

ACCREDITED STANDARDS COMMITTEE (ASC) OPERATING PROCEDURES

These Accredited Standards Committee Procedures are used for the four Standards Committees (S1, S2, S3, and S12) for which the Acoustical Society of America provides a Secretariat. The original ASC Procedures were approved by ANSI on 15 September 1983, with several subsequent amendments approved on 26 April 1988, 19 August 1991, 3 April 1995, 12 August 1999, 22 March 2002, 12 August 2003, 22 November 2004, 28 September 2006, 1 June 2007 and 13 August 2008.

This version of these Accredited Standards Committee Procedures was approved by ANSI on 13 August 2008 and is in accord with the ANSI *Essential Requirements: Due process requirements for American National Standards*, dated January 2008.

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Accredited Standards Committee Operating Procedures

ACCREDITED STANDARDS COMMITTEE PROCEDURES

0 Introduction

The Acoustical Society of America (ASA) provides the Secretariat for the following Accredited Standards Committees:

- S1 - Acoustics
- S2 - Mechanical Vibration and Shock
- S3 - Bioacoustics
Including its Subcommittee: S3/SC 1 – Animal Bioacoustics
- S12 - Noise

Accreditation of these Committees is granted by the American National Standards Institute (ANSI). Each of these Committees and the Standards Secretariat of ASA functions in accordance with Accredited Standards Committee Procedures given in ANSI's *Essential Requirements: Due process requirements for American National Standards* [1]. The Accredited Standards Committee Procedures developed by the ASA Committee on Standards (ASACOS) for operation of the Standards Committees for which it supplies a Secretariat were originally approved by ANSI on 9 September 1987, and have been amended several times. The version of these Procedures described in this document was amended to be in accord with the most recent version of the *ANSI Essential Requirements: Due process requirements for American National Standards* [1], to provide for the issuance and registration of ANSI Technical Reports in accordance with ANSI's *Procedures for the Registration of Technical Reports with ANSI* [2], and to conform to the *ANSI Procedures for the National Adoption of ISO and IEC Standards as American National Standards* [3]. These revised Accredited Standards Committee Procedures were approved by ANSI on 13 August 2008.

1 Requirements

These Procedures meet the requirements for due process and development of consensus for approval of American National Standards as specified in [1]. These Procedures also meet the requirements for the development of approval for registration of Technical Reports as specified in [2].

2 Definitions

2.1 Consensus

Consensus is established when, in the judgment of the ANSI Board of Standards Review, substantial agreement has been reached by directly and materially affected interests. Substantial agreement means much more than a simple majority, but not necessarily unanimity. Consensus requires that all views and objections be considered and that a concerted effort be made towards their resolution. ANSI's approval represents approval of the process, not the content.

1 ANSI *Essential Requirements: Due process requirements for American National Standards*, January 2008

2 *Procedures for the Registration of Technical Reports with ANSI*, January 2006

3 *ANSI Procedures for the National Adoption of ISO and IEC Standards as American National Standards*, January 2007

For the purposes of the Accredited Standards Committees administered by the Acoustical Society of America and operating under these procedures, the numerical requirements for the determination of consensus are given in Section 10 Voting.

2.2 Consensus body

The body authorized to develop and approve the contents of a candidate American National Standard. Under these procedures, the consensus body may be either a Committee or a Subcommittee. A working group is not a consensus body.

2.3 American National Standards Institute (ANSI)

A private, non-profit organization (501(c)3) that administers and coordinates the U.S. voluntary standardization and conformity assessment system.

The Institute's mission is to enhance both the global competitiveness of U.S. business and the U.S. quality of life by promoting and facilitating voluntary consensus standards and conformity assessment systems, and safeguarding their integrity.

NOTE For additional information visit www.ansi.org.

2.4 Project Initiation Notification System (PINS)

The system established by ANSI to provide public notice of the initiation of a new standards development project. Notices are submitted by the Secretariat and published in *ANSI Standards Action*.

2.5 ANSI Standards Action

An electronic publication maintained by ANSI. ANSI's website says "Standards Action is the Institute's key public review vehicle. Published weekly, it provides members and the public with timely, accurate information and enables effective participation in the standards development process - both in this country and internationally."

2.6 Public Review

A 45-day long public review period is opened around the same time as the ballot to approve or revise a candidate American National Standard is sent out to the consensus body. During the public review period, members of the public may purchase the draft from the Secretariat and may submit comments. These comments must be resolved before the document can be approved. Many documents have multiple public review periods, as a new public review is needed each time a substantive change is made to the document. (Subsequent reviews may be limited to the clauses that have been changed.) Public review periods are also initiated when a document is proposed for reaffirmation or withdrawal.

2.7 U.S. Technical Advisory Group (U.S. TAG)

The vehicle by which interested U.S. parties may participate in the development of ISO or IEC standards.

NOTE The ANSI Accredited U.S. TAGs administered by the ASA have their own operating procedures that are available from the Secretariat.

2.8 ANSI Technical Report

A non-normative document developed under an Accredited Standards Committee or one of its subcommittees and registered with ANSI. The vehicle of a technical report may be

chosen when the scientific content is not sufficiently mature for standardization. A Technical Report may also be a survey or state-of-the-art document. It is not a consensus document and is subject to less stringent voting requirements.

NOTE See *Procedures for the Registration of Technical Reports with ANSI, January 2006*.

2.9 ANSI Board of Standards Review (BSR)

The Board within ANSI that is responsible for approving American National Standards and acting on proposals to revise, reaffirm and withdraw American National Standards. The ANSI Board of Standards Review (BSR) reviews standards submitted to ANSI with unresolved objections on record. This includes negative votes from the consensus body as well as public review comments. If the Board of Standards Review finds that the criteria for due process have not been met or that the evidence of consensus is inadequate in connection with a standard that it has reviewed, it will not approve that standard as an American National Standard. The BSR acts only on this basis. It does not evaluate or judge the technical content of the standard. Lack of adequate consensus or due process indicates that there was opposition to the voluntary adoption and use of the standard that was sufficient to persuade the BSR that the designation "American National Standard" should not be applied.

3 Abbreviations

ANS	American National Standard
ANSI	American National Standards Institute
ASA	Acoustical Society of America
ASC	Accredited Standards Committee
BSR	Board of Standards Review
IEC	International Electrotechnical Commission
ISO	International Organization for Standardization
NAIS	Nationally Adopted International Standard
PINS	Project Initiation Notification System
TAG	Technical Advisory Group

4 Organization of an Accredited Standards Committee

The Committee shall consist of its members and the Secretariat. It shall have a title, scope, and an interest classification system (e.g., user, producer, government, trade association, or general interest) for its members. The membership shall be sufficiently diverse to ensure reasonable balance without dominance by a single interest category; see 7.4.

5 Responsibilities

5.1 Committee

An Accredited Standards Committee shall be responsible for:

- (1) Developing proposed American National Standards and Technical Reports within the scope of the Committee,

- (2) Voting on approval of proposed American National Standards and Technical Reports within its scope,
- (3) Maintaining the Standards developed by the Committee up-to-date,
- (4) Responding to requests for interpretations of the Standards developed by the Committee,
- (5) Adopting Committee procedures and revisions thereof,
- (6) Considering and acting on proposals for termination of the Committee (see 14),
- (7) Other matters requiring Committee action as provided in these procedures.

5.2 Secretariat

The Secretariat for an Accredited Standards Committee shall:

- (1) Manage the organization of the Committee (see 4),
- (2) Apply for Committee accreditation by ANSI and maintain accreditation in accordance with ANSI requirements, including periodic submission of the Committee roster to ANSI,
- (3) Oversee the Committee's compliance with the Procedures described in this document,
- (4) Maintain a roster of the Committee and a list of Standards and Technical Reports for which the Committee is responsible,
- (5) Provide a Committee Secretary to perform administrative work, including secretarial services; meeting notices and arrangements; preparation and distribution of meeting agenda, minutes, ballots and draft Standards; and maintenance of adequate records,
- (6) Submit candidate Standards and Technical Reports approved by the Committee, with supporting documentation, for ANSI review and approval as American National Standards or Technical Reports,
- (7) Arrange for publication and sale of Standards, Technical Reports, revisions, addenda (see Clause 4.5 of Ref [1]).
- (8) Perform other administrative functions as required by these Procedures.

6 Officers

There shall be a Chair and a Vice-Chair appointed by the Secretariat from the members of the Committee, subject to approval by majority vote of the Committee. Each person will serve until a successor is selected and ready to serve. The Vice-Chair shall carry out the Chair's duties if the Chair is temporarily unable to do so. The Secretary shall be appointed by the Secretariat.

7 Membership

Members of the Committee or Subcommittee (as defined in clause 8) shall consist of organizations, companies, government agencies, and individuals having a direct and material interest in the activities of the Committee or Subcommittee.

7.1 Application

A written request for membership shall be addressed to the Secretariat. The application shall indicate the nature of the applicant's direct and material interest in the Committee's work, and willingness to participate actively, and, if the applicant is an organization, company, or government agency, shall identify a voting representative (and an alternate, if desired).

7.1.1 Acceptance or denial of an application. The Secretariat shall review all applications received in light of the considerations given below.

- (1) Need for active participation by each interest category,
- (2) Potential for dominance by a single interest category,
- (3) Extent of interest expressed by the applicant and the applicant's willingness to participate actively,
- (4) The representative identified by the applicant to represent the organization, company, or government agency.

In most cases, membership approval should be automatic and effective immediately upon receipt of the application and payment of membership dues. The current membership roster of each Committee or Subcommittee shall be distributed to the members of the Committee or Subcommittee at least once a year or more often as determined by the Secretariat. The current roster may always be found on the Committee or Subcommittee web site: <http://asa.aip.org> - click "Standards Info" or may be obtained from the Secretariat on request.

In the event that the Secretary (in consultation with the Committee or Subcommittee Chair or Vice Chair) recommends denial of membership based on any of the factors above, or for any other reason, the recommendation shall be submitted to the Committee for consideration and final decision. The membership application in question shall be held in abeyance until the completion of the Committee ballot. The final decision is then made by the Committee or Subcommittee ballot.

The Committee or Subcommittee may consider reasonable limits on Committee size.

7.1.2 Diverse interests. If distinct divisions of an organization can demonstrate to the Secretariat that there are independent interests and authority to make independent decisions in the area of the activity of the Committee or Subcommittee, each division may apply for membership.

7.1.3 Combined interest. When appropriate, the Secretariat may recommend that the applicant seek representation through an organization that is already a member of the Committee or Subcommittee and represents the same or similar interest.

7.2 Review of membership

The Secretariat shall review the membership list annually with respect to the criteria of 7.1.1. Members are expected to fulfill obligations of active participation. Where a member is found to be in habitual default of these obligations, the Secretariat may direct the matter to the Committee or Subcommittee for appropriate action, which may include termination of membership.

7.3 Individual Experts

The Committee or Subcommittee may select Individual Experts to assist it. Individual Experts shall serve for a renewable term of one year and shall be subject to approval by vote of the Committee or Subcommittee upon recommendation by the Chair and the Secretariat. Individual Experts shall be advised of the Committee or Subcommittee activities, may attend meetings, and may submit comments for consideration, but shall have no vote.

The role of the Individual Expert shall be that of providing technical expertise to the Committee or Subcommittee in order to facilitate the accomplishments of its assigned tasks. The conditions of appointment are to fulfill this role in a timely and consistent fashion.

7.4 Interest categories

All appropriate interests that might be directly and materially affected by the standards activity of the Committee or Subcommittee shall have the opportunity for fair and equitable participation without dominance by any single interest. Each member shall propose its own interest category as appropriate and in accordance with the Committee's established categories (see 2.3 of [1]). The membership categories approved by the Accredited Standards Committees for which ASA provides the Secretariats (S1, S2, S3 and S12) are Producer, User, Government, Trade Association, and General Interest.

The interest categories shall be established or revised by a vote of the Committee upon recommendation by the Secretariat. The rationale for the selection of categories shall be included in the Committee ballot and submitted to ANSI as part of the accreditation requirements.

The same member may have different interest categories in different Accredited Standards Committees.

In selecting its proposed interest category for membership in any one of these committees, the member should consider the following definitions:

7.4.1 Producer. A company or organization whose primary activity is the manufacture or sale of products or goods that are likely to be affected by the standards developed by the particular Committee or Subcommittee.

A consultant whose primary business involves representing Producers is considered to be in the Producer interest category.

7.4.2 User. A company or organization whose primary activity causes it to use or employ the products, goods or services that are affected by the standards developed by the particular Committee or Subcommittee. A User may also be an organization that represents the health and safety interests of the general public or of specific groups including workers.

A professional society made up of individuals whose scientific interest is centered in the field of knowledge affected by the standards developed by the particular Committee or Subcommittee that is primarily focused on the educational and professional development of those individuals may be considered a User.

A consultant whose primary business involves representing Users is considered to be in the User interest category.

7.4.3 Government. Any branch of the U.S. military or any Federal or State agency will be classified as Government.

A consultant whose primary business involves representing Government is considered to be in the Government interest category.

7.4.4 Trade Association. An association of companies in a given field that is established for the mutual benefit of the member companies.

7.4.5 General Interest. A General Interest organization or company is one that does not fit into the above categories. A company or organization (including a consultant) that **regularly** represents two or more interest categories may be classified as General Interest.

A professional society or trade association whose membership or focus is divided between two or more interest categories may be identified as a General Interest organization.

7.4.6 Changes to interest category for a particular ballot. In some instances, a voting member may find that it wants to claim a different interest category in relation to a particular standard. In case a member desires to change its interest category for a particular standard, the voting representative must call this to the attention of the Secretary at the time the vote is cast. A change of category for a single ballot is expected to be an infrequent occurrence and should be explained in writing by the member when it occurs. (A place will be provided on the ballot to accommodate this.) The frequent need to change interest categories may be an indication that the member has selected the wrong interest category. If this occurs, the member should discuss it with the Secretary.

7.5 Membership roster

The Secretariat shall maintain a current and accurate roster for each consensus body, which shall include the following:

1. Title of the Committee or Subcommittee and its designation,

2. Scope of the Committee or Subcommittee,
3. Secretariat — Name of organization, name of secretary, address, telephone, fax, and e-mail.
4. Officers — Chair, Vice-Chair, and Secretary (name of the person appointed by the Secretariat to serve as Secretary),
5. Members—Name of organization or agency, its representative and alternate (as applicable), address, business affiliation; or name, address, and business affiliation of individual members, telephone, fax, and e-mail address.
6. Interest Category of each member.
7. Tally of interest categories — total voting members and subtotals for each interest category.
8. For each Working Group — Title, Chair, name and address of all members.
9. Individual Experts — Addresses, telephone, FAX, and business affiliations (if any).

The name, affiliation, and interest category of each member of a consensus body shall be made available to interested parties upon request. The name and affiliation (if any) of subgroup members and individual experts shall be available to interested parties on request.

7.6 Membership fees

The ASA Committee on Standards is charged with determining fees for participation in the standards program and recommending such fees to the ASA Executive Council. Membership fees shall be billed annually and are payable on January 1 each year.

Membership in the Acoustical Society of America is not a requirement for membership in any of the Accredited Standards Committees or Subcommittees administered by the Acoustical Society of America.

8 Subgroups

8.1 Formation of subgroups

When one or more subgroups (subcommittees, working groups, writing groups) are formed to expedite the work of the Committee or Subcommittee, their formation (and later disbandment) requires approval (see 10.2) by the Committee or Subcommittee that formed them. The ballot to approve the formation of a subgroup shall include a call for participation in that group.

The scope and duties delegated to the subgroup shall be approved at the time it is formed, and subsequent changes in scope or duties shall also require approval. The charge to the subgroup shall clearly state whether:

- a) The subgroup is a **Subcommittee**, responsible for the definitive content of one or more standards and for responding to views and objections thereon (i.e., the subgroup is the consensus body). A Subcommittee shall have the responsibilities outlined in 5.1 items (1) through (4) and may form Working Groups (see b) below) as needed by following the procedures set forth herein for Committees.

or

- b) The subgroup is a **Working Group**, responsible for assisting the consensus body (e.g., drafting all or a portion of a standard, drafting responses to comments, drafting positions on international standards, or other purely advisory functions). Draft Standards and Technical Reports and substantive change in the content of a Standard or Technical Report proposed by a Working Group shall be referred to the consensus body for approval.

8.2 Chair and members of subgroups

8.2.1 Subcommittees. The Chair and Vice Chair of a Subcommittee shall be appointed by the Secretariat from the membership of the Subcommittee, as described in Clause 6.

The membership of the Subcommittee shall be organized as described in Clause 7. The Secretariat shall maintain a membership roster in accordance with 7.5 (1) through 7.5 (9) and shall comply with the provisions in 7.1, 7.4, and Clause 10 as applied to voting on the standard(s) and technical reports.

Organizational membership in a subcommittee shall be open to all interested parties as described in 7.

8.2.2 Working Groups. The Chair of a Working Group shall be appointed by the Chair of the Committee or Subcommittee. The members of the Working Group shall be appointed by the Working Group Chair in consultation with the Committee Chair. The scope and duties of all Working Groups shall be reviewed by the Committee annually. The chair and members of a Working Group need not be members of the Committee, Subcommittee, or of the Acoustical Society of America. The Chair of the Working Group shall submit a membership roster to the Secretariat annually.

Members of working groups are individuals, not organizations.

NOTE When applicable and practicable, and especially for product-related standards, Working Groups should reflect a mix of Producer, User, General Interest, Trade Association, and Government members.

9 Meetings

Committee and Subcommittee meetings shall be held, as decided upon by the Committee or Subcommittee, the Chair, the Secretariat, or by petition of five or more members, to conduct business, such as making assignments, receiving reports of work, considering draft Standards or Technical Reports, resolving differences among subgroups, and considering views and objections from any source. Meetings may be held in person or via teleconference or internet meeting. Meetings of Working Groups may be held as decided upon by the members or Chair of the subgroup.

9.1 Open meetings

Meetings of the Committee (or any Subcommittee that is a consensus body as described in 8 a) shall be open to all members and others having direct and material interest. At least four (4) weeks notice of regularly scheduled meetings shall be given by the Secretariat in ANSI's *Standards Action*; or in other media designed to reach directly and materially affected interests; or both. The notice shall describe the purpose of the meeting and shall identify a readily available source for further information. An agenda shall be available and shall be distributed in advance of the meeting to members and to others expressing interest. The Secretariat may optionally maintain a permanent mailing list of others interested in the activities of the Committee or Subcommittee.

9.2 Quorum

A majority of the members of the Committee or Subcommittee shall constitute a quorum for conducting business at a meeting. If a quorum is not present, actions may be taken subject to confirmation by letter ballot.

10 Voting

10.1 Vote

Each member shall vote one of the following positions:

- (1) Affirmative,
- (2) Affirmative, with comment,
- (3) Negative, with reasons (the reasons for a negative vote shall be given and if possible should include specific wording or actions which would resolve the objection),
- (4) Abstain, with reasons.

For votes on membership and officer-related issues, the yes/ no/ abstain method of voting should be followed. Votes with regard to these issues need not be accompanied by reasons and need not be resolved or circulated to the Committee or Subcommittee.

In the event that a negative vote is not accompanied by comments related to the proposal, the vote will be recorded as negative without comments and no further consideration will be given to changing the standard in order to resolve such a negative vote. (Any comments that are not related to the proposal at issue may be considered as a proposal for new work, if appropriate.)

All votes or changes to votes shall be filed in writing, including by fax or e-mail. If the original ballot form is not used, the voter shall include sufficient information to clearly identify the ballot by including the ballot number and/or the title of the standard under consideration.

10.1.1 Vote of alternate. An alternate's vote is counted only if the primary voting representative fails to vote.

10.1.2 Vote of individual who represents more than one organization. Generally no representative shall have more than one vote. However, if two or more organizations appoint the same individual to represent them, that individual may cast a separate vote for each organization represented. The organizations shall confirm in writing to the Secretariat that they are aware of and will accept the results. Additionally, representation of more than one organization by the same individual shall require approval by a majority of the Committee or Subcommittee, excluding the vote(s) of that individual.

10.1.3 Voting period. The voting period for letter ballots shall end six (6) weeks from the date of issue or as soon as all ballots are returned, whichever comes earlier. An extension may be granted at the Chair's or Secretariat's option, when warranted. A follow-up letter requesting immediate return of the ballot shall be sent, as appropriate, to members and alternate members whose votes have not been received within ten business days before the ballot closes.

10.2 Actions requiring approval by two-thirds of those voting

The following actions require a letter ballot, and will be considered approved if a majority of the consensus body casts a vote (counting abstentions) and at least two-thirds of those voting approve (not counting abstentions). All of these listed ballot items are decided on a numerical basis only. No comments are required to support a negative vote and no effort will be made to resolve such negatives. Negative votes will be reported to the Committee or Subcommittee (along with comments received) for information at the close of the ballot.

- (1) Confirmation of officers appointed by the Secretariat,
- (2) Formation of a subgroup, including its scope,
- (3) Disbandment of subgroups,
- (4) Decision to approve or deny membership, where the Secretary recommends that such membership be denied,
- (5) Approval of a new Technical Report,
- (6) Approval of withdrawal of an existing standard.

The following actions, by Committee or Subcommittee vote at a meeting, require approval by a majority of the members present:

- (a) Approval of Minutes,
- (b) Authorization of a letter ballot.

10.3 Actions requiring approval by 80% of those voting

The following actions require a letter ballot, and will be considered approved if a majority of the consensus body casts a vote (counting abstentions) and at least 80% of those voting approve (not counting abstentions). Votes on the following matters shall not be taken at meetings, but shall always be conducted by letter ballot to provide the opportunity to vote to all Committee or Subcommittee members.

- (1)* Approval of a new Standard,
- (2)* Approval of revision or addendum to part or all of a Standard,

* Individual experts shall receive documents and participate by submitting their written comments for consideration on documents listed in 10.3 (1) and 10.3 (2) but shall have no vote.

- (3) Approval of reaffirmation of an existing Standard.

The following actions may only be approved by a Committee (not Subcommittee) with approval requirements as stated above:

- (4) Adoption of Committee procedures, interest categories, or revisions thereof,
- (5) Approval of change of Committee scope,
- (6) Approval of termination of the Committee.

10.4 Authorization of letter ballots

A letter ballot may be authorized by any of the following:

- (1) Majority vote of those present at a Committee or Subcommittee meeting,
- (2) Chair,
- (3) Secretariat,
- (4) Petition of five or more members of the Committee or Subcommittee.

10.5 Other review

10.5.1 Project Initiation Notification System (PINS) Proposals for new American National Standards or revision or withdrawal of existing American National Standards shall be transmitted by the Secretariat to ANSI for listing in *Standards Action* as soon as the scope of work is clearly identified. Comments arising from the PINS announcement shall be handled as described in 10.6.2 and 10.6.3.

10.5.2 Call for public comment (BSR-8). Proposals for new American National Standards and proposals to revise, reaffirm, or withdraw approval of existing American National Standards shall be transmitted to ANSI using the BSR-8 form, or its equivalent, for

listing in *Standards Action* in order to provide an opportunity for public comment. If it is the case, then a statement of intent to submit the standard for consideration as an ISO standard shall be included as part of the description of the scope summary that is published in *Standards Action*. The comment period shall be one of the following:

- A minimum of thirty days (30) if the full text of the revision(s) can be published in *Standards Action*;
- A minimum of forty-five (45) days if the document is available in an electronic format, deliverable within one day of a request, and the source (e.g., URL or an E-mail address) from which it can be obtained by the public is provided to ANSI for announcement in *Standards Action*; or
- A minimum of sixty days, if neither of the aforementioned options is applicable.

The Secretariat shall determine whether listing of proposed standards actions shall be concurrent with the final consensus body letter ballot and whether announcement in other suitable media is appropriate. Any substantive change subsequently made in a proposed American National Standard requires re-listing of the change in *Standards Action* as described in this clause.

The Secretariat shall transmit a copy of the proposed new, revised, or reaffirmed Standard to the Administrator(s) of the appropriate USA Technical Advisory Group(s) at the same time.

Comments and objections resulting from the above shall be dealt with in accordance with clause 10.6.

10.6 Consideration of comments and objections

10.6.1 Comments and objections on a Technical Report. A Technical Report is not a consensus document. It shall be submitted to the Committee seeking a "yes" or "no" vote in regard to the decision to publish the report as it is presented for ballot. Technical comments shall not be solicited or considered.

When the ballot is closed, the Secretary shall forward the ballot tally to the Chair of the consensus body and, if it has been approved, file the appropriate forms with ANSI to register the Technical Report.

10.6.2 Comments and objections on a Draft Standard. When the balloting on a draft Standard has been closed the Secretary shall forward the ballot tally to the Chair of the consensus body and of the Working Group; the Chair shall determine whether the expressed comments and objections shall be considered by telephone, correspondence, or at a meeting.

Prompt consideration shall be given to the written views and objections of all participants, including those commenting on either the PINS (Project Initiation Notice System) announcement or public comment listing in *Standards Action*.

10.6.3 PINS announcement comments. If the Committee or Subcommittee receives written comments within 30 days from the publication date of a PINS announcement in *Standards Action*, and said comments assert that a proposed standard duplicates or

conflicts with an existing American National Standard (ANS) or a candidate ANS that has been announced previously in *Standards Action*, a mandatory deliberation of representatives from the relevant stakeholder groups shall be held within 90 days from the comment deadline. Such a deliberation shall be organized by the Committee or Subcommittee and the commenter and shall be concluded before the Committee may submit a draft standard for public review. If the deliberation does not take place within the 90-day period and the Committee or Subcommittee can demonstrate that it has made a good faith effort to schedule and otherwise organize it, then the Committee or Subcommittee will be excused from compliance with this requirement. The purpose of the deliberation is to provide the relevant stakeholders with an opportunity to discuss whether there is a compelling need for the proposed standards project. The outcome of such a deliberation shall be conveyed in writing by the Committee or Subcommittee and commenter (ideally as a joint submission) to the Board of Standards Review (BSR) for consideration should the Committee or Subcommittee ultimately submit the related candidate standard to ANSI for approval. While the outcome is not binding, participants are encouraged to develop a consensus on whether and how the standards development project should proceed.

10.6.4 Public review and consensus body comments. Prompt consideration shall be given to the written comments and objections of all participants, including those commenting on either the PINS announcement or the public comment listing in *Standards Action*. A concerted effort to resolve all expressed objections shall be made, and each objector shall be advised in writing of the disposition of the objection and the technical reasons therefore.

A negative vote cast by a member of the consensus body or comment submitted as a result of public review shall be considered resolved when the negative voter agrees to change his/her vote or the negative commenter accepts the proposed resolution of his/her comment.

When an attempt to reconcile a negative vote or position by a member has been made by the Chair or his designee, a proposed resolution shall be sent to the member. The objector will be given a fifteen (15) day period to respond. If no response is received from the member within fifteen (15) days, in the absence of mitigating circumstances, then the outstanding comments shall be circulated for a thirty (30) day review by the consensus body, with a statement to the effect that no reply was received from the individual by the given deadline.

Persons with unresolved objections shall be notified in writing of their right to appeal the result of the committee ballot. (See clause 16.) Each unresolved objection resulting from public review or submitted by a member of the consensus body must be reported to the BSR.

10.6.5 30-Day Review. Each unresolved objection and attempt at resolution, and any substantive changes made in a proposed American National Standard shall be reported to the consensus body in order to afford all members an opportunity to respond, reaffirm, or change their votes within thirty (30) days. Members may change their vote by notifying the Secretariat in writing of their decision to do so. Members who wish to maintain their original vote need not respond to this ballot. Members who were not members of the consensus body at the time of the original ballot shall receive 30-Day Review materials for information only.

10.6.6 Late comments. Any comments received subsequent to the closing of the public review and comment period shall be considered at the next review.

10.7 Expedited procedures for use in the identical national adoption of an international standard

The consensus body should compare existing American methods and existing ANSI Standards, where they exist, with ISO or IEC standards and may, if appropriate, base their standards on or consider the adoption of an ISO or IEC standard as an American National Standard (ANS). Input from the relevant ANSI-accredited U.S. TAG and U.S. expert members of the relevant international Working Groups should be considered in making the decision to adopt an international standard.

If a Committee or Subcommittee wishes to adopt an ISO or IEC guide, report, or document other than a standard, the Committee or Subcommittee shall follow its accredited procedures and may not utilize the expedited procedures detailed in clause 10.7.2.

10.7.1 Requirements associated with the identical or modified adoption of an ISO or IEC Standard as an American National Standard. A Committee or Subcommittee wishing to adopt an ISO or IEC standard as an American National Standard that constitutes an identical or modified adoption as defined in the *ANSI Procedures for the National Adoption of ISO and IEC Standards as American National Standards* shall:

- a) comply with the ANSI ISO/IEC Policy Regarding Rights to Nationally Adopt IEC and ISO Standards or Otherwise Use IEC and ISO Material and submit evidence of compliance (such as a confirmation from the ANSI staff responsible for such contractual arrangements) as part of the formal submittal of the candidate American National Standard for approval;
- b) clearly identify during the American National Standard development and submittal process that it is the intent of the standards project to adopt a specific ISO or IEC standard and provide notice in compliance with current ANSI requirements; and
- c) designate and publish the final approved American National Standard in compliance with applicable sections of Annex B of the *ANSI Procedures for the National Adoption of ISO and IEC Standards as American National Standards*.

10.7.2 Expedited procedures for the identical adoption of an ISO or IEC standard as an American National Standard. The consensus body may use the expedited procedure for the identical national adoption of an ISO or IEC standard by following the procedures outlined in the current edition of the *ANSI Procedures for National Adoption of ISO and IEC Standards as American National Standards*.

10.8 Report of final results

The final result of the voting shall be reported, by interest categories, to the Committee or Subcommittee.

10.9 Discontinuance of a standards project

If, based on consultation with the Committee or Subcommittee Chair, the Standards Director determines that a standards project is not feasible for technical reasons or because of lack of resources or lack of market demand, it may be discontinued. The Secretariat shall publish a notice of the discontinuance in *Standards Action* and notify the Committee or Subcommittee of the discontinuance as soon as possible or at the next annual meeting.

A written justification for such action shall be made available upon receipt of any written request received by the Secretariat within 60 days of the final action.

11 Submittal of Standard or Technical Report

11.1 Submittal of a Standard

Upon completion of the procedures for voting, disposition of comments and objections, and appeals (see 16), the proposed Standard shall be submitted to ANSI by the Secretariat.

The information supplied to ANSI by the Secretariat shall include all relevant material required by ANSI. If the Secretariat does not submit the proposal to ANSI within a reasonable period of time, any member(s) of the Committee or Subcommittee may make the submittal.

11.2 Submittal of a Technical Report

Upon completion of the voting and resolution of any appeals, the draft Technical Report will be submitted to ANSI in compliance with the ***Procedures for the Registration of Technical Reports with ANSI*** (January 2006 edition or the latest current edition).

The information supplied to ANSI by the Secretariat shall include all relevant material required by ANSI. If the Secretariat does not submit the proposal to ANSI within a reasonable period of time, any member(s) of the Committee or Subcommittee may make the submittal.

The following text must appear in the Foreword to a Technical Report:

"Publication of this ANSI Technical Report has been approved by Accredited Standards Committee S-(number and title). This document is registered as a Technical Report series of publications according to the *Procedures for the Registration of Technical Reports with ANSI*. This document is not an American National Standard and the material contained herein is not normative in nature. Comments on the content of this document should be sent to Accredited Standards Committee S- (number and title), at the Standards Secretariat, Acoustical Society of America, 35 Pinelawn Road, Suite 114E, Melville, NY 11747."

12 Records retention policy

Records on the activities of the Standards Committees or Subcommittees for which the Acoustical Society serves as Secretariat shall be prepared and maintained in order to provide evidence of compliance with the current *ANSI Essential Requirements*. Records concerning new, revised or reaffirmed American National Standards shall be retained for one complete standards cycle, or until the standard is revised. Records concerning withdrawn standards shall be retained for five years from the date of withdrawal.

Other records of the Standards Secretariat of the Acoustical Society of America (for example, Minutes of meetings other than the Minutes of the Standards Committees or Subcommittees referenced above, etc.) shall be retained for five years from the time of their issuance.

Documents may exist in either hard copy or electronic form.

13 Metric policy

Units of the International System of Unit(s), the modernized metric system, are the preferred units of measurement in American National Standards.

14 Termination of the Committee

A proposal to terminate an Accredited Standards Committee may be made by a directly and materially affected interest. The proposal shall be submitted in writing to the Secretariat and to ANSI and shall include at least the following:

- (1) Reasons why the Committee should be terminated,
- (2) The name of the organization(s) that will assume responsibility for maintenance of any existing American National Standard(s) that is the responsibility of the Committee.

If it appears, after review of ANSI procedures and discussion among the proponents of the action, the Secretariat, and the ANSI Executive Standards Council or its designee, that the desired objectives can best be reached by termination, the proposal and supporting documentation shall be submitted to the Committee with a letter ballot to terminate the Committee and transfer responsibility, as appropriate, for the affected Standards. Concurrently, the proposal shall be announced for comment in *Standards Action*.

A Subcommittee may be terminated by a vote of the Committee that formed it as described in Clause 8 and 10.2.

15 Communications

Correspondence of Committee or Subcommittee officers should be designated as "(Sub)Committee Correspondence" and on otherwise plain paper without the pre-printed name of an organization or agency.

15.1 Formal internal communication

If correspondence between Working Groups of different committees involves issues or decisions (i.e., non-routine matters) affecting other Committees or Subcommittees, copies shall be sent to all affected Chairs, the Secretariat and the officers.

15.2 Interpretation of Standards

All requests for interpretations shall be submitted in writing. The Secretariat shall acknowledge all requests in writing, transmit such requests to the Committee or Subcommittee for review, and transmit any formal Committee or Subcommittee response in writing to the requestor and to the Associate Editor of the Journal of the Acoustical Society of America (JASA) for Acoustical Standards News, for publication in the Journal. Any proposed revisions of Standards resulting from requests for interpretation shall be processed by the Committee or Subcommittee according to the accredited procedures described in this document.

16 Appeals

Persons who have direct and material interests and have been or may be adversely affected by a procedural action or inaction of the consensus body or the Secretariat shall have the right to appeal. A procedural complaint may include whether a technical issue was afforded due process.

If the subject of the appeal concerns a Technical Report, an announcement regarding the appeal will appear in *Standards Action*. There will be no suspension of the registration of the document with ANSI as a Technical Report during the appeals process.

16.1 Complaint

The appellant shall file a written complaint with the Secretariat within thirty (30) days after the date of notification of action or any time with respect to inaction. The complaint shall state the nature of the objection(s) including any adverse effects, the clause(s) of these procedures 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 by the appellant. An administrative fee of \$1,500.00 shall accompany the complaint.

16.2 Response

Within thirty (30) days after receipt of the complaint, the respondent (Chair or Secretariat representative) shall respond in writing to the appellant, specifically addressing each allegation of fact in the complaint to the extent of the respondent's knowledge.

16.3 Hearing

If the appellant and the respondent are unable to resolve the written complaint informally in a manner consistent with these procedures, the Secretariat shall schedule a hearing with an appeals panel on a date agreeable to all participants, giving at least ten (10) working days notice.

16.4 Appeals panel

The three members of the appeals panel shall be chosen by the appellant from a pool consisting primarily of past Chairs and Vice Chairs of the ASA Committee on Standards, past Chairs of each of the four S Committees, and past U.S. TAG Chairs. In every case the appellant will have seven (7) candidates to choose from. These seven candidates will be selected from the appeals panel judges pool by the Standards Director. No person may serve on an appeals panel if (s)he has been directly involved in the matter in dispute or will be materially or directly affected by the decision. The overall pool of potential candidates shall number at least ten (10). If there are insufficient willing candidates from the group above, then the Standards Director shall draw additional pool members from people who are familiar with the ASA Standards development process.

The Chair of the ASA Committee on Standards will provide information about the candidates to the appellant. The appellant shall choose a panel within ten (10) business days of being provided with information about the prospective panel members. The appellant shall notify the Chair of the ASA Committee on Standards immediately of any perceived conflicts of interest.

If the appellant fails to select a panel, the Chair of the ASA Committee on Standards shall appoint a panel and the appellant shall be deemed to have waived his/her right to participate in the selection process.

16.5 Conduct of the hearing

At the discretion of the Chair of the ASA Committee on Standards, the hearing may be held by teleconference or at a face-to-face hearing.

The appellant has the burden of demonstrating that these procedures were not followed; that the adverse effects alleged in the complaint are caused by the failure to follow the procedures, and the efficacy of the requested remedial action. The respondent has the burden of demonstrating that the Committee or Subcommittee and the Secretariat took all action 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 individuals. The appellant and the respondent shall each be allocated equal time for their remarks. *Robert's Rules of Order* (most recent edition) shall apply to questions of parliamentary procedure for the hearing if not covered herein.

16.6 Decision

The appeals panel shall render its decision in writing within thirty (30) days, 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:

- (1) Finding for the appellant, remanding the action to the Committee or Subcommittee or the Secretariat with a specific statement of the issues and facts in regard to which fair and equitable action was not taken;

- (2) Finding for the respondent, with a specific statement of the facts that demonstrate fair and equitable treatment of the appellant and the appellant's objections;
- (3) Finding that new, substantive evidence has been introduced, and remanding the entire action to the Committee or Subcommittee or the Secretariat for appropriate reconsideration.

17 Parliamentary procedures

On questions of parliamentary procedure not covered in these procedures, *Robert's Rules of Order* (most recent edition) may be used to expedite due process.

18 Inclusion of patents in American National Standards

There is no objection in principle to drafting a proposed American National Standard in terms that include the use of a patented item, if it is considered that technical reasons justify this approach. If a proposed American National Standard may require the use of a patented invention, the ANSI Patent Policy given in section 3.1 of the *ANSI Essential Requirements* shall be followed.

19 Commercial terms and conditions

Provisions involving business relations between buyer and seller such as guarantees, warranties, and other commercial terms and conditions shall not be included in an American National Standard. The appearance that a standard endorses any particular products, services or companies must be avoided. Therefore, it generally is not acceptable to include manufacturer lists, service provider lists, or similar material in the text of a standard or in an annex (or the equivalent). Where a sole source exists for essential equipment, materials or services necessary to comply with or to determine compliance with the standard, it is permissible to supply the name and address of the source in a footnote or informative annex as long as the words "or the equivalent" are added to the reference. In connection with standards that relate to the determination of whether products or services conform to one or more standards, the process or criteria for determining conformity can be standardized as long as the description of the process or criteria is limited to technical and engineering concerns and does not include what would otherwise be a commercial term.

20 Procedure for requesting waiver of fees

The ASA Standards Secretariat assesses organizational membership fees and administrative fees for appeals at a fraction of the actual cost of the services provided. Nevertheless, there may be times when a party has a legitimate need to participate and inability to pay.

In his/her sole discretion, the Chair of ASACOS may grant a one-time fee waiver or reduction of either membership or appeals fees to an applicant. Requests for waiver of fees should be mailed to the office of the Secretariat addressed to the Chair of ASA Committee on Standards (ASACOS).

A waiver request must include a reason demonstrating a financial hardship (such as retirement, temporary unemployment, etc.). If the request is for waiver of organizational membership fees, the letter must include the commitment to return to paying status within one year. The Committees cannot make any provision for subsidizing students, retirees, consultants, etc. whose reason is not a temporary financial hardship.

21 Bibliography

- [1] ANSI Essential Requirements: Due process requirements for American National Standards, January 2008
- [2] Procedures for the Registration of Technical Reports with ANSI, January 2006
- [3] ANSI Procedures for the National Adoption of ISO and IEC Standards as American National Standards, January 2007
- [4] Guide to Participation in the ASA Standards Program for Current and Future Organizational Members
- [5] ROBERT, Henry M., et al. Robert's Rules of Order, 10th Edition, Perseus Publishing, Cambridge, MA., 2000.