

# INCITS

## Organization, Policies and Procedures

Version: 2017.06.01



*Where IT all begins*

*InterNational Committee for  
Information Technology Standards*

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**Revision History**

Doc Number	Version Date	Notes/Letter Ballots
eb-2014-00803	2014.12.01	Complete revision based on prior RD-1 and RD-2 material, and other contributions. INCITS LB 3881.
eb-2015-00125	2015.02.24	Revision to Section 4.11.1, Copyright Policy Revision to Section 6.1.4, Milestone 4, Initial Public Review
eb-2017-00238	2017.06.01	Revision to Section 2, Useful References Revision to Section, 3.2.3, Executive Board Committees Revision to Section, 3.8.3.1, Advisory Members Revision to Section, 3.8.3.2, Liaisons from Other Organizations Revision to Section, 3.8.3.4, Emeritus Members Revision to Section, 3.8.4.2, Termination of Membership, TCs, TGs and SGs Revision to Section, 3.11, Document Access and Membership Benefits Revision to Section, 4.1.4, Dissolution of the Fund Revision to Section, 4.2, File Retention Revision to Section 4.3, Policy Regarding the U.S. Funding of International Structures Revision to Section 4.7, Training Revision to Section 4.9, Use of Metric Standards Revision to Section, 4.10, Commercial Terms and Conditions Revision to Section, 4.11, Copyright, Patent and Antitrust Policies Revision to Section, 4.11.2, Patent Policy Revision to Section, 5.1.2, Meeting Notice and Draft Agenda Revision to Section 5.2.1.3, Letter Ballots Revision to Section, 5.2.1.4, Executive Board Letter Ballot Resolution Procedure Revision to Section, 5.4.1, Appeals Policy Revision to Section, 5.6, Process for Amending INCITS Organization, Policies and Procedures Revision to Section, 6.1, Processing Projects to Develop ANS, ANSI TRs and INCITS TRs Revision to Section 6.1.1, Milestone 1 – Approval of the Project Proposal Revision to Section 6.1.4, Milestone 4 – Initial Public Review Revision to Section 6.1.5, Milestone 5 – Executive Board Approval Revision to Section 6.2.4 – 6.2.5, Defect Management Revision to Section 6.2.6, Stabilized Standards Revision to Section 6.4, INCITS and ANSI Technical Reports Revision to Section 7.4.1, Distribution of JTC 1 and ISO Working Group Documents Revision to Section, 7.11, INCITS Initiation of the JTC 1 Fast Track Process Revision to Section, 7.15.1, Participation in International working Groups and Study Groups Revision to Section, 8.3 Executive Board Voting Methods and Approval Criteria Revision to Section, 8.5/Note 1, Task Group voting Methods and Approval Criteria

**Contents**

**1. Introduction ..... 1**

**2. Useful References..... 1**

**3. Organization and Structure ..... 2**

3.1 General..... 2

3.2 Executive Board..... 3

3.2.1 Executive Board Membership..... 3

3.2.2 Executive Board Officers..... 3

3.2.2.1 Executive Board Chair ..... 3

3.2.2.2 Executive Board Vice-Chair ..... 3

3.2.2.3 Executive Board Secretary ..... 3

3.2.3 Executive Board Committees..... 4

3.2.3.1 Finance Board Committee (FBC) ..... 4

3.2.3.2 Procedures Board Committee (PBC) ..... 4

3.2.4 Executive Board Study Groups (SG) ..... 4

3.2.5 Executive Board Executive Session ..... 4

3.3 Technical Committees (TC) ..... 5

3.3.1 Program of Work ..... 5

3.3.2 Establishment/Disbandment ..... 5

3.3.3 Task Groups (TG)..... 5

3.3.4 Technical Committee and Task Group Officers ..... 6

3.3.4.1 Chair ..... 6

3.3.4.2 Vice-chair ..... 6

3.3.4.3 Secretary ..... 6

3.3.4.4 International Representative (IR)..... 6

3.3.4.5 Liaison to other organizations..... 6

3.4 Ad Hocs ..... 6

3.5 Officer Appointments..... 7

3.5.1 General Procedures ..... 7

3.5.2 TC, TG, and SG Officer Appointments..... 7

3.6 Participation in INCITS..... 8

3.7 Application for Membership ..... 8

3.7.1 Executive Board ..... 8

3.7.2 TCs, TGs and SGs..... 9

3.8 Categories of Membership..... 10

3.8.1 Voting Members ..... 10

3.8.1.1 Executive Board ..... 10

3.8.1.2 Executive Board Committees ..... 10

3.8.1.3 TCs, TGs, and SGs ..... 10

3.8.2 Limits on Voting Membership..... 11

- 3.8.2.1 Government ..... 11
- 3.8.2.2 Academic Institutions.....11
- 3.8.2.3 SDOs, Consortia.....11
- 3.8.2.4 All Other Organizations.....11
- 3.8.3 Non-voting Members.....11
  - 3.8.3.1 Advisory Members .....11
  - 3.8.3.2 Liaisons from Other Organizations.....12
  - 3.8.3.3 Ex-officio Members .....12
  - 3.8.3.4 Emeritus Members.....12
- 3.8.4 Termination of Membership.....13
  - 3.8.4.1 Executive Board.....13
  - 3.8.4.2 TCs, TGs and SGs .....13
- 3.8.5 Resignation of Membership.....13
- 3.9 Membership Fees..... 13
- 3.10 U.S. National Interested Parties..... 13
- 3.11 Document Access and Membership Benefits ..... 14
- 4. Policies ..... 16**
  - 4.1 Policy for Funds..... 16
    - 4.1.1 Approved Uses of Funds ..... 16
    - 4.1.2 Establishment of a Fund ..... 17
      - 4.1.2.1 Allocation of Fees.....17
      - 4.1.2.2 Changes to the Fund Fee.....17
    - 4.1.3 Fund Administration ..... 17
      - 4.1.3.1 Treasurer Appointment .....17
      - 4.1.3.2 Fund Reporting.....17
      - 4.1.3.3 Account Management.....18
    - 4.1.4 Dissolution of the Fund.....18
  - 4.2 Policy for Record Retention ..... 19
    - 4.2.1 General Policy ..... 19
    - 4.2.2 File Retention.....19
    - 4.2.3 Record Retention Guidelines ..... 19
      - 4.2.3.1 Finance Records ..... 19
      - 4.2.3.2 Standards and U.S. TAG Documents and Records ..... 19
  - 4.3 Policy Regarding the U.S. Funding of New International Structures ..... 20
    - 4.3.1 International Structure Funding Framework ..... 20
    - 4.3.2 International Structure Funding Procedures ..... 22
  - 4.4 Web Privacy Statement..... 22
  - 4.5 Adoption of ISO/IEC JTC 1 and ISO Standards as American National Standards..... 22
  - 4.6 Executive Board Approval of INCITS Positions Statements..... 23
  - 4.7 Training ..... 24

4.8 Parliamentary Procedures ..... 24

4.9 Use of Metric Standards..... 24

4.10 Commercial Terms and Conditions ..... 24

4.11 Copyright, Patent and Antitrust Policies ..... 24

    4.11.1 Copyright Policy ..... 24

    4.11.2 Patent Policy ..... 25

    4.11.3 Use of the ISO/IEC/ITU Patent Statement and Licensing Declaration Form..... 25

    4.11.4 Use of INCITS Patent Slides..... 26

    4.11.5 Inclusion of Patent Statements in INCITS Standards ..... 26

    4.11.6 Antitrust Guidelines ..... 27

4.12 INCITS Awards and Recognition Program ..... 27

    4.12.1 Service Awards..... 27

        4.12.1.1 Officer Appointment ..... 27

        4.12.1.2 Officer Training ..... 27

        4.12.1.3 Officer Retirement ..... 27

        4.12.1.4 Member Retirement ..... 27

        4.12.1.5 National Standard Approval..... 27

    4.12.2 Achievement Awards..... 28

        4.12.2.1 INCITS Chairman’s Annual Award ..... 28

        4.12.2.2 INCITS Merit Award..... 28

        4.12.2.3 INCITS Service Award ..... 28

        4.12.2.4 The INCITS Gene Milligan Award for Effective Committee Management ..... 28

        4.12.2.5 INCITS Technical Excellence Award..... 28

        4.12.2.6 INCITS Award for Exceptional International Leadership ..... 29

        4.12.2.7 INCITS Team Award..... 29

        4.12.2.8 INCITS Lifetime Achievement Award ..... 29

**5. Procedures ..... 29**

5.1 Meetings ..... 29

    5.1.1 Schedule of Meetings ..... 29

    5.1.2 Meeting Notice and Draft Agenda ..... 30

    5.1.3 Documents for Action (Two-Week Rule) ..... 30

    5.1.4 Quorum..... 30

    5.1.5 Minutes..... 31

5.2 Voting..... 32

    5.2.1 Voting Practice..... 32

        5.2.1.1 Types of Voting Positions ..... 32

        5.2.1.2 Methods of Voting and Criteria for Approval ..... 32

        5.2.1.3 Letter Ballots (LB) ..... 32

        5.2.1.4 Executive Board Letter Ballot Resolution Procedure ..... 33

            5.2.1.4.1 Ballots Concerning International Standards Processing and Other Items..... 34

            5.2.1.4.2 Ballots Concerning American National Standard Processing..... 34

        5.2.1.5 Default Ballots ..... 34

        5.2.1.6 Accelerated Letter Ballots ..... 35

- 5.2.1.7 Report of Final Letter Ballot Results..... 35
- 5.2.2 Definition of Criteria for Approval ..... 35
  - 5.2.2.1 Majority Rule..... 35
  - 5.2.2.2 2/3 Voting Rule ..... 35
- 5.2.3 Actions Requiring Specific Voting Methods and the Criteria for Approval ..... 35
- 5.3 Reports and Review ..... 35
  - 5.3.1 Technical Activity Annual Reports ..... 35
  - 5.3.2 Head of Delegation Reports..... 36
  - 5.3.3 TAG Administrator Reports to ANSI..... 36
- 5.4 Appeals Procedures..... 36
  - 5.4.1 Right of Appeal ..... 36
  - 5.4.2 Appeals Principles..... 36
  - 5.4.3 Appeals Considered at INCITS..... 37
  - 5.4.4 Appeals to ANSI ..... 38
- 5.5 Officer Recall Procedures ..... 38
- 5.6 Process for Amending INCITS Organization, Policies and Procedures ..... 38
- 6. Domestic Standards Development Procedures..... 39**
  - 6.1 Processing Projects to Develop ANS, ANSI TRs, and INCITS TRs ..... 39
    - 6.1.1 Milestone 1 – Approval of the Project Proposal ..... 39
    - 6.1.2 Milestone 2 – Notification to the Public ..... 40
    - 6.1.3 Milestone 3 – Technical Development ..... 41
    - 6.1.4 Milestone 4 – Initial Public Review ..... 41
    - 6.1.5 Milestone 5 – Executive Board Approval ..... 43
    - 6.1.6 Milestone 6 – ANSI Approval ..... 44
    - 6.1.7 Milestone 7 – Publication ..... 44
  - 6.2 Maintenance of American National Standards, ANSI TRs and INCITS TRs ..... 44
    - 6.2.1 Revision..... 45
    - 6.2.2 Reaffirmation/Withdrawal..... 45
    - 6.2.3 Amendments and Supplements..... 46
    - 6.2.4 Defect Management ..... 46
      - 6.2.4.1 Erratum ..... 46
      - 6.2.4.2 Amendment ..... 47
      - 6.2.4.3 Interpretation..... 47
    - 6.2.5 Circulation and Consideration of a Report of an Alleged Defect ..... 47
      - 6.2.5.1 Action by INCITS Secretariat..... 47
      - 6.2.5.2 Action by TC ..... 47
      - 6.2.5.3 Processing of Responses ..... 48
      - 6.2.5.4 ISO/IEC or ISO Standards..... 48
      - 6.2.5.5 Erratum ..... 48
      - 6.2.5.6 Amendment ..... 48
      - 6.2.5.7 Interpretation..... 48
    - 6.2.6 Stabilized Standards..... 48

6.3	INCITS Fast Track Process .....	49
6.4	INCITS and ANSI Technical Reports .....	50
<b>7.</b>	<b>International Standards Development Procedures .....</b>	<b>51</b>
7.1	General.....	51
7.2	TAG Assignment .....	51
7.3	General TAG Responsibilities .....	52
7.4	Flow of International Documents .....	52
7.5	JTC 1 and ISO Participation .....	53
7.6	U.S. Initiation of New Work Item Proposals (NP) .....	53
7.7	Processing of NP Ballots.....	54
7.7.1	Votes on NP Ballots raised at the SC Level .....	54
7.7.2	Votes on NP Ballots raised at the JTC 1 Level .....	54
7.8	Creation of Liaison Projects within INCITS .....	54
7.9	Processing of JTC 1 and ISO CD Ballots.....	54
7.10	Processing of DIS, FDIS, Fast Track, JTC 1 Publicly Available Specification (PAS) and Other Ballots.....	55
7.10.1	Processing of DIS Ballots .....	55
7.10.2	Processing of FDIS Ballots .....	55
7.10.3	Processing of Fast Track, PAS and Other Ballots.....	55
7.11	INCITS Initiation of the JTC 1 Fast Track Process.....	56
7.12	U.S. Hosting of International Meetings .....	56
7.13	Nomination of U.S. Candidates to Serve as ISO TC and JTC 1 Officers.....	57
7.14	U.S. Project Editors.....	58
7.15	Delegates for International Plenary Meetings .....	58
7.15.1	Participation in International Working Groups and Study Groups .....	58
7.15.2	Delegates for International Meetings other than Working Groups & Study Groups .....	58
7.15.2.1	Head of Delegation (HoD) .....	58
7.15.2.2	Selection of Delegates.....	59
7.15.2.3	Participation.....	59
<b>8.</b>	<b>Other.....</b>	<b>60</b>
8.1	Acronyms.....	60
8.2	Glossary.....	61
8.3	Executive Board Voting Methods and Approval Criteria .....	65
8.4	Technical Committee Voting Methods and Approval Criteria.....	66
8.5	Task Group Voting Methods and Approval Criteria.....	68

## 1. Introduction

INCITS—the InterNational Committee for Information Technology Standards — is a leading U.S. standards organization dedicated to creating technology standards for the next generation of information technology innovation. INCITS members bring together their extensive expertise to create the building blocks for globally transformative technologies. In diverse technological areas including cloud computing, communications, biometrics, cybersecurity, etc., INCITS is where innovation begins. INCITS is accredited by the American National Standards Institute (ANSI) as an ANSI-Accredited Standards Developer.

INCITS also serves as the U.S. Technical Advisory Group (TAG) to ISO/IEC Joint Technical Committee 1 (JTC 1), the standards development environment where experts come together to develop worldwide Information and Communication Technology (ICT) standards for business and consumer applications.

The Information Technology Industry Council (ITI) sponsors INCITS and serves as the INCITS Secretariat. ITI is a trade association that represents leading U.S. providers of information technology products and services. ITI promotes understanding of the digital world and the global competitiveness of leading technology companies by advancing the policies identified on the ITI web site at <http://www.itic.org>.

Suggestions and errata for this document should be forwarded to the Director, INCITS Secretariat, c/o Information Technology Industry Council, 1101 K Street NW, Suite 610, Washington, DC 20005, 202-737-8888, [incits@itic.org](mailto:incits@itic.org). Formal interpretation of this document may be obtained upon request to the INCITS Secretariat.

## 2. Useful References

A useful list of acronyms and a glossary are found in 8.1, Acronyms, and 8.2, Glossary.

The following documents may be useful references for the understanding of these procedures:

- ISO/IEC JTC 1 (<http://www.jtc1.org>)
  - ISO/IEC Directives, Part 1: Procedures for the technical work
  - Consolidated JTC 1 Supplement
  - ISO/IEC Directives, Part 2: Rules for the structure and drafting of International Standards
  - ISO/IEC JTC 1 Standing Documents
  - ISO/IEC Document Authoring Tools
- ANSI Procedures found in the ANSI Public Document Library under “Standards Activities/Domestic Programs/Procedures, Guides and Forms” (<http://www.ansi.org>)
  - Essential Requirements: Due process requirements for American National Standards
  - Procedures for the Registration of Technical Reports with ANSI
  - ANSI Procedures for the National Adoption of ISO and IEC Standards as American National Standards
  - ANSI Procedures for U.S. Participation in the International Standards Activities of the ISO
  - Guide for U.S. Delegates to Meetings of the IEC and ISO Meetings
- INCITS Documents and Templates (<http://www.incits.org>)
  - Organization, Policies and Procedures (this document)
  - Antitrust Guidelines
  - Officers Guide



- Project Proposal Template
- TC Annual Report Template
- Social Media Guide
- The current edition of Robert's Rules of Order Newly Revised (Da Capo Press, A Member of the Perseus Books Group; Current edition)

### 3. Organization and Structure

#### 3.1 General

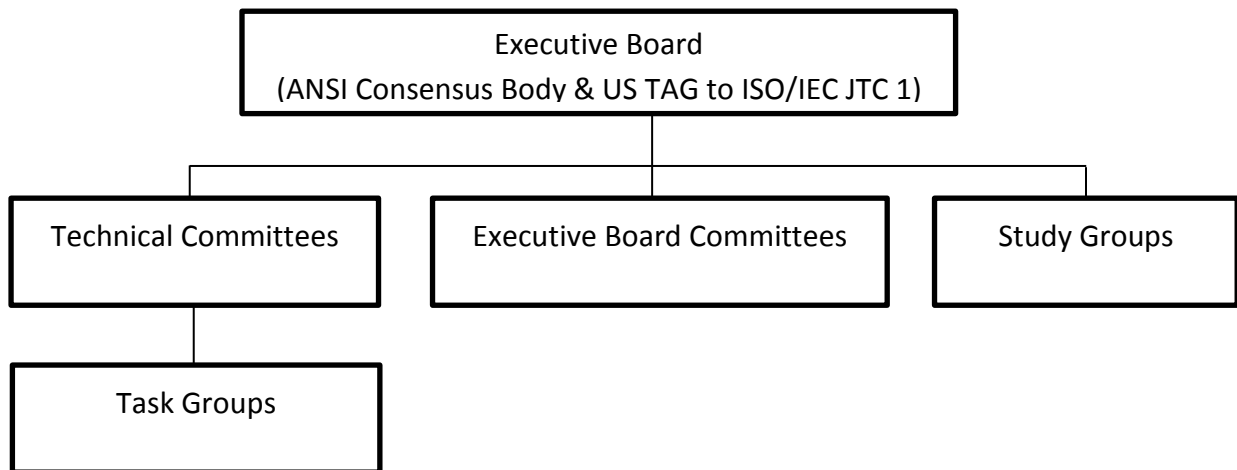
INCITS develops standards in the field of Information and Communications Technology (ICT), and also serves as ANSI's Technical Advisory Group (TAG) to ISO/IEC Joint Technical Committee 1 (JTC 1). JTC 1 is responsible for International standardization in the field of Information and Communications Technology.

The work of INCITS is divided among the Executive Board and its subordinate groups:

- Executive Board Committees
- Technical Committees (TC) and their subordinate Task Groups (TG)
- Study Groups (SG)

The INCITS program of work is segmented into “projects”, each related to the development of a specific standard, technical report (TR), or study, and may be delegated to an INCITS Organizational Entity (IOE) by the Executive Board. Many IOEs have also been authorized to act as U.S. TAGs for the development of U.S. positions that are submitted through proper channels to JTC 1 or its subcommittees, ISO Technical Committees and their subcommittees, or to other organizations.

The organization of INCITS is shown below:



INCITS has the responsibility to:

- Identify and create methods for the rapid development and adoption of ICT standards
- Find, facilitate and promote opportunities for international collaborative ICT standardization activities that enhance ICT interests
- Monitor and determine impact of relevant global policies
- Define and implement methods for collaboration on technology policy issues

- Identify and determine how to form international alliances, partnerships, joint projects, etc.
- Create a coexistence strategy with consortia and other SDOs
- As the U.S. TAG to ISO/IEC JTC 1, its subgroups and to ISO TCs, as assigned, the Executive Board has three primary responsibilities relative to the United States participation:
  - position formulation
  - coordination, management and oversight
  - technical participation

## **3.2 Executive Board**

The Executive Board is the INCITS Consensus Body and has the ultimate responsibility for all standards developed and approved by INCITS. It is responsible for ensuring accreditation, advancing the interests of the ICT sector and maintaining a viable, level playing field for furthering information technology.

The Executive Board oversees the operation of INCITS and has financial oversight of the organization. The Executive Board has final approval authority for recommendations from the Executive Board Committees, Technical Committees and all other IOEs. The Executive Board is responsible for establishing and maintaining INCITS policies and procedures.

### **3.2.1 Executive Board Membership**

Membership is by organization<sup>1</sup> and the member organization will appoint its principal representative and one or more alternates. Membership in the Executive Board is required for participation in all Executive Board Committees. Also see Section 3.8.2, Limits on Voting Membership.

There are no voting or attendance requirements for retention of voting rights for the Executive Board, Executive Board Committees or Executive Board Study Groups.

### **3.2.2 Executive Board Officers**

#### **3.2.2.1 Executive Board Chair**

The Chair of the Executive Board is an elected position from the principal or alternate representatives of voting members on the Executive Board. The Executive Board Chair may not serve for more than two consecutive terms, each term consisting of 3 years. If a member's representative is elected as Executive Board Chair, that member may not provide another elected officer on the Executive Board.

#### **3.2.2.2 Executive Board Vice-Chair**

The Vice-Chair of the Executive Board is an elected position from the principal or alternate representatives of voting members on the Executive Board. The Executive Board Vice-Chair may serve an unlimited number of 3 year terms. If a member's representative is elected as Executive Board Vice-Chair, that member may not provide another elected officer on the Executive Board.

#### **3.2.2.3 Executive Board Secretary**

The Secretary of the Executive Board is appointed by the INCITS Secretariat.

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<sup>1</sup> See the definition of “organization” in 8.2, Glossary.

### **3.2.3 Executive Board Committees**

Executive Board Committees have responsibility for key INCITS management activities and may hold U.S. TAG assignments; they make recommendations directly to the Executive Board.

Participation in Executive Board Committees is only open to representatives of Executive Board member organizations.

Except for the JAG TAG (JTC 1 Advisory Group), Chairs for these committees are elected by the Executive Board from the principal or alternate representatives of voting members on the Executive Board. Officers of Executive Board Committees may serve an unlimited number of three-year terms.

Except for the JAG TAG, the Executive Board Chair and Executive Board Vice-chair may not serve as a chair of these Executive Board Committees.

#### **3.2.3.1 Finance Board Committee (FBC)**

The Finance Board Committee is responsible for making recommendations to the Executive Board on all matters pertaining to INCITS finances.

#### **3.2.3.2 Procedures Board Committee (PBC)**

The Procedures Board Committee is responsible for making recommendations to the Executive Board on all matters pertaining to INCITS procedural documentation.

#### **3.2.3.3 JTC 1 Advisory Group (JAG) TAG**

The JAG TAG is responsible for establishing US positions on all matters pertaining to the JAG. The JAG TAG is also responsible for making recommendations to the Executive Board on all JTC 1 ballots originating from the JAG as well as JAG related JTC 1 Plenary agenda items. The JAG TAG shall be the US TAG to the JAG. The Chair of the JAG TAG shall be the Executive Board Chair, the Executive Board Vice Chair or someone appointed by the Executive Board Chair.

### **3.2.4 Executive Board Study Groups (SG)**

The Executive Board may establish an Executive Board Study Group to investigate a general sub-area of information processing technology, to assess trends and relationships, and to provide advisory study reports. An SG may also be established to conduct a study of a proposal for an INCITS standards development project, or group of related projects, or for similar projects leading to INCITS or ANSI TRs.

SGs have responsibility for specific areas described in their charter and may hold TAG assignments; they may make recommendations directly to the Executive Board.

Only the Executive Board may assign a TAG responsibility to an SG. When an SG serves as a U.S. TAG, the procedures in Section 7, International Standards Development Procedures, shall be followed.

Upon completion of its assignment, the group is disbanded.

Unless otherwise specified in the SG charter, SG Chairs are elected by the Executive Board and may serve an unlimited number of three-year terms.

### **3.2.5 Executive Board Executive Session**

For those matters considered by the Executive Board which require consideration in executive session, participation in an executive session is limited to the Executive Board membership plus anyone invited by the Executive Board.

### 3.3 Technical Committees (TC)

The technical work of INCITS is distributed among a number of TCs. All work of the TCs is advisory to and subject to approval of the Executive Board.

The scope of each TC is approved by the Executive Board. A TC may also develop proposals for new INCITS projects within its scope.

A TC may serve as a TAG, representing the U.S. in its corresponding international programs of work. U.S. TAGs shall follow the procedures in Section 7, International Standards Development Procedures.

#### 3.3.1 Program of Work

The work of a TC falls in one or both of two main categories:

- US Domestic-only Work – Submit project proposals, develop draft proposed American National Standards (dpANS) and TRs; and
- International Work – Participate technically on behalf of the Executive Board on related international standards activity, particularly within the corresponding subcommittee of JTC 1 and other relevant international technical committees.

#### 3.3.2 Establishment/Disbandment

New TCs are established by the Executive Board. A TC's status will be reviewed, and the TC may be disbanded by the Executive Board if:

- a. The voting membership of the TC is not sufficient to meet quorum requirements
- b. After two calls for officer candidates, no candidate has been identified
- c. The TC program of work has been eliminated, or
- d. Any other condition that preclude the effective functioning of the TC.

If any projects of the TC are transferred to another TC, members in Good Standing who maintain an interest in the projects may apply for membership in the TC accepting the transferred projects. Voting privileges begin with the first meeting attended, providing that the member attends one of the next two meetings of the TC. The member will be credited with any dues paid for membership in the disbanded TC.

When a TC has completed all of its standards development and standards revision projects, these projects become maintenance projects as defined in Section 6.2, Maintenance of American National Standards, ANSI TRs and INCITS TRs. If all projects within a TC are in maintenance status and there is no active U.S. TAG activity, the TC may vote to disband. All completed projects are transferred to the Executive Board who will carry out any associated national five-year maintenance or systematic review actions.

#### 3.3.3 Task Groups (TG)

TCs may establish TGs as required to deal with specific segments of work. The TC may form a TG to develop one or more related standards and/or technical reports, or a portion of one standard, or to collect data or study a particular problem to facilitate decisions.

Establishment of a TG is approved by vote of the TC with notification to the Executive Board.

All reports of establishment of TGs must include the proposed scope and program of work for the TG when it is forwarded to the Executive Board.

Upon approval of its parent TC and written notification to the INCITS Secretariat, a TG may be delegated complete responsibility for its projects, nationally and/or internationally, and be assigned corresponding TAG assignments. In these cases, the TG may input directly to the international SC or WG with notification to its parent TC. These TGs shall follow 8.5, Task Group Voting Methods and Approval Criteria, in all instances.

### **3.3.4 Technical Committee and Task Group Officers**

The following sections apply to each INCITS TC and TG.

#### **3.3.4.1 Chair**

There shall be a Chair, who is responsible for presiding at meetings and ensuring that the program of work for that body is carried out in a prompt, efficient, and effective manner.

TC and TG Chairs shall be representatives of voting members of the respective Technical Committee or Task Group, elected by the Executive Board, and may serve an indefinite number of three-year terms. Chairs may vote and participate according to membership rules.

#### **3.3.4.2 Vice-chair**

The Vice-chair (if one exists) performs the duties of the Chair, in the absence of the Chair. Vice-chairs may vote and participate according to membership rules. A Vice-chair is the chief administrative officer and is responsible for administrative duties.

The Vice-chair is appointed by the Chair of the parent body.

#### **3.3.4.3 Secretary**

The Secretary is responsible for the recording and transcribing of meeting minutes. The Secretary is appointed by the Chair of the parent body, and may also be responsible for other administrative duties.

#### **3.3.4.4 International Representative (IR)**

For groups that hold a TAG assignment, an International Representative position may be created to manage the ongoing interface between the group and its international counterpart. International Representatives for all such groups are appointed by the Chair of the parent body.

#### **3.3.4.5 Liaison to other organizations**

The Liaison is responsible for monitoring the activities of the liaison organization, and disseminating relevant information from or about the liaison organization.

Outbound Liaisons are appointed by their respective Chairs.

### **3.4 Ad Hocs**

An Ad Hoc may be established by the Chair of the Executive Board, a Technical Committee, or a Task Group for one or more specific short-term tasks. Its function is to do a specific job and report back to the parent body.

Membership in an Ad Hoc is limited to members of the parent body, unless approved by the Chair of the parent body. Ad Hoc Chairs are appointed by the Chair of the parent body.

At each meeting of the parent body which constituted the Ad Hoc, an existing Ad Hoc shall either be reconstituted or dissolved.

The minutes of each parent body meeting shall include a section listing all created or reconstituted ad hocs that exist as of the end of the meeting. For each ad hoc shown, the minutes shall include a list of all individual ad hoc members, and further indicate whether the individuals are members of the parent body or not.

Since an Ad Hoc is limited in duration and scope, its business may be conducted less formally than that of INCITS Organizational Entities (IOEs). The principal record-keeping effort should be the documentation of its meeting report. Meeting notices and agendas for Ad Hocs shall be distributed in advance of meetings on a schedule suitable for Ad Hoc planning.

### **3.5 Officer Appointments**

#### **3.5.1 General Procedures**

At the time an IOE elected officer position becomes vacant or within six months prior to an incumbent officer's term expiring, a call for volunteers for candidates to fill the officer position shall be issued to the IOE.

In the event of two or more officer positions from an IOE being filled at the same time, the INCITS Secretariat shall stagger the IOE officer appointment process for those offices (i.e., conclude one election before closing the call for another position) in order to allow candidates to apply for more than one vacancy.

When a new IOE is formed, the INCITS Secretariat shall appoint a convener and issue a call for volunteers for candidates to fill the officer positions. Until a Chair has been elected, the convener shall perform the duties of the Chair.

Each volunteer candidate, whether for appointment or reappointment, must submit to the INCITS Secretariat the following documentation in support of their candidacy:

- a statement of experience, indicating the volunteer's expertise in the IOE's program of work, voluntary standards efforts, committee experience, and leadership abilities;
- a statement of management support acknowledging the additional workload, financial resources, and duties required of an officer over and above that of a technical participant; and
- a statement as to whether or not the candidate is a representative of a U.S. National Interested Party.

Elected officers of IOEs with U.S. TAG responsibilities shall be a U.S. National Interested Party. Statements of management support on behalf of officer candidates must be submitted from those organizations that are affected by the additional workload and financial resources required. Letters of management support should indicate a commitment for at least one year, although commitment for the full term of office is preferred.

#### **3.5.2 TC, TG, and SG Officer Appointments**

The Executive Board is the officer appointment body for Chair positions in all TCs, TGs and SGs. When qualified candidate(s) apply for the position, the INCITS Secretariat shall issue a TC, TG or SG advisory fourteen-day letter ballot (LB). This LB shall contain the names of all qualified candidates with a request to indicate the candidate that the member prefers to fill the vacant position; or in the case of a single candidate, whether that candidate should fill the position. The results of TC, TG or SG LBs are confidential and are provided only as advisory information to the Executive Board in the appointment process.

The Secretariat shall furnish the Executive Board the documentation provided by the candidates and the summary of the results of the advisory TC, TG or SG LB and the Executive Board shall take final appointment action.

When Executive Board appointment action is completed, the INCITS Secretariat shall advise the TC, TG or SG and the candidates. The individual appointed shall assume the officer position upon completion of the term of the incumbent, or, if the officer position is vacant or the incumbent's term has expired, the individual appointed shall assume the officer position immediately.

### **3.6 Participation in INCITS**

All directly and materially affected parties shall have the opportunity for fair and equitable participation in INCITS. In order to comply with ANSI requirements, while all parties may participate in the discussion, only those organizations that are U.S. National Interested Parties in the U.S. may vote to establish a U.S. position on TAG matters.

Prospective members may attend one meeting of an INCITS Organizational Entity (IOE) before requesting membership. In that meeting, the prospective member shall not be entitled to vote or exercise other benefits of INCITS membership.

### **3.7 Application for Membership**

#### **3.7.1 Executive Board**

Applications for Executive Board membership shall be made in writing to the INCITS Secretariat. Applicants shall state their reasons for interest and their organization's interest category, using the list defined below.

Applications for membership in an Executive Board Committee (and notifications of membership changes, such as the designation of representatives or interest categories) shall be made either in writing to the INCITS Secretariat and the Executive Board Chair, or through the INCITS Committee Management System (ICMS).

ANSI accreditation requires that the consensus body (the Executive Board) not be dominated by any single interest category, individual or organization. No test for dominance in the Executive Board is required unless it is claimed in writing by a directly and materially affected party that a single interest category, individual or organization dominated the standards development process.

ANSI accreditation requires the standards development process to have a balance of interests. Participants from diverse interest categories shall be sought with the objective of achieving balance. If a consensus body lacks balance in accordance with the historical criteria for balance<sup>2</sup>, and no specific alternative formulation of balance was approved by the ANSI Executive Standards Council, outreach to achieve balance shall be undertaken.

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<sup>2</sup> See ANSI Essential Requirements, 2.3 "Balance": *Historically, the criteria for balance are that a) no single interest category constitutes more than one-third of the membership of a consensus body dealing with safety-related standards or b) no single interest category constitutes a majority of the membership of a consensus body dealing with other than safety-related standards.*

Membership Interest Categories are defined below and each applicant for Executive Board membership shall declare an appropriate category at the time they apply for membership.

- **Producer – Hardware**  
This category primarily produces hardware products for the Information and Communications Technology (ICT) marketplace.
- **Producer – Software**  
This category primarily produces software products for the ICT marketplace.
- **Producer – General**  
This category is for organizations that produce both hardware and software products for the ICT marketplace.
- **Distributor**  
This category is for distributors, resellers or retailers of products/services in the ICT marketplace.
- **Service Provider**  
This category provides design, documentation, testing, training or other services to the ICT marketplace.
- **User**  
This category includes entities that primarily rely on standards in the use of products/services, as opposed to producing or distributing products/services.
- **Consultants**  
This category is for organizations whose principal activity is in providing consulting services to other organizations.
- **Government**  
This category includes any government agency or subdivision (whether at the municipal, local, state or federal level).
- **Standards Development Organizations and Consortia**
  - **“Major”**  
an SDO or Consortia that holds one or more Subcommittee (SC) TAG assignments, or
  - **“Minor”**  
an SDO or Consortia that (a) holds no TAG assignments; or (b) holds no SC TAG assignments, but does hold one or more Work Group (WG) or other subsidiary TAG assignments.
- **Academic Institution**  
This category is for organizations that include educational institutions, higher education schools or research programs.
- **General Interest**  
This category includes all organizations that do not meet the criteria defined in one of the other interest categories.

A table of current fees for Executive Board membership is located at:  
<http://www.incits.org/participation/membership-info>.

### 3.7.2 TCs, TGs and SGs

The online membership application found in ICMS may be used for SG, TC and TG membership applications.



## **3.8 Categories of Membership**

### **3.8.1 Voting Members**

#### **3.8.1.1 Executive Board**

Voting membership in the Executive Board is open to organizations directly and materially affected by the scope of INCITS' work that are willing to participate regularly and that have paid the designated service fee.

The definition of "organization" for membership and voting purposes is specified in Section 8.2, Glossary.

A representative of a prospective voting member shall initially attend a meeting without voting privileges and reaffirm interest in the work of INCITS. Voting privileges for the organization become effective immediately with attendance by designated representatives at one of the next two successive meetings and upon receipt by the Secretariat of applicable fees for the membership year. Failure to attend one of those two successive meetings constitutes suspension of the application for voting membership. To resume the process, the organization must attend two of three sequential meetings to obtain voting membership.

Membership on the Executive Board is by organization and an organization with voting membership shall appoint one and only one principal representative and may appoint one or more alternate representatives.

No representative shall have more than one vote except in the case where two or more organizations appoint the same individual to represent them (as principal or alternate representative). An individual so designated may cast a separate vote for each organization represented. Each organization shall confirm in writing to the INCITS Secretariat that it is aware of the multiple roles held by the individual and will accept the results of the arrangement. Representation of more than one organization by the same individual shall require the approval of the Executive Board, using a 14-day LB or meeting vote, with the 2/3 Voting Rule.

#### **3.8.1.2 Executive Board Committees**

Voting rights are achieved at the start of the first meeting attended.

#### **3.8.1.3 TCs, TGs, and SGs**

An organization may be a member of a particular TC or a TG without regard to membership in any other IOE.

Voting membership in TCs, TGs, and SGs is open to all directly and materially affected parties that meet attendance and voting requirements and pay the designated service fee(s).

A representative of a prospective voting member shall initially attend a meeting of the TC, TG, or SG without voting privileges and reaffirm interest in the work of the TC, TG, or SG. Voting privileges become effective with attendance at one of the next two successive meetings and receipt by the Secretariat of the applicable fees for the membership year. For a new TC, TG, or SG, all attendees at the formation meeting or second meeting shall be considered voting members, subject to the rules in Section 3.8.2, Limits on Voting Membership.

An organization with voting membership shall appoint one and only one principal representative and may appoint one or more alternate representatives.

In order to comply with ANSI requirements, while all parties may participate in a discussion of U.S. positions, only those organizations which are a U.S. National Interested Party may vote to establish a U.S. position on TAG matters.

### **3.8.2 Limits on Voting Membership**

The following criteria apply to Voting Members.

#### **3.8.2.1 Government**

There shall be only one voting membership for separate government subdivision or agency. A separate government subdivision or agency is defined as an entity that reports to its parent executive, legislative, or judicial branch of government.

*Note: On TCs, TGs, and SGs, the U.S. Department of Defense (DoD) is allowed a maximum of four votes from separate and unrelated entities such as the Department of Army, Department of Navy, Department of Air Force, Defense Logistics Agency, Defense Mapping Agency, etc. This exception is due to the unique nature of the DoD and is, therefore, not considered a precedent for any further exceptions.*

#### **3.8.2.2 Academic Institutions**

There shall be only one voting membership for each separate educational institution. A separate educational institution is defined as an entity that has a controlling body, such as a Board of Regents.

#### **3.8.2.3 SDOs, Consortia**

There shall be only one voting membership for each separate organization. For these entities, their principal and alternate representatives may be employed by other organizations that have voting memberships.

#### **3.8.2.4 All Other Organizations**

This category shall include Producer-General, Producer-Hardware, Producer-Software, Distributor, Service Provider, Users, Consultants and Other Organizations.

There shall be only one voting membership for each separate business entity or consultant.

For membership on the Executive Board, a business entity will not be considered separate if it is under the Control of another business entity. "Control" means direct or indirect beneficial ownership of or the right to exercise (i) greater than fifty percent (50%) of the voting stock of that entity, or (ii) greater than fifty percent (50%) of the ownership interest representing the right to make the decisions for that entity in the event that there is no voting stock or equity.

In order to be in the voting member category, consultant organizations shall declare that their participation is not being funded by any organization already having voting membership or by an organization that is not eligible for membership.

### **3.8.3 Non-voting Members**

#### **3.8.3.1 Advisory Members**

All advisory memberships are non-voting memberships.

Any party that pays the designated service fee can be an advisory member of a TC, TG or SG; there are no Advisory Members of the Executive Board.

A party with advisory membership shall appoint one and only one principal representative and may appoint one or more alternate representatives.

### **3.8.3.2 Liaisons from Other Organizations**

Liaison members are responsible for monitoring the activities of the liaison organization, and disseminating relevant information from or about the liaison organization.

Liaison relationships nominated by another organization shall be approved by the IOE. If specified in the Ad Hoc terms of reference, Liaisons may participate in Ad Hocs for that IOE.

There are no liaison members to the Executive Board or to the Executive Board Committees. If specified in the SG terms of reference, Liaisons may participate in SGs.

### **3.8.3.3 Ex-officio Members**

The INCITS Secretariat and ANSI JTC 1 Secretariat are ex officio non-voting members of the Executive Board.

### **3.8.3.4 Emeritus Members**

The Emeritus Member title recognizes individuals for their extensive contribution to standards activities and enables INCITS to call on their extensive history and talent for continuity following their retirement from the ICT industry.

A nomination for appointment as an Emeritus Member shall be made either by resolution of the sponsoring TC, TG or SG; or by the INCITS Secretariat. The recommendation may be proposed once the individual meets the following requirements:

- must not be a representative of a dues-paying member of the committee;
- shall have served on an INCITS TC, TG or SG for a minimum of 10 years; and
- shall have made significant contributions to standards efforts.

The nomination shall include the following details:

- the time of service on the committee (dates);
- the organizational affiliation at the time of last participation on the committee;
- a history of the contribution made by the individual; and
- the date of retirement from the ICT industry.

Such recommendations shall be submitted to the INCITS Secretariat and forwarded to the Executive Board for consideration in a meeting.

Emeritus Members hold non-voting, non-dues-paying memberships in relation to a specific TC, TG or SG.

Individuals appointed as Emeritus Member shall continue to hold their Emeritus Member title as long as all requirements noted above are met. Emeritus Members may resign their position as described in Section 3.8.5, Resignation of Membership.

Emeritus Members shall not count in any calculations for quorum or voting in the TC, TG or SG. The TC, TG or SG's membership roster and Annual Report shall identify Emeritus Members.

### **3.8.4 Termination of Membership**

#### **3.8.4.1 Executive Board**

Members of the Executive Board shall be terminated by the INCITS Secretariat for failure to pay appropriate service fees within the time specified by the INCITS Secretariat.

#### **3.8.4.2 TCs, TGs and SGs**

Voting Members of the TCs, TGs and SGs shall be warned in writing that their organizations' voting status is in jeopardy upon failure of the organization to:

1. attend two out of three successive meetings. If they are not represented at the next meeting, the organization is converted to Advisory status; or
2. return two out of three successive non accelerated LBs. If the next non accelerated LB (identified by LB number) after the warning is not returned, the organization is converted to Advisory status.

Jeopardy notices shall be issued to the member organization within two weeks of the second meeting missed or within two weeks of the second non-accelerated ballot not returned.

Voting and advisory memberships shall be canceled by the INCITS Secretariat for failure to pay appropriate service fees within the time specified by the INCITS Secretariat.

An organization that has had its voting membership converted to Advisory status or terminated may re-establish membership in accordance with Sections 3.7, Application for Membership, and 3.8, Categories of Membership. If this membership is re-established within the same billing period and the organization has paid its fee, no new service fee shall be assessed.

### **3.8.5 Resignation of Membership**

Resignation of membership in any IOE should be made by correspondence to the INCITS Secretariat and the Committee Chair.

## **3.9 Membership Fees**

INCITS membership fees are not refundable.

Any organization believing there is justification to obtain a full or partial waiver of the INCITS Secretariat service fee may apply in writing to the INCITS Secretariat. The requester should provide documentation that would enable the INCITS Secretariat to make a recommendation to the President of ITI for final action. Waiver requests shall be handled in strict confidence. Results of the request are conveyed directly to the requester and are not reported to any other individual or group.

## **3.10 U.S. National Interested Parties**

The ANSI *Procedures for U.S. Participation in the International Standards Activities of the ISO* makes U.S. TAG membership open to U.S. National Interested Parties. Therefore, INCITS does not allow the participation of non-U.S. domiciled organizations in U.S. TAG activities.

A U.S. National Interested Party is one of the following entities directly and materially affected by the relevant standards activity:

- an individual representing a corporation or an organization domiciled in the U.S. (including U.S. branch offices of foreign companies authorized to do business in one or more states as defined by the relevant U.S. State's Corporation law);
- an individual representing a U.S. federal, state or local government entity; or
- a U.S. citizen or permanent resident.

### 3.11 Document Access and Membership Benefits

Access to INCITS internal information shall be managed to facilitate the work of the committees, to enhance the value of INCITS membership, to maintain compliance with the INCITS IPR policy and to mitigate liabilities to the INCITS organization. Committees shall nominally make certain document types and membership benefits available according to the lists below.

By default, separate document registers are created for each TC and any TGs in that TC. Access is limited to the member of that INCITS TC or TG (or extended via the "public access" model described below). Alternatively, by a TC majority vote, the TC may choose one of two other access models:

- Separate registers are maintained for the TC and its subordinate TGs, but all members of the TC and its subordinate TGs have access to all document registers within the TC and TGs; or
- A single document register is maintained for the TC and all its subordinate TGs, and all members of the TC and its subordinate TGs have access to this one register.

Except for the document types listed as "Public", all other document types are for internal INCITS use only and shall not be distributed to non-Members.

- a. Public (the following document types may be distributed to the general public)
  - i. Organization structure
  - ii. Program of work
  - iii. Membership list (by organization only)
  - iv. Press releases
  - v. Notification of new work, when approved
  - vi. Public TC home pages
  - vii. Meeting Calendar
  - viii. Meeting Notices and Agendas (posted/linked documents shall not be included)
  - ix. dpANS (only during the Public Review and Comment Period, as distributed by the INCITS Secretariat)
- b. Executive Board Members
  - i. Appointed Principal and Alternate representatives have access to the Executive Board document register and documents that are shared with the committee. Principal and Alternate members may distribute INCITS documents within their member organization to the extent necessary to perform their INCITS roles and responsibilities.
  - ii. Eligible to attend or participate at meetings
  - iii. Representatives of voting members may serve as delegates to international meetings
  - iv. Representatives of voting members may hold national and international offices

- c. TC, TG and SG Members
  - i. Appointed Principal and Alternate representatives have access to the document register for their specific committees and documents that are shared with the committee. Principal and Alternate members may distribute INCITS documents within their member organization to the extent necessary to perform their INCITS roles and responsibilities.
  - ii. Eligible to attend or participate at meetings
  - iii. Representatives of voting members may serve as delegates to international meetings
  - iv. Representatives of voting members may hold national and international offices
- d. Advisory Members
  - i. Advisory members have access to the document register for their specific committees and documents that are shared with the committee. Advisory members may distribute INCITS documents within their member organization to the extent necessary to perform their INCITS roles and responsibilities.
  - ii. Eligible to attend or participate at meetings
- e. Liaisons from other Organizations
  - i. Liaisons have access to the document register for their specific committees and documents that are shared with the committee. Liaisons may distribute INCITS documents within their member organization to the extent necessary to perform their INCITS roles and responsibilities.
  - ii. Eligible to attend or participate at meetings
- f. Ex-officio Members
  - i. Ex-officio members have access to the document register for their specific committees and documents that are shared with the committee.
  - ii. Eligible to attend or participate at meetings
- g. Emeritus Members
  - i. Emeritus members have access to the document register for their specific committees and documents that are shared with the committee.
  - ii. Eligible to attend or participate at meetings
  - iii. If approved by the Executive Board, Emeritus Members may be permitted to serve on delegations to international meetings, but shall not serve as a U.S. Head of Delegation (HoD) or hold any international office.
  - iv. Emeritus Members shall not have the right to hold any office in INCITS or to participate in Executive Board activities.

By a 2/3 vote of the committee, TCs and their subgroups have the option, of making all documents available to the public, with the following exceptions:

- draft proposed American National Standards (dpANS);
- Confidential liaison reports and confidential documents from liaison organizations;
- Documents regarding personnel issues;
- ISO or ISO/IEC JTC 1 documents that are not publicly available; or

- International position documents.

By a 2/3 vote of the committee, a TC and its TGs may rescind its decision to utilize public access at any time. TCs and their TGs which choose to provide or rescind public access must notify the INCITS Secretariat within 30 days of their decision.

When documents normally restricted to members are made available to the public via access to the website or via participation in a reflector, the TC or TG shall ensure that a notification is accepted by the person seeking access (the “user”) before access is granted. The notification, which will be provided by the INCITS Secretariat, shall reference the INCITS Patent Policy, the INCITS Copyright Policy, and the INCITS Antitrust Guidelines as well as other pertinent Policies and Procedures. By accepting the notification, the user:

- Agrees that he or she has read the INCITS Patent Policy, INCITS Copyright Policy and the INCITS Antitrust Guidelines;
- Acknowledges that the activities of the committee are governed by the INCITS policies and procedures as specified in the reference documents available at [www.incits.org](http://www.incits.org); and
- Acknowledges that draft documents may change at any time, without notice.

When adopting this public access model, the TC or TG may allow short-term guest attendance at committee meetings in order to facilitate the work of the committee and to encourage membership growth. The committee shall require guest attendees to sign in and to acknowledge they have read the INCITS Patent Policy, the INCITS Copyright Policy and the INCITS Antitrust Guidelines, and that they agree to follow INCITS policies and procedures. For meetings held electronically (such as teleconferences, webinars, etc.) a scan or a fax of the sign-in form from the guest prior to the start of the meeting shall be provided.

The Executive Board may at any time take actions which could include eliminating the use of public access by a TC or TG, or assessing an increased fee for members of a committee that has chosen public access.

## 4. Policies

### 4.1 Policy for Funds

IOEs may establish funds to pay for services to progress the work of the IOE. This section sets forth the policies used to manage such funds.

#### 4.1.1 Approved Uses of Funds

Monies collected under this policy are restricted to the following use(s) for meetings of the IOE:

- meeting room rental, including internet access;
- meeting refreshments;
- current meeting document reproduction;
- audio-visual, computer and/or office equipment rental; and
- contracting for a professional meeting planner.

The INCITS Secretariat shall approve the acquisition of services or purchases not listed above prior to the disbursement of any fund assets.

### **4.1.2 Establishment of a Fund**

An IOE shall only establish a fund by issuing a 14-day LB that explains the need for and use of the fund, along with the initial fee to be charged. The LB establishing the fund shall also document the IOE procedures for collecting, disbursing and administering these fund assets; these procedures must be consistent with the policies described below. The LB shall pass by a 2/3 vote for the fund to be established.

#### **4.1.2.1 Allocation of Fees**

When fund fees are instituted to support meeting-related expenses, the fees should be determined based on the number of persons participating in the associated meeting. If a member has not paid all such fees, the member can be considered to have failed to attend the meeting. The member's voting privileges would then be subject to the "Termination of Membership" procedures (see Section 3.8.4). The IOE may grant exceptions to this policy by resolution.

All IOEs establishing funds shall implement a transparent and equitable policy for assessed meeting fees; in particular, the fees shall not be bundled with services not provided at the meeting, and the fees shall be appropriate for the meeting services/facilities actually used.

If the fund fee is established specifically for the purchase of durable goods or bonding expenses, the fee shall be paid by all voting members. The total purchase amount should be divided equally among all voting members.

#### **4.1.2.2 Changes to the Fund Fee**

Changes to an approved fund fee amount shall be approved by a majority vote of the IOE at least 14 calendar days in advance of the assessment of any such revised fee.

### **4.1.3 Fund Administration**

#### **4.1.3.1 Treasurer Appointment**

Any IOE establishing a fund shall have a Chair-appointed Treasurer. The Chair shall not serve as the Treasurer. The Treasurer shall be a representative of an organization that is a voting member in good standing.

#### **4.1.3.2 Fund Reporting**

The Treasurer shall prepare a report following each meeting that involved the collection of fees, and the report shall be distributed with the minutes of that meeting. The review of such reports also shall be a standing agenda item of the IOE.

This report shall include:

- a. names of members (and any other applicable parties) who have or have not paid their assessed fees;
- b. all disbursements made, including the purpose of the disbursement and name of the individual(s) and/or organization(s) receiving payments;
- c. a statement of any changes in the durable goods inventory;
- d. debts outstanding;
- e. receivables outstanding; and
- f. current balance of the Fund.

As part of its Annual Report, the IOE shall include a financial statement containing the following items:



- a. total receipts;
- b. receivables outstanding;
- c. total disbursements;
- d. debts outstanding;
- e. current balance of the Fund; and
- f. current inventory of durable goods.

The Annual Report shall also include a copy of the procedures for administering the fund.

#### **4.1.3.3 Account Management**

Bank accounts shall be established when accrued funds exceed \$500.00. If funds are collected for a one-time purchase of durable goods, this is not considered an accrual of funds, and establishing a bank account is not necessary.

All subgroup bank accounts shall be established and maintained by ITI at a full service bank that is federally insured by the FDIC.

Fund balances shall not exceed \$25,000.00, except when the expected expenses for a planned meeting require a higher amount. In such cases, advance written permission to hold such higher balances shall be obtained from ITI, and further a higher bonding limit may be required by ITI for the IOE Treasurer or Chair.

Bank accounts shall have ITI as the main signatory with the Treasurer and an elected officer as additional signatory authorities. Unless otherwise required by IOE resolution, only one signature is required for check signatures.

Bank accounts being established shall use the ITI tax ID number for the account.

IOEs that are not required to establish a bank account shall institute procedures for handling any surplus funds remaining at the end of a meeting. The process for the distribution of excess funds arising from any meeting shall be included in the IOE meeting minutes.

#### **4.1.4 Dissolution of the Fund**

A fund shall be dissolved in one of two ways:

- by IOE LB using the 2/3 Voting Rule; or
- disbandment of the IOE.

In any case, a final financial statement shall be distributed to the IOE members and to the INCITS Secretariat. Any remaining balance in the fund shall be transferred to ITI by the IOE Chair and/or Treasurer.

If any durable goods are held by the IOE at the time the fund is dissolved, the Treasurer or an elected TC officer shall transfer them to the INCITS Secretariat; however, if the IOE dissolved the fund but did not disband, it may request approval from the INCITS Secretariat to retain the durable goods.

When the INCITS Secretariat obtains the durable goods from an IOE, it may offer the goods for use by other IOEs, or it may dispose of the goods as it sees fit and deposit any proceeds into an INCITS account.

## 4.2 Policy for Record Retention

### 4.2.1 General Policy

Except as otherwise indicated, documents shall be retained for the number of years indicated in Section 4.2.3, Record Retention Guidelines. Once the specified time period has elapsed, those records should be destroyed.

Irrespective of the retention periods specified, upon (i) receiving notice of a lawsuit, government investigation, or other legal action against or involving INCITS, or (ii) learning of circumstances likely to give rise to such an action, proceeding or investigation, all documents in any way relating to such matter shall be preserved and safeguarded

No officer, director, employee or agent of INCITS shall knowingly destroy a document with the intent to obstruct or influence the investigation or proper administration of any matter within the jurisdiction of any government department or agency or in relation to or in contemplation of any such matter.

The INCITS Secretariat shall be responsible for authorizing, overseeing, and ensuring that records maintained by INCITS are destroyed pursuant to this policy.

For documents in existence prior to June 1, 2011, the base date for calculating the retention period shall be June 1, 2011. Otherwise, for documents created at a later date, the Submission Date in ICMS is the base date used to calculate the retention period.

### 4.2.2 File Retention

Records concerning new, revised or reaffirmed standards shall be retained for one complete standards cycle, or until the standard is revised. Records concerning withdrawn standards shall be retained for at least five years from the date of withdrawal. Records related to stabilized standards shall be retained until the standard is reaffirmed, revised, or subsequently reviewed in connection with the stabilized maintenance of the standard as an ANS.

In all cases, records shall be retained at least for the retention period prescribed.

### 4.2.3 Record Retention Guidelines

#### 4.2.3.1 Finance Records

If the INCITS organizational entity holds bank records and financial statements, the following periods are used:

Type of Record	Retention Period
Bank Records	6 years; 1 year for check register
Annual Report Financial Statement	20 years

#### 4.2.3.2 Standards and U.S. TAG Documents and Records

Type of Record	Retention Period
Intellectual Property related documents/records (e.g. licensing statements, disclosure statements, legal opinions, correspondence)	Permanently

Final Approved American National Standard (ANS) Documents	Permanently
ANSI Accreditation Documents	Permanently
ANSI Audit Documents	Permanently
Correspondence	20 years, unless the subject matter of the email or correspondence falls within a category in this section that requires it be retained for a longer period of time.

### 4.3 Policy Regarding the U.S. Funding of International Structures

INCITS, as the U.S. National Body representative to JTC 1, recognizes the benefit to the U.S. of providing the Secretariat for new international activities in JTC 1 where there is strong interest and expertise from stakeholders in the U.S. Funding for New International Structures is described below and includes funding for Special Working Groups (SWG), Working Groups (WG) and Sub Committees (SC) – but not for Study Groups (SG).

Providing the Secretariat for these activities comes with some cost. The cost will vary depending on the type of International Structure and the level of activity. An initial commitment to provide the Secretariat for 3 years and at least 12 months' termination notice is required; two years after INCITS has assumed the Secretariat function, the Executive Board shall decide whether to integrate support into the INCITS Operational Expense Budget or to continue to rely on the International Structure TAG Steering Committee (see section 4.3.1, International Structure Funding Framework) for funding.

INCITS has the capability and interest in providing Secretariat services when there is interest/expertise in the U.S., and if sufficient sources of funding can be found. For permanent international structures, INCITS shall identify new sources of funding to support the activity. For short term structures such as Study Groups, INCITS may choose to allocate existing or reserve funding to support them as a business development activity. It is recognized that INCITS will be taking some risks in making international commitments at an early stage in order to gain roles that are helpful to the U.S.

#### 4.3.1 International Structure Funding Framework

INCITS will use the following framework International Structure funding:

- a. Funding group ( International Structure TAG Steering Committee):
  - i. A minimum of 3 INCITS members (with no maximum) are required to form the Steering Committee for an International Structure TAG. Should the number of steering committee members drop below 3 at any time, the issue shall be brought to the attention of the Executive Board for action.
  - ii. International Structure TAG Steering Committee members agree to an initial fee commitment to cover at least the annual Secretariat cost of the International Structure expenses. These fees will fund the members' participation in the TAG. Steering Committee members should provide a good faith commitment to give a one-year notice before discontinuing their funding. The aggregate fees shall cover at least the annual Secretariat costs.
  - iii. The members of the International Structure TAG Steering Committee can resolve to allocate the fee responsibility disproportionately amongst themselves, provided that the total amount paid by such members is at least equal to the annual Secretariat costs.

- iv. Each member will have one vote in the management of the International Structure TAG Steering Committee regardless of contribution level.
  - v. The International Structure TAG Steering Committee will have the responsibility for nominating the U.S. candidate for convener (WG/SWG) or chair (SC) of the new structure as well as nominating the chair for the U.S. TAG (in the case of a newly formed International Structure).
  - vi. By vote (using the 2/3 Voting Rule) at the last Executive Board meeting in the second year of committee activity when INCITS performs the Secretariat services, the Executive Board may integrate International Structure funding support into the INCITS Operational Budget starting at the end of the third year. In such a situation, the International Structure TAG Steering Committee will be disbanded at the end of the third year and International Structure TAG Steering Committee functions will be handled according to INCITS procedures. Further, the INCITS Secretariat shall be responsible for planning and carrying out the transition. Should the transition vote fail, the International Structure TAG Steering Committee will not be disbanded and the Executive Board may reconsider this decision at any time in the future.
- b. International Structure TAG Steering Committee structure and decision making:
- i. The International Structure TAG Steering Committee will make decisions by majority vote.
  - ii. The International Structure TAG Steering Committee's nominations for convenor and chair positions will require ratification by the Executive Board.
  - iii. The International Structure TAG itself will be open to participation according to INCITS and ANSI rules, and will determine U.S. positions and other matters according to INCITS procedures.
- c. Executive Board:
- i. Makes the decision for INCITS to recommend to ANSI that the U.S. provide a Secretariat for the International Structure (SWG/WG/SC).
  - ii. Requests a proposal for providing Secretariat services – giving the INCITS Secretariat first opportunity and first right of refusal.
  - iii. Accepts a proposal for Secretariat services, in coordination with ANSI.
  - iv. Ratifies the pricing for the International Structure TAG Steering Committee.
  - v. Ratifies candidates for convenor/chair positions.
  - vi. Makes the decision for INCITS to integrate International Structure funding support into the INCITS Operational Budget at the end of the second year or later.
- d. INCITS Secretariat:
- i. Develops a proposal for providing Secretariat services for an International Structure (sets cost, manages resource).
  - ii. Solicits interest from throughout the INCITS/ANSI community for participating in International Structure funding (call for interest, optional second call).
  - iii. Collects payment from International Structure Steering Committee members and determines when a firm commitment has been made.
  - iv. Plans for and manages the transition of funding models, should the Executive Board decide to fund this activity in the INCITS Operational Budget.
  - v. Facilitates an annual Executive Board review of international secretariats held by the U.S. through INCITS, referencing the ANSI performance criteria for international secretariats.

### 4.3.2 International Structure Funding Procedures

The following procedures are used to establish the International Structure Steering Committee. In the case of a newly formed International Structure, the Steering Committee is formed before the TAG is formed.

1. INCITS Executive Board resolves that the U.S. would like to consider providing the Secretariat for an International Structure, and the recommendation is submitted to ANSI.
2. INCITS Executive Board requests a proposal for providing Secretariat services from the INCITS Secretariat.
3. INCITS Secretariat develops a proposal and provides this to the Executive Board.
4. If the proposal is accepted by the Executive Board, the INCITS Secretariat issues a first call for participation in the International Structure Steering Committee. If the proposal is not accepted, no further action is taken.
5. When at least 3 members of INCITS have committed to participate in the International Structure Steering Committee, the INCITS Secretariat issues a second call for participation which includes identification of the members committed to participate.
6. After a commitment from 3 members of INCITS has been achieved, INCITS is able to make a commitment to ANSI to provide the Secretariat for the International Structure.
7. After close of the second call for participation in the International Structure Steering Committee, a meeting of the Steering Committee will be held to select the candidates for the International Structure convener/chair and TAG chair (in the case of a newly formed International Structure).
8. INCITS Executive Board ratifies the Steering Committee recommendations for International Structure convener/chair and TAG chair (in the case of a newly formed International Structure).
9. The name of the International Structure convener/chair candidate can be communicated to JTC 1.
10. INCITS Secretariat forms the Steering Committee and collects payment from the Steering Committee members. In the case of a newly formed International Structure, the Secretariat also forms the TAG and collects dues from the TAG members.

### 4.4 Web Privacy Statement

INCITS does not collect identifying information about people visiting its web site. Only summary information about the number of visitors to particular sections of its web site is collected. If you decide to send personally-identifiable information to the Webmaster, it will not be disclosed to third parties without your consent.

### 4.5 Adoption of ISO/IEC JTC 1 and ISO Standards as American National Standards

Most IOEs hold U. S. Technical Advisory Group (TAG) relationships to ISO/IEC JTC 1 subcommittees and working groups and, in addition, to some ISO technical committees, subcommittees and working groups.

Subject to the exceptions below, INCITS will adopt all ISO/IEC or ISO standards that fall within its program of work as “Identical”<sup>3</sup> American National Standards in accordance with the ANSI “Expedited Procedures for the Identical Adoption of an ISO or IEC standard as an American National Standard”. Similarly, INCITS will withdraw any such adopted American National Standard that has been withdrawn as an ISO/IEC or ISO International Standard. Exceptions to this policy will be made, on a case by case basis, provided that a case for the exception has been demonstrated to INCITS.

Additional processing steps will be assigned to INCITS Secretariat, who will initiate the Project Initiation Notification System (PINS) notices, the public reviews, respond to the commenters, and advise INCITS entities of the results. Technical comments will be forwarded to the TAGs for consideration in the development of future U.S. positions. The following provisions shall also apply:

- This Adoption Process shall be used only for the identical adoption of ISO or IEC standards for which the U.S. TAG voted or will vote in the affirmative on the international standard, and for which no claims of conflict or duplication with an existing American National Standard have been upheld.
- This Adoption Process shall be used only for instances where the U.S. TAG is an INCITS Organizational Entity.
- If the U. S. TAG has declared, and the Executive Board has confirmed, that INCITS will not follow this procedure for certain documents or work areas<sup>4</sup>, then this policy shall not apply to such documents/areas.
- Unless the INCITS TAG has passed an “always adopt” policy concerning documents in their work area, the INCITS Secretariat may provide at least a 90-day period to the TAG so that the TAG could present reasons why adoption of a particular document should not occur. No other public reviews or balloting may occur while the INCITS TAG considers this question. Such reasons shall be approved by the Executive Board in order to stop the adoption process. The INCITS Secretariat may extend this 90-day period if there is a reasonable request for more time to conduct TC discussions. In cases where an adoption is intended to supersede a previously adopted standard, the 90-day period is waived and the adoption of the new edition standard is automatic.

Subject to any further distribution restrictions imposed by ISO/IEC and/or ANSI, upon request the INCITS Secretariat shall provide a copy of the referenced ISO/IEC International Standard (in source form) for review by the INCITS TAG during their 90-day review. Should an appropriate source document not be available, the INCITS Secretariat will ask ANSI/ITTF for a suitable comparison document which shows any differences between the final International Standard and the last version made available to the INCITS TAG.

#### **4.6 Executive Board Approval of INCITS Positions Statements**

When an INCITS Position Statement is needed to respond to an external organization or issue, and there is not sufficient time for expedited approval of a LB on the topic or to call a special meeting of the Executive Board, the following process shall be used:

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<sup>3</sup> See ISO/IEC Guide 21-1, “Regional or national adoption of International Standards and other International Deliverables — Part 1: Adoption of International Standards” for an explanation of “Identical”.

<sup>4</sup> See the <http://www.incits.org> for a list of such areas/documents.

- a. The INCITS Officers may prepare a Draft INCITS Position Statement, which contains the circumstances of the need and the level of consensus among the INCITS Officers to the draft statement.
- b. The Draft INCITS Position Statement shall be submitted to the Executive Board email list for a 48-hour review and comment by Executive Board members, before it and all comments are considered for final approval.
- c. The final INCITS Position Statement shall be approved by a majority of the Executive Board Officers, and the INCITS Secretariat, prior to publication.
- d. The INCITS Secretariat will report the approved INCITS Position Statement in the next regularly scheduled Executive Board meeting.

#### **4.7 Training**

Chair, Vice-chair, and IR training for the Executive Board, Executive Board Committees, Technical Committees, Task Groups and Study Groups is mandatory within one year of appointment. In the case of new officers that have not previously held the officer position appointed or elected to, training shall be required within three months of approval or appointment. The INCITS Secretariat shall develop the training materials, schedule and provide the training sessions.

Prospective officers and other interested parties are also encouraged to attend these training sessions.

#### **4.8 Parliamentary Procedures**

On questions of parliamentary procedure not covered in these procedures, the current edition of Robert's Rules of Order Newly Revised shall be used (see Section 2, Useful References). Note that Robert's Rules are not used in international meetings.

#### **4.9 Use of Metric Standards**

INCITS follows the most recent version of the ANSI Metric Policy available from the ANSI website and as shown in the ANSI Essential Requirements: *"International System of Units (SI) is the preferred units of measurement in American National Standards"*.

#### **4.10 Commercial Terms and Conditions**

IOEs adhere to the American National Standards Institute (ANSI) most recent version of the policy for use of commercial terms and conditions (as prescribed in the ANSI Essential Requirements) when developing American National Standards.

#### **4.11 Copyright, Patent and Antitrust Policies**

The most recent version of the INCITS patent policy, patent slides, and the full antitrust guidelines can be found at <http://www.incits.org/standards-information/legal-info>.

##### **4.11.1 Copyright Policy**

All contributors to (including any participation in the drafting of) any INCITS deliverable must agree in writing (electronic or otherwise, including execution of the INCITS Membership Agreement) to the Copyright License Grant by Contributor:

##### **Copyright License Grant by Contributor**

*Except for works in the public domain, by making any written or oral contribution which is reduced to writing to (including participation in the drafting of) any INCITS technical standard or technical report or standard-related document (“Deliverable”) the copyright owner grants to ITI an irrevocable, non-exclusive, worldwide, transferable, sub-licensable, fully paid-up and royalty-free copyright license to reproduce, prepare derivative works of, distribute, and publicly display and perform the contributions (in their original and modified forms), solely for the purpose of developing and publishing the Deliverable for which the contribution was made.*

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*Technical specifications (standards, draft standards, and technical reports) are further restricted as noted in the INCITS Standards Copyright Policy.*

*Any requests to reproduce INCITS documents in a manner other than expressly granted, whether in whole or in part, should be directed to the INCITS Secretariat.*

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Should any INCITS member or the public believe material has been published on the INCITS website which is not in accordance with the INCITS Copyright Policy, they should contact the INCITS Secretariat.

#### **4.11.2 Patent Policy**

INCITS adheres to the most recent version of the ANSI Patent Policy (see the ANSI Essential Requirements found at <http://www.ansi.org/>). The “Guidelines for Implementation of the ANSI Patent Policy”, also found at the ANSI web site, may be referenced for additional information.

#### **4.11.3 Use of the ISO/IEC/ITU Patent Statement and Licensing Declaration Form**

In order to meet the declaration requirements concerning patent declarations by a patent holder, INCITS shall use the approved ISO/IEC/ITU “Patent Statement and Licensing Declaration Form for ITU-T/ITU-R Recommendation | ISO/IEC Deliverable” (<http://www.incits.org/standards-information/legal-info>).



#### 4.11.4 Use of INCITS Patent Slides

Early disclosure of patents claims which may be essential for the implementation of standards under development is encouraged.

Disclosures made of such patents claims may not be exhaustive of all patents that may be essential for the use of standards under development, and neither INCITS, an IOE, nor the IOE Chair shall ensure the accuracy or completeness of any disclosure or whether any disclosure is of a patent that, in fact, may be essential for the use of standards under development.

At each meeting of an IOE, excluding ad hocs, the Chair shall:

1. Show or refer to the INCITS patent policy slides (<http://www.incits.org/standards-information/legal-info>).
2. Provide no interpretation or explanation of the INCITS patent policy, nor allow committee members to do so. Questions about the policy shall be referred to the participant's legal counsel or the ANSI General Counsel.
3. Provide no interpretation or explanation of the Common Patent Policy for ITU-T/ITU-R/ISO/IEC, nor allow committee members to do so.
4. Instruct the IOE Secretary to record in the minutes of the relevant meeting that the foregoing advice was provided and the patent policy slides were referred to.

#### 4.11.5 Inclusion of Patent Statements in INCITS Standards

Every INCITS Standard must carry text from one of the two options below.

##### **Option 1 (when notice and commitment to license exist):**

*NOTE – The user's attention is called to the possibility that compliance with this standard may require use of an invention covered by patent rights. As of the date of publication of this standard, following calls for the identification of patents that may be required for the implementation of the standard, notice of one or more such claims has been received.*

*By publication of this standard, no position is taken with respect to the validity of any such claim(s) or of any patent rights in connection therewith. If a patent holder has filed a statement of willingness to grant a license under these rights on reasonable and nondiscriminatory terms and conditions to applicants desiring to obtain such a license, then details may be obtained from the standards developer.*

##### **Option 2 - (when neither the developer nor the publisher had notice at the time of publication)**

*NOTE – The user's attention is called to the possibility that compliance with this standard may require use of an invention covered by patent rights. As of the date of publication of this standard, following calls for the identification of patents that may be required for the implementation of the standard, no such claims has been received.*

*By publication of this standard, no position is taken with respect to the validity of any such claim(s) or of any patent rights in connection therewith. If a patent holder has filed a statement of willingness to grant a license under these rights on reasonable and nondiscriminatory terms and conditions to applicants desiring to obtain such a license, then details may be obtained from the standards developer.*

#### 4.11.6 Antitrust Guidelines

The INCITS Antitrust Guidelines are provided for the protection of INCITS and IOE members on antitrust issues. INCITS and IOE members shall follow the INCITS Antitrust Guidelines, which are located at <http://www.incits.org/standards-information/legal-info>.

At each meeting of an IOE, excluding ad hocs, the Chair shall:

1. Show or refer to the INCITS antitrust guidelines (<http://www.incits.org/standards-information/legal-info>).
2. Provide no interpretation or explanation of the INCITS antitrust guidelines, nor allow committee members to do so. Questions about the policy shall be referred to the participant's legal counsel or the ANSI General Counsel.
3. Instruct the IOE Secretary to record in the minutes of the relevant meeting that the foregoing advice was provided and the antitrust guidelines were referred to.

#### 4.12 INCITS Awards and Recognition Program

The purpose of this program is to provide recognition to the INCITS participants for their contributions to national and/or international standards work. There are two distinct types of awards classifications intended to fulfill distinct needs: Service awards and Achievement awards.

##### 4.12.1 Service Awards

Service awards provide recognition to INCITS participants throughout the year as applicable. These awards may be initiated by the Executive Board, the INCITS Secretariat staff or by a TC Chairman.

Awards should be presented as close to the congratulatory event as possible.

###### 4.12.1.1 Officer Appointment

This award is issued to an officer once elected to office.

###### 4.12.1.2 Officer Training

This award is issued by the INCITS Secretariat staff upon successful completion of training.

###### 4.12.1.3 Officer Retirement

This award is issued to an officer upon retirement for carrying out their responsibilities in an ongoing professional manner. It may be issued by either the TC Officer for TC assigned roles or by the INCITS Executive Board Chair and INCITS Secretariat staff for INCITS and TC Chair roles.

###### 4.12.1.4 Member Retirement

This award is issued to an IOE member who has been a member for 10 or more years. The award is issued to a member upon retirement. This may be issued by either the TC Officer for TC assigned roles or by the INCITS Executive Board Chair and INCITS Secretariat staff for INCITS and TC Chair roles.

###### 4.12.1.5 National Standard Approval

This award is issued to all principals, alternates and the Project Editor of an INCITS committee upon successful approval of a new standard in a timely fashion. The award is presented by the TC Officer in conjunction with the INCITS Secretariat staff.

#### **4.12.2 Achievement Awards**

Achievement awards recognize those INCITS participants making exemplary contribution to the INCITS organization.

These awards are managed by the Executive Board. An Awards Ad Hoc is established by the Executive Board and shall be comprised of the INCITS Chair, INCITS Vice-Chair, and volunteer members of the Executive Board. A representative from the INCITS Secretariat staff shall serve as a non-voting member.

Responsibilities of this ad hoc include:

- Establish procedures for managing the program;
- Ensure that a "call for nominations" is distributed to INCITS participants;
- Review nominations and make final selections of award recipients;
- Coordinate the presentation of the awards at the INCITS Symposium; and
- Oversight of inputs or changes to the INCITS Awards and Recognition Program.

The Achievement awards are presented annually at the INCITS Symposium.

##### **4.12.2.1 INCITS Chairman's Annual Award**

This is an award normally presented to one INCITS participant and is selected by the INCITS Chair. This participant has provided outstanding service to the INCITS organization through committee work or duties assigned by the INCITS Chair and/or assisted the Chair in progressing the work of INCITS during the Chair's term.

##### **4.12.2.2 INCITS Merit Award**

This is an award normally presented to no more than four participants who have demonstrated continuous support for the work of INCITS, the criteria of which consist of:

- Long-standing (10+ years) member of an IOE;
- Made a significant contribution to at least two international SCs or WGs in a technical contributor or leadership role;
- Demonstrated continuous support for the work, goals, principles, policies and procedures of INCITS; and
- Provided support to the Secretariat in progressing the administrative work of INCITS.

##### **4.12.2.3 INCITS Service Award**

This is an award normally presented to no more than four participants who have provided outstanding service to the INCITS organization through committee work or duties during the past year.

##### **4.12.2.4 The INCITS Gene Milligan Award for Effective Committee Management**

This is an award normally presented to no more than two INCITS members holding an officer position within an IOE who have provided outstanding leadership to the IOE in its national and/or international work, have demonstrated proficiency in achieving consensus in the national and/or international arenas, and have followed the approved procedures in an exemplary fashion.

##### **4.12.2.5 INCITS Technical Excellence Award**

This is an award normally presented to no more than four participants to recognize their visible and significant technical contributions to the work of the TC (nationally or internationally). This award is presented with the concurrence of the TC officers. A minimum of three years of participation in a TC by each recipient is required.

#### **4.12.2.6 INCITS Award for Exceptional International Leadership**

This is an award normally presented to no more than two INCITS participants for their exceptional leadership of an international committee. The criteria for this award are as follows:

- Minimum of four years of continuous leadership of an international working group or subcommittee;
- Tangible results in the form of published International Standards or Technical Reports;
- Timely completion of projects; and
- Chairing of meetings in which the views of National Bodies and their experts are given due consideration.

#### **4.12.2.7 INCITS Team Award**

This is an award normally presented to no more than two teams of INCITS participants who have provided outstanding service to the INCITS organization for work done on a single specification, standard, or other form of project, within a TC. The criteria for this award are as follows:

- Outstanding teamwork in rapidly progressing the subgroup's national and/or international activities around a single specification, standard or other form of project, and within one TC; and
- Demonstrated skill in developing technically sound standards.

#### **4.12.2.8 INCITS Lifetime Achievement Award**

This is an award normally presented to no more than one INCITS participant annually, who has demonstrated a long-time commitment to INCITS and its national and international standardization activities. The criteria for this award are as follows:

- Long-standing member of INCITS;
- Demonstrated continuous and outstandingly effective support for the development of standards; and
- Meets two or more of the following requirements:
  - Long-standing (10 or more years) participation in INCITS as an officer of an INCITS board, TC, or TG;
  - Long standing participation (10 or more years) in INCITS as a technical editor or key contributor;
  - Recipient of two or more INCITS awards; or
  - Long-standing participation (10 or more years) in international standards development.

## **5. Procedures**

### **5.1 Meetings**

#### **5.1.1 Schedule of Meetings**

All IOEs shall meet at least twice a year, either by teleconference or in face-to-face meetings.

A duly called meeting is one for which the meeting notice and draft agenda are issued in accordance with Section 5.1.2, Meeting Notice and Draft Agenda. A duly called IOE meeting may be called by any of the following methods:

- The majority vote of those present at a prior meeting;
- The Chair;

- The INCITS Secretariat; or
- Written request to the Chair from a quorum of the voting members of the INCITS Organization Entity.

Each agenda should include a standing item for review and confirmation of the date and location of the next meeting(s).

For TCs, TGs and SGs, a duly called meeting shall count in determining the member's attendance record (as specified in Section 3.8.4.2, TCs, TGs and SGs). In exceptional cases, TCs, TGs and SGs may vote to continue the voting membership despite failure of the member to comply with the attendance criteria.

When a quorum is not met at such a duly called meeting or when there are fewer voting members present than the number of voting members required to approve an action, the members present may draft proposed actions for submission to the entire membership for LB or action at the next meeting. They may conduct all business not requiring voting action.

When the number of voting members in a TC/TG is insufficient to hold a quorate meeting, and when necessary to meet short-term international deadlines or similar special circumstances, the INCITS Secretariat may obtain and submit recommendations to the Executive Board for review and approval. This process shall only be used until the TC/TG regains the minimum number of voting members to hold a quorate meeting.

### **5.1.2 Meeting Notice and Draft Agenda**

Meeting notices for all IOEs, except Ad Hoc, shall be distributed no later than four weeks prior to face-to-face meetings and no later than two weeks prior to electronic meetings. All meeting notices shall be posted and distributed using the committee calendar in ICMS. The draft agenda for all IOEs, except Ad Hoc, shall be distributed no later than two weeks prior to the meeting.

### **5.1.3 Documents for Action (Two-Week Rule)**

Documents for consideration at a meeting should be distributed at least two weeks prior to the meeting. Other documents sent later may be considered, but final action may only be taken in the absence of objection by any voting member present; otherwise, they must be acted upon by LB or deferred until the next meeting.

Documents may be revised during the meeting and still be considered to have met the Two-Week rule if the original document met this requirement. This provision provides a means for discussing the document and advancing the progress of the work, and is not intended to permit the introduction of new or unrelated material.

The Two-Week Rule provisions noted in this section shall not be applied to actions required to meet International processing deadlines when the committee is serving in the role of a TAG and the application of the rule would result in the TAG responsibilities not being fulfilled.

### **5.1.4 Quorum**

Quorum for IOEs is defined as:

- For the Executive Board, quorum is a majority of the voting membership;
- For SGs, there is no quorum required to establish a valid meeting unless they are acting as a U.S. TAG, in which case the following rule for all other IOEs shall be used; or

- For all other IOEs, quorum is one-third of the voting membership with at least four voting members present. Should the IOE have only three voting members, these members may request the Executive Board to approve a quorum of three members; the Executive Board shall vote on this request by a 14-day LB or meeting vote, using the 2/3 Voting Rule.

### 5.1.5 Minutes

All IOEs, except Ad Hocs, are required to produce minutes of their meetings and shall submit such minutes to the INCITS Secretariat within two weeks after the meeting is adjourned. IOE draft minutes shall be reviewed and accepted by the INCITS Secretariat prior to distribution to the committee. Accepted IOE draft minutes shall be distributed to the committee within four weeks after the meeting is adjourned.

Results of Ad Hoc meetings shall be reported in accordance with Section 3.4, Ad Hocs.

The required contents of minutes are as follows:

1. Date(s), location(s), Chair, Secretary, time of opening and adjournment.
2. Reference/link to the INCITS Anti-Trust Guidelines and Patent Policy.
3. Summary of significant actions taken.
4. Membership information, to include:
  - a. List of attendees, organization and role (e.g. Primary, Alternate, Advisory);
  - b. Documentation of membership changes since the last meeting, (new or terminated membership, establishment or loss of voting rights, prospective memberships;
  - c. Membership jeopardy information (failure to attend meetings or respond to non-accelerated LBs); and
  - d. Total number of voting members.
5. List of all created or reconstituted ad hocs that exist as of the end of the meeting, including the scope of the ad hoc and a list of all individual ad hoc members, showing whether those ad hoc members are members of the parent body or not.
6. Approved agenda (or approved changes to draft agenda).
7. Approval of previous meeting minutes.
8. Each motion seconded and not withdrawn, identifying maker of the motion, the fact of a second, and the voting results.
9. Future meeting schedule.
10. List of action items assigned to members.

IOEs are encouraged to use the INCITS minutes template to produce their meeting minutes.

Individual remarks or detailed transcripts need not be recorded; however, any specific statement should be recorded when requested by the Chair, group, or a member. Records of discussions and actions taken pertaining to any topic for which attendance is restricted shall not be included in the minutes, except to record that a position was developed.

## 5.2 Voting

There shall be only one voting membership per organization (see Section 3.8.2, Limits on Voting Membership). An alternate representative may vote only if the principal representative fails to vote.

Voting by proxy shall not be permitted. A written vote on an issue to be acted upon at the meeting may be submitted by correspondence by an absent voting member provided it is received by the Chair prior to the point when the issue is brought to a vote.

### 5.2.1 Voting Practice

#### 5.2.1.1 Types of Voting Positions

Three types of voting positions are allowed:

- Affirmative;
- Negative; or
- Abstention.

#### 5.2.1.2 Methods of Voting and Criteria for Approval

Five voting methods are permitted. These are:

- LB;
- Roll call vote;
- Show of hands;
- Voice vote; and
- Unanimous consent.

With the exception of LBs, all of the above votes are taken at a meeting.

Actions that shall be approved with a LB and actions that may be approved either with a LB or with a meeting vote are found in Section 5.2.3, Actions Requiring Specific Voting Methods and the Criteria for Approval. Those tables also contain the criteria for approval of these actions.

Any actions not listed in Section 5.2.3 may be approved using the Majority Rule; the Chair may select which voting Method to use from the above list.

The method of meeting votes is at the discretion of the Chair unless otherwise specified in this document.

LB votes may be taken on issues other than those required in Section 5.2.3. Such LBs are authorized by any of the following methods:

- Majority vote of those present at a meeting;
- The Chair;
- The INCITS Secretariat;
- This document; or
- Written request to the Chair from five or more voting members of the INCITS Organizational Entity.

#### 5.2.1.3 Letter Ballots (LB)

Affirmative votes may include comments.

Each Negative vote shall include reasons for the Negative position and, if possible, recommend specific modifications necessary to change the Negative position to an affirmative position.

Each abstention vote shall include the reason for not taking a position.

The voting period for LBs depends on the action being considered. The duration period for some actions is contained in the tables of Section 5.2.3, Actions Requiring Specific Voting Methods and the Criteria for Approval. For actions not listed there, the duration period is fourteen days unless otherwise directed by the INCITS Secretariat. The duration period for all LBs commences on the date of issue of the LB. An extension may be granted by the INCITS Secretariat when warranted and when the extension does not cause undue problems, such as failure to submit an international vote on time.

All LB, with the exception of default ballots and multiple candidate personnel ballots, shall be issued using the ICMS ballot tool.

#### **5.2.1.4 Executive Board Letter Ballot Resolution Procedure**

The purpose of the Executive Board LB resolution procedure is to resolve any comments submitted with “Negative” votes in response to Executive Board LBs, such that those “Negative” votes might become “Affirmative” votes and indicate greater consensus with an Executive Board decision. The results of personnel ballots relating to appointments and similar actions are confidential and shall not be addressed by this process.

If any “Negative” votes are submitted for an Executive Board LB:

1. The Secretariat shall notify the INCITS Executive Board Chair and Vice-Chair of any Negative votes upon close of a LB. A Resolution Meeting (RM) Chair shall be chosen by the INCITS Executive Board Chair and Vice-Chair, and the RM Chair will convene the RM to discuss the “Negative” vote(s).
2. Should any “Negative” vote contain non-substantive or non-actionable comments that could not be resolved at a Resolution Meeting, then such “Negative” vote shall not require a Resolution Meeting. In such cases, a combined agreement between the INCITS Chair, INCITS Vice-Chair and INCITS Secretariat concerning such non-substantive or non-actionable comments shall be required; in addition the “Negative” voter must agree that it would not be appropriate to hold the Resolution Meeting. Such “non-response” votes on Executive Board ballots shall be reported to ANSI as a Negative vote, as appropriate on the BSR submittal in connection with ANS processing. In addition, the Executive Board shall be notified that a RM was not held, indicating the concurrence of the “Negative” voter with this action.
3. A RM may take place via teleconference, email, or in person, and should be scheduled within 3-5 days of the ballot closing date. The availability of the organization(s) casting any “Negative” votes will be accommodated as a priority when scheduling the RM.
4. When arranging the time for the RM with each “Negative” voter, the INCITS Secretariat may accept written instructions to change a recorded “Negative” vote from “Negative” to “Affirmative”, as desired by the voter, regardless of the comments received with the “Negative” vote. If all “Negative” voters desire to change their votes in such a fashion, the INCITS Secretariat will notify the Executive Board in writing that the Resolution Meeting will not be held to resolve comments, and provide the final tally.
5. The INCITS Secretariat shall issue the RM notification to the Executive Board, including those members that did not return a vote, and the notification shall include the LB results and all comments. The Chair of the appropriate INCITS technical committee, the Fast Track submitter, the SC TAG representative, or other appropriate parties will be invited to the RM to address their interests.
6. The RM may deal with comments raised against either (a) the text in the ballot motion, or (b) the balloted text/document referenced by the motion. Any vote comments may be accepted in



whole or in part. Email discussion of the issues, including positions advocating or denying the vote comments, is encouraged prior to the RM.

7. Those Executive Board member organizations casting “Negative” votes are expected to attend the RM; all other Executive Board members are strongly encouraged to participate.
8. For RMs dealing with American National Standard Process Ballots, the procedures shown in Section 5.2.1.4.2, Ballots Concerning American National Standard Processing, apply. For RMs dealing with International and Other Ballots, the procedures shown in Section 5.2.1.4.1, Ballots Concerning International Standards Processing and Other Items apply.
9. For each RM, the RM chair shall prepare a RM meeting Report showing the attendees, a summary of the actions of the RM and the attempts at disposition of all vote comments considered. The report will be distributed in writing by the Secretariat to the Executive Board.

#### **5.2.1.4.1 *Ballots Concerning International Standards Processing and Other Items***

If the Resolution Meeting develops changes by RM consensus to either (a) the text in the ballot motion, or (b) the balloted text/document referenced by the motion, the meeting attendees shall further determine by consensus if the changes are substantive or non-substantive. The RM chair shall determine consensus.

- If the proposed changes are non-substantive, the revised ballot motion or revised text/document may be approved by action of the RM, provided that the current ballot is successful (following any changes in recorded voting positions on the current ballot, as requested by voters).
- Where proposed changes are substantive or the current ballot is not successful, the current ballot may be set aside, and a new LB containing the revised text and the RM Meeting Report may be issued to the Executive Board. Further resolution action under this section may occur as a result of voting on this ballot. Executive Board Members are requested to take into consideration any international deadlines if subsequent ballots or RMs are required.

#### **5.2.1.4.2 *Ballots Concerning American National Standard Processing***

If the Resolution Meeting develops changes that modify a draft or existing American National Standard, the RM attendees may decide by consensus that such proposed changes should be returned to the appropriate technical committee for consideration, public review (if applicable) and a position recommendation vote prior to subsequent Executive Board action.

If there are continuing objections at the close of an RM, the objector shall be notified in writing of the right to appeal as stated in Section 6.1.5, Milestone 5 – Executive Board Approval.

When the Executive Board conducts a recirculation ballot, the project summary documents, the RM Meeting Report, all unresolved objections, along with attempts at resolution (disposition of comments), responses, notification of the right to appeal, and if applicable, any substantive changes and a revised dpANS, shall be attached to a new 14-day recirculation ballot. This provides an opportunity for all voting members of the Executive Board to respond, reaffirm or change their dpANS votes as recorded in the earlier ballot that resulted in the RM.

#### **5.2.1.5 Default Ballots**

Default ballots are used when lack of objection presumes approval. A default ballot fails in the presence of any objections. The voting period for default ballots is fourteen days unless otherwise specified on the ballot.

Default ballots are not permitted in the processing of American National Standards.

### 5.2.1.6 Accelerated Letter Ballots

The INCITS Secretariat may approve an accelerated LB with a voting period of less than fourteen days. An accelerated ballot may not be issued for final approval of a dpANS.

### 5.2.1.7 Report of Final Letter Ballot Results

The final result of voting on LBs shall be made available to the membership of the committee that conducted the ballot immediately upon completion of the LB action. Although Negative votes without comments are not counted in determining whether the ballot passed, these votes shall be recorded in the results. During the balloting period, all votes shall be held in confidence between the Chair and whoever is tallying the votes.

The report of voting on personnel ballots shall only state that the candidate has (or has not) received the required approval. No tallies shall be given and no resolution meetings shall be conducted.

Notification of the approval for all procedural changes is sent to the INCITS membership upon close of the ballot.

## 5.2.2 Definition of Criteria for Approval

The following definitions apply to all IOEs.

### 5.2.2.1 Majority Rule

For meeting votes, a majority is defined as approval by more than half of the members voting; abstentions are excluded when determining whether a majority has been satisfied. For LB votes, a majority is defined as approval by more than half of the members eligible to vote, excluding abstentions.

### 5.2.2.2 2/3 Voting Rule

The 2/3 voting rule is defined as:

- approval by at least 2/3 of those voting YES or NO; and
- approval by a majority of the voting membership. This threshold is not affected by the number of members present at the meeting for a meeting vote.

## 5.2.3 Actions Requiring Specific Voting Methods and the Criteria for Approval

Actions not listed in the following sections may be approved using the Majority Rule; the Chair may select the appropriate voting method from the list in 5.2.1.2, Methods of Voting and Criteria for Approval:

- Executive Board – see 8.3, Executive Board Voting Methods and Approval Criteria
- Technical Committee – see 8.4, Technical Committee Voting Methods and Approval Criteria
- Task Group – see 8.5, Task Group Voting Methods and Approval Criteria

## 5.3 Reports and Review

### 5.3.1 Technical Activity Annual Reports

In order to maintain the management continuity of the entire INCITS program and to keep the Executive Board informed on matters pertaining to the overall organization, membership, management, and policy, TC Chairs and SG Chairs reporting to the Executive Board shall submit an annual report. This

report shall use the procedures and instructions contained in the TC Annual Report Template and shall be delivered to the Executive Board for review on a time schedule developed by the Executive Board.

These reports should contain information regarding the progress of the work program and identify any significant problems that are impacting the work program's objectives.

Chairs or other designated officers of TCs and SGs reporting to the Executive Board shall attend the meeting at which the annual report is presented and reviewed.

The annual report shall identify any TC/TG/SG internal procedures, or changes to such internal procedures, to the parent body for approval through inclusion in the annual report. At other times and prior to implementation, TC/TG/SG internal procedure revisions shall be submitted to the INCITS Secretariat for approval by the Executive Board.

### **5.3.2 Head of Delegation Reports**

Within four weeks of an international meeting, all IOE HoDs are required to submit their HoD reports to the INCITS Secretariat for Executive Board review. The INCITS Secretariat shall submit all HoD reports to ANSI. Meeting reports shall include the attendance and resolutions from the meeting. Meeting reports are not required for WG, Ad Hocs, or Task Force meetings.

### **5.3.3 TAG Administrator Reports to ANSI**

The INCITS Secretariat shall submit a composite TAG report to ANSI in addition to all other reports requested in ANSI's *Model Operating Procedures for U.S. JTC 1 TAGs to ANSI for ISO Activities*.

## **5.4 Appeals Procedures**

### **5.4.1 Right of Appeal**

Persons who have directly and materially affected interests and who believe they have been or will be adversely affected by any procedural action or inaction relative thereto and within the INCITS jurisdiction with regard to the development of a proposed American National Standard or the revision, reaffirmation, or withdrawal of an existing American National Standard, have the right to appeal in accordance with the following procedures.

ANSI will not normally hear an appeal of an action or inaction by an INCITS IOE or its Secretariat until the INCITS appeal procedures have been completed as prescribed in Section 5.4.3, Appeals Considered at INCITS. Such appeals shall be directed to ANSI in accordance with the procedures of the appropriate ANSI entity (e.g., Board of Standards Review, Executive Standards Council, standards boards).

All international appeals proposed by an INCITS IOE or the INCITS Secretariat shall be submitted to the Executive Board for consideration and approval at least 15 days prior to the international appeal deadline. This will permit the Executive Board to consider whether the appeal is appropriate on behalf of U.S. interests by holding an accelerated 7-day Executive Board LB and, if necessary, a Resolution Meeting.

### **5.4.2 Appeals Principles**

The following general criteria are adopted:

- Appeals shall be addressed promptly and a decision made expeditiously;
- The right of the involved parties to present their cases shall not be denied;

- These procedures shall provide for participation by all parties concerned without imposing an undue burden on them;
- Consideration of appeals shall be fair and unbiased and shall fully address the concerns expressed; and
- Records of appeals shall be kept and made available upon request. The INCITS Secretariat may levy a nominal charge to cover the cost of reproduction, handling and distribution for requests received from other than the involved parties.
- INCITS will not hear technical appeals. Comments of a technical nature should be forwarded to the appropriate INCITS Technical Committee.

### 5.4.3 Appeals Considered at INCITS

The appellant shall file a formal complaint with the INCITS Secretariat within fifteen calendar days after the date of notification of the action being appealed, or at any time with respect to inaction. The complaint shall state the nature of the procedural objection(s) including any direct and material adverse effects, the section(s) of these procedures or the standard that are at issue, actions or inactions that are at issue, and the specific remedial action(s) that would satisfy the appellant's concerns. Previous efforts to resolve the objection(s) and the outcome of each shall be noted.

Within thirty calendar days after receipt of the complaint, the INCITS Secretariat shall respond by correspondence to the appellant, specifically addressing each allegation of fact in the complaint.

If the appellant and the INCITS Secretariat are unable to resolve the complaint informally in a manner consistent with these procedures within fifteen calendar days from receipt of the INCITS correspondence, the INCITS Secretariat shall schedule a hearing with an appeals panel on a date agreeable to all participants but within forty-five calendar days from receipt of the INCITS correspondence, giving at least ten calendar days' notice. If there is not a mutually agreeable date, the Secretariat shall set the date and time for the appeal hearing. Should any party of interest not be present at the meeting, the decision of the appeals panel shall be based on the written submissions and any presentations made by the parties.

The appeals panel shall consist of three individuals who have not been directly involved in the matter in dispute. At least two members shall be acceptable to the appellant and at least two shall be acceptable to the INCITS Secretariat. The appeals panel members shall be selected as follows:

- The appellant selects one;
- The INCITS Secretariat selects one; and
- The appellant and the INCITS Secretariat mutually agree on one.

In the event the appellant does not wish to select a panelist or a third panelist cannot be agreed upon, the INCITS Secretariat shall appoint these individuals to the panel in order to hold a hearing.

The appeals panel shall convene at the INCITS Secretariat office unless another mutually agreed site is selected.

The appellant has the burden of demonstrating adverse effects, improper procedural actions or inaction, and the efficacy of the requested remedial action. The INCITS Secretariat has the burden of demonstrating that INCITS and the INCITS Secretariat took all actions in compliance with these procedures and that the requested remedial action would be ineffective or detrimental. Each party may adduce other pertinent arguments, and members of the appeals panel may address questions to either party.

The appeals panel shall render its decision to all participants in writing within thirty calendar days of the appeals panel meeting, stating findings of fact and conclusions, with reasons therefore, based on a preponderance of the evidence. Consideration may be given to the following positions, among others, in formulating the decision:

- Finding for the appellant, remanding the action to the Executive Board or the INCITS Secretariat with a specific statement of the issues and facts in regard to that fair and equitable action was not taken;
- Finding for the INCITS Secretariat with a specific statement of the facts that demonstrate fair and suitable treatment of the appellant and the appellant's objections; and
- Finding that new, substantive evidence has been introduced, and remanding the entire action to the Executive Board or the INCITS Secretariat for appropriate reconsideration.

Records of appeals shall be kept and made available upon request. The INCITS Secretariat may levy a nominal charge to cover the cost of reproduction, handling and distribution for requests received from other than the involved parties. Any fees for appeals shall be predetermined, fixed and reasonable. It is INCITS' policy to waive or reduce fees for appeals upon submission of a justified request, with approval by the INCITS Secretariat.

#### **5.4.4 Appeals to ANSI**

For appeals to ANSI, see the ANSI Essential Requirements.

### **5.5 Officer Recall Procedures**

When circumstances require, it is the responsibility of the Executive Board to recall an IOE Officer. The following procedures apply:

- Formal consideration of corrective action or recall begins with a written communication between a concerned party and the INCITS Secretariat. The matter is discussed in executive session at the next Executive Board meeting, and at that time the Executive Board shall decide whether sufficient grounds exist to investigate it.
- If it is decided to investigate the matter, the INCITS Secretariat shall notify in writing the officer involved. An Executive Board member is designated to follow up on the original communication to the INCITS Secretariat, discuss the matter with the officer involved, gather other information and opinions, as appropriate, and make a report in executive session at the next Executive Board meeting. At that time, the Executive Board decides whether to take no further action, to continue its investigation or to recall the officer involved. In any case, the officer involved is notified in writing.

### **5.6 Process for Amending INCITS Organization, Policies and Procedures**

The Executive Board may change its policies and procedures or adopt additional policies and procedures at any time (hereinafter "Amendment"), subject to the following.

Any Amendment to the INCITS Organization, Policies and Procedures shall be originated by the PBC. Prior to submitting the Amendment to the Executive Board for consideration, the PBC shall initiate a notice and comment period of not less than 30 days and shall consider any comments received in its proposal that it submits to the Executive Board; the Executive Board shall then vote by a 14-day LB using the 2/3 Voting Rule.

If the Executive Board votes to approve the proposed Amendment, the Executive Board shall submit the Amendment to ANSI for approval. If ANSI approves the proposed Amendment, the Executive Board shall provide Members with a notice period of not less than fourteen (14) days before the Amendment will go into effect.

No such duly adopted Amendment shall have any retroactive effect. In the event that the Member does not wish to be bound by any such Amendment, it may terminate its membership in the manner set forth in the Membership Agreement.

## **6. Domestic Standards Development Procedures**

### **6.1 Processing Projects to Develop ANS, ANSI TRs, and INCITS TRs**

Voting on a draft proposed American National Standard shall be in accordance with ANSI's Essential Requirements. Voting on a draft proposed ANSI Technical Report shall be in accordance with ANSI's Procedures for the Registration of ANSI Technical Reports. Voting on a draft proposed INCITS Technical Report shall be in accordance with the procedures in this document.

A standard may be developed within a Technical Committee or its TGs for Executive Board approval and publication.

A technical report may be developed:

- within an SG (as approved by the Executive Board in the SG's scope or terms of reference), Technical Committee or its TGs, for Executive Board approval and publication; the term "INCITS Technical Report" is used to identify this type of report; or
- within an international committee with U.S. participation by a SG, Technical Committee or its TGs for subsequent approval by Executive Board and registration by ANSI.

Additional processing for Technical Reports is described in Section 6.4, INCITS and ANSI Technical Reports. All voting required in this section shall be in accordance with Section 5.2, Voting, unless explicitly stated otherwise.

For Fast Track submissions, the developer functions in place of a TC as related to the milestones for processing new submissions and revisions to existing American National Standards.

#### **6.1.1 Milestone 1 – Approval of the Project Proposal**

A Project Proposal may be developed by any individual or organization whether or not affiliated with INCITS. Project proposals shall be developed in accordance with the format of the Project Proposal Template.

A Project Proposal is not required for processing of an approved international document as an American National Standard; however, a notification to INCITS of the intention to do so is required. When processing the adoption of an international standard, see Section 4.5, Adoption of ISO/IEC JTC 1 and ISO Standards as American National Standards, for additional information.

A Project Proposal is required for submission of a candidate standard for INCITS Fast Track processing as an American National Standard.

No technical work may be done in developing or revising an American National Standard or technical report without an authorizing Project Proposal. Each standard or technical report requires its own authorizing Project Proposal.

If the Project Proposal originates within a TC or its TGs, the vote shall be conducted by a 14-day LB or meeting vote using the 2/3 Voting Rule and shall be included with the submission of the Project Proposal.

The Project Proposal shall meet the two week rule for the meeting at which action is expected.

The Chair of the originating TC shall forward to the INCITS Secretariat the following information:

- The TC approved Project Proposal;
- The next TC meeting information; and
- The TC vote to approve the project proposal

Upon receipt of the information from the Chair of the originating TC, the Secretariat shall electronically notify the Executive Board of the proposed new Project. Any Executive Board member may submit an objection to the approved Project Proposal within seven calendar days. If there are no objections to the approved Project Proposal, a designation number shall be assigned and announced by the Secretariat.

If an objection is made to the approved Project Proposal, the Chair of the originating TC or Fast Track Submitter is notified of the objection. The TC shall vote on the responses to all objections and submit the responses and vote to the INCITS Secretariat for submission to the Executive Board for final approval.

If the IOE intends to submit the American National Standard for consideration as an ISO/IEC JTC 1 or ISO standard, the submission of the ANS shall be approved by the IOE.

If the Project Proposal is not approved, the Secretariat shall notify the proposer.

If it is determined that a project for a new or revised American National Standard should be withdrawn from further processing, the TC shall forward the following to the INCITS Secretariat for further processing:

- The justification for the recommendation; and
- The final tally of the TC vote recommending the withdrawal, a copy of any unresolved Negative votes, and the TC response to each.

The INCITS Secretariat shall forward the TC vote, justification for the withdrawal, and any other supporting documentation to the Executive Board for final approval.

### **6.1.2 Milestone 2 – Notification to the Public**

When the project is approved, the INCITS Secretariat shall announce the assignment of the project.

The INCITS Secretariat shall provide public notification of the establishment of the project, the IOE to which it is assigned, and a solicitation of technical contributions and membership. The notification shall include reference to the ANSI patent policies, and a call for information on potentially pertinent patents shall be made. The call shall also encourage disclosure, where possible, of the existence of pending U.S. patent applications relating to the standard under development, and of any relevant unexpired foreign patents.

The INCITS Secretariat shall forward notification of the new project or proposed adoption of an international standard to ANSI using the PINS form for announcement in the ANSI Standards Action for a 30-day comment period. All comments received during the PINS comment period shall be forwarded to the appropriate TC for resolution and shall be addressed in accordance with the ANSI Essential Requirements, clause 2.5. A formal response shall be developed for each comment and approved by vote of the TC or TG. The PINS notification shall include a notice that any comments should be sent to the INCITS Secretariat. The INCITS Secretariat shall register all comments. Each comment shall be sent

immediately to the appropriate TC or TG for consideration and to the Executive Board for information. The formal response generated to each is subject to approval by a TC vote. Letters to registered commenters shall include notification of their right to appeal.

The response may be either a modification to the project proposal, or a statement of the rationale for not making a change. Serious effort should be made to resolve the comment by correspondence or discussion with the author.

Responses to registered comments shall state the provision that the commenter has twenty working days from the postmark, or date stamp if issued electronically, to reply that the comment(s) has not been satisfactorily resolved. If a continuing objection is not received within this time frame, the comment will be considered resolved.

In the case of changes to the project proposal, the originating TC or Fast Track submitter shall restart processing beginning at Milestone 1 and obtain approval of a revised project proposal. The TC or Fast Track submitter shall forward the revised project proposal, votes, comments, and other pertinent correspondence to the INCITS Secretariat for distribution to the Executive Board. For Fast Track submissions, the Fast Track submitter functions in place of a TC as related to the applicable Milestones for processing.

INCITS is required to take action within 90 days of receipt of comment(s) from a PINS announcement.

For an existing active project, a revised PINS form is required to be submitted to ANSI only if 1) the identification of the stakeholders likely to be directly impacted by the standard has changed, or 2) the project intent has changed to a revision.

### **6.1.3 Milestone 3 – Technical Development**

The draft standard shall be developed in accordance with the ISO/IEC Directives – Part 2, Rules for the structure and drafting of International Standards, using the required electronic format. A project editor for an American National Standard shall be assigned from the IOE membership by the IOE Chair. Contributions may include collections of basic data, suggested drafts of text, candidate standards, etc. Contributions from any source shall be accepted and considered.

The IOE should be cognizant of applicable international standards activities and requirements, and should determine at what point in the development process contributions should be solicited from these activities.

The IOE Chairs shall remind members of the ANSI patent policies and potentially pertinent patents and shall encourage disclosure, where possible, of the existence of pending U.S. patent applications relating to the standard under development, and of any relevant unexpired foreign patents.

### **6.1.4 Milestone 4 – Initial Public Review**

For standards developed domestically, the initial public review may be the only public review provided no substantive changes occur.

When the TC determines that the development process has reached the step where the initial 60-day public review is warranted, a 14-day LB using the 2/3 Voting Rule to initiate the initial public review shall be conducted. The TC shall attempt to resolve all negatives. If a TG recommends submission of a dpANS or a TR to a TC, it shall approve the submission by a 14-day LB using the 2/3 Voting Rule.

The TC or SG Chair shall forward the draft and all supporting documents to the INCITS Secretariat:



- a. the draft standard or technical report (one copy in PDF format, one copy in Word or Framemaker);
- b. the expository remarks, i.e. the background or history of the project development;
- c. a copy of the authorizing Project Proposal;
- d. a copy of the ballot and the voting tally by the TC or SG developing the draft standard or technical report;
- e. unresolved negatives, and TC responses, vote and unresolved commenter letters (if applicable);
- f. IOE membership list;
- g. any patent information received to date; and
- h. the name, address and telephone number of the project editor.

A draft ANSI technical report shall contain the completed Foreword as specified in the ANSI Procedures for the Registration of ANSI Technical Reports.

Liaison Representatives identified in the project proposal should review the draft. If the draft standard or technical report appears to raise questions or conflicts with the work of the liaison committee, Liaison Representatives shall inform the INCITS Secretariat and the Chair of the TC or SG developing the draft standard or technical report by correspondence prior to the close of the initial public review period. Lack of comment shall be considered as an indication that no problems were identified.

The INCITS Secretariat shall initiate several simultaneous activities for draft American National Standards:

- An announcement in ANSI Standards Action of a public review through submittal to ANSI of a BSR-8;
- A call for potentially pertinent patents shall be made to the TC members. The call shall also encourage disclosure, where possible, of the existence of pending U.S. patent applications relating to the standard under development, and of any relevant unexpired foreign patents;
- Notification to the TC of the responses received by the TC, ANSI and the INCITS Secretariat resulting from previous calls for patents;
- Public notification of the draft standard or technical report, and announcing availability of the document for a technical review and comment period; and
- An ANSI formatted version of the draft standard.

All comments received during the initial public review are distributed to the TC or TG developing the draft American National standard. A formal response shall be developed for each comment and approved by the TC or TG. The dpANS submitted for public review shall contain a notice that any comments should be sent to the INCITS Secretariat. The INCITS Secretariat shall register every public review comment. Each comment shall be sent immediately to the originating TC or TG for consideration and to the Executive Board for information. The formal response generated for each comment is subject to approval by TC vote. All comments and attempts at resolution are submitted to the Executive Board.

A response from the TC shall be sent to all registered commenters. The response may be a modification to the draft American National standard or a statement of the rationale for not making a change. Serious effort shall be made to resolve the comment by correspondence or discussion with the author.

The response letters to registered commenters who are objecting shall state their right to appeal and that the commenter has twenty working days from the postmark, or date stamp if issued electronically, to reply and indicate that the comment(s) has not been satisfactorily resolved. If a continuing objection is not received within this time frame, the comment will be considered resolved.

In the case of editorial comments, they shall be resolved, either by changes to the dpANS or by communication with the commenter. The TC shall advise the INCITS Secretariat and provide all pertinent correspondence resolving such editorial comments.

In the case of one or more substantive changes to the dpANS in order to resolve the public review comments, the TC or TG shall vote to approve such changes. If the TC or TG achieves the criteria for approval, the TC or TG shall send the comments, the replies to the comments, ballot results, the revised text, and a summary of the changes and rationale to the INCITS Secretariat. The INCITS Secretariat shall advise the Executive Board that a further public review is required, the TC shall conduct a 14-day LB by Majority Vote to approve further public review, and, if approved, the INCITS Secretariat shall then take action to notify the purchasers of the latest dpANS that another public review is necessary. Subsequent public reviews shall begin no sooner than thirty days after the mailing of responses to public review comments. Processing then returns to the beginning of Milestone 4.

For dpANS and draft technical reports, the TC or TG votes to indicate approval. When the draft technical report is also being proposed for approval as an ANSI technical report, it will include approval to forward the TR to ANSI for registration.

Editorial recommendations from ANSI shall be considered and incorporated if practicable.

Subsequent public reviews shall begin after the TC approval ballot or meeting vote.

If there are no public review comments during the second (or subsequent) public review, the INCITS Secretariat will begin processing and forward all documentation related to the project and any attempts at comment resolution to the Executive Board for final approval.

#### **6.1.5 Milestone 5 – Executive Board Approval**

Executive Board approval of draft American National Standards, Technical Reports, Amendments, Supplements and Errata shall be handled by a LB which includes all documentation, votes, comments, and attempts at resolution to ensure that all procedural requirements have been met. An indication that ANSI or INCITS procedures have been violated will result in the project being returned to the TC without action.

If the Executive Board LB to submit the dpANS or dpTR to ANSI for final approval passes with no Negative votes or comments, the INCITS Secretariat shall submit the BSR-9 or registration form for INCITS Technical Reports registered with ANSI to ANSI. Prior to the submission to ANSI, the INCITS Secretariat shall ensure that the correct patent statement is included in the draft standard.

When there are Negative votes or comments arising during Executive Board dpANS/dpTR approval, or the ballot failed due to the number of Negative votes, the voting tally and all comments shall be provided to the Executive Board and to the TC, TG, SG or Fast Track Submitter (as appropriate) that developed the dpANS or dpTR. An effort to resolve all such objections shall be addressed in accordance with Section 5.2.1.4, Executive Board Letter Ballot Resolution Procedure, and each objector shall be advised in the RM Meeting Report of the disposition of the objection and the reasons thereof. Any unresolved objections (including all documentation), attempts at resolution, and disposition of comments (as shown in the RM Meeting Report), and any substantive changes made in a proposed American National Standard shall be reported to the Executive Board with any subsequent ballots, in order to afford all members an opportunity to respond, reaffirm or change their vote during a recirculation ballot.

If the LB failed due to insufficient affirmative votes and there were no Negative ballots cast, the matter is referred to the Executive Board and the appropriate TC, TG, SG or Fast Track Submitter is notified. The INCITS Secretariat may initiate a new ballot.

Prior to the INCITS Secretariat forwarding the dpANS or dpTR to ANSI for final approval, INCITS Secretariat advises in writing (including electronic media), those Executive Board members that had unresolved negatives that they have fifteen days from the date of the notification from the INCITS Secretariat to appeal the approval. Such an appeal shall be filed with the INCITS Secretariat. The notification shall include text that if an extension of the appeals filing deadline is required, the written request, along with a justification for the extension shall be received before the fifteen day deadline or the right to appeal shall be forfeited.

Unless the standards developer notifies the secretary of the BSR in writing of good cause for a different schedule for submittal, a proposed new American National Standard or a proposed revision or reaffirmation of an American National Standard shall be submitted to ANSI within one (1) year from the close of the comment period using the appropriate form provided by ANSI.

#### **6.1.6 Milestone 6 – ANSI Approval**

Upon receipt of the transmittal of the dpANS or draft ANSI Technical Report, ANSI will review the submittal and processes it according to ANSI procedures.

Upon notification of ANSI approval, the INCITS Secretariat shall notify the Executive Board members. If an appeal is filed with ANSI following approval, the INCITS Secretariat will be notified and the INCITS Secretariat shall forward this information to the Executive Board.

In case of ANSI disapproval, the INCITS Secretariat shall refer the matter to the Executive Board for disposition.

#### **6.1.7 Milestone 7 – Publication**

American National Standards shall be published and made available as soon as possible, but no later than six months after approval as an American National Standard.

### **6.2 Maintenance of American National Standards, ANSI TRs and INCITS TRs**

Upon ANSI approval of an American National Standard or the ANSI registration of an ANSI Technical Report, and upon Executive Board approval of an INCITS Technical Report, that document shall be automatically assigned to a maintenance project.

A maintenance project retains that status until the document is revised or withdrawn.

No later than the four-year anniversary of the standard, a determination shall be made as to whether the standard is to be revised, reaffirmed, stabilized or withdrawn.

No later than the four-year anniversary of the technical report approval or registration, a determination shall be made as to whether the technical report is to be revised, reaffirmed, or withdrawn.

During the maintenance phase, experience in using and implementing a standard may cause questions to arise. These questions shall be processed under the procedures for defect management given in Section 6.2.4, Defect Management.

The TC or TG shall vote to process the response to a report of an alleged defect and to process the revision, reaffirmation, stabilization or withdrawal of a standard or technical report.

### 6.2.1 Revision

Whenever it is determined that a revision of the standard or technical report is needed, a project proposal for the revision shall be developed by the IOE in accordance with the format of the Project Proposal Template. After approval of the draft Project Proposal by the TC, the Project Proposal shall be submitted to the INCITS Secretariat. Processing continues at Milestone 1.

If a revision is planned or underway, but not completed by the four-year anniversary of either the approval or the last reaffirmation of the standard, or either the approval or the last reaffirmation of the technical report, the TC shall determine whether the standard being revised shall be reaffirmed or withdrawn while the revision is being developed, and make a recommendation to the Executive Board.

By the 5th year anniversary, if a PINS or BSR-8 is not on file at ANSI, then a request for an extension shall be filed using a BSR-11 form.

*NOTE: If the revision process extends for four years for a standard or a technical report beyond a previous reaffirmation, this process shall be repeated. The effect of this is that the TC shall forward to the Executive Board by the above mentioned four-year anniversary, either a completed revision to the standard or technical report, or a recommendation for reaffirmation or withdrawal.*

### 6.2.2 Reaffirmation/Withdrawal

If it is determined that the standard or technical report should be reaffirmed or withdrawn, the TC shall forward the following to the INCITS Secretariat for further processing:

- A recommendation of reaffirmation or withdrawal; and
- The final tally of the TC vote recommending reaffirmation or withdrawal with a copy of any unresolved Negative votes and the TC response to each. Withdrawal recommendations shall include rationale for the action.

The INCITS Secretariat shall then initiate a public review of the TC recommendation.

- If comments are received as a result of the public review, these comments shall be forwarded to the TC that made the recommendation. The TC shall consider these comments at their next meeting, provide a response to each commenter, and forward the final TC recommendation to the INCITS Secretariat. All comments and attempts at resolution shall be sent to the Executive Board for a 14-day LB approval of the TC actions using the 2/3 Voting Rule. The final TC recommendation shall contain a copy of each comment and the TC's response to each; or
- If there are no comments, the INCITS Secretariat shall initiate a 14-day Executive Board LB for approval of the TC recommendation using the 2/3 Voting Rule. If there are any Negative votes on the Executive Board LB, Section 5.2.1.4, Executive Board Letter Ballot Resolution Procedure, shall be followed.

If the Executive Board LB passed, the INCITS Secretariat shall submit the reaffirmation or withdrawal recommendation to the BSR for an American National Standard or ANSI technical report. For an INCITS Technical Report, the reaffirmation or withdrawal will take effect immediately.

If the Executive Board LB failed, and there were no Negative votes, the Executive Board and appropriate TC shall be notified. The INCITS Secretariat may initiate a new LB.

If the Executive Board LB, Section 5.2.1.4, Executive Board Letter Ballot Resolution Procedure, shall be followed.

### 6.2.3 Amendments and Supplements

Amendments are separately processed documents that modify a standard with technical changes or additions, or with changes in what it means to conform to the standard. If it is determined that one or more amendments are needed prior to the revision of the standard, such amendments, other than those processed under Section 6.2.4, Defect Management, shall be processed in the same manner as standards, i.e., initiated with a project proposal beginning at Milestone 1.

Supplements are separately processed documents that modify a technical report with changes or additions. Supplements shall be processed in the same manner as technical reports, i.e., initiated with a project proposal beginning at Milestone 1.

### 6.2.4 Defect Management

These procedures are for INCITS standards under the following conditions:

- The rapid amendment of standards for which proper use is dependent upon the rapid promulgation of errata or amendments as defects are detected; and
- The rapid promulgation of commentary consisting of clarifying interpretations without technical amendment of the standard.

The submission of the report of an alleged defect shall be submitted to the INCITS Secretariat in writing and may result in one or more of the following:

- a. Erratum to a standard;
- b. Amendment to a standard;
- c. Interpretation of a standard; or
- d. Response to the submitter explaining why an erratum, amendment, or interpretation shall not be issued.

Each of these, except (d), is discussed in turn below.

For INCITS/ISO/IEC or INCITS/ISO standards, the concepts in this section generally apply except where indicated. There is no concept of defect management for ANSI or INCITS technical reports.

The applicable Voting Tables found in Section 8.3, Executive Board Voting Methods and Approval Criteria, Section 8.4, Technical Committee Voting Methods and Approval Criteria, and Section 8.5, Task Group Voting Methods and Approval Criteria, shall be used.

#### 6.2.4.1 Erratum

A standard may be modified with errata to:

- Correct a typographical error;
- Insert a missing word, sentence, paragraph, figure, example, table, or clause; or
- Delete an extraneous word, sentence, paragraph, figure, example, table, or clause.

Any such modification of the standard shall not introduce technical changes or changes in what it means to conform to the standard.

For ISO or ISO/IEC standards, "erratum" is similar to the concept of an "editorial defect," i.e., an error that can be assumed to have no consequences in the application of the International Standard (IS). JTC 1 also identifies a "technical defect" as a technical error or ambiguity in an IS inadvertently introduced either in drafting or printing that could lead to incorrect or unsafe application of the IS. A technical

defect is corrected through the issuance of a technical corrigendum. Editorial defects may also be incorporated in technical errata being issued to correct technical defects.

#### **6.2.4.2 Amendment**

Any modification of the standard that introduces technical changes or changes in what it means to conform to the standard shall be treated as an amendment to the standard.

#### **6.2.4.3 Interpretation**

An interpretation is a clarifying commentary on the standard that does not introduce either a technical change or a change in what it means to conform to the standard.

For INCITS/ISO/IEC or INCITS/ISO standards, there is no ISO/IEC document type specifically identified for publication of interpretations. Interpretations are handled in different ways depending on the responsible JTC 1 Subcommittee, e.g., by publication of clarifying material in an informative annex to a standard, ISO/IEC technical report, etc.

### **6.2.5 Circulation and Consideration of a Report of an Alleged Defect**

#### **6.2.5.1 Action by INCITS Secretariat**

If the INCITS Secretariat receives an alleged defect, the INCITS Secretariat shall forward the report to the TC responsible for the standard. All submissions of an alleged defect and the responses from the IOE to the submitter shall be in writing.

#### **6.2.5.2 Action by TC**

Upon receipt of an alleged defect, the TC Chair or designee shall:

- a. Number and distribute the alleged defect to all TC members within two weeks of receipt.
- b. Send a written acknowledgment of receipt to the submitter within thirty calendar days of receipt of the alleged defect.
- c. If the meeting is scheduled within two months of receipt of the alleged defect, place the alleged defect on the agenda for the next meeting of the TC and invite the submitter of the alleged defect to participate in the meeting.

If a meeting of the TC has not been or cannot be conveniently scheduled within two months after receipt of the report of the alleged defect by the TC Chair or designee, the TC Chair or designee, in consultation with the INCITS Secretariat, shall appoint a group of experts to expedite the preparation of a recommendation to the TC. In this case, the submitter of the request may not be involved.

The TC shall reference Section 6.2.4, Defect Management, to determine if an erratum, amendment or interpretation is needed. If the TC determines that an erratum, amendment, or interpretation shall not be issued, the submitter of the alleged defect shall be advised in writing why no further action is expected to be taken. All decisions shall be recorded and distributed to the TC.

For INCITS/ISO/IEC or INCITS/ISO standards (these are U.S. adopted International Standards), if the TC determines that a defect report should be submitted, the TC shall submit the defect report to the appropriate ISO or JTC 1 Subcommittee or Working Group. Processing continues according to the procedures in Section 7, International Standards Development Procedures. Otherwise, processing shall continue with Section 6.2.5.3, Processing of Responses.

### 6.2.5.3 Processing of Responses

The TC shall forward the report of the alleged defect, the TC vote (including any unresolved negatives and attempts at resolution) and recommended action to the INCITS Secretariat for processing.

The INCITS Secretariat shall forward the TC documentation to the Executive Board for information.

### 6.2.5.4 ISO/IEC or ISO Standards

If the TC determines that the response shall be processed by adopting an existing technical corrigendum, the INCITS Secretariat shall follow the procedures for the adoption of ISO/IEC or ISO standards. The submitter of the report shall be advised of this action in writing by the INCITS Secretariat. Processing shall continue at Milestone 6 (Section 6.1.6).

### 6.2.5.5 Erratum

If the TC determines that the response shall be processed as an erratum to the standard, the INCITS Secretariat shall forward the report, response, and erratum to ANSI for any required ANSI PINS and public review period. The submitter of the report shall be advised in writing of this action by the INCITS Secretariat. Processing shall continue at Milestone 5 (Section 6.1.5). However, PINS and ANSI public review are not required for an erratum which consists only of typographical error(s) in the published standard.

### 6.2.5.6 Amendment

If the TC determines that the response shall be processed as an amendment to the standard, processing shall continue at Milestone 1 (Section 6.1.1). The submitter of the report shall be advised in writing of this action by the INCITS Secretariat.

### 6.2.5.7 Interpretation

If the TC determines that the response shall be processed as an interpretation of the standard, it shall prepare a written interpretation request to the Executive Board. The INCITS Secretariat shall forward the report, response, TC vote, and interpretation request for an Executive Board 14-day LB (see Section 6.1.5 for voting requirements). If the Executive Board LB results in the approval of the interpretation, the submitter of the report shall be advised in writing of this action by the INCITS Secretariat and the interpretation shall be published by the INCITS Secretariat as an INCITS Technical Information Bulletin (TIB) within two years of its approval.

## 6.2.6 Stabilized Standards

Whenever it is determined that a standard has ongoing validity and effectiveness, but is mature and unlikely to require maintenance of any sort, it can be designated as a stabilized standard. This allows the standard to have a longer period for periodic maintenance.

In order for a standard to be declared a stabilized standard, the following criteria shall be met:

- a. the standard addresses mature technology or practices, and as a result is not likely to require revision;
- b. the standard is other than safety or health related;
- c. the standard currently holds the status of American National Standard and has been reaffirmed at least once;
- d. at least ten years have passed since the approval or last revision of the standard as an ANS; and
- e. the standard is required for use in connection with existing implementations or for reference purposes.

If it is determined that the standard should be designated as a stabilized standard, the TC shall forward the following to the INCITS Secretariat for processing:

- The rationale for the recommendation; and
- The final tally of the TC vote recommending status as a stabilized standard with a copy of any unresolved Negative votes and the TC response to each.

The INCITS Secretariat shall initiate the public review of the TC recommendation.

- If comments are received as a result of the public review, these comments shall be forwarded to the TC that made the recommendation. The TC shall consider these comments at their next meeting, provide a response to each commenter, and forward the final TC recommendation to the Executive Board for final action. The final TC recommendation shall contain a copy of each comment and the TC's response to each, in addition to the information contained in paragraphs (a) and (b) above; or
- If there are no comments, the INCITS Secretariat shall initiate an Executive Board LB for approval of the TC recommendation.

If the Executive Board LB passes, the INCITS Secretariat shall submit the recommendation to ANSI.

If a new work proposal is generated and approved for a Standard that has been stabilized, the standard will revert to maintenance status automatically.

An American National Standard maintained under the stabilized maintenance option shall be subject to further review of such status on a 10-year cycle. If it is determined in connection with this review that the standard should continue to be maintained under the stabilized maintenance option and does not require revision or withdrawal, then the INCITS Secretariat shall inform ANSI, which will place an announcement in the ANSI Standards Action publication. The Executive Board (or its designated TC, TG or SG) shall consider all requests for change and information on the submittal of such requests for standards that are maintained under the stabilized maintenance option.

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.

### **6.3 INCITS Fast Track Process**

As an ANSI-Accredited Standards Developer (ASD), INCITS may approve externally-developed documents as American National Standards; such documents shall be within INCITS' scope, and developed and approved by an organization not accredited by ANSI for processing them directly.

Any organization that has developed a candidate standard to submit for Fast Track processing shall execute a Fast Track Memorandum of Understanding (MoU) with INCITS. The MoU is required for new submissions and revisions to existing standards. The annual Fast Track MoU fee is non-refundable and specified by the INCITS Secretariat. The Fast Track MoU shall be structured such that multiple Fast Track submissions may proceed under a single MoU. The submitting organization shall agree that the Fast Track MoU shall remain in effect for the duration of the complete submittal and approval process. The organization, if not already an INCITS Member, shall not be considered an INCITS member through execution of the Fast Track MoU.

When a Fast Track submission is considered (e.g., a preliminary inquiry), the developer shall submit a project proposal (using the INCITS Project Proposal Template) describing the candidate standard, its purpose, and scope. The proposal shall be sent to the INCITS Secretariat for distribution to the Executive Board.



The INCITS Secretariat shall issue a seven-day call for comments on the project proposal and Executive Board members are asked to assess the proposal.

If no objections are raised during this seven-day review, the developer shall then be invited to submit the following:

- Candidate standard;
- Memorandum of understanding, which may be negotiated by the INCITS Secretariat on behalf of the Executive Board; and
- Any other documentation the Secretariat or developer believes is relevant.

If objections are raised during this Executive Board seven-day review, the INCITS Secretariat shall distribute those objections to the Executive Board and the developer. The organization submitting the candidate standard shall respond to the objections. The developer's response to the objections and the project proposal shall be submitted to the Executive Board for approval. The Executive Board shall votes to accept the project proposal and the responses.

The INCITS Secretariat shall assign a designation number and processing commences at Milestone 2 with the announcement of the 30-day new project (PINS) notification. Comments received during the PINS notification period shall be addressed by the developer prior to the initiation of the public review and associated actions beginning with Milestone 4. The developer functions in place of a TC as related to the milestones for processing new submissions and revisions to existing American National Standards. Milestone 3 is omitted in the Fast Track process.

#### **6.4 INCITS and ANSI Technical Reports**

Technical reports are informational or tutorial in nature, and they do not contain matter implying that they are normative. They are produced, in some cases, to disseminate the technical and logical concepts reflected in standards already published or under development. In other cases, they derive from studies in areas where it is found premature to develop a standard due to a still changing technology, or inappropriate to develop a rigorous standard due to the existence of a number of viable options, the choice of which depends on the user's particular requirements. Technical reports, however, shall not be used as a way to circumvent the regular consensus process that exists for approval of American National Standards.

There are two types of technical reports:

- those developed, approved and published by INCITS as INCITS Technical Reports (TRs); and
- those that are prepared and approved by INCITS and registered with ANSI.

The determination of the type of TR to be developed shall be made by the TC when it determines that a technical report is appropriate. If the TC determines that a TR is required, a project proposal shall be developed for either an INCITS Technical Report or an ANSI Technical Report. Processing shall then commence at Milestone 1.

In the case of international TRs, the registration by ANSI process shall be used, only identical international TRs shall be registered, and only when the U.S. TAG is an IOE.

In addition, as a result of the Executive Board review of a project proposal for a standard, the Executive Board may recommend to the IOE that the final document should be a TR rather than a standard. In other cases, after a project is approved by the Executive Board, the IOE may conclude that a TR is more appropriate than a standard. In this case, an amended scope and program of work for the project shall be submitted to the Executive Board for approval, accompanied by a rationale.

## 7. International Standards Development Procedures

### 7.1 General

For the purposes of these procedures, the term "Standards Projects" includes documents related to the development and approval of international standards, technical reports, and defect reports.

This section covers the processing of ISO/IEC JTC 1 or ISO TC standards projects within INCITS when an IOE serves as the U.S. TAG. The processing of ISO/IEC\_JTC 1 standards projects within ISO/IEC JTC 1 is covered by the Consolidated ISO/IEC JTC 1 Supplement, and the processing of other ISO TC standards projects is covered by the ISO/IEC Directives, Part 1, Procedures for the technical work.

These procedures shall be used in conjunction with the *ANSI Procedures for U.S. Participation in the International Standards Activities of ISO* (see Section 2, Useful References). Those organizations seeking and accepting any U.S. TAG administration assignments shall agree to follow these procedures.

When an IOE serves as the U.S. TAG for JTC 1 or JTC 1 project(s), working group(s), and/or subcommittee(s), or to an ISO/TC, the IOE shall consider U.S. TAG issues separately from other IOE business.

### 7.2 TAG Assignment

The need for INCITS to establish a new TAG assignment may arise when one of the following occurs:

- ISO or JTC 1 approves a New Work Item Proposal (NP);
- ISO or JTC 1 creates a new subordinate group; or
- INCITS receives a request from an organization having an established area of expertise relative to the work of ISO or JTC 1.

Recommendations for TAG assignments shall be considered by the Executive Board, which shall forward its recommendation to ANSI for approval. The Executive Board shall ensure that an appropriate TAG assignment is established and that all administrative responsibilities necessary to coordinate the work have been established. These responsibilities must be specific enough to permit the INCITS Secretariat to identify which organizations are responsible for specific areas of work.

The administrators for U.S. TAGs to ISO or JTC 1 subgroups shall be responsible for defining the administrative responsibilities necessary to coordinate the work among all appropriate TAGs. The U.S. TAG administrators may make recommendations on TAG assignments to the Executive Board. The following list shows specific responsibilities of each U.S. TAG administrator:

- The INCITS Secretariat, as the administrator for the U.S. TAG to JTC 1, is responsible for coordinating the work of U.S. JTC 1 SC TAGs;
- The administrators for the U.S. TAGs to JTC 1 SCs are responsible for coordinating the work of the U.S. TAGs within that SC;
- The administrators for the U.S. TAGs to JTC 1 WGs are responsible for coordinating the work of the project U.S. TAGs within that WG; and
- The administrators for the U.S. TAGs to ISO TCs are responsible for coordinating the work of the U.S. SC TAGs within that TC.

Any recommendation to ANSI by the Executive Board regarding a TAG assignment may be appealed by an affected party directly to ANSI.

In order to ensure appropriate coordination, organizations holding TAG assignments shall be voting members of the Executive Board. If an organization holding a TAG assignment wishes to relinquish that assignment, the organization shall inform the INCITS Secretariat with at least twelve months' notice, and shall maintain its membership on the Executive Board for that twelve-month period.

### **7.3 General TAG Responsibilities**

Any entity designated as a U.S. TAG for an ISO or JTC 1 Technical Committee, Subcommittee, Working Group or Project shall be responsible for all U.S. matters relating to the corresponding international group, except as provided for in these procedures.

All TAG procedures for organizations administering TAGs for subgroups or projects within ISO or JTC 1 shall be reviewed by the Executive Board to ensure that no conflict exists with INCITS procedures.

For all votes, recommendations, comments, and contributions (including contributions and comments from individual experts nominated by the U.S. to participate in Working Groups) the procedures for developing a U.S. position and submitting documents shall be in accordance with the TAG procedures of the organization administering the TAG. The organization's procedures shall be in accordance with these procedures and the ANSI Procedures for U.S. Participation in the International Standards Activities of ISO. All TAGs shall be open to all U.S. National Interested Parties.

Appropriate liaisons shall be maintained among TAGs on related activities.

### **7.4 Flow of International Documents**

U.S. documents are those developed and approved by the appropriate U.S. TAG. U.S. documents shall be submitted by the U.S. TAG Administrator, INCITS, through the U.S. National Body, ANSI, to the appropriate ISO (or ISO/IEC) TC or SC. All documents from ISO, (or ISO/IEC) TCs or SCs shall enter the U.S. through ANSI. The term 'documents' used in this section includes all numbered documents, ballots, comments, contributions, letters and recommended responses submitted in between international meetings; it shall not apply to documents that are created at an international meeting.

All contributions, comments, and draft technical corrigenda submitted by an IOE acting as a U.S. TAG shall be approved by a 14-day LB or meeting vote, using the 2/3 Voting Rule. All votes on a JTC 1 N-numbered document, other than an NP, DTR or otherwise specified in these Procedures, shall be approved by a 14-day LB or meeting vote, using the Majority Rule.

The INCITS Secretariat coordinates with ANSI to provide all relevant ISO and JTC 1 documents to the Executive Board members and to the appropriate subsidiary U.S. TAG Administrator(s) for ISO and JTC 1 and its subgroups, and that documents sent to ISO or JTC1 arrive at the proper group. The subsidiary U.S. TAG Administrators shall further distribute the documents to the membership of the subsidiary U.S. TAG. All U.S. TAG Administrators shall be responsible for distribution to their U.S. TAG membership in accordance with the rules of their organization.

All documents that are developed by a U.S. TAG for submission to the appropriate SC shall be forwarded by the U.S. TAG IR or other designee as instructed by the INCITS Secretariat.

Documents that are developed by U.S. individual experts may be directly forwarded to the WG or directly posted to the WG web site, should that WG permit those practices.

Documents that are developed by U.S. individual experts (as distinguished from U.S. TAG-developed documents) shall be clearly labeled as "Individual Expert Contribution". Such documents include documents developed between meetings of the ISO or JTC 1 organization and do not require review or

approval by the U.S. TAG or U.S. TAG officers. In no case shall the U.S. TAG communicate a U.S. position or send an international document directly to a TC or SC Secretariat or any TC, SC or WG Officer.

Should a U.S. TAG-proposed document appear to go beyond the charter of an INCITS approved project or specific INCITS instructions, the INCITS Secretariat shall send the document to the Executive Board for approval to complete the submission.

#### **7.4.1 Distribution of JTC 1 and ISO Working Group Documents**

IOE's may, at their option, make documents for a JTC 1 or ISO WG available through ICMS or other means provided that only authorized US experts for that WG can access documents designated in JTC 1 Standing Document 23 as Defined-Access (electronic access limited to participants in the ISO/IEC System).

Officers of IOE's that provide such alternative mechanisms shall make reasonable efforts to ensure that:

- Only US experts recorded in the ISO Global Directory (or in the IEC Expert Management System) for that WG are able to access the Defined Access WG documents, and
- Access to WG documents continues to meet the requirements outlined in Section 3.11 of the INCITS Organization, Policies and Procedures.

To avoid this complexity, Officers should consider downloading into ICMS (or providing access by other means) only those WG documents that are specified in JTC 1 Standing Document 23 as Open (no restrictions or passwords required for electronic access). US experts authorized to participate in JTC 1 and ISO WGs are entered into the Global Directory (or the IEC Expert Management System), giving them direct access to all WG documents including those specified in JTC 1 Standing Document 23 as Defined-Access.

#### **7.5 JTC 1 and ISO Participation**

JTC 1 and ISO documents shall be obtained from ANSI. The INCITS Secretariat shall redistribute those documents to the members of the Executive Board, with information distribution to IOEs and other U.S. TAG Administrators as required. If action is required, the IOE or U.S. TAG Administrator shall send a recommendation to the Executive Board. When there is no relevant U.S. TAG assignment, the Executive Board shall take action.

All IOE recommendations shall be forwarded by the IOE IR or other designee to the INCITS Secretariat. The recommendation shall then be distributed to or balloted by the Executive Board.

#### **7.6 U.S. Initiation of New Work Item Proposals (NP)**

The responsible U.S. TAG to any ISO or JTC 1 entity shall submit a proposed New Work Item to the INCITS Secretariat. This proposal shall include a recommendation on assignment as well as an identification of other U.S. TAGs having a concern for subject matter related to the proposal.

The INCITS Secretariat shall ballot the recommendation to the Executive Board. Once approved by the Executive Board, the proposal may be submitted to ANSI as a U.S. proposal to JTC 1 or ISO for an NP ballot.

For all IOEs, a U.S. proposal to ISO or JTC 1 for an NP shall be approved by the Executive Board, except in the case where a U.S. proposal is based on an established INCITS development or maintenance project.

## **7.7 Processing of NP Ballots**

NP ballots (which include the prescribed NP form describing all aspects of the proposed work) may be processed in JTC 1 at two levels: (a) within a JTC 1 SC, typically when the development work will be performed by a WG within that SC; and (b) directly at the JTC 1 level, when the work will be performed by a WG reporting directly to JTC 1.

In the first case, the NP form will be issued under two numbers: an SC number, for the SC ballot, and a JTC 1 number for the JTC 1 ballot.

### **7.7.1 Votes on NP Ballots raised at the SC Level**

The U.S. TAG shall distribute the NP ballot (issued under an SC number) to its committee members and shall take into consideration any objections received when responding to the SC ballot.

A copy of the SC-level NP is also issued as a JTC 1 document (using a JTC 1 number) to all JTC 1 P-Members for concurrent review; this document shall be sent to the Executive Board and any comments received will be provided to the SC Secretariat and the U.S. TAG.

In the absence of an objection from the Executive Board on the JTC 1 document, the responsible U.S. TAGs shall submit a U.S. position (answers to the NP ballot questions) to the INCITS Secretariat for submission through ANSI to the international TC or SC.

In addition, should the Executive Board determine that the new work would be better placed elsewhere within JTC 1, Annex JA.2.1 of the Consolidated JTC 1 Supplement provides for the possibility of a JTC 1-level decision to assign the work item to a different JTC 1 SC or WG than that named in the NP.

### **7.7.2 Votes on NP Ballots raised at the JTC 1 Level**

NP ballots raised at the JTC 1 level shall be circulated to the Executive Board by the INCITS Secretariat for review and comment. A copy of the NP shall also be simultaneously sent to all concerned U.S. TAG Administrators for review and comment within a time frame which shall permit consideration of such comments by the Executive Board.

If a U.S. TAG exists for the named JTC 1 WG, the U.S. TAG shall review any comments and provide the recommended responses to the NP questions for Executive Board approval; otherwise, an Executive Board ad hoc shall be established to review any comments and develop the recommended responses to the NP questions for Executive Board approval.

## **7.8 Creation of Liaison Projects within INCITS**

For IOEs, when a JTC 1 or ISO TC project is approved and if there is not already an existing INCITS project, the INCITS Secretariat shall establish an INCITS liaison project. The liaison project shall be assigned to the appropriate IOE.

## **7.9 Processing of JTC 1 and ISO CD Ballots**

The U.S. TAG shall distribute the CD ballot to its committee members.

The responsible TAG, in determining a recommended U.S. position, shall take into account comments from all other TAGs and sources and shall make a concerted effort to resolve differences. Responsible U.S. TAGs shall forward the recommended U.S. position to the INCITS Secretariat for submission through ANSI to the international TC or SC.

The U.S. TAG shall develop a position on the CD in time to meet the required international deadline.

## **7.10 Processing of DIS, FDIS, Fast Track, JTC 1 Publicly Available Specification (PAS) and Other Ballots**

### **7.10.1 Processing of DIS Ballots**

When the INCITS Secretariat receives a Draft International Standard (DIS) ballot and text from ANSI, other than as noted in Section 7.10.3, Processing of Fast Track, PAS and Other Ballots, the ballot shall be distributed to the appropriate U.S. TAG for a recommendation to the Executive Board.

The responsible TAG, in determining a recommended U.S. position, shall take into account comments from other TAGs and sources and shall make a concerted effort to resolve differences prior to making a recommendation to the Executive Board. Any unresolved comments, all attempts at resolution, and a recommended U.S. position shall be forwarded to the INCITS Secretariat who shall initiate an Executive Board ballot of the recommended U.S. position.

### **7.10.2 Processing of FDIS Ballots**

When the INCITS Secretariat receives a Final Draft International Standard (FDIS) ballot and text from ANSI, other than as noted in Section 7.10.3, Processing of Fast Track, PAS and Other Ballots, the ballot shall be distributed to the appropriate U.S. TAG for a recommendation to the Executive Board.

The appropriate U.S. TAG shall submit a recommendation on the U.S. voting position to the Executive Board. Once the U.S. position is approved by the Executive Board, it shall be submitted to ANSI for transmission to JTC 1 or ISO.

For IOEs, if there are no substantive changes to the DAM or DIS ballot position that has been previously submitted by the U.S. then the U.S. TAG Chair or IR may return the previous DAM/DIS position as the proposed FDAM/FDIS position for the Executive Board approval without the requirement for confirmation vote of the previous DAM/DIS position.

Any substantively new FDAM/FDIS recommendation or comments shall be approved by the U.S. TAG at a meeting or by LB. The INCITS Secretariat shall then distribute the FDAM/FDIS recommendation to the Executive Board for approval.

All U.S. TAGs shall meet the established JTC 1 or ISO deadlines.

### **7.10.3 Processing of Fast Track, PAS and Other Ballots**

For JTC 1 ballots issued as default ballots, when the proposed U.S. position is to accept the default position, the Executive Board shall follow the 14-day review procedures in Section 5.2.1.5, Default Ballots. If there are no objections, the default position will be accepted; should any objection be raised, the Executive shall conduct a 14-day LB of the proposed default position, using the 2/3 Voting Rule.

For JTC 1 ballots issued as default ballots, when the proposed U.S. position is not in agreement with the default position, the Executive Board shall conduct a 14-day LB of the proposed U.S. position, using the 2/3 Voting Rule. Subsequent JTC 1 or ISO Fast Track ballots shall be subject to a 14-day review period.

In the case of JTC 1 or ISO Fast Track ballots, JTC 1 PAS Submitter Application or Transposition ballots, or other ballots as directed by the Executive Board, the INCITS Secretariat shall send notification to the Executive Board and the appropriate mailing list for a 30-day review of a proposed USNB position to "Approve without comment".

In the absence of comments received at the conclusion of the review period, the INCITS Secretariat shall automatically forward the USNB position of “Approve without comment” for the ballot to ANSI.

If comments are received, the INCITS Secretariat shall issue a formal ballot to approve the USNB position of “Approve without comment”. Any input received during the review period shall be provided with the ballot for information to the Executive Board. This LB shall be processed using the prescribed LB procedures; in particular, an Executive Board LB Resolution Procedure shall be used to resolve any Negative votes and/or comments submitted. This process may lead to a subsequent LB to approve a different US position.

### **7.11 INCITS Initiation of the JTC 1 Fast Track Process**

The responsible U.S. TAG Administrator shall submit the following information to the INCITS Secretariat to initiate the JTC 1 Fast Track process. The submission shall include:

- The proposed Standard, Technical Report or Technical Specification;
- The Explanatory Report as described in JTC 1 Standing Document 9;
- the name of the project editor;
- a recommendation on the JTC 1 SC assignment, if applicable; and
- identification of other U.S. TAGs having a concern for subject matter related to the proposed Fast Track document.

The INCITS Secretariat shall circulate the submission for 30-day review to any concerned SC, WG or Project TAG and shall initiate a concurrent announcement in the ANSI Standards Action with a subsequent ballot by the Executive Board. Once approved by the Executive Board, the materials may be submitted by ANSI to JTC 1.

An IOE may decide that an approved American National Standard developed by INCITS is suitable as a candidate for JTC 1 Fast Track processing. If an IOE initiates a request for Fast Track processing of an approved, INCITS developed standard, then this recommendation shall be forwarded by the INCITS Secretariat to the Executive Board for ballot.

A Fast Track Submitter may decide that an approved American National Standard developed by the Fast Track Submitter’s organization and processed by INCITS as specified in Section 6.3, INCITS Fast Track Process, is suitable as a candidate for JTC 1 Fast Track processing. If a Fast Track Submitter initiates a request for Fast Track processing of an approved standard, then this recommendation shall be forwarded by the INCITS Secretariat to the Executive Board for ballot.

### **7.12 U.S. Hosting of International Meetings**

All JTC 1 related meetings held in the U.S. shall be at the invitation of and shall be hosted by the U.S. National Body (ANSI). Invitations to host international meetings at any level require prior approval of the appropriate TAG. Tentative offers for the U.S. to host a future JTC 1-related meeting may be made at a meeting by the appropriate U.S. Head of Delegation, contingent upon subsequent approval by the appropriate U.S. TAG followed by submission of a formal invitation from ANSI as the U.S. National Body.

INCITS TC Chairmen and subsidiary TAG Administrators shall submit U.S. offers (including required documentation) to host JTC 1 Sub-committee or ISO Technical Committee meetings to the INCITS Secretariat not less than 8 months prior to the international meeting, for approval by the Executive Board.

The INCITS Secretariat shall be responsible for reviewing and approving requests to host international Working Group meetings in the U.S for which the INCITS holds the TAG assignment. TAG Administrators

shall oversee this activity, and they shall assure financial support for the meeting and appropriate social events based on current practice. Conduct of such WG meetings shall be in accordance with the Consolidated JTC 1 Directives.

The INCITS Secretariat shall maintain a seven-year calendar that lists a schedule for hosting international meetings.

Prior to approval of hosting any international meeting, the organization hosting the meeting shall provide the TAG Administrator a statement of management commitment that the following provisions will be met:

- meeting rooms;
- confirmation that no U.S.-hosted meeting shall be held where the attendance or presence of U.S. or international delegate could be questioned or challenged for any reason, e.g., by a security sensitive host;
- internet access for all participants;
- refreshments;
- a reserved block of rooms at a hotel, or a listing of hotels in the area and their telephone numbers;
- an information package that includes transportation to and from the airport, local transportation, local restaurants, accessibility information, etc.; and
- the contact person's name, address, telephone number and email.

### **7.13 Nomination of U.S. Candidates to Serve as ISO TC and JTC 1 Officers**

The Executive Board is responsible for making recommendations to ANSI on U.S. Candidates to serve as JTC 1 and ISO TC officers. Candidate appointments shall be considered through a nomination process.

Where the U.S. intends to nominate a U.S. candidate for an international officer position, the following steps shall be used:

1. The INCITS Secretariat issues a call for candidates.
2. The call goes out to:
  - a) Executive Board members; and
  - b) members of the corresponding U.S. TAG.
3. A statement of experience, indicating the candidate's expertise in the assigned program of work and in voluntary standards efforts; the candidate's committee experience and leadership experience; a statement of management support acknowledging the additional workload, financial resources and duties required of an officer over and above that of a participant; and a statement that the candidate is a U.S. National Interested Party.
4. Upon the close of the call, the INCITS Secretariat submits the slate of candidates to the appropriate U.S. TAG for its endorsement, which is then forwarded to the INCITS Secretariat.
5. The INCITS Secretariat issues an Executive Board LB with all of the candidates listed along with the results from the U.S. TAG ballot.
6. Prior to the completion of the process detailed above, U.S. TAGs shall not make a commitment to provide a candidate. They may, if appropriate, accept invitations to provide a candidate at a later date.



7. ANSI shall be requested to provide information on the expiration of terms of office or of any vacancies as they arise. It should be noted that the responsible U.S. TAGs should inform the INCITS Secretariat in a "timely" fashion of pending expirations, vacancies, resignations, potential new offices, etc. for which the U.S. should consider a nomination or endorsement.
8. Nominees for Chair or Convenor positions shall be representatives of voting members in Good Standing of the appropriate U.S. TAG.

#### **7.14 U.S. Project Editors**

U.S. persons accepting an international project editor assignment shall be a representative of a voting member of the appropriate TAG for the duration of that assignment.

#### **7.15 Delegates for International Plenary Meetings**

##### **7.15.1 Participation in International Working Groups and Study Groups**

All U.S. experts who participate in international WGs and SGs shall be:

- representatives of voting or advisory members in Good Standing of the appropriate U.S. TAG;
- individual experts who are not members of the TAG; however, all persons participating in this capacity shall not participate for more than a single 6-month period; or
- Emeritus Members of the appropriate U.S. TAG, if approved by the Executive Board to participate in the WG or SG.

The INCITS Secretariat maintains a list of approved experts along with the appropriate ISO/IEC Stakeholder Categories for each expert, and shall coordinate updates to the expert list with ANSI. This information shall be entered into the ISO Global Directory in order for the expert to be considered a member of the international group, attend meetings and receive documents. There are no national body delegations in international WG and SG meetings.

A U.S. person who holds an international officer position as Chair or Convenor of a Working Group or Study Group shall not act as U.S. Head of Delegation or chief spokesperson to that group or to its parent.

No U.S. persons are permitted at an international meeting unless they are approved U.S. experts to the WG or SG, officers of the WG or SG, or designated representatives of other organizations participating in the meeting.

##### **7.15.2 Delegates for International Meetings other than Working Groups & Study Groups**

###### **7.15.2.1 Head of Delegation (HoD)**

For groups that serve as U.S. TAGs to international meetings other than Working Groups or Study Groups, the HoD serves as chief spokesperson for the U.S. and is responsible for coordinating the activities of the U.S. delegation. A U.S. person who holds an international officer position as Chair or Convenor of a group shall not also act as U.S. Head of Delegation or chief spokesperson to that group or to its parent.

HoDs are appointed by the respective U.S. TAG chair; this does not preclude the U.S. TAG chair from being the U.S. HoD. The HoD's term includes the time required by the U.S. TAG to prepare U.S. positions before the international meeting, as well as the time for the HoD to prepare the HoD Report and report the results of the meeting.

### 7.15.2.2 Selection of Delegates

The Executive Board shall approve delegates to JTC 1 plenary meetings and associated activities. These delegates shall be representatives of members of the Executive Board.

U.S. delegates to all international meetings other than WG and SG shall be approved by the appropriate U.S. TAG and be:

- representatives of voting or advisory members in Good Standing of appropriate U.S. TAGs;
- individual experts who are not members of the TAG and serve on U.S. delegations at the invitation of the TAG; however, all persons attending in this capacity shall not attend more than one international meeting without prior approval by the Executive Board; or
- Emeritus Members of the appropriate U.S. TAG, and if approved by the Executive Board to participate in the meeting.

Voting on delegate lists shall be in accordance with Section 5.2, Voting. In the context of this section, "Appropriate U.S. TAG" shall mean:

- For JTC 1 Meetings, the U.S. TAG to JTC 1;
- For an SC or ISO TC meeting, the specific organization with the SC or ISO TC TAG assignment, or a WG or project TAG assignment within that SC or ISO TC;
- For a WG meeting, the specific organization with the WG TAG assignment; and
- For an Other Working Group (OWG) meeting (see JTC 1 Standing Document 10), the specific organization with the TAG assignment covering the project.

No U.S. persons shall be permitted at an international meeting unless they are there in an official capacity, i.e., members of a U.S. delegation, officers of the standards group that is meeting, or designated representatives of other organizations participating in the meeting.

The Head of Delegation shall identify the presence of unauthorized U.S. persons to the Chairman or Convenor of the meeting. Following the meeting, the Head of Delegation shall report unauthorized U.S. persons (and their affiliations, if known) to the appropriate TAG and the Executive Board for subsequent corrective action.

### 7.15.2.3 Participation

Unless excused by the Head of Delegation, designated U.S. delegates shall attend

- all caucuses called by the Head of Delegation, whether before or during the international meeting;
- all U.S. TAG meetings where relevant U.S. positions and assignments are developed; and
- all international meeting sessions.

At the JTC 1 and SC or ISO TC Plenary levels, all official U.S. positions shall be supported by all U.S. delegates.

All U.S. delegates shall follow the provisions of Section 7.4, Flow of International Documents.

The appropriate U.S. TAG Administrator shall forward a list to ANSI of U.S. delegates to international meetings other than WG or SG.

## 8. Other

### 8.1 Acronyms

<b>ANSI</b>	American National Standards Institute
<b>ASD</b>	ANSI-Accredited Standards Developer (ANSI)
<b>BSR</b>	Board of Standards Review (ANSI)
<b>CD</b>	Committee Draft (ISO/IEC)
<b>DIS</b>	Draft International Standard (ISO/IEC)
<b>dpANS</b>	Draft proposed American National Standard
<b>dpTR</b>	Draft proposed ANSI Technical Report
<b>FDIS</b>	Final Draft International Standard (ISO/IEC)
<b>HoD</b>	Head of Delegation
<b>ICMS</b>	INCITS Committee Management System
<b>ICT</b>	Information and Communication Technology
<b>IOE</b>	INCITS Organizational Entity
<b>IEC</b>	International Electrotechnical Commission
<b>IR</b>	International Representative
<b>IS</b>	International Standard
<b>ISO</b>	International Organization for Standardization
<b>ITI</b>	Information Technology Industry Council
<b>ITTF</b>	ISO/IEC Information Technology Task Force
<b>JTC 1</b>	Joint Technical Committee 1 (ISO/IEC)
<b>LB</b>	Letter Ballot
<b>MOU</b>	Memorandum of Understanding
<b>NB</b>	National Body (JTC 1)
<b>NP</b>	New Work Item Proposal (ISO/IEC)
<b>OWG</b>	Other Working Group (JTC 1)
<b>O-member</b>	Observer Member (ISO/IEC)
<b>P-member</b>	Participating Member (ISO/IEC)
<b>PINS</b>	Project Initiation Notification System (ANSI)
<b>SC</b>	Subcommittee (ISO/IEC)
<b>SDO</b>	Standards Development Organization
<b>SG</b>	Study Group
<b>SWG</b>	Special Working Group (JTC 1)

<b>TAG</b>	Technical Advisory Group
<b>TC</b>	Technical Committee (ISO/IEC)
<b>TG</b>	Task Group
<b>TIB</b>	Technical Information Bulletin
<b>TR</b>	Technical Report
<b>WD</b>	Working Document (ISO/IEC)
<b>WG</b>	Working Group (ISO/IEC)

## 8.2 Glossary

### **American National Standard (ANS)**

A U.S. national standard created by an ANSI-Accredited Standards Developer following the policies contained in the ANSI Essential Requirements.

### **ANSI-Accredited Standards Developer (ASD)**

An organization accredited by ANSI to develop standards. INCITS is an ASD and the INCITS Executive Board is the Consensus Body that makes decisions; INCITS groups subordinate to the Executive Board, including INCITS Technical Committees and Technical Groups, are not Consensus Bodies.

### **Board of Standards Review (BSR)**

The ANSI board responsible for approval and withdrawal of American National Standards.

### **Committee Draft (CD)**

The first public form of a proposed international standard, registered at the ITTF so that an ISO, IEC or ISO/IEC JTC 1 CD number has been allocated.

### **Consensus Body**

“The group that approves the content of a standard and whose vote demonstrates evidence of consensus” (from the ANSI Essential Requirements). In INCITS, the INCITS Executive Board is the Consensus Body, and it receives voting recommendations from subordinate groups such as a Technical Committee.

### **Dominance**

Dominance means a position or exercise of dominant authority, leadership, or influence by reason of superior leverage, strength, or representation to the exclusion of fair and equitable consideration of other viewpoints.

### **Draft International Standard (DIS)**

A CD that has received substantial support from the P-members of a JTC 1 or ISO SC and has been registered at the ITTF for distribution to National Bodies for approval as an International Standard.

### **Fast Track**

An ISO/IEC procedure that allows for national body members and Category A Liaisons to propose an existing standard from any source for approval as an International Standard. This is also an INCITS procedure that allows non-ASDs to submit their standards to INCITS for approval as an American National Standard.

**Good Standing**

The member has met the requirements for attendance, participation, and payment of fees of the organization with the TAG assignment.

**ICMS**

The INCITS Committee Management System, which manages membership, invoicing, meeting and other key information at INCITS.

**In Writing**

A phrase used to denote written communication of any form including U.S. mail, electronic mail or facsimile

**INCITS Organizational Entity (IOE)**

Any entity (Executive Board, committee, board, group, TC, TG, Ad Hoc, etc.) operating at any level under the auspices of INCITS.

**Information Technology Task Force (ITTF)**

A joint group formed by the IEC Central Office and the ISO Central Secretariat to provide joint support from the staffs of both organizations for the activities of ISO/IEC JTC 1.

**International Standard (IS)**

A document that has been approved in accordance with the ISO/IEC Directives and accepted for publication by ISO/IEC.

**Joint Technical Committee 1 (JTC 1)**

The Joint Technical Committee of the International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC), formed to work in the area of Information Technology.

**National Body (NB)**

A Member Body of ISO and/or a National Committee of IEC that is a registered member of JTC 1 (one per country).

**New Work Item Proposal (NP)**

A proposal distributed by the Secretariat of JTC 1 or an SC to P-members for balloting on inclusion of the work item in the program of work.

**Organization (For the purposes of membership and voting)**

Corporations, Federal or military departments or agencies, partnerships or associations, self-employed or self-financed individuals, or any other legal or commercial entities.

**Other Working Group (OWG)**

A group established by the JTC 1 or its SCs to undertake specific tasks, generally between meetings and on a non-permanent basis. The group's tasks are defined by the parent body.

**Procedures Board Committee (PBC)**

The advisory subcommittee of the Executive Board on matters of procedures and policy.

**Resolved**

The status of a Negative vote 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 comment.

**Secretariat**

For ISO/IEC, an NB that has been assigned, by mutual agreement, the responsibility for providing technical and administrative services to a TC (such as JTC 1) or one of its subsidiary bodies.

**Special Working Groups (SWG)**

Several standing organizations established by JTC 1 as part of its permanent structure.

**Stakeholder Category**

One of the ISO/IEC categories<sup>5</sup> that describes the general work area of an expert participating in a Working Group.

**Study Group (SG)**

A subordinate group of the Executive Board that is established to conduct a study on the standardization potential of a specific proposal, group of proposals, or a general sub-area of information processing technology. A Study Group may be assigned a U.S. TAG responsibility by the Executive Board.

**Subcommittee (SC)**

The JTC 1 subordinate organization responsible for international standards development for a specific area of information processing.

**Subsidiary TAG**

The term used in the U.S. to collectively refer to Subcommittee, Working Group and project TAGs.

**Substantive Change**

A change to a [proposed] American National Standard that directly and materially affects the use of the standard. Examples of substantive changes are: "shall" changed to "should", or "should" changed to "shall"; the addition, deletion or revision of requirements, regardless of the number of changes; and the addition of mandatory compliance requirements for referenced standards.

**Task Group (TG)**

An organization established under a Technical Committee to deal with a specific segment or segments of the work assigned to that Technical Committee.

**Technical Advisory Group (TAG)**

An ANSI-recognized group that has the primary responsibility for participation in an ISO Technical Committee or ISO/IEC JTC 1, or their Subcommittees. It is the TAG's job to recruit delegations, supervise their work, and determine ANSI positions on proposed standards.

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<sup>5</sup> ISO/IEC currently use the following categories:

- Industry and Commerce
- Government
- Consumers
- Labour
- Academic and Research Bodies
- Standards Application
- Non-governmental Organization (NGO)

**Technical Advisory Group (TAG) Administrator**

The organization or individual responsible to ANSI for the administration of a Technical Advisory Group.

**Technical Committee (TC)**

A committee established under the Executive Board that is responsible for developing, within its assigned scope, dpANS and/or draft TRs, submitting requests to INCITS for new projects in its general area of interest, and serving as a U.S. TAG upon assignment by the Executive Board.

**Technical Report (TR)**

A document that is not ready or suitable for publication as an IS but for which publication in the interests of standardization is justified; further, they do not contain matter implying that they are normative. Also, it may consist of data of a different kind from that which is normally published as an International Standard (this may include, for example, data obtained from a survey, data on work in other organizations or data on the "state of the art" in relation to standards on a particular subject).

**Unresolved**

The status of either (a) a Negative vote 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 has not been satisfied and/or withdrawn after having been addressed according to the developer's approved procedures.

**U.S. National Interested Party**

A U.S. domiciled entity directly and materially affected by the relevant standards activity (see Section 3.10, U.S. National Interested Parties, for further information).

**U.S. Technical Advisory Group to Joint Technical Committee 1 (U.S. TAG to JTC 1)**

A group consisting of any interested or materially affected parties that serves as the U.S. Technical Advisory Group to ANSI for the JTC 1 Activities. The INCITS Executive Board is the U.S. TAG to JTC 1.

**U.S. Technical Advisory Group Administrator to Joint Technical Committee 1 (U.S. TAG to JTC 1 Administrator)**

The organization or individual responsible to ANSI for the administration of the JTC 1 Technical Advisory Group. The U.S. TAG to JTC 1 Administrator is the Information Technology Industry Council (ITI).

**Working Draft (WD)**

A document pertaining to a work item distributed by the Secretariat of JTC 1 or any of its SCs, or by the Convener or Secretariat of a WG, to its members, with a view to the subsequent preparation of a CD.

**Working Groups (WG)**

A group established by JTC 1 or an ISO TC, or one of their SCs to undertake specific technical tasks. These tasks are defined by the parent body.

### 8.3 Executive Board Voting Methods and Approval Criteria

<b>Executive Board Action</b>	<b>Voting Method</b>	<b>Approval</b>	<b>Cross Reference</b>
<b>Project Proposals</b>			
Approval	7-day Review	Default	6.1.1
If comments received on project proposal, then	14-day LB or meeting vote	2/3 voting	6.1.1
Withdrawal of approved project proposal	14-day LB	2/3 voting	6.1.1
<b>American National Standard Processing</b>			
Final Approval and Submittal of dpANS to BSR	14-day LB	2/3 voting	6.1.5
Approval of reaffirmation/withdrawal	14-day LB	2/3 voting	6.2
Substantive Change to dpANS after final approval ballot	14-day LB	2/3 voting	5.2.1.4.2, 6.1.5
Amendments to American National Standard	14-day LB	2/3 voting	6.1.5
Interpretation of American National Standard	14-day LB	2/3 voting	6.1.5
Erratum to American National Standard	14-day LB	2/3 voting	6.1.5
<b>Technical Report Processing</b>			
Approval of INCITS TR or Supplement	14-day LB or meeting vote	2/3 voting	6.1.5, 6.4
Approval of draft TR or TS to ANSI for registration	14-day LB or meeting vote	2/3 voting	6.4
Approval of withdrawal of INCITS or ANSI TR	14-day LB	2/3 voting	6.2.2
Approval of reaffirmation of ANSI TR to ANSI	14-day LB	2/3 voting	6.2.2
<b>Organization</b>			
Establishment of TC	14-day LB or meeting vote	2/3 voting	3.3.2
Establishment of SG	14-day LB or meeting vote	Majority	3.2.4
Disbandment of TC	14-day LB or meeting vote	2/3 voting	3.3.2
Change in U.S. TAG to JTC 1 scope or Termination of U.S. TAG to JTC 1	14-day LB or meeting vote	2/3 voting	7.2
Appointment of officers	14-day LB	Majority	3.5
Recall of officers	30-day LB	2/3 voting	5.5
Approval of the INCITS Policies and Procedures or its content	14-day LB	2/3 voting	5.6
Approval of an INCITS Position Statement provided to the public and/or government entities	LB or Meeting Vote	2/3 voting Note 1	4.6
Establish a quorum of three members for an IOE	LB or Meeting Vote	2/3 voting	5.1.4



<b>International</b>			
U.S. position and vote on JTC 1 Level document (USNB vote on SC Document in agreement with default position on JTC 1 Document)	14-day Review	Default	5.2.1.5, 7.10.3
U.S. position and vote on JTC 1 Level document (USNB vote on SC Document NOT in agreement with default position on JTC 1 Document)	14-day LB or meeting vote	2/3 voting	5.2.1.5, 7.10.3
U.S. position and vote on JTC 1 Level ballots, NP, DTR, DIS, DAM, Directives, etc.	14-day LB or meeting vote	2/3 voting	7.7, 7.10.1
U.S. position and vote on JTC 1 Level ballots FDIS, FDAM	14 day LB or meeting vote	2/3 voting	7.10.2
Recommendation to ANSI on international officer positions (e.g., SC Chairmen, WG Conveners)	14-day LB or meeting vote	2/3 voting	7.13
Proposal for U.S. submission of NP, Fast Track Candidate	14-day LB or meeting vote	2/3 voting	7.7
Recommendation to ANSI on acquisition of a JTC 1 Subgroup Secretariat	14-day LB or meeting vote	2/3 voting	7.3
Recommendation to ANSI on relinquishment of a JTC 1 Subgroup Secretariat	14-day LB or meeting vote	Majority	7.3
Approval for U.S. position regarding a Fast Track ballots, PAS Submitter Application or Transposition ballots	30-day review	Default	7.10.3
Approval for U.S. position regarding a Fast Track ballots, PAS Submitter Application or Transposition ballots (when comments received)	14-day LB or meeting vote	2/3 voting	7.10.3
Vote on USNB Contributions, Comments	14-day LB or meeting vote	2/3 voting	7.4

*Note 1: See section 4.5, Adoption of ISO/IEC JTC 1 and ISO Standards as American National Standards, for expedited processing of INCITS Position Statements.*

#### **8.4 Technical Committee Voting Methods and Approval Criteria**

This clause also applies to those INCITS TGs and SGs holding TAG responsibilities, and INCITS TGs delegated complete responsibility for national projects.

<b>Technical Committee Action</b>	<b>Voting Method</b>	<b>Approval</b>	<b>Cross Reference</b>
<b>Project Proposals</b>			
Approval	14-day LB or meeting vote	2/3 voting	6.1.1
Withdrawal of approved project proposal	14-day LB or meeting vote	2/3 voting	6.1.1
<b>American National Standard Processing</b>			

Submittal of dpANS to INCITS	14-day LB	2/3 voting	6.1.4
Response to Public Review Comments	Meeting vote	2/3 voting	6.1.4
Recommendation on reaffirmation/withdrawal	14-day LB or meeting vote	2/3 voting	6.2.2
Recommendation for status as an stabilized standard	14-day LB or meeting vote	2/3 voting	6.2.6
Response to TC/TG and INCITS negative votes on dpANS	14-day LB or meeting vote	2/3 voting	6.1.4
Substantive change(s) to dpANS after Ballot	14-day LB or meeting vote	2/3 voting	6.1.4
Request for Extension of Public Review Period	14-day LB or meeting vote	Majority	6.1.4
Amendment to American National Standard	14-day LB	2/3 voting	6.2.3
Interpretation of American National Standard	14-day LB	2/3 voting	6.2.4
Erratum to American National Standard	14-day LB or meeting vote	2/3 voting	6.2.4
<b>INCITS or ANSI TR Processing</b>			
Submittal of draft TR to INCITS	14-day LB	2/3 voting	6.1.4
Recommendation on reaffirmation/withdrawal of ANSI TR or INCITS TR	14-day LB or meeting vote	2/3 voting	6.2.2
Response to TC/TG or INCITS negative votes	14-day LB or meeting vote	2/3 voting	6.1.4
Subsequent change(s) to draft TR after Ballot	14-day LB or meeting vote	2/3 voting	6.1.4
Supplement to TR	14-day LB	2/3 voting	6.2.3
<b>Organization</b>			
Establishment of a TG	14-day LB or meeting vote	Majority	3.3.3
Recommendations on Officer appointments, Chair	14-day LB	<i>Note 1</i>	3.5.2
Establishment of a Fund Fee	14-day LB or meeting vote	2/3 voting	4.1.2
Change to a Fund Fee	14-day LB or meeting vote	2/3 voting	4.1.2.2
<b>International - Organization/Administrative</b>			
Vote on U.S. Delegation	14-day LB or meeting vote	Majority	7.15
Nomination of Project Editors	14-day LB or meeting vote	2/3 voting	7.13, 7.14
Recommendation on Nomination for WG Convenor, SC Chair	14-day LB	<i>Note 1</i>	7.13

<b>International - Standards Processing</b>			
Vote on Contributions, Comments	14-day LB or meeting vote	2/3 voting	7.4
Vote on SC NP (Answers to seven questions)	14-day LB or meeting vote	2/3 voting	7.7.1
Vote on JTC 1 N document (Other than NP or DTR)	14-day LB or meeting vote	Majority	7.4
Vote on CD, PDTR, FPDTR	14-day LB or meeting vote	2/3 voting	7.9
Vote on Draft Technical Corrigenda	14-day LB or meeting vote	2/3 voting	7.4
Recommendation to Executive Board on NP, DTR, DTS, DIS, DAM, FDIS, FDAM	14-day LB or meeting vote	2/3 voting	7.7, 7.10
Submittal of American National Standard to Executive Board as Candidate for JTC 1 Fast Track Procedures	14-day LB or meeting vote	2/3 voting	7.11

*Note 1: There is no concept of "approval" or "disapproval" in this case. LB results are advisory to the Executive Board in carrying out their officer appointment and endorsement responsibilities.*

### 8.5 Task Group Voting Methods and Approval Criteria

<b>Task Group Action</b> [Note 1 Applies to entire Table]	<b>Voting Method</b>	<b>Approval</b>	<b>Cross Reference</b>
<b>Project Proposals</b>			
Recommendation to TC	14-day LB or meeting vote	2/3 voting	6.1.1
<b>American National Standard Processing</b>			
Submittal of dpANS to TC	14-day LB or meeting vote	2/3 voting	6.1.4
Recommended Response to Public Review Comments	Meeting vote	2/3 voting	6.1.4
Recommendation on reaffirmation or withdrawal to TC	14-day LB or meeting vote	2/3 voting	6.2.2
Recommended Response to unresolved negative on dpANS to TC	14-day LB or meeting vote	2/3 voting	6.1.4
Recommendation to TC on substantive change to dpANS after ballot	14-day LB or meeting vote	2/3 voting	6.1.4
Request for Extension of Public Review Period	14-day LB or meeting vote	Majority	6.1.4
Recommended Amendment to American National Standard	14-day LB or meeting vote	2/3 voting	6.2.3

Recommended Interpretation of American National Standard	14-day LB or meeting vote	2/3 voting	6.2.4
Recommended Erratum of American National Standard	14-day LB or meeting vote	2/3 voting	6.2.4
<b>INCITS or ANSI TR Processing</b>			
Submittal of draft TR to TC	14-day LB or meeting vote	2/3 voting	6.1.4
Recommendation on reaffirmation/withdrawal of ANSI TR or INCITS TR	14-day LB or meeting vote	2/3 voting	6.2.2
Response to TG negative votes	14-day LB or meeting vote	2/3 voting	6.1.4
Subsequent change(s) to draft TR after Ballot	14-day LB or meeting vote	2/3 voting	6.1.4
Supplement to TR	14-day LB or meeting vote	2/3 voting	6.2.3
<b>Organization</b>			
Establishment of a Fund Fee	14-day LB or meeting vote	2/3 voting	4.1.2
Change to a Fund Fee	14-day LB or meeting vote	2/3 voting	4.1.2.2
<b>International - Organization/Administrative</b>			
Recommendation to TC on Vote for U.S. Delegation	14-day LB or meeting vote	Majority	7.15
Recommendation to TC on Nomination of Project Editors	14-day LB or meeting vote	Majority	7.13, 7.14
Recommendation on Nomination for Convenor	14-day LB	Note 2	7.13
<b>International - Standards Processing</b>			
Recommendation to TC on Vote on Contributions, Comments	14-day LB or meeting vote	2/3 voting	7.4
Recommendation to TC on Vote on SC NP (Answers to seven questions)	14-day LB or meeting vote	2/3 voting	7.7.1
Recommendation to TC on Vote on JTC 1 N document (Other than NP or DTR)	14-day LB or meeting vote	2/3 voting	7.4
Recommendation to TC on CD, PDTR, FPDTR	14-day LB or meeting vote	2/3 voting	7.9
Recommendation to TC on Vote on Draft Technical Corrigenda	14-day LB or meeting vote	2/3 voting	7.4
Recommendation to TC on Vote on NP, DTR, DIS, DAM, FDIS, FDAM	14-day LB or meeting vote	2/3 voting	7.7, 7.10
Recommendation to TC on submittal of American National Standard as candidate for JTC 1 Fast Track procedures	14-day LB or meeting vote	2/3 voting	7.11

*Note 1: For TGs that have been delegated complete responsibility for their projects, nationally and/or internationally, acting as U.S. TAGS to ISO/TC/SC/WG or JTC 1/SC/WG, etc., see 3.3.3, Task Groups (TG), and 7, International Standards Development Procedures. 8.4, Technical Committee Voting Methods and Approval Criteria, shall be used in all instances.*

*Note 2: There is no concept of "approval" or "disapproval" in this case. LB results are advisory to the Executive Board in carrying out their officer appointment and endorsement responsibilities*