activities. Please include, as applicable, a listing of candidate American National Standards (you may provide this information as a separate attachment, if necessary):

  CEDIA has been working on standards since 2008 under the Consumer Technology Association’s (CTA) ANSI accreditation. A decision was made in 2019 by CEDIA and CTA to transfer the joint standards group to CEDIA. CEDIA and CTA agreed that CEDIA would apply for its own ANSI accreditation. The consensus body - the Residential Systems Committee - will remain a joint CEDIA/CTA group but will be managed by CEDIA. The following list of ANSI standards produced by the joint committee will be maintained under CEDIA’s ANSI accreditation once CEDIA has been accredited by ANSI:

  ANSI/CTA/CEDIA-2030-A R-2019 Multi-room Audio Cabling Standard

  ANSI/J-STD-710 (CTA/CEDIA-2039) Audio Video and Control Architectural Drawing Symbols Standard (this standard is jointly owned by AVIXA, CTA, and CEDIA).

• Please describe your efforts to coordinate your standardization efforts with other organizations/groups to date:

  CEDIA has an MOU with the Consumer Technology Association (CTA) to work jointly on standards, technical reports, and other documents relating to residential systems. The MOU is provided with this application.
• By signing this application, your organization formally states its agreement to attempt to coordinate its standards activities with other ANSI-accredited standards developers and with ANSI.

D. Resources: Staffing

Please provide an explanation of how your organization will provide continuity of administrative oversight and support of its standards activities:

Walt Zerbe – Sr. Director of Technology & Standards will oversee all efforts at the top level.

Tasia Tate – Has been appointed Technology & Standards Manager, reporting to Walt Zerbe and will have direct responsibility to oversee the R10 committee, its sub-groups and all documentation and due diligence via our software platform described below.

We have secured and built out Causeway as our management program for our documentation, records, project management, meeting notices, voting, record keeping, email distribution lists and the like. Information from the current R10 committee, its subgroups, work efforts and all other associated documentation, voting results, meeting minutes, rosters and other supporting information has been transferred into the tool.

SECTION IV - Certification of Procedural Requirements

A. Certification from Standards Developer Using Its Own Operating Procedures:

We certify that the procedures we are using meet or exceed the due process requirements specified in the ANSI Essential Requirements, including:

• Openness (1.1 and 2.1)
• Lack of dominance (1.2 and 2.2)
• Balance (1.3 and 2.3)
• Coordination and harmonization (1.4 and 2.4)
• Written Procedures (1.9)
• Interest Categories (2.3)
• Notification of Standards Development (1.5 and 2.5)
• Consideration of Views and Objections (1.6 and 2.6)
• Evidence of Consensus and Consensus Body Vote (1.7 and 2.7)
• Appeals (1.8 and 2.8)
• ANSI Patent Policy (3.1)
• Commercial Terms and Conditions (3.2)
• ANSI Antitrust Policy (3.3)
• Evidence of compliance (3.44)
• Metrics (3.5)
• Interpretations (3.6)
• Procedures for the National Adoption of ISO or IEC Standards (4.6)
• Maintenance of American National Standards (4.7)
B. General Certification from Standards Developer

1. We agree that the standards we submit for approval as American National Standards or revisions thereof must comply with both the Criteria for Approval of American National Standards specified in 4.2.1.1 of the *ANSI Essential Requirements* and with all administrative requirements relating to the American National Standard submittal process.

   - The standard was developed in accordance with the procedures upon which the developer was granted accreditation with particular attention given to whether due process was followed, consensus was achieved, and an effort was made to resolve any objections to the standard.
   - Any appeal to the standards developer with respect to the standard was completed.
   - Notice of development process for the standard was provided to ANSI in accordance with PINS or its equivalent.
   - Any identified conflict with another American National Standard was addressed in accordance with the developer's procedures.
   - Other known national standards were examined with regard to harmonization and duplication of content and if duplication exists, there is a compelling need for the standard.
   - ANSI’s patent policy is met.
   - ANSI’s policy on commercial terms and conditions is met.
   - ANSI’s antitrust policy is met.

2. We agree that the standards we submit for approval as reaffirmations of American National Standards must comply with the Criteria for Reaffirmation of American National Standards specified in 4.2.1.2 of the *ANSI Essential Requirements*.

   - The due process and consensus requirements were met.
   - The reaffirmation does not include any substantive change(s) to the main text of the standard.
   - All non-substantive changes in the main text of the standard were explained or noted in a foreword.
   - The designation of the American National Standard clearly indicates that the approval is a reaffirmation.

3. We agree that the standards submitted for withdrawal as American National Standards shall comply with the Criteria for Withdrawal of American National Standards specified in 4.2.1.3 of the *ANSI Essential Requirements*.

4. With respect to American National Standards or candidates therefore, we agree to (see clause 4.1.1 of the *ANSI Essential Requirements*):

   - Provide continuity of administrative oversight and support of our standards activities.
   - Provide for designation, publication and maintenance of the standard(s) produced.
   - Provide for an appeals mechanism
   - Cooperate with ANSI in standards planning and coordination activities of mutual interest.
   - Advise ANSI of the initiation and scope of new standards activities and revisions of existing standards expected to result in candidate American National Standards.
   - Submit to ANSI for public comment the requisite information concerning activities related to new candidate American National Standards and the national adoption of ISO or IEC standards as American National Standards as well as the revision, reaffirmation or withdrawal of American National Standards.
   - Consider using applicable international standards.
• Comply with the applicable ANSI procedures with respect to the national adoption of ISO and IEC standards as American National Standards.
• Pay to ANSI all relevant fees, including all costs associated with the procedural audit of our ANSI-related standards activities (including payment of annual ANSI Membership/equivalent Maintenance of Accreditation Dues and a National Activity Assessment based upon the number of American National Standards maintained).

5. With respect to submitting proposed American National Standards to ANSI, we agree to provide the following (clause 4.2.1.1):

• Title and designation of the proposed American National Standard.
• Indication of the type of action requested (that is, approval of a new American National Standard or reaffirmation, revision, or withdrawal of an existing American National Standard).
• A declaration that applicable procedures were followed.
• A declaration that the proposed standard is within the scope of the previously registered standards activity.
• A declaration that any identified conflicts with another American National Standard have been identified and addressed in accordance with 2.5 of the ANSI Essential Requirements.
• A roster of the consensus body that indicates: the vote of each member including abstentions and unreturned ballots, if applicable; the interest category of each member; and a summary thereof.
• A declaration that all appeal actions related to the approval of the proposed standard have been completed.
• A declaration that the criteria contained in the ANSI Patent Policy have been met.
• Identification of all unresolved negative views and objections, with names of the objector(s) and a report of attempts toward resolution.
• Applicable ANSI fees for maintenance of accreditation.

6. When the ANSI Executive Standards Council issues an interpretation to the ANSI Essential Requirements or a policy statement, we agree to make any necessary revisions to our accredited procedures to be in conformance with ANSI requirements. These revisions shall be made in accordance with the implementation schedule supplied by the Executive Standards Council.

7. In those instances when the ANSI Essential Requirements are revised, we agree to make any necessary revisions to our accredited procedures to be in conformance with ANSI requirements. These revisions will be made in accordance with the implementation schedule supplied by the Executive Standards Council.

8. We agree to notify and provide to ANSI in a timely manner a detailed description of any revision to the organization structure of the developer that affects its accredited procedures and all revisions of the accredited procedures, which includes both substantive and editorial.

9. We hereby represent and certify that any electronic submittal provided to ANSI in lieu of a hard-copy form (i.e. PINS, BSR-8, or BSR-9 Forms) that requires a signature indicating that certain representations are being made to ANSI, may be treated and relied on by ANSI as if the Accredited Standards Developer (ASD) actually signed and delivered the form in hard-copy to ANSI. The ASD confirms that ANSI can rely on this in receiving and processing the electronic submittal. This certification will remain in effect for all electronic submittals made to ANSI unless and until ANSI receives a written notice from the ASD stating otherwise.
SECTION V – Conflict of Interest

The Conflict of Interest provisions contained in clause 12 of the current version of the Operating Procedures of the ANSI Executive Standards Council (excerpted next page) apply to the review of every application for ANSI Accredited Standards Developer accreditation and every set of revised procedures submitted for reaccreditation. Please review the current listing of ANSI Executive Standards Council Members posted at: http://www.ansi.org/about_ansi/structure_management/committees/exsc/exsc.aspx?menuid=1#Officers

If you wish to identify any ExSC member as posing a potential conflict of interest concern, please advise staff upon submittal of your application (or revised procedures), and the relevant provisions shall apply.

SECTION VI - Legal Entity

An applicant for accreditation as a U.S. TAG Administrator to an ISO activity (and an ANSI-accredited U.S. TAG Administrator to an ISO activity), must be a legal entity, accept all legal and financial responsibility for the administration of the ISO TAG(s) it serves and maintain adequate resources, including insurance, to cover any expenses or liabilities that may arise from this role.

SECTION VII - Application Fee

A nonrefundable payment in the amount of $5,000.00 is included with this application. Payments shall be made to the American National Standards Institute.

SECTION VIII - Signature

We understand that if the conditions upon which accreditation is granted are not maintained, withdrawal of accreditation may result.

Signature: Walt Zerbe
Print or Type Name: Walt Zerbe
Title: Sr. Director of Technology & Standards
Organization: CEDIA
Mailing Address: 8475 Nightfall Lane
Fishers IN, 46037
Telephone: 317.735.4017
Facsimile: 317.735.4017
Email: wzerbe@cedia.org
Date: 03.06.2020
Excerpted from the Operating Procedures of the ANSI Executive Standards Council

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

Typically a potential conflict of interest arises when a member of the ExSC participated 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 standards developer or other entity as applicable. Similarly, a conflict of interest usually does not exist by virtue of the fact that a member of the ANSI committee participated in the development of standards by a particular standards developer or is a member of that standards developer.

If a materially affected party (such as a standards developer or a possible appellant) asserts that it believes that a member of the ExSC has a conflict of interest, that materially affected party is required to state the reason(s) for its belief. That information shall then be forwarded to the member of the ExSC identified as having a possible conflict for that person’s response. If that committee member disagrees with the assertion, then the Chairman of the ExSC shall make a final determination as to whether a conflict of interest exists.

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

January 1, 2018
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1. **Scope**
   1.1. CEDIA recommends best practice and specifies standards for system design, installation, and integration of technology for people to support their lifestyles including, but not limited to, audio/video systems, data networking, communications, security, IoT, smart home, automation, control of environment, lighting, wellness, and any other supporting technology.

2. **Definitions**
   2.1. **ANSI** - American National Standards Institute, the national accreditation body (www.ansi.org).
   2.2. **ANS** - American National Standard.
   2.3. **BSR** - The Board of Standards Review is the ANSI body responsible for the approval of American National Standards (with the exception of those proposed American National Standards submitted by ANSI Audited Designators).
   2.4. **CEDIA** - CEDIA is the global trade association and central touch point for 3,700 member companies who design, manufacture, and install technology for the home. CEDIA is committed to helping members at every level set a pathway to prosperity by offering industry-leading education, training, and certification; delivering market intelligence through proprietary research; providing opportunities to foster community within the channel, and cultivating awareness with industry partners and consumers. CEDIA founded the largest annual residential technology show, now in its 30th year, and co-owns Integrated Systems Europe, the world’s largest AV and systems integration exhibition. CEDIA members deliver technology solutions that allow people to have their best moments in life from the comfort of their own home. Life Lived Best at Home. To learn more about CEDIA, visit www.cedia.net
   2.5. **Consensus** – Consensus means substantial agreement has been reached by directly and materially affected interests. This signifies the concurrence of more than a simple majority, but not necessarily unanimity. Consensus requires that all views and objections be considered, and that an effort be made toward their resolution.
   2.6. **Consensus body** - The group that approves the content of a standard, and whose vote demonstrates evidence of consensus. The members of a CEDIA standards committee or subcommittee that are eligible to vote form a consensus body.
   2.7. **Resolved**- A negative vote with comment cast by a member of the consensus body or a comment submitted as a result of public review where the negative voter agrees to change his/her vote or the negative commenter accepts the proposed resolution of his/her comments.
2.8. **Substantive change** - A change in a proposed standard that directly and materially affects the use of the standard. Examples of substantive changes are below:

2.8.1. “shall” to “should” or “should” to “shall”;
2.8.2. addition, deletion or revision of requirements, regardless of the number of changes;
2.8.3. addition of mandatory compliance with referenced standards.

2.9. **Unresolved** - Either (a) a negative vote with comment submitted by a consensus body member or (b) written comments submitted by a person during public review expressing disagreement with some or all of the proposed standard that have not been satisfied and/or withdrawn after having been addressed according to the CEDIA Procedures.

3. **References**

3.1. **Normative Reference List** - These procedures contain provisions that, through reference in the text, constitute normative references of these procedures. At the time of publication, the editions indicated were valid. All procedural documents are subject to revision, and parties to agreements based on these procedures are encouraged to investigate the possibility of applying the most recent editions of the procedural documents listed in 3.1.

3.1.1. ANSI Essential Requirements, 2019 edition
3.1.2. ANSI Procedures for the Registration of Technical Reports with ANSI

3.2. **Normative Reference Acquisition**

3.2.1. ANSI: American National Standards Institute, New York, NY Internet: http://www.ansi.org/

4. **Standards Committees**

4.1. The voting members of a CEDIA Standards Committee or Subcommittee function as the CEDIA consensus body.

5. **Leadership**

5.1. Committee and subcommittee chairs shall be appointed by CEDIA staff.
5.1.1. Candidates for chairs should be selected from among committee or subcommittee members. Candidates should demonstrate a high level of activity and leadership skills consistent with the group’s scope.
5.1.2. The chair of a committee or subcommittee is appointed to a two-year term. If there are no candidates for chair, the existing chair may continue to serve for an additional two-year term.

5.2. Working group chairs shall be appointed by CEDIA staff. There are no limits on the length of time an individual can serve as a chair of a working group. If necessary, CEDIA Staff reserves the right to remove chairs from their chair responsibilities.

5.3. The chair position for committees, subcommittees, and working groups attaches to a specific individual rather than to a company or organization.

5.4. Committees, subcommittees, and working groups may have co-chairs or vice chairs. A vice chair may fulfill a chair’s duties when the chair is unavailable.

6. Membership

6.1. Membership on a CEDIA Standards Committee or Subcommittee or working group is open to anyone with a direct and material interest in the committee’s subject matter, except members of the press who are excluded from all CEDIA standards activities in order to encourage free and open discussion during standards development. Representatives should have a technical background relating to the subject area and shall declare their company or organization affiliation.

6.2. Anyone interested in joining a CEDIA Standards Committee or Subcommittee shall submit a Standards Committee application requesting membership. CEDIA staff shall review the application before adding the new member.

6.3. CEDIA may charge a fee for participation in any of its Standards Committees, Subcommittees, or working groups. Fee waivers may be granted to prospective members who demonstrate a need for a waiver, and who provide valuable contributions to the group. Waiver requests may be made in writing addressed to the CEDIA staff person responsible for standards activities.

7. Participation requirements

7.1. CEDIA Standards committee or subcommittee members may earn and then retain voting rights by participating in committee or subcommittee meetings. For a member to obtain voting rights on a committee or subcommittee, any representative of the member must attend two out of three consecutive meetings and will be eligible to vote at the conclusion of the second of these meetings attended. Missing two out of three consecutive meetings results in a loss of voting rights, after which voting rights may be regained by attending two out of three consecutive meetings again.

7.2. If a new member joins a committee or subcommittee and was present as a guest at any of the committee or subcommittee’s previous three meetings then this attendance shall count
toward voting rights.

7.3. Voting rights are assigned to members and not representatives. If a representative of a member with voting rights changes jobs and begins representing a member that does not have voting rights, new voting rights must be earned. Voting rights do not transfer with the individual. This same principle applies to independent consultants who begin representing new clients.

7.4. The attendance record in each set of meeting minutes shall serve as the official basis for acquiring, retaining and losing voting rights.

7.5. When a new committee or subcommittee is formed every member on the group shall have voting rights until the end of the third meeting, at which time the 'two out of three consecutive meetings' rule applies.

8. Balance

8.1. The standards development process should have a balance of interests. Participants from diverse interest categories shall be sought with the objective of achieving balance. If the CEDIA Standards Committee or Subcommittee lacks balance in accordance with the historical criteria for balance for non-safety related standards, outreach to achieve balance shall be undertaken. The historical criteria for balance for non-safety related standards is: no single interest category constitutes a majority of the membership of the CEDIA Standards Committee or Subcommittee dealing with other than safety-related standards.

9. Interest Categories

9.1. The interest categories utilized by CEDIA Standards Committees and Subcommittees shall be:

9.1.1. User: Users are members in the trade and supporting trades and use the output created by the producers. Users install and integrate technology products.

9.1.2. Producer: Producers are members who manufacture, and or distribute products.

9.1.3. General Interest: General Interest members are neither Producers nor Users and may be representatives of regulatory agencies (federal and state), research companies, other organizations and associations, consumer organizations and consumers.
10. Meetings

10.1. Quorum Requirement

10.1.1. A simple majority (>50%) of CEDIA standards committee or subcommittee members with voting rights constitutes a quorum.

10.2. Meeting notice and agenda

10.2.1. When possible, a meeting notice for a CEDIA Standards Committee or Subcommittee should be distributed at least 30 days before the meeting (both in person meetings and teleconferences). Agendas for CEDIA Standards Committee or Subcommittee meetings should be distributed at least 14 days before the meeting.

10.2.2. Meeting notices and agendas for working groups should be distributed at least 7 days before the meeting (both in person meetings and teleconferences).

10.3. Minutes

10.3.1. CEDIA Standards Committee or Subcommittee minutes should include the following information:
10.3.1.1. List of voting and non-voting members of the CEDIA Standards Committee or Subcommittee present and absent at the meeting
10.3.1.2. Determination of quorum
10.3.1.3. Motions taken at the meeting
10.3.1.4. Action items resulting from the meeting
10.3.1.5. Date of next meeting
10.3.1.6. Minutes should be distributed within 30 days of the meeting.

11. Project initiation

11.1. Notification of standards activity shall be announced in suitable media as appropriate to demonstrate the opportunity for participation by all directly and materially affected persons.

11.2. At the initiation of a project to develop or revise an American National Standard, notification shall be transmitted to ANSI using the Project Initiation Notification System (PINS) form, or its equivalent, for announcement in ANSI Standards Action. A PINS form is not required by ANSI for a project to reaffirm, stabilize, or withdraw an American National Standard.
11.3. Comments received in connection with a PINS announcement shall be handled in accordance with section 2.5 of the ANSI Essential Requirements.

12. Discontinuance of a project

12.1. A project to develop, revise, reaffirm, stabilize, or withdraw an American National Standard may be discontinued at any time by CEDIA staff. When a project is discontinued, ANSI shall be notified.

13. Metric Policy

13.1. International System of Units (SI) are the preferred units of measurement in CEDIA’s American National Standards with the equivalent U.S. Customary Units of Measurement (inch) in parenthesis.

14. Voting on ANSI/CEDIA standards, CEDIA bulletins and CEDIA technical reports

14.1. Ballot

14.1.1. Votes to approve new, revised, reaffirmed, stabilized, or withdrawn ANSI/CEDIA standards, CEDIA bulletins, and CEDIA technical reports shall be conducted via ballot.

14.2. Ballot Duration

14.2.1. Ballots to vote on the approval of new, revised, reaffirmed, stabilized, or withdrawn standards, CEDIA bulletins, and CEDIA Technical Reports shall have a duration of at least 30 calendar days. The ballot may be extended by CEDIA staff if a quorum of voting members have not returned their ballots. Recirculation ballots shall have a duration of at least 14 calendar days.

14.3. Ballot voting options

14.3.1. The voting options utilized in ballots to approve new, revised, reaffirmed, stabilized, and withdrawn standards, bulletins, and technical reports shall be:

14.3.1.1. Affirmative (This indicates approval of the standard)
14.3.1.2. Affirmative with comment (This indicates approval of the standard and includes an accompanying comment. Approval of the document shall not be
contingent on acceptance of the comment)

14.3.1.3. **Negative with comment** (This indicates disapproval of the standard. All negative votes shall be accompanied by a comment. Comments shall relate to the standard under vote to which changes to the document could resolve the comment. No attempt shall be made by the committee to resolve or recirculate unactionable comments. Sufficient detail shall be provided by the commenter to understand the issue and facilitate the resolution. Alternate wording should be provided by the commenter such that the wording, if incorporated, would cause the “negative with comment” voter to change his vote to affirmative, affirmative with comment, or abstain.)

14.3.1.4. **Abstain** (This indicates acknowledgement of the vote and expresses no opinion concerning the outcome of the vote.)

14.3.2. CEDIA shall not change a vote unless instructed to do so by the voter. If the change of vote was not submitted in writing by the voter, then written confirmation of such a vote change shall be provided to the voter by CEDIA. All negative votes that are not changed at the request of the voter shall be recorded and reported to the BSR as unresolved negatives by CEDIA.

14.3.3. CEDIA shall record and consider all negative votes accompanied by any comments that are related to the proposal under consideration. This includes negative votes accompanied by comments concerning potential conflict or duplication of the proposed standard with an existing American National Standard and negative votes accompanied by comments of a procedural or philosophical nature. These types of comments shall not be dismissed due to the fact that they do not necessarily provide alternative language or a specific remedy to the negative vote.

14.3.4. CEDIA is not required to consider negative votes accompanied by comments not related to the proposal under consideration, or negative votes without comments. CEDIA shall indicate conspicuously on the ballot that negative votes must be accompanied by comments related to the proposal and that votes unaccompanied by such comments shall be recorded as “negative without comments” without further notice to the voter. If comments not related to the proposal are submitted with a negative vote, the comments shall be considered in the same manner as submittal of a new proposal. If clear instruction is provided on the ballot and a negative vote unaccompanied by comments related to the proposal is received notwithstanding, the vote may be counted as a “negative without comment” for the purposes of meeting quorum and reporting to ANSI. However, such votes (i.e. negative vote without comment or negative vote accompanied by comments not related to the proposal) shall not be factored into the CEDIA numerical consensus requirements. CEDIA is not required to conduct a recirculation ballot of the negative vote. CEDIA is required to report the “no” vote as a “negative without comment” when making its final submittal to the BSR.
14.4. Consideration of views and objections

14.4.1. Prompt consideration shall be given to the written views and objections of all participants, including those commenting on the PINS announcement or public comment listing for a new, revised, reaffirmed, stabilized, or withdrawn ANSI/CEDIA standard in ANSI Standards Action.

14.4.2. In connection with an objection articulated during a public comment period, or submitted with a vote, an effort to resolve all expressed objections accompanied by comments related to the proposal under consideration shall be made and each such objector shall be advised in writing (including electronic communications) of the disposition of the objections and the reasons therefor. If resolution is not achieved, each such objector shall be informed in writing that an appeals process exists with CEDIA’s Procedures.

14.5. Recirculation ballot

14.5.1. Each unresolved objection and attempt at resolution, and any substantive change made in a proposed American National Standard shall be reported to the CEDIA Standards Committee or Subcommittee in order to afford all members of the CEDIA Standards Committee or Subcommittee an opportunity to respond, reaffirm, or change their vote.

15. ANSI Public Review

15.1. Proposals for new American National Standards and proposals to revise, reaffirm, or withdraw approval of existing American National Standards shall be transmitted to ANSI using the BSR-8 form, or its equivalent, for listing in ANSI Standards Action in order to provide an opportunity for public comment. The comment period shall be one of the following:

15.1.1. A minimum of 30 days if the full text of the revision(s) can be published in ANSI Standards Action;

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1 Although a 60-day public comment period is not required in all instances, a number of provisions in the ANSI Essential Requirements, when read in combination, satisfy the WTO’s 60-day rule. Before adopting a standard, ANSI-Accredited Standards Developers shall allow a period of at least 60 days in total for submission of comments on the draft standard if requested by an interested party within the territory of a Member of the WTO. Exceptions outlined in the rule are permitted due to issues of safety, health or environment. (See WTO Agreement on Technical Barriers to Trade (TBT), Annex 3 Code of Good Practice for the Preparation, Adoption and Application of Standards (CGP) Substantive Provision L.)
15.1.2. A minimum of 45 days if the document is made available in an electronic format, deliverable within one day of a request, and the source (e.g. URL or an email address) from which it can be obtained by the public is provided to ANSI for announcement in ANSI Standards Action; or

15.1.3. A minimum of 60 days, if neither of the aforementioned options is applicable.

15.2. Such listing may be requested at any stage in the development of the proposal and may be concurrent with final balloting. Any substantive changes subsequently made in a proposed American National Standard shall be listed in ANSI Standards Action by the submission of another BSR-8 form.

16. Numerical Consensus Requirements

16.1. The proposed new or revised CEDIA standard, bulletin, or technical report or the reaffirmed, stabilized, or withdrawn CEDIA standard, bulletin, or technical report shall be considered approved when a majority of the voting members of the CEDIA Standards Committee or Subcommittee cast a vote (counting abstentions) and at least two-thirds of those voting approve (not counting abstentions).

17. Appeals Policy

17.1. Persons who have directly and materially affected interests and who have been or will be adversely affected by any procedural action or inaction by CEDIA have the right to appeal.

17.2. The appellant shall file a written complaint to CEDIA within 30 calendar days after the date of notification of any action or at any time with respect to inaction. The complaint shall state the nature of the objection, the procedures that are at issue, the action or inaction at issue, and the specific remedial action(s) that would satisfy the appellant’s concerns. Previous efforts to resolve the objections and the outcome of each shall be noted. The appeals process is limited to procedural appeals.

17.3. CEDIA may charge a reasonable fee for filing an appeal. Fee waivers can be requested in writing to CEDIA. CEDIA’s fee will be $1,000 per appeal.

17.4. Within 30 calendar days after the receipt of the complaint, CEDIA shall respond in writing to the appellant, specifically addressing each allegation in the complaint to the extent possible. CEDIA staff shall attempt to resolve, informally, the complaint of the appellant.

17.5. If CEDIA is unable to informally resolve the complaint, it shall appoint an appeals panel to hold a hearing on a date agreeable to all participants, with at least 15 working days’ notice. The
appeals panel shall consist of three individuals who have not been directly involved in the dispute and who will not be materially affected by any decision made in the dispute. At least two members of the panel shall be acceptable to the appellant and at least two shall be acceptable to CEDIA.

17.6. The appellant has the responsibility of demonstrating improper action or inaction, the adverse effects therefrom, and the efficacy of the requested remedial action. CEDIA has the responsibility to demonstrate that the CEDIA Standards Committee or Subcommittee took all actions in question in compliance with these procedures.

17.7. The appeals panel shall render its decision in writing within 30 days of the hearing, based upon a preponderance of the evidence, stating its findings of fact and conclusions, with reasons therefore and citing the evidence. CEDIA shall notify the appellant and the CEDIA Standards Committee or Subcommittee in writing of the decision of the appeals panel, which shall be final and binding on all concerned.

18. ANSI Approval

18.1. Once the proposed standard has been approved by the CEDIA Standards Committee or Subcommittee and has undergone public review as required by the ANSI Essential Requirements and these procedures, it may be submitted to ANSI for review by the ANSI Board of Standards Review (BSR).

19. Periodic Maintenance

19.1. Periodic maintenance is defined as the maintenance of a standard by review of the entire document and action to revise or reaffirm it on a schedule not to exceed five years from the date of its approval as an American National Standard.

19.2. In the event that a PINS or BSR-8 form has not been submitted for an American National Standard within five years after its approval, CEDIA may request an extension of time to reaffirm or revise the standard, or shall withdraw the standard.

19.3. No extension of time beyond ten years from the date of approval shall be granted for action on a standard. Except in the case of a national adoption, an ANS maintained under the periodic maintenance options shall not retain its status as a current American National Standard beyond ten years from the date of approval. Such approval automatically expires on the tenth anniversary date of approval as an American National Standard.
20. **Stabilized Maintenance**

20.1. A standard that is maintained under the stabilized maintenance option shall satisfy the following eligibility criteria:

20.1.1. The standard addresses mature technology or practices, and as a result, is not likely to require revision; and

20.1.2. The standard is other than safety or health related; and

20.1.3. The standard currently holds the status of American National Standard and has been reaffirmed at least once; and

20.1.4. At least ten years have passed since the approval or last revision of the standard as an ANS; and

20.1.5. The standard is required for use in connection with existing implementations or for reference purposes.

20.2. The due process and numerical consensus requirements in these procedures apply to the decision to maintain an ANS under the stabilized maintenance option.

20.3. An ANS maintained under the stabilized maintenance option is not required to be revised or reaffirmed on a routine 5-year cycle; however, it shall be subject to review of such status by CEDIA on 10-year cycle. If it is determined in connection with this review that the standard shall continue to be maintained under the stabilized maintenance option and as such does not require revision or withdrawal, then this shall be communicated to ANSI by CEDIA and a related announcement shall be made in ANSI Standards Action. Notification to ANSI shall be accomplished via the submittal of an informational announcement if the standard will continue to be maintained under the stabilized maintenance option or will be withdrawn, or via a PINS form if the standard will be revised.

20.4. If a recommendation is made at any time by a materially affected and interested party that a standard maintained under the stabilized maintenance option requires revision or should be withdrawn, then that recommendation shall be considered in the same manner as a new proposal but within a maximum of 60 days from receipt. A recommendation should include rationale to begin a revision, and shall not be dismissed due to the fact that it does not necessarily suggest a specific revision. The submitter of such a recommendation shall be responded to in writing by the standards developer within 60 days of the receipt of the recommendation and advised of the decision relative to the maintenance status of the standard.

20.5. An ANS that is maintained under the stabilized maintenance option shall include a clear statement of the intent to consider requests for change and information on the submittal of such
requests.

21. **Administrative Withdrawal of ANSI/CEDIA standards, CEDIA bulletins, and CEDIA technical reports**

   21.1. An ANSI/CEDIA standard, CEDIA bulletin, or CEDIA technical report may be administratively withdrawn by the CEDIA Board of Directors when CEDIA chooses to no longer maintain the standard.

22. **Registration of CEDIA Technical Reports with ANSI**

   22.1. CEDIA may submit CEDIA Technical Reports for registration with ANSI. Such a Technical Report shall be entirely informative in nature and shall not contain information implying that it is a standard. It shall clearly explain its relationship to aspects of the subject that are, or will be, dealt with in related American National Standards.

   22.2. When a Technical Report that has been registered with ANSI is published, the following text, completed as appropriate, shall be included in the foreword: "Publication of this Technical Report that has been registered with ANSI has been approved by CEDIA. This document is registered as a Technical Report according to the Procedures for the Registration of Technical Reports with ANSI. This document is not an American National Standard and the material contained herein is not normative in nature. Comments on the content of this document should be sent to CEDIA (Care of: Walt Zerbe 8475 Nightfall Lane, Fishers, IN 46037)." In addition, the foreword should include a rationale for the publication of the Technical Report that is registered with ANSI.

   22.3. The decision to publish a document as a Technical Report that is registered with ANSI shall require approval by CEDIA using its own procedures and the Procedures for the Registration of Technical Reports with ANSI. CEDIA assumes responsibility for assuring that policies and procedures are followed in the development and approval of a Technical Report that is registered with ANSI. At the time of the submittal by CEDIA of the technical report for registration, CEDIA shall certify that it has complied with both sets of procedures.

   22.4. Technical Reports that are registered with ANSI need not be subjected to consensus by ANSI public review before approval action is taken by CEDIA. In addition, no approval by ANSI's Board of Standards Review, the Executive Standards Council, or any other ANSI body is required prior to registration of the Technical Report with ANSI.

   22.5. Prior to registration of the Technical Report with ANSI, a 30-day announcement of the intent to register said report shall be placed in ANSI Standards Action. Parties interested in further information will be instructed to contact CEDIA. Immediately following the close of the announcement of the intent to register, the technical report shall be registered with ANSI. A PSA-01 form shall be used to initiate both the announcement in Standards Action and ANSI registration.

   22.6. Each Technical Report registered with ANSI is subject to review by CEDIA, following its own procedures. Reaffirmation, revision or withdrawal of a Technical Report that is registered
with ANSI is determined by CEDIA and the results of this determination are transmitted to ANSI for registration and publication action, as appropriate. Any Technical Report that has not been reaffirmed, revised or withdrawn by the tenth anniversary of its registration will be administratively withdrawn and a notice of same placed in ANSI Standards Action.

22.7. A Technical Report that has been registered with ANSI shall have its cover or title page marked with the words "a Technical Report prepared by CEDIA and registered with ANSI". The words "an American National Standard" shall not be used on any such Technical Report. The date of registration shall be included in the published Technical Report, preferably on the cover.

22.8. A Technical Report registered with ANSI shall be identified by a unique alphanumeric designation.

22.9. Technical Reports that are registered with ANSI shall be published and made available within three months of registration, if possible. In no case shall publication take longer than six months.

23. Records Retention

23.1. Records shall be retained for one complete standards cycle, or until the standard is revised.

23.2. Records shall be retained until the standard is reaffirmed, revised, or subsequently reviewed in connection with the stabilized maintenance of the standard as an ANS.

23.3. Records concerning withdrawal of all American National Standards shall be retained for at least five years from the date of withdrawal or for a duration consistent with the audit schedule.

24. Interpretations Policy

24.1. All inquiries requesting interpretation of a CEDIA standard shall be submitted in writing. When a question covers an issue on which CEDIA staff has prior knowledge, CEDIA staff will provide the response to the requestor in writing. If the question involves an issue on which CEDIA staff does not have the necessary knowledge to respond, the question will be referred to a subject matter expert on the CEDIA Standards Committee or Subcommittee responsible for the standard who will provide the proposed response to CEDIA staff to provide to the requestor in writing. If CEDIA staff and/or the subject matter expert is unable to provide a response, the requester shall be notified of this in writing. Interpretations should be kept on file to be considered during the next revision of the CEDIA standard.

25. Patent Policy

25.1. CEDIA shall comply with the ANSI Patent Policy contained in the most recent edition of the ANSI Essential Requirements.
26. **Commercial Terms and Conditions Policy**

26.1. CEDIA shall comply with the ANSI Commercial Terms and Conditions Policy contained in the most recent edition of the ANSI Essential Requirements.

27. **Anti-trust Policy**

27.1. CEDIA shall comply with the ANSI Anti-trust Policy contained in the most recent edition of the ANSI Essential Requirements.
MEMORANDUM OF UNDERSTANDING
CTA/CEDIA JOINT STANDARDS ACTIVITIES

THIS MEMORANDUM OF UNDERSTANDING ("MOU") is entered into as of the latter of the two signature dates executed below ("Effective Date"), by the Consumer Technology Association" ("CTA") located at 1919 S Eads St., Arlington, VA 22202 and the Custom Electronic Design & Installation Association ("CEDIA") located at 7150 Winston Dr., Suite 300, Indianapolis, IN 46258.

This MOU confirms the common desire of both CTA and CEDIA to promote the growth of design and professional installation of home electronics systems, and the parties seek to cooperate on development and publication of bulletins and standards in this field. This MOU sets forth the major elements of the understanding between CTA and CEDIA regarding joint standards activities.

1. The committee R10, with title to be determined at time of inception, will operate pursuant to CTA EP-23-Q "Technology & Standards Procedures Manual" and subsequent revisions approved by the Technology & Standards Council (TSC).

2. CTA and CEDIA will each recommend a co-chair for R10 to be approved by the TSC. The co-chairs of R10 will be appointed to the TSC.

3. Companies who are not CTA or CEDIA members will be charged an annual participation fee per committee representative. CTA and CEDIA members will be allowed a maximum of three (3) representatives on the committee without charge. Each subsequent representative will be charged an annual participation fee.

4. Documents produced by the committee will be published as CTA/CEDIA Consumer Electronics Bulletins under the designation CTA/CEDIA-CEB-[document number] with CTA and CEDIA logos on the cover. Both organizations may sell the bulletins in accordance with their document sales policy, including providing a member discount for their respective memberships.

5. The committee will be administered by CTA. Committee membership lists will be provided to CEDIA as requested.

6. Due to prior work and the potential to conflict with published work, CTA and CEDIA agree to discuss the introduction of any standards project related to drawing symbols before proposing such a project to the committee.

7. CEDIA and CTA must review and approve any information regarding standards activities in the committee before such information is distributed to any outside organization. Approval is not required for distribution of information within the committee or to CTA and CEDIA.

8. All joint standards and publications will be copyrighted, including any translations. As a precaution, draft proposals circulated for comment or vote will display the symbol © followed by the year and CTA/CEDIA as required. When the final document(s) are ready for publication, the copyright will be registered by CEA and jointly owned and jointly held.

This MOU will commence as of the Effective Date and continue until December 31, 2019. This MOU may be terminated by either party, for any reason, by providing 120 days' prior written notice to the other party.

Neither party will disclose to any third party person or entity, directly or indirectly, without the prior approval of the other party (i) the terms of this MOU, or (ii) any other non-public information relating to the other party obtained by virtue of this MOU or the transactions contemplated by it, except on a confidential basis to its business, legal and financial advisors or as is required to be disclosed under applicable law or by legal process.

All documents, lists, correspondence, records, or any other materials whether in paper or electronic form
provided by either party to the other must remain confidential and may not be used by or for any other event or group. Both parties will continue to keep these documents confidential after the termination of the Agreement.

This MOU creates no relationship of joint venture, partnership or limited partnership, and gives neither party any right or authority to assume or create any obligation on behalf of the other. Each party’s participation in the activities contemplated by this MOU will be at its own expense, unless otherwise agreed in writing.

This MOU may only be amended in writing signed by authorized representatives of the parties. This MOU is the parties’ complete understanding with respect to its subject matter and supersedes all prior and contemporaneous oral or written communications.

The persons signing this MOU on behalf of the parties represent and warrant that they are duly authorized and appointed agents of the parties, fully empowered to bind the parties to all provisions in this MOU and that no further action is required to enter into this MOU.

**CEDIA**

Signature: 

Print Name: 

Title: 

Date: 12-20-2014

**CTA**

Signature: 

Print Name: 

Title: VP, Technology & Standards 

Date: 11/28/2016