

## **Proposed ANSI Procedures**

*The following procedures include revisions to the April 1998 ANSI Procedures for the Development and Coordination of American National Standards. The majority of the revisions are in Annex B, Procedures for canvass by an accredited sponsor. The revisions were developed by the IAC Standards Methods Evaluation Task Group.*

### **1. Due process and criteria for approval and withdrawal of American National Standards**

#### **1.2.1 Openness**

Participation shall be open to all persons who are directly and materially affected by the activity in question. There shall be no undue financial barriers to participation. Participation shall not be conditional upon membership in any organization, nor unreasonably restricted on the basis of technical qualifications or other such requirements.

Timely and adequate notice of any action to create, revise, reaffirm, or withdraw a standard, and the establishment of a new consensus-developing group or canvass list shall be provided to all known directly and materially affected interests. Notice should include a clear and meaningful description of the purpose of the proposed activity and shall identify a readily available source for further information. In addition, the membership roster of the consensus body, including names, affiliations, and interest categories, shall be made available to interested parties to assist them in determining whether adequate representation and balance are achieved.

#### **1.2.6 Notification of standards development**

Notification of standards activity shall be announced in suitable media as appropriate to demonstrate provision of opportunity for participation by all directly and materially affected persons. At the initiation of a project to develop or revise an American National Standard, notification shall be transmitted to ANSI using the Project Initiation Notification System (PINS) form, or its equivalent, for listing in *Standards Action*. A PINS form may be submitted, but is not required, at the initiation of a project to reaffirm or withdraw an American National Standard.

In addition, proposals for new American National Standards and proposals to revise, reaffirm, or withdraw approval of existing American National Standards shall be transmitted to ANSI for listing in *Standards Action* in order to provide a opportunity for public comment. The comment period shall be a minimum of sixty days, unless the full text of the revision(s) can be published in *Standards Action*, in which case the comment period may be a minimum of thirty days. The same comment periods shall apply wherever listing for comment in *Standards Action* is required by these procedures. Such listing may be requested at any stage in the development of the proposal, at the option of the standards developer; however, the balloting on the proposal by the consensus body shall not be conducted until the close of the comment period. However, any substantive change (see 1.2.9) subsequently made in a proposed American National Standard requires listing of the change in *Standards Action*.

The standards developer shall transmit the following information, at a minimum, to the consensus body and other interested parties so requesting, unless this information has previously been supplied:

- a) a copy of the consensus body membership list, consisting of the name, affiliation, and category of interest of each member;
- b) a copy of the complete proposed American National Standard or the relevant portion under consideration when the individual has previously received the complete proposed standard (proposed changes made to a standard shall be made in “underline and strikeout” text).; and
- c) comments received from consensus body members and other interested parties during the comment period.

### **1.2.7 Consideration of views and objections**

Prompt consideration shall be given to the written views and objections of all participants, including those commenting on the listing in *Standards Action*. An effort to resolve all expressed objections shall be made, and each objector and consensus body member shall be advised in writing (including electronic communications) of the disposition of the objection and the reasons therefor. In addition, each objector shall be informed that an appeals process exists within procedures used by the standards developer.

When this process is completed in accordance with the written procedures of the standards developer, the standards developer may consider any comments received subsequent to the closing of the public review and comment period, or shall consider them at the next review.

Unresolved objections and any substantive change (see 1.2.9) made in a proposed American National Standard shall be reported to the consensus body or canvass list in order to afford all members or canvassers an opportunity to respond, reaffirm, or change their vote.

## **2. Accreditation of American National Standards Developers**

### **2.1 General**

A developer of an American National Standard shall use procedures that meet the requirements of due process and criteria for approval and withdrawal of American National Standards in clause 1 and shall obtain accreditation from ANSI. To be accredited, the standards developers procedures and practices for standards development shall meet the criteria for accreditation in 2.2. A developer of American National Standards shall be accredited to use one or more recognized methods of developing evidence of consensus -- Accredited Organization Method, Accredited Standards Committee Method, and Accredited Sponsor using the Canvass Method.

**2.1.1** American National Standards developers using the Accredited Organization Method shall prepare and submit procedures that meet the requirements found in the ANSI Procedures. These procedures may be based upon Annex A.

**2.1.2** American National Standards developers using the Accredited Standards Committee Method shall either prepare and submit procedures that meet the requirements found in the ANSI Procedures, or shall adopt the Model Procedures (see Annex A), and may submit any other documentation in response to Annex H.

**2.1.3** American National Standards developers using the Accredited Canvass Method shall utilize procedures that, at a minimum, meet the requirements found in the ANSI Procedures and shall use the

canvass procedures provided in Annex B. Supplemental procedures may be used in addition to the minimum requirements.

## **Annex B - Procedures for canvass by an accredited sponsor**

### **Normative, for developers accredited using the Canvass Method**

#### **B.1 General**

These procedures constitute the canvass method of developing evidence of consensus for the approval, reaffirmation, revision, or withdrawal of American National Standards. A standards developer who adopts these procedures, shall apply for accreditation as a sponsor under the canvass method. In addition to complying with the requirements for accreditation, the sponsor shall prepare and submit procedures that meet the requirements found in the ANSI Procedures and shall comply with these procedures.

#### **B.2 Development of canvass list**

**B.2.1** The sponsor shall develop a list of potential canvasees consisting of organizations (preferably national in scope), companies, government agencies, standards developers, individuals, etc. known to be, or who have indicated that they are, directly and materially affected by the standard, qualified and willing to participate actively. The sponsor shall meet the requirements in 1.2.3 regarding dominance. No individual shall represent more than one canvasee.

**B.2.2** In order to determine if potential canvasees are interested in participating, the sponsor shall conduct a pre-canvass interest survey, in which the sponsor informs the potential canvasees in writing about the use of the canvass method for developing evidence of consensus, and, if the potential canvasees are interested in participating, obtains an appropriate interest category classification. The sponsor's letter shall contain the title, designation, scope, description of the standard along with the history of its development, purpose and intended application of the standard, and an explanation of the ANSI function. The time for response shall be at least thirty days from the date of the sponsor's letter and shall be so noted in the letter. After having inquired whether the potential canvasees are interested, the sponsor shall send ANSI a copy of the letter, the list of potential canvasees contacted, and the proposed canvass list. All those who are deemed to be qualified and have agreed to actively participate shall be included on the canvass list, together with their agreed-upon interest categories, subject to balance limitations in accordance with 1.2.2.

Once an interest survey has been completed for a standard, it need not be repeated for subsequent balloting of the document. In addition, the sponsor may conduct a single interest survey for a group or category of standards. A canvasee who has indicated a desire to be on the sponsors canvass list for a particular category or categories of standards shall receive the draft document(s), letter ballot(s), and all appropriate information pertaining to B.4.2 and B.5.

#### **B.3 Announcement of canvass initiation**

Upon receipt of the sponsor's list of potential canvasees, ANSI shall announce the initiation of the canvass and shall publish the list of potential canvasees (name, affiliation and category of interest) in *Standards Action* to elicit additional canvasees and other interested parties.

The announcement period shall be thirty days from the date of publication. Any resulting proposals for addition to the canvass list shall be referred directly to the sponsor.

#### **B.4 Conduct of canvass**

**B.4.1** Not less than thirty days after the announcement of the initiation of the canvass in *Standards Action*, the sponsor may begin to conduct the canvass. Canvasees subsequently added to the canvass list shall have the same amount of time to respond as do the initial canvasees.

**B.4.2** The sponsor shall transmit the following information, at a minimum, to all canvasees and other interested parties so requesting, unless the sponsor has previously supplied this information:

- a) the purpose and intended application of the standard;
- b) a brief history and explanation of how the standard was developed;
- c) an explanation of ANSI's function and the use of the canvass method for the purpose of seeking ANSI approval in the voluntary consensus standards system;
- d) a copy of the canvass list, consisting of the name, affiliation, and category of interest of each canvasee;
- e) comments received from interested parties during the 30 day announcement period (B.4.1);
- f) a copy of the complete proposed American National Standard or the relevant portion under consideration when the canvasee has previously received the complete standard; and
- g) official letter ballot(s) to all canvasees and specimen ballot(s) to other interested parties.

Upon request, the sponsor shall provide to the canvasee a reasonable number of copies of the document being considered, to allow for a speedy determination of position by the canvasee. Should the document contain material that is not to be considered for approval as an American National Standard, such as an introduction or annex, a clear statement shall be included indicating those portions of the standard that are to be considered for approval by ANSI.

The ballot form used by the sponsor shall provide opportunity for the canvasee to indicate its position (i.e., approval, objection (with reasons), abstention (with comment), or nonparticipation, with the advice that, in order to receive consideration, objections must be accompanied by supporting written reasons and, where possible, proposals for a solution to the problem raised. At least one follow-up shall be sent to canvasees not responding. The canvass ballot may be closed at the end of sixty days, or sooner if all canvasees have responded. An extension of up to sixty days shall be granted upon request from any canvasee giving a legitimate reason.

Those not on the canvass list who have a direct and material interest in the standard have an opportunity to participate in the review of the standard during the public review process, announced in *Standards Action*.

**B.4.3** Approval of a new standard, revision or reaffirmation of an existing standard, or an addendum to part or all of an existing standard shall require approval by at least a majority of the canvass list and at least two-thirds of those voting, excluding abstentions.

**B.4.4** Proposals for new American National Standards and proposals to revise, reaffirm, or withdraw existing American National Standards shall also be transmitted to ANSI for listing in *Standards Action* for comment. The sponsor shall not conduct the canvass earlier than thirty days after the listing in *Standards Action*. The sponsor shall determine whether announcement of the proposed action in other

suitable media is appropriate. The sponsor 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.

**B.4.5** Views and objections resulting from the conduct of the canvass and public review process (B.4.2 and B.4.3) shall be dealt with in accordance with clause B.5.

### **B.5 Disposition of views and objections**

**B.5.1** Prompt consideration shall be given to the expressed views and objections of all participants including those commenting on the listing in *Standards Action*. An 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 reasons therefor. An objection shall not be deemed to be resolved unless agreed to by the objector. In addition each objector shall be informed that an appeals process exists within procedures used by the standards developer (i.e. sponsor).

**B.5.2** All views and objections, including all responses to those views and objections, and any substantive change proposed or (see 1.2.9) made in a proposed American National Standard shall be reported to the canvass list and made available to all participants including those commenting on the listing in *Standards Action*. All canvasees shall have an opportunity to respond, reaffirm, or change their positions within thirty days of the distribution of the views, objections and responses. Substantive changes made in a proposed American National Standard shall be listed in *Standards Action* in accordance with 1.2.6.

**B.5.3** When the above process is completed, in accordance with written procedures of the standards developer, the standards developer may consider any comments received subsequent to the closing of the public review and comment period, or shall consider them at the next review.

### **B.6 Submittal of standard**

Upon completion of the procedures for canvass, for disposition of views and objections, and for appeals, the proposed standard may be submitted to ANSI for approval. The information to be supplied to ANSI shall include:

- h) title and designation of the proposed American National Standard;
- i) indication of the type of action requested (that is, approval of a new American National Standard or reaffirmation, revision, or withdrawal of an existing American National Standard);
- j) two copies of the final proposed American National Standard;
- k) a declaration that the canvass procedures were followed;
- l) a declaration that the proposed standard is within the scope of previously registered standards activity;
- m) a declaration that there are no identified significant conflicts with another known American National Standard;
- n) a declaration that other known national standards have been examined with regard to harmonization and duplication of content;
- o) a statement that the proposed American National Standard has been provided to the administrator(s) of the appropriate USA Technical Advisory Group(s) (see annex E);
- p) a declaration that all appeal actions related to the approval of the proposed standard have been completed;

- q) a summary of the solicitations and the final positions of the participants in each interest category;
- r) identification of all unresolved views and objections, identification of the objectors, and a report of attempts toward resolution;
- s) the canvass list; and
- t) documentation of the disposition of all suggested additions to the canvass list.

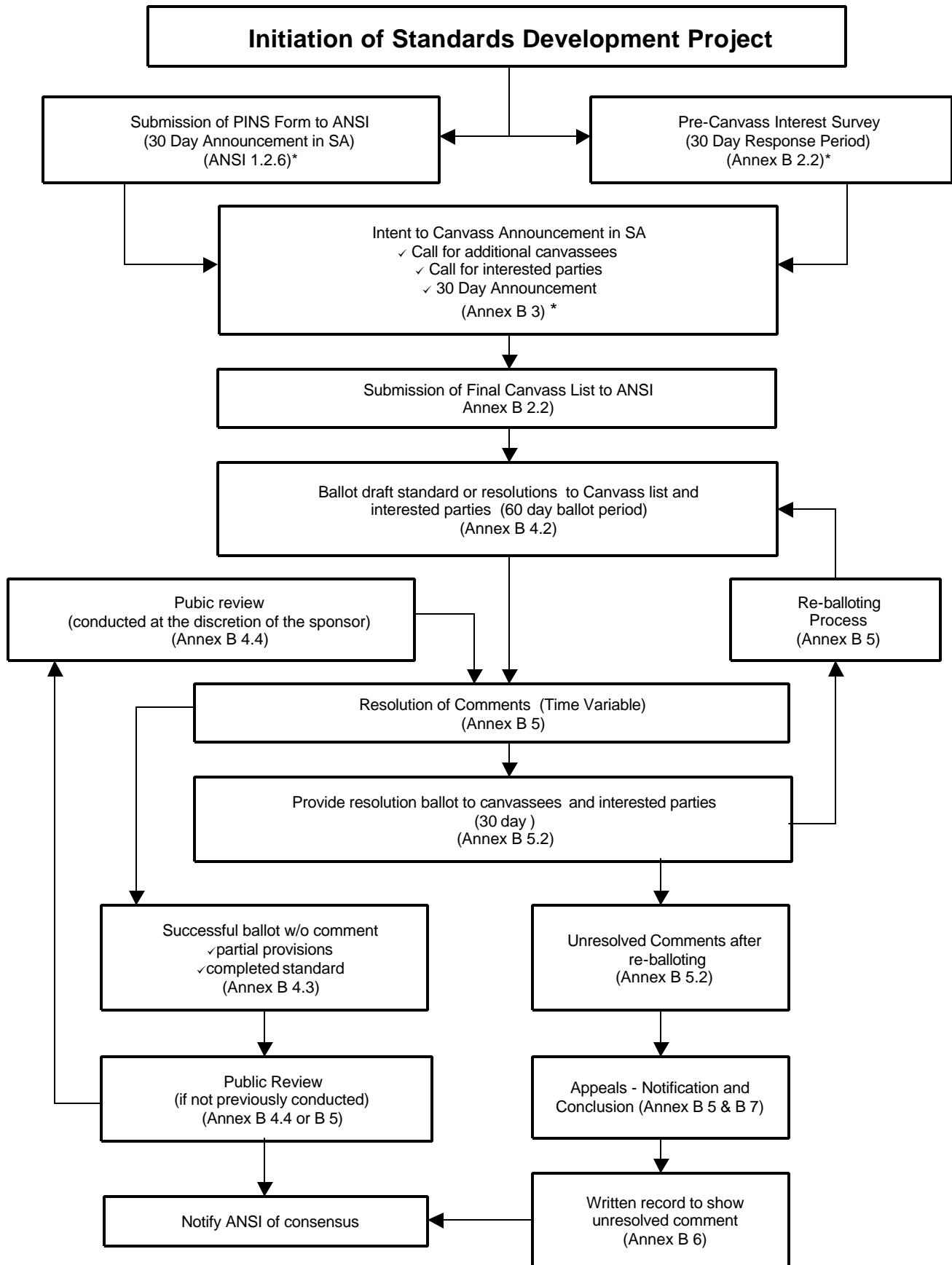
### **B.7 Appeals**

Persons who have directly and materially affected interests, and who have been or will be adversely affected by a standard being canvassed or by the lack thereof, shall have the right to appeal any substantive or procedural actions or inactions of the sponsor. The sponsor shall submit its written appeals mechanism to ANSI in applying for and continuance of its accreditation. The sponsor may choose to adopt clause A.12 of these procedures in its entirety in order to provide for the equitable process of appeals, and shall so inform the Executive Standards Council.

The sponsor shall provide or arrange for an impartial appeals body composed of at least three individuals knowledgeable as to the policy or other concerns related to the appeal. Such individuals must not have demonstrably real or apparent conflicts of interest with the subject of the appeal or the person filing the appeal. The appeal must be filed in writing with the sponsor and a copy sent to ANSI. A summary of the nature of the appeal, and the decision and rationale thereof, shall be reported to the canvass list and ANSI.

### **B.8 Requests for interpretation of standards**

Written inquiries requesting interpretation of the sponsor's approved American National Standards shall be responded to in accordance with the policy of the sponsor (see 4.5). Revisions to the standard resulting from requests for interpretations shall be processed in accordance with these procedures.



Note: \* may be concurrent

## **Modifications to ANSI Procedures**

*The following modifications and revisions are to the identified clauses as presented in the April 1998 ANSI Procedures for the Development and Coordination of American National Standards as developed by the IAC Standards Methods Evaluation Task Group.*

### **1. Due process and criteria for approval and withdrawal of American National Standards**

#### **1.2.1 Openness**

Participation shall be open to all persons who are directly and materially affected by the activity in question. There shall be no undue financial barriers to participation. Participation shall not be conditional upon membership in any organization, nor unreasonably restricted on the basis of technical qualifications or other such requirements.

Timely and adequate notice of any action to create, revise, reaffirm, or withdraw a standard, and the establishment of a new consensus-developing group or canvass list shall be provided to all known directly and materially affected interests. Notice should include a clear and meaningful description of the purpose of the proposed activity and shall identify a readily available source for further information. In addition, the membership roster of the consensus body, including names, affiliations, and interest categories, shall be made available to interested parties to assist them in determining whether adequate representation and balance are achieved.

#### **1.2.6 Notification of standards development**

Notification of standards activity shall be announced in suitable media as appropriate to demonstrate provision of opportunity for participation by all directly and materially affected persons. At the initiation of a project to develop or revise an American National Standard, notification shall be transmitted to ANSI using the Project Initiation Notification System (PINS) form, or its equivalent, for listing in *Standards Action*. A PINS form may be submitted, but is not required, at the initiation of a project to reaffirm or withdraw an American National Standard.

In addition, proposals for new American National Standards and proposals to revise, reaffirm, or withdraw approval of existing American National Standards shall be transmitted to ANSI for listing in *Standards Action* in order to provide a opportunity for public comment. The comment period shall be a minimum of sixty days, unless the full text of the revision(s) can be published in *Standards Action*, in which case the comment period may be a minimum of thirty days. The same comment periods shall apply wherever listing for comment in *Standards Action* is required by these procedures. Such listing may be requested at any stage in the development of the proposal, at the option of the standards developer; however, the balloting on the proposal by the consensus body shall not be conducted until the close of the comment period and may be concurrent with final balloting. However, any substantive change (see 1.2.9) subsequently made in a proposed American National Standard requires listing of the change in *Standards Action*.

The standards developer shall transmit the following information, at a minimum, to the consensus body and other interested parties so requesting, unless this information has previously been supplied:



- a) a copy of the consensus body membership list, consisting of the name, affiliation, and category of interest of each member;
- b) a copy of the complete proposed American National Standard or the relevant portion under consideration when the individual has previously received the complete proposed standard (proposed changes made to a standard shall be made in “underline and strikeout” text); and;
- c) comments received from consensus body members and other interested parties during the comment period;

**Reason:** This revision permits views and comments responding to the listing to be considered by the consensus body prior to action on a ballot. If the listing is concurrent with the balloting, such views could not be considered without a reconsideration of a balloted decision.

### **1.2.7 Consideration of views and objections**

Prompt consideration shall be given to the written views and objections of all participants, including those commenting on the listing in *Standards Action*. An effort to resolve all expressed objections shall be made, and each objector and consensus body member shall be advised in writing (including electronic communications) of the disposition of the objection and the reasons therefor. In addition, each objector shall be informed that an appeals process exists within procedures used by the standards developer.

When this process is completed in accordance with the written procedures of the standards developer, the standards developer may consider any comments received subsequent to the closing of the public review and comment period, or shall consider them at the next review.

Unresolved objections and any substantive change (see 1.2.9) made in a proposed American National Standard shall be reported to the consensus body or canvass list in order to afford all members or canvassers an opportunity to respond, reaffirm, or change their vote.

**Reason:** This revision informs both the objector and all voters as to the revisions made and the reasons therefor.

## **2. Accreditation of American National Standards Developers**

### **2.1 General**

A ~~standards~~ developer of an American National Standard shall use whose procedures that meet the requirements of due process and criteria for approval and withdrawal of American National Standards in clause 1 ~~may apply to and shall obtain accreditation from ANSI for accreditation~~. To be accredited, the standards developers procedures and practices for standards development shall meet the criteria for accreditation in 2.2. A ~~standards~~ developer of American National Standards may shall be accredited to use one or more recognized methods of developing evidence of consensus -- Accredited Organization Method, Accredited Standards Committee Method, and Accredited Sponsor using the Canvass Method.

**2.1.1** American National Standards developers using the Accredited Organization Method shall prepare and submit procedures that meet the requirements found in the ANSI Procedures. These procedures may be based upon Annex A.

**2.1.2** American National Standards developers using the Accredited Standards Committee Method shall either prepare and submit procedures that meet the requirements found in the ANSI Procedures, or shall adopt the Model Procedures (see Annex A), and may submit any other documentation in response to Annex H.

**2.1.3** American National Standards developers using the Accredited Canvass Method shall utilize procedures that, at a minimum, meet the requirements found in the ANSI Procedures and shall use the canvass procedures provided in Annex B. Supplemental procedures may be used in addition to the minimum requirements.

*Reason: These revisions are intended to clarify that all developers of American National Standards are required to be accredited by ANSI. See also the revision to B.1. The revisions to 2.1.3 reflects the understanding that the procedures for the canvass method are to meet the ANSI Procedures and the procedures in Annex B. In addition, supplemental procedures may be used but are not to conflict with either the ANSI Procedures or the procedures in Annex B.*

## **Annex B - Procedures for canvass by an accredited sponsor** **Normative, for developers accredited using the Canvass Method**

### **B.1 General**

These procedures constitute the canvass method of developing evidence of consensus for the approval, reaffirmation, revision, or withdrawal of American National Standards. A standards developer who adopts these procedures, ~~may~~ shall apply for accreditation as a sponsor under the canvass method. In addition to complying with the requirements for accreditation, the sponsor shall: prepare and submit procedures that meet the requirements found in the ANSI Procedures and shall comply with these procedures.

- ~~a) develop a canvass list in accordance with clause B.2;~~
- ~~b) have the canvass list reviewed by ANSI in accordance with clause B.3;~~
- ~~c) conduct the canvass in accordance with clause B.4;~~
- ~~d) attempt to resolve expressed views and objections in accordance with clause B.5;~~
- ~~e) report the results of clause B.2 through B.5 to ANSI in accordance with clause B.6.~~

*Reason: These revisions are coordinated with the earlier revisions (see 2.1 and 2.1.3). The references to various provisions are deleted as not necessary and confusing.*

### **B.2 Development of canvass list**

**B.2.1** The sponsor shall develop a list of potential canvasees consisting of ~~those persons~~ (organizations (preferably national in scope), companies, government agencies, standards developers, individuals, etc.; known to be, or who have indicated that they are, directly and materially affected by the standard, qualified and willing to participate actively. The sponsor shall meet the requirements in 1.2.3 regarding dominance. No individual shall represent more than one canvasee.

*Reason: The organizations involved in the canvass should preferably be national in scope as stated in A.5. Likewise, the canvasees should be qualified and willing to actively participate as stated in A.5.1. The expectation for "active participation" should be identified in all methods.*

**B.2.2** In order to determine if potential canvasees are interested in participating, the sponsor ~~should~~ shall conduct a pre-canvass interest survey, in which the sponsor informs the potential canvasees in writing about the use of the canvass method for developing evidence of consensus, and, if the potential canvasees are interested in participating, obtains an appropriate interest category classification. The sponsor's letter ~~should~~ shall contain the title, designation, scope, description of the standard along with the history of its development, purpose and intended application of the standard, and an explanation of the ANSI function. The time for response shall be at least ~~one month~~ thirty days from the date of the sponsor's letter and shall be so noted in the letter. After having inquired whether the potential canvasees are interested, the sponsor shall send ANSI a copy of the letter, the list of potential canvasees contacted, and the proposed canvass list. All those who are deemed to be qualified and have agreed to actively participate shall be included on the canvass list, together with their agreed-upon interest categories, subject to balance limitations. ~~No interest category shall dominate the canvass list, in accordance with 1.2.2.~~

Once an interest survey has been completed for a standard, it need not be repeated for subsequent balloting of the document. In addition, the sponsor may conduct a single interest survey for a group or category of standards. A canvasee who has indicated a desire to be on the sponsors canvass list for a particular category or categories of standards ~~need only~~ shall receive the draft document(s), letter ballot(s), and all appropriate information ~~required in~~ pertaining to B.4.2 and B.5.

*Reason: These revisions require a pre-canvass interest survey to be conducted. The pre-canvass survey is significant in determining if a potential canvasee is qualified and will actively participate in the canvass. Criteria for accepting potential canvasees as "qualified" and determining what level and type of participation will be deemed as "active" shall be established by the sponsor. The information to be distributed must include that required to be distributed in B.5 as proposed to be revised.*

### **B.3 ~~Review of list of potential canvasees~~ Announcement of canvass initiation**

**B.3.1** Upon receipt of the sponsor's list of potential canvasees, ANSI shall announce the initiation of the canvass and shall publish the list of potential canvasees (name, affiliation and category of interest) in Standards Action with a call for comment to elicit additional canvasees ~~not previously contacted and other interested parties.~~

The ~~review~~ announcement period shall be thirty days from the date of publication. Any resulting proposals for addition to the canvass list shall be referred directly to the sponsor.

*Reason: The announcement should not only elicit additional canvasees but also parties interested in the activity as these interested parties receive additional details and information (see B.4.2).*

**B.3.2** ~~Concurrently, the list of potential canvasees shall be submitted to the Executive Standards Council or its designee for review. Included with the potential canvass list shall be a rationale for the terms used to define the interest category of each potential canvasee. Within thirty days, the sponsor shall be notified whether or not additional potential canvasees should be solicited for the canvass list. The sponsor shall document the disposition of all suggested additions to the canvass list resulting from this review, and provide this documentation to the body making the original recommendation with a copy to the BSR.~~

*Reason: This revision is not a proposed action by the Task Force but reflects an action by ANSI to remove the provision from the ANSI Procedures. No entity currently reviews the potential canvass list. The approval of balance was and is currently conducted under a challenge or the ANSI audit.*

#### **B.4 Conduct of canvass**

**B.4.1** Not less than thirty days after the announcement of the initiation of the canvass in *Standards Action* ~~The sponsor may begin to conduct the canvass. At any time after~~ submittal of the list of potential canvasees to ANSI, but e Canvasees subsequently added to the canvass list shall have the same amount of time to respond as do the ~~other~~ initial canvasees.

*Reason: This revision would delay the conduct of the canvass for thirty days after the announcement of the canvass. This would permit all interested parties to submit their statements of interest, views and comments for consideration in the canvass. Conducting the canvass prior to permitting interested parties to comment, places the interested parties in the unfair position of requiring the canvasees to reconsider their action rather than considering the comments in the formulation of their initial position.*

**B.4.2** The sponsor shall transmit ~~(unless previously supplied in a pre-canvass interest survey)~~ at least the following information, at a minimum, to all canvasees and other interested parties so requesting, unless the sponsor has previously supplied this information:

- a) the purpose and intended application of the standard;
- b) a brief history and explanation of how the standard was developed;
- c) an explanation of ANSI's function and the use of the canvass method for the purpose of seeking ANSI approval in the voluntary consensus standards system ~~for the purpose of seeking ANSI approval;~~
- d) a copy of the canvass list, consisting of the name, affiliation, and category of interest of each canvasee, ~~name and affiliation of contact, address, and category of interest;~~
- e) comments received from interested parties during the 30 day announcement period (B.4.1);
- e)f) a copy of the complete proposed American National Standard or the relevant portion under consideration when the canvasee has previously received the complete standard; and
- f)g) a official letter ballot(s) to all canvasees and specimen ballot(s) to other interested parties.

Upon request, the sponsor shall provide to the canvasee a reasonable number of copies of the document being considered, to allow for a speedy determination of position by the canvasee. Should the document contain material that is not to be considered for approval as an American National Standard, such as an introduction or annex, a clear statement shall be included indicating those portions of the standard that are to be considered for approval by ANSI.

The ballot form used by the sponsor shall provide opportunity for the canvasee to indicate its position (i.e., approval, objection (with reasons), abstention (with comment), or nonparticipation, with the advice that, in order to receive consideration, objections must be accompanied by supporting written reasons and, where possible, proposals for a solution to the problem raised. At least one follow-up shall be sent to canvasees not responding. The canvass ballot may be closed at the end of ~~three months~~ sixty days, or sooner if all canvasees have responded. An extension of up to ~~three months~~ sixty days shall be granted upon request from any canvasee giving a legitimate reason.

Those not on the canvass list who have a direct and material interest in the standard have an opportunity to participate in the review of the standard during the public review process, announced in *Standards Action*.

**Reason:** This clarifies the information to be made available to all canvasees and other interested parties. The information is required to permit the canvasees and other interested parties to assess their interest in the activity. The canvass period was reduced to 60 days for alignment with the current period which permitted the canvass after announcement of the initiation of the canvass in *Standards Action* (see B.4.4).

**B.4.3** Approval of a new standard, revision or reaffirmation of an existing standard, or an addendum to part or all of an existing standard shall require approval by at least a majority of the canvass list and at least two-thirds of those voting, excluding abstentions.

**B.4.4** Proposals for new American National Standards and proposals to revise, reaffirm, or withdraw existing American National Standards shall also be transmitted to ANSI for listing in *Standards Action* for comment. The sponsor shall not conduct the canvass earlier than thirty days after the listing in *Standards Action*. The sponsor shall determine ~~whether such listing shall be concurrent with the canvass~~ and whether announcement of the proposed action in other suitable media is appropriate. The sponsor 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.

**Reason:** *These revisions, which delay the conduct of the canvass, permit any interested party the opportunity to submit views and comments.*

**B.4.5** Views and objections resulting from the conduct of the canvass and public review process (B.4.2 and B.4.3) shall be dealt with in accordance with clause B.5.

**Reason:** *These revisions reflect the requirements of other clauses for the complete distribution of views and objectives.*

## **B.5 Disposition of views and objections**

**B.5.1** Prompt consideration shall be given to the expressed views and objections of all participants including those commenting on the listing in *Standards Action*. An 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 reasons therefor. An objection shall not be deemed to be resolved unless agreed to by the objector. In addition each objector shall be informed that an appeals process exists within procedures used by the standards developer (i.e. sponsor).

**Reason:** *An objection is not to be deemed resolved until the objector specifically agrees with such a disposition. This will eliminate the “resolution by default” which takes the form of “unless I learn otherwise within thirty days, your comment will be deemed to be resolved.”*

**B.5.2** ~~Unresolved~~ All views and objections, including all responses to those views and objections, and any substantive change proposed or (see 1.2.9) made in a proposed American National Standard shall be reported to the canvass list and made available to all participants including those commenting on the listing in *Standards Action*. ~~in order to afford all~~ All canvasees shall have an opportunity to respond, reaffirm, or change their positions within ~~four weeks~~ thirty days of the distribution of the views, objections and

responses. Substantive changes made in a proposed American National Standard shall be listed in *Standards Action* in accordance with 1.2.6.

*Reason: The full disclosure and circulation of all views and comments from canvasees and other interested parties is an imperative in gaining consensus. Suitable "availability" can include hard copies, a central location for review purposes or electronic access. Subsequent to that disclosure the canvasees may reconsider their action.*

**B.5.3** When the above process is completed, in accordance with written procedures of the standards developer, the standards developer may consider any comments received subsequent to the closing of the public review and comment period, or shall consider them at the next review.

## **B.6 Submittal of standard**

Upon completion of the procedures for canvass, for disposition of views and objections, and for appeals, the proposed standard may be submitted to ANSI for approval. The information to be supplied to ANSI shall include:

- a) title and designation of the proposed American National Standard;
- b) indication of the type of action requested (that is, approval of a new American National Standard or reaffirmation, revision, or withdrawal of an existing American National Standard);
- c) two copies of the final proposed American National Standard;
- d) a declaration that the canvass procedures were followed;
- e) a declaration that the proposed standard is within the scope of previously registered standards activity;
- f) a declaration that there are no identified significant conflicts with another known American National Standard;
- g) a declaration that other known national standards have been examined with regard to harmonization and duplication of content;
- h) a statement that the proposed American National Standard has been provided to the administrator(s) of the appropriate USA Technical Advisory Group(s) (see annex E);
- i) a declaration that all appeal actions related to the approval of the proposed standard have been completed;
- j) a summary of the solicitations and the final positions of the participants in each interest category;
- k) identification of all unresolved views and objections, identification of the objectors, and a report of attempts toward resolution;
- l) the canvass list; and
- m) documentation of the disposition of all suggested additions to the canvass list.

## **B.7 Appeals**

Persons who have directly and materially affected interests, and who have been or will be adversely affected by a standard being canvassed or by the lack thereof, shall have the right to appeal any substantive or procedural actions or inactions of the sponsor. The sponsor shall submit its written appeals mechanism to ANSI in applying for and continuance of its accreditation. The sponsor may choose to adopt clause A.12 of these procedures in its entirety in order to provide for the equitable process of appeals, and shall so inform the Executive Standards Council.

The sponsor shall provide or arrange for an impartial appeals body composed of at least three individuals knowledgeable as to the policy or other concerns related to the appeal. Such individuals must not have demonstrably real or apparent conflicts of interest with the subject of the appeal or the person filing the appeal. The appeal must be filed in writing with the sponsor and a copy sent to ANSI. A summary of the nature of the appeal, and the decision and rationale thereof, shall be reported to the canvass list and ANSI.

**B.8 Requests for interpretation of standards**

Written inquiries requesting interpretation of the sponsor's approved American National Standards shall be responded to in accordance with the policy of the sponsor (see 4.5). Revisions to the standard resulting from requests for interpretations shall be processed in accordance with these procedures.