

InterNational Committee for Information Technology Standards (INCITS)

Secretariat: Information Technology Industry Council (ITI)

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Developing Consensus for INCITS Technical Committees, Task Groups and Study Groups – Last modified 3/7/2015

When a Technical Committee (TC), Task Group (TG) or Study Group (SG) is responsible for preparing a position or vote on behalf of the USNB as part of their TAG responsibilities, the following information provides guidance for developing consensus prior to initiating the group ballot.

1.0 Task Groups/Study Groups (without TAG authority)

- 1.1 Immediately upon receipt of a document, a TG/SG officer initiates a “call for comments/position” to the TG/SG to review the documents by an established date. A default position (generally approve) should be included in the call for comments.
- 1.2 Based on the consensus of the responses provided (i.e. the majority of responses) the TG/SG ballot is issued to the voting members for approval of the recommendation which will be forwarded to its parent body.
- 1.3 The TG/SG officer forwards the results of the ballot to its parent body.

NOTE 1: If the TG/SG ballot fails, there is NO recommendation and its parent body is so notified.

2.0 Submission of Recommendation to Technical Committee (or other parent body)

- 2.1 Upon receipt of the approved TG/SG recommendation, the parent body shall initiate a ballot to approve the recommendation. If the TG/SG ballot failed and there is no recommendation to ballot, the parent body shall issue its own “call for comments/position”, followed by an approval ballot.

3.0 Technical Committees and Task Groups/Study Groups (with TAG authority)

- 3.1 The TC (or TG/SG with TAG authority) issues a “call for comments/position” to its members with an established date with all related documents. A default position (generally approve) should be included in the call for comments.
- 3.2 Based on the consensus of responses, a ballot is initiated for approval of the proposed USNB vote.

NOTE 2: If the TC or SG ballot fails, the US does not have a position. In the event this occurs, the Secretariat will automatically issue a ballot to the INCITS Executive Board for approval of a position.

NOTE 3: If the ballot was for a recommendation to the INCITS Executive Board, the results of the ballot are reported to the INCITS Executive Board for their final approval of the USNB vote.

Consensus positions would be determined as follows:

- If there was no response to the call for comments, the ballot subject is, “USNB votes to approve ...”.
- If the majority of responses (i.e., one or more) to the call for comments were to approve and no comments were submitted, the ballot subject is, “USNB votes to approve...”
- If the majority of responses (i.e., one or more) to the call for comments were to approve and comments were submitted, the ballot subject is “USNB votes to approve with comments ...”. Comments should be consolidated into one ISO Comments Template document.
- If the majority of responses (i.e., one or more) to the call for comments were to disapprove and comments were submitted, the ballot subject is “USNB votes to disapprove with comments ...”. Comments should be consolidated into one ISO Comments Template document.
- If the majority of responses (i.e., one or more) to the call for comments was to abstain (rationale is required), the ballot subject is “USNB votes to abstain ...”, for the reasons presented.