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INCITS RD-2

Organization and Procedures

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Revision History

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Previous versions of this document, including a “red-lined” version of this document showing changes from the previous version, may be found in the “Reference Documents” section of <http://www.incits.org>.

Contents

SECTION 1 - INTRODUCTION 1

SECTION 2 – REFERENCES 3

SECTION 3 – ORGANIZATION 4

3.1 General 4

 3.1.1 INCITS Executive Board4

 3.1.2 INCITS Technical Committee Membership.....4

 3.1.3 INCITS Program of work5

 3.1.4 INCITS Secretariat5

 3.1.5 INCITS ad hoc Groups6

 3.1.6 INCITS Study Groups6

3.2 INCITS Officers 7

 3.2.1 Chair8

 3.2.2 Vice-chair8

 3.2.3 Secretary9

 3.2.4 International Representative (IR)9

 3.2.5 Head of Delegation (HOD)9

 3.2.6 Project Editor.....9

 3.2.7 Liaison.....9

 3.2.8 Vocabulary Representative (VR).....10

 3.2.9 Other Positions10

3.3 Executive Board 10

 3.3.1 Executive Board Membership10

 3.3.2 Executive Board Voting Rights10

 3.3.3 Executive Board Leadership.....10

 3.3.4 Executive Board Activity11

 3.3.5 Executive Board Committees13

 3.3.6 Technical Committees and Task Groups15

SECTION 4 – RULES..... 19

4.1 Accreditation Authority 19

4.2 Participation and Membership 19

 4.2.1 Participation.....19

 4.2.2 Application for Membership19

 4.2.3 Categories of Membership20

 4.2.4 Termination of Membership25

 4.2.5 Resignation of Membership26

4.3 Meetings 26

4.3.1 Schedule of Meetings26

4.3.2 Meeting Notice and Draft Agenda.....27

4.3.3 Documents for Action (Two-Week Rule)27

4.3.4 Quorum.....27

4.3.5 Minutes.....27

4.4 Voting 28

4.4.1 Voting Practice28

4.4.2 Definition of Criteria for Approval32

4.4.3 Actions Requiring Specific Voting Methods and the Criteria for Approval32

4.5 File Retention 32

4.6 Training 33

4.6.1 Officer Training.....33

4.6.2 Technical Committee Training33

4.7 Fees 33

4.7.1 INCITS Secretariat Service Fees33

4.7.2 INCITS Organizational Entity (IOE) Fees34

4.7.3 Document Distribution Subscription Fees34

4.8 Reports and Review 34

4.8.1 Technical Activity Annual Reports34

4.8.2 Other Annual Reports.....35

4.8.3 Heads of Delegation Reports35

4.8.4 TAG Administrator Reports to ANSI.....35

SECTION 5 – PROCEDURES 36

5.1 Processing Projects to Develop ANS, ANSI TRs, and INCITS TRs 36

5.1.1 Milestone 1 -Approval of the Project Proposal36

5.1.2 Milestone 2 - Notification to the Public37

5.1.3 Milestone 3 - Technical Development.....38

5.1.4 Milestone 4 - Initial Public Review39

5.1.5 Milestone 5 - Management Review41

5.1.6 Milestone 6 - Executive Board Approval41

5.1.7 Milestone 7 - ANSI Approval42

5.1.8 Milestone 8 - Publication.....42

5.2 Maintenance of American National Standards, ANSI TRs and INCITS TRs 43

5.2.1 Revision.....43

5.2.2 Reaffirmation/Withdrawal.....44

5.2.3 Amendments and Supplements44

5.2.4 Defect Management.....45

5.2.5 INCITS Responsibilities When Responsible TC No Longer Exists.....46

5.2.6 Circulation and Consideration of a Report of an Alleged Defect	47
5.2.7 Stabilized standards	48
5.2.8 Introductory Statements for the Response	50
5.3 Approval of Technical Report, Study and Liaison Projects	51
5.4 Officer Appointment	51
5.4.1 Election Procedures	51
5.4.2 Terms of Elected Officers	53
5.5 Officer Recall Procedures	53
5.6 Service Fee Waiver Procedures	53
5.7 Processing of ISO or ISO/IEC JTC 1 Standards Projects	54
5.7.1 General	54
5.7.2 TAG Accreditation	54
5.7.3 TAG Assignment.....	54
5.7.4 General TAG Responsibilities	55
5.7.5 Flow of International Documents	56
5.7.6 JTC 1 and ISO Participation.....	56
5.7.7 JTC 1 and ISO Subgroup Participation	60
5.7.8 Nomination of US Candidates to Serve as ISO, IEC and JTC 1 Officers	63
5.7.9 Receipt of International Ballots for WG Conveners and SC Chairmen	64
5.7.10 U.S. Membership (Participating or Observer) in SCs and WGs.....	64
5.7.11 Acceptance of Secretariats by the U.S.....	64
5.7.12 Selection and Participation of Delegates for International Meetings	65
5.7.13 Procedures for Processing Publicly Available Specifications (PAS) Submitter Application and PAS Submissions.....	66
5.8 Appeals Procedures	67
5.8.1 Introduction	67
5.8.2 Right of Appeal	67
5.8.3 Criteria for Appeals Mechanism.....	67
5.8.4 Appeals.....	68
5.8.5 Further Appeal.....	69
5.9 INCITS Fast Track Process	69
5.10 INCITS Projects Types	70
5.11 Technical Reports	71
5.12 Parliamentary Procedures	72
5.13 Formal Interpretation of This Document	72
ANNEX A - ORGANIZATION CHART	74

ANNEX B - INCITS AND SUBGROUP OFFICER APPOINTMENTS 75

ANNEX C - ACRONYMS 77

ANNEX D - GLOSSARY 81

TABLE 1 - EXECUTIVE BOARD MEMBERSHIP 86

TABLE 2 - EXECUTIVE BOARD VOTING METHODS AND APPROVAL CRITERIA 87

TABLE 3 - TECHNICAL COMMITTEE VOTING METHODS AND APPROVAL CRITERIA .. 89

TABLE 4 - TASK GROUP VOTING METHODS AND APPROVAL CRITERIA..... 91

TABLE 5 - STUDY GROUP VOTING METHODS AND APPROVAL CRITERIA 93

Section 1 - INTRODUCTION

This document is based on the specific rules prescribed in

- the American National Standards Institute (ANSI) *Essential Requirements: Due process requirements for American National Standards*
- *ANSI Procedures for U.S. Participation in the International Standards Activities of the ISO.*

It is also responsive to the requirements laid down by the ISO/IEC Directives: Procedures for the Technical Work of ISO/IEC JTC 1 on Information Technology, and Supplements thereto. These documents are available from ANSI 25 West 43rd Street, New York, New York 10036 or the ANSI website at <http://web.ansi.org> and via the INCITS web site at <http://www.INCITS.org>.

INCITS is the U.S. Technical Advisory Group (TAG) for JTC 1 and as such:

- makes recommendations to ANSI for TAG assignments to JTC 1 subgroups
- under the ANSI Memorandum of Agreement, develops U.S. positions directly for ANSI.

TAGs administered by organizations other than INCITS operate under their own procedures, as approved by ANSI.

Since the ANSI procedures are only defined to the accredited committee level (INCITS), this document was developed by extending the concepts and principles defined by ANSI to apply also to the other organizational levels. In so doing, attention was given to allowing maximum flexibility of the detailed method while retaining those necessary fundamentals of intent and form. INCITS Subgroups may develop additional operational procedures in order to accomplish their specific tasks; however, any such additional operational procedures must first be reviewed and approved by the INCITS Executive Board to assure that they are consistent with the procedures contained within this document before they are utilized.

Explicit rules are given in this document for determining approval of various actions in an orderly manner. In general, these are consistent for INCITS and its subgroups; however, the Executive Board is the decision-making body responsible for developing the evidence of consensus necessary for approval of INCITS American National Standards.

All Executive Board Subgroup actions are purely advisory to the Executive Board. Nevertheless, in the approval processes at each level, it is required that dissenting comments be carefully considered and their resolution attempted.

The objectives of these procedures are:

- to achieve a consensus of the participants rather than some minimum ratio of approvals versus objections,

- to produce technically sound standards that will be used because of their technical and economic merit, and
- to assure that due process in developing these standards is achieved.

Section 3 describes the organization of INCITS and its subgroups and also deals with the INCITS Secretariat and its role in the standards development process.

Section 4 gives the rules of INCITS and its subgroups concerning membership, meetings, voting and development of U.S. National Positions. The basic procedures under which INCITS and its subgroups operate are contained in Section 5.

When possible, throughout this document, where an entity, organization, or document type is referenced for the first time, the entire name or title is reflected with the appropriate acronym in parentheses immediately following. When the term appears again, only the acronym is used. A list of all acronyms and a glossary are included at the end of the document, as Annex C and Annex D.

Verbal forms for the expression of provisions:

The following terms are used in this document to indicate a requirement:

- the terms “shall” and “shall not” indicate requirements strictly to be followed in order to conform to the document and from which no deviation is permitted.

The following terms are used in this document to indicate a recommendation:

- the terms “should” and “should not” indicate that among several possibilities one is recommended as particularly suitable, without mentioning or excluding others, or that a certain course of action is preferred but not necessarily required, or that (in the negative form) a certain possibility or course of action is deprecated but not prohibited.

The following terms are used in this document to indicate a permission:

- the terms “may” and “need not” indicate a course of action permissible within the limits of the document.

Section 2 – REFERENCES

At the time of this document's approval, these were the current references:

- JTC 1 Procedures available from the Procedures link of <http://www.jtc1.org>
(Note: these do not have direct links)
 - *ISO/IEC Directives, Part 2, Rules for the structure and drafting of International Standards*
 - *ISO/IEC Directives: Procedures for the technical work of ISO/IEC JTC 1 on Information Technology, and supplement: Transposition of Publicly Available Specifications (PAS) into International Standards - A Management Guide (JTC 1 N 5746)*
 - *ISO/IEC Authoring Tools*
- ANSI Procedures available from <http://www.ansi.org>
 - *ANSI Procedures for the Development and Coordination of American National Standards*
 - *ANSI Procedures for U.S. Participation in the International Standards Activities of the ISO*
 - *Style Manual for preparation of proposed American National Standards*
 - *Guide for U.S. Delegates to IEC/ISO Meetings*
- INCITS Documents
 - RD-1, Policies and Guidelines - Maintained by the Procedures Board Committee
 - RD-2, Organization and Procedures (this document) - Maintained by the Procedures Board Committee
 - RD-3, Officers Guide - maintained by the Procedures Board Committee
 - RD-4, Secretariat Services - maintained by the Finance Board Committee
 - RD-5, Project Proposal Guide - maintained by the Executive Board
 - RD-6, TC Annual Report Guide - maintained by the Executive Board
- Robert's Rules of Order, (Scott, Foresman and Company, 2000)

Section 3 – ORGANIZATION

The organization of INCITS is shown in Annex A.

As accredited by ANSI, INCITS has the authority to define its organizational functions and structure. The work of INCITS is divided among the Executive Board and its subgroups:

- **Executive Board Subgroups**
 - Finance Board Committee (FBC)
 - Procedures Board Committee (PBC)
 - Technical Committees (TC) and their Task Groups (TG)
 - Study Groups (SG)

The INCITS program of work is segmented into "projects," each related to the development of a specific standard, Technical Report (TR), or study, and each assigned to an Executive Board Subgroup or Technical Committee. Many of these also serve as U.S. Technical Advisory Groups (TAGs) to ANSI for the development of U.S. positions.

3.1 General

INCITS's objective is to become recognized as the premier global standards developing organization focused on Information and Communications Technology (ICT) standards and public policy. INCITS provides both policy and technical direction as customer requirements shift to network computing solutions based on open systems.

INCITS is the primary U.S. focus of standardization in the field of ICT, encompassing storage, processing, transfer, display, management, organization, and retrieval of information. As such, INCITS also serves as ANSI's Technical Advisory Group for ISO/IEC Joint Technical Committee 1. JTC 1 is responsible for International standardization in the field of Information Technology.

3.1.1 INCITS Executive Board

Membership is by organization and the organization will determine who will represent it at the Executive Board via their principal representative. A member may have one or more alternates. Membership in the Executive Board is required for all Executive Board Committees.

3.1.2 INCITS Technical Committee and Task Group Memberships

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

Technical Committee Voting and Advisory Membership Fees are the same for either type of membership. This allows an organization to appoint a Principal and unlimited Alternate Representatives for a single fee per each Technical Committee participation.

Task Group Voting and Advisory Membership Fees are the same for either type of membership. This allows an organization to appoint a Principal and unlimited Alternate Representatives for a single fee per each Task Group participation.

Requests for membership on a Technical Committee or Task Group shall be formally submitted in writing.

3.1.3 INCITS Program of work

The INCITS program of work includes the development and adoption of technology standards and strategies in both U.S. national and global arenas.

INCITS, acting as the US TAG to JTC 1, serves as the U.S. position formulation body for policy, administrative, organizational, work program, and management matters relating to JTC 1. Subcommittee, Working Group, and Project TAGs (referred to herein as subsidiary TAGs) will be consulted on these matters when their areas of responsibility are directly affected.

3.1.3.1 INCITS Technical Work

INCITS has the responsibility to:

- Identify and create methods for rapid development and adoption of ICT standards
- Find, facilitate and promote opportunities for international collaborative ICT standardization activities that enhance ICT interests
- Monitor and determine impact of relevant global policies
- Define methods for collaboration on technology policy issues
- Identify and determine how to form international alliances, partnerships, joint projects, etc.
- Create a coexistence strategy with consortia and other SDOs
- As the U.S. Technical Advisory Group (TAG) for ISO/IEC JTC 1 and its subgroups, INCITS has three primary responsibilities relative to ANSI's representation in JTC 1:
 - position formulation
 - coordination, management and oversight
 - technical participation

3.1.4 INCITS Secretariat

ITI serves as the INCITS Secretariat.

3.1.4.1 Duties

ITI provides secretariat services that are defined by the *ANSI Procedures for the Development and Coordination of American National Standards* and *ANSI Procedures for U.S. Participation in the International Standards Activities of the ISO*. The INCITS Executive Board, as the responsible party, also negotiates on a periodic basis with ITI for additional secretariat services that may be required, including the following:

1. Process American National Standards (ANS)
2. Perform due diligence
3. Support TC officers
4. Support management committees
5. Develop new work
6. Operate website and standards store
7. Recruit and retain membership
8. Maintain reference documents
9. Manage budget and finance
10. Develop INCITS brand

3.1.5 INCITS ad hoc Groups

An ad hoc group may be established by the Chair of the parent body for one or more specific tasks to be completed no later than the end of the second following meeting of the parent body. Such a group may consist of one or more persons. Its function is to do a specific job and report back. Upon completion of its report, or at the second meeting of the parent body following the ad hoc group's establishment, the group is dissolved.

Since an ad hoc group is limited in duration and scope, its business may be conducted less formally than that of any other INCITS Organizational Entity (IOE). The principal record-keeping effort should be the documentation of its report. However, when the ad hoc group meets between scheduled meetings of its parent group, then the requirements for meeting notices and agenda in [Section 4.3](#) shall be followed. Results of such meetings may be documented in minutes or the final report to the parent committee.

3.1.6 INCITS Study Groups

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

When the mission of a SG is to examine an assigned proposal(s) in light of the requirements delineated in [INCITS/RD-5, Project Proposal Guide](#), the SG shall submit a report, upon completion, to its parent body recommending:

- a. support for introduction of a project, or

- b. objections against INCITS initiating the proposed project, or
- c. when a consensus cannot be reached, the report includes both the supporting and dissenting recommendations.

The Executive Board may alternatively request the study of a project proposal by an existing TC, if related to the TC's assigned projects.

When an SG serves as a U.S. TAG, the procedures in [Section 5.7](#) shall be followed.

Each SG is established for a specific study. Upon completion and acceptance of its report by the parent body, the group is disbanded.

3.1.6.1 SG Charter

The parent body prepares a scope and program of work as the charter for an SG. The charter may contain additional guidance or constraints, as appropriate. The program of work contains the expected time schedule for completion and submission of the SG report and recommendation for (or against) a proposed project.

At its organizational meeting the SG reviews its scope and program of work and may then or later recommend modification(s) to its parent body.

3.1.6.2 SG Report and Project Recommendation

The SG report should be submitted to the parent body with a transmittal letter including the following:

- a. Reference to the meeting at which the report was approved.
- b. The [SG vote](#) on the report
- c. Brief history of the study, showing date of first meeting, number of meetings, extent of general agreement or disagreement, brief summary of major issues considered, and rationale for not accepting significant possible alternatives.
- d. The final report or recommendation.
- e. A project proposal for any recommended project, if appropriate, and any recommended guidelines or direction for the project. If recommendations for projects are included, these project proposals should conform to the outline given in [INCITS /RD-5, Project Proposal Guide](#).
- f. Any minority view(s) or supplemental statements provided by members of the SG.
- g. Membership mailing list.

3.2 INCITS Officers

The following offices have been established by INCITS in order to conduct its business. Specific duties for each office are contained in [INCITS/RD-3, Officers' Guide](#). The Chair of the Executive Board, Executive Board Subgroup

Chairs and Technical Entity Chairs are voting members of their respective committee(s) unless they declare themselves to be non-voting Chairs.

3.2.1 Chair

For each IOE, the Chair is responsible for presiding at meetings and ensuring that the program of work for that body is carried out in a prompt, efficient, and effective manner. Chairs are either elected or appointed.

Unless otherwise stated, appointed chairs have an indefinite term of office and elected chairs have a three year term of office.

3.2.1.1 Selection of Chair

The Chair of the Executive Board is an elected position from the principal or alternate representatives of voting members on the Executive Board. The EB Chair may not serve for more than two consecutive terms.

Chairs of the Executive Board Committees are elected positions from the principal or alternate voting representatives of members on the Executive Board. There is no limitation on the number of terms they may serve.

Chairs of Executive Board Study Groups, Technical Committees and Task Groups are elected by the Executive Board and they shall be representatives of voting members of the respective Study Group, Technical Committee or Task Group. There is no limitation on number of terms.

Ad Hoc Chairs are appointed by the Chair of their parent bodies. Their term is limited to the duration of the Ad Hoc.

3.2.2 Vice-chair

For each IOE, the Vice-chair (if one exists) performs the duties of the Chair, in the absence of the Chair. Vice-chairs may vote and participate according to membership rules.

Except for the Executive Board, the Vice-chair of those groups with a Vice-chair is considered the chief administrative officer and is responsible for the administrative duties as discussed in [INCITS/RD-3, Officers' Guide](#).

3.2.2.1 Selection

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

For all other IOEs, the Vice-chair is appointed by and serves at the pleasure of the Chair of the parent body.

3.2.3 Secretary

The Secretary is responsible for the recording and transcribing of meeting minutes. The Secretary may also be responsible for other administrative duties as discussed in [INCITS/RD-3, Officers' Guide](#).

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

Secretaries for all other IOEs are appointed by and serve at the pleasure of the IOE Chair with no limitation on terms.

3.2.4 International Representative (IR)

For groups that hold a TAG assignment, the IR is responsible for providing the ongoing interface between the TC, TG or SG and its international counterpart. Except for Maintenance TCs, the Chair of the TC, TG or SG shall not be appointed as IR.

International Representatives for all TCs, and all TGs holding a TAG assignment, are elected by the Executive Board and have a three-year term of office with no restrictions on the number of terms they may serve.

3.2.5 Head of Delegation (HOD)

For groups that serve as U.S. TAGs, the HOD serves as chief spokesperson for the U.S. at international meetings and is responsible for coordinating the activities of the U.S. delegation in attendance. A U.S. convener of a WG cannot also act as U.S. Head of Delegation or chief spokesperson to that WG or to its parent SC.

HODs are appointed by and serve at the pleasure of the respective US TAG chair. A HOD's term is flexible and includes the period of time before and after the international meeting required by the U.S. TAG to prepare U.S. positions and report results of the meeting.

3.2.6 Project Editor

The Project Editor is responsible for maintaining the document, i.e., making timely and accurate changes as approved by the group. The Project Editor shall report the status of the document at each meeting of the group.

Project Editors are appointed by and serve at the pleasure of their respective Chairs with no limitation on term.

3.2.7 Liaison

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

Liaisons are appointed by and serve at the pleasure of their respective Chairs with no limitation on term.

3.2.8 Vocabulary Representative (VR)

The Vocabulary Representative (VR) is responsible for providing the ongoing liaison between the TC and the Study Group on Vocabulary, to ensure that the definitions being developed by both groups are consistent.

Vocabulary Representatives are appointed by and serve at the pleasure of their respective Chairs with no limitation on term.

3.2.9 Other Positions

Chairs may appoint members to other positions (e.g., meeting coordinator, committee librarian, etc.) with titles and responsibilities as required.

These other positions are appointed by and serve at the pleasure of their respective Chairs with no limitation on term.

3.3 Executive Board

3.3.1 Executive Board Membership

Membership on the Executive Board is mandatory at all membership levels and gives the entity a right to vote on all matters before the Executive Board.

Membership levels are given in [Section 3.1.1](#). Failure to pay membership fee will result in the withdrawal of the organization's membership.

3.3.2 Executive Board Voting Rights

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

3.3.3 Executive Board Leadership

When multiple leadership positions are open, elections shall be conducted in the following non-overlapping priority sequence.

- a. Executive Board Chair
- b. Executive Board Vice-chair
- c. All Executive Board Committees

This permits all interested parties to respond to a call for volunteers for the positions and minimizes the possibility of facing more than one term expiring at the same time. The Executive Board Chair and Vice-chair are

elected by the Executive Board for a three year term with a limit of two consecutive terms. A single person may not occupy two of the above positions.

3.3.4 Executive Board Activity

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

The Executive Board is responsible for the day-to-day operations of INCITS. The Executive Board has final approval authority for recommendations from the Executive Board Committees.

As such, the Executive Board is required to:

- a. Serve as the consensus body of INCITS.
- b. Maintain ANSI accreditation.
- c. Ensure the efficiency and ethical stature of the entire organization.
- d. Continually evolve the organization to ensure the highest quality of work and standards development.
- e. Retain ultimate responsibility for all standards developed and approved by INCITS.
- f. Create and disband its immediate subgroups and TCs.
- g. Elect the Chair and Vice-chair of the Executive Board. Elect the Chairs of the Technical Committees and Executive Board Committees. Recall elected officials, as circumstances require.
- h. Harmonize recommendations from all of the Executive Board Subgroups.
- i. Approve and determine external distribution of non-standard documents from all Executive Board Committees (long range plan, policy statement, market collateral, financial statement), excluding those from INCITS liaison officers to their liaison organization.
- j. Approve and disseminate organizational collateral.
- k. Retain and recruit members.
- l. Support and provide resources for the Speaker's Bureau
- m. Approve and fund trade show, symposiums and seminar opportunities.
- n. Maintain and approve procedures as necessary.
- o. Forecast services required from the Administrative Staff.
- p. Ensure a financially viable organization.
- q. Evaluate and approve recommendations for Secretariat operating expenses, revenues and special accounts. Approve the three-year rolling financial plan.
- r. Serve as ANSI's TAG to JTC 1. Determine and approve U.S. positions and delegates' instructions for JTC 1 and its immediate subgroups, including subcommittees for which the Executive Board holds TAG responsibility.
- s. Identify and establish liaison with other U.S. TAGs in related fields
- t. Identify other ISO, IEC or ITU activities that may overlap with JTC 1's program of work.
- u. Approve the U.S. meeting delegation to JTC 1 and its immediate subgroups, excluding subcommittees for which INCITS holds TAG responsibility. Provide adequate U.S. representation for JTC 1 and Special

Working Groups (unless otherwise assigned) and ensure compliance with the Guide for U.S. Delegates to IEC/ISO Meetings.

- v. Delegate TAG assignments for JTC 1 activities. Determine position regarding the U.S. registration of ANSI as a member of JTC 1 and its subgroups. Recommend to ANSI the assignment of TAG responsibilities to appropriate U.S. groups. Serve as the Subcommittee, Working Group, or Project TAG in cases where a specific TAG assignment does not exist, where an existing TAG is not responsive, or in special cases where the TAG has been established directly under INCITS.
- w. Recommend to ANSI which invitations be extended for JTC 1, its Special Working Groups, Subcommittees, and Working Groups, to meet in the U.S.
- x. Recommend to ANSI U.S. candidates for the Chairmen of JTC 1 and its Subcommittees, and Conveners of Special Working Groups and Working Groups.
- y. Recommend to ANSI acceptance of JTC 1 Subcommittee Secretariats and any other organizational responsibilities.
- z. Assign non-U.S.-originated New Work Item Proposals (NPs) to appropriate TAG organizations and coordinate U.S. positions in cases where more than one TAG is affected or issues of workload, management, or policy need to be considered.
- aa. Promote a successful working relationship with ITI.
- ab. Provide assistance to the Secretariat of JTC 1, as requested.
- ac. Resolve administrative issues.

The following additional responsibilities are related to standards development:

1. Create and promote internally developed standards (TCs, CTs)
2. Adopt and promote externally developed specifications
3. Enable collaboration with other SDOs and consortia
4. Create and agree to methodology for new work identification
5. Develop, review and approve draft proposed standards, including American National Standards (dpANS), Technical Reports (TRs), New Work Item Proposals (NPs), Committee Drafts (CDs), Draft International Standards (DISs), Final Draft International Standards (FDISs), Publicly Available Specifications (PAS), and International Workshop Agreements (IWAs).
6. Maintain current approved standards and respond to requests for standardization within its scope.
7. Avoid conflicting standards but not preclude development of families of standards.
8. Minimize duplication of standards through the creation of appropriate liaison and coordination mechanisms among the standards subgroups and with other standards bodies having common interests.
9. Provide the opportunity to participate in the standardization process for all those know to be or who indicate they are directly and materially affected by the scope.
10. Oversee the responsibilities delegated to Subgroups to serve as US Technical Advisory Groups (or their equivalents) to organizations such as ITU, ISO, IEC and ISO/IEC JTC 1 and their related activities.
11. Maintain the RD-5, Project Proposal Guide, and RD-6, TC Annual Report Guide

12. Perform defect management reviews.
13. Perform management reviews (Milestone 5 - Section 5.1.5)
14. Monitor 5 Year Recommendations for Maintenance
15. Develop and submit maintenance recommendations due for International Standards assigned to the INCITS
16. Perform first level of response to, and resolve as appropriate, issues of Technical Committees
17. Approval of project proposals for new areas of work, including evaluating the needs for systems of standards within the scope of INCITS
18. Coordinate the training of officers.
19. Perform the work of any TC or other subgroup or any supported SC, WG when no appropriate subgroup exists to perform the function or an existing subgroup is not responsive.
20. Analyze and evaluate promptly, including organizing and managing Study Groups (SGs) as needed, for new or revised standards development projects against the requirements and criteria established in a PD or other document.
21. Organize and manage the processes needed to study, over a short term, closely related ICT topics and to prepare advisory reports for guidance to specific elements of the INCITS community, as needed.
22. Advise the Executive Board on proposed JTC 1 projects and draft standards on subjects where an IOE either does not exist or is not responsive.
23. Monitor, manage, and validate the initiation and development of all INCITS standards projects, assuring there is no overlap or duplication of work, and proactively managing project milestones.
24. Prepare the charter, scope and program of work for Collaborative Subgroups.
25. Approve synchronization plans developed by subgroups for submission to JTC 1.
26. Manage liaison functions to other SDO and consortia projects as necessary to improve working relations and minimize overlap or redundant work.

3.3.4.1 Participation in U.S. TAG to JTC 1 Activities

INCITS approves delegates to JTC 1 plenary meetings and associated plenary activities. These delegates must be representatives of members of the Executive Board.

The Chair of the Executive Board will appoint the U.S. HoD to JTC 1 plenary meetings and associated plenary activities. This does not preclude the Chair of the Executive Board from being the U.S. HoD.

3.3.5 Executive Board Committees

Committees reporting directly to the Executive Board are responsible for developing operational positions with respect to INCITS. These Executive Board Committees make recommendations directly to the Executive Board, which has final approval authority. Chairs for these committees are elected by the Executive Board for a three-year term and may serve for an unlimited number of terms.

The current Executive Board chair and Executive Board Vice-chair may not serve in these offices. These committees include:

3.3.5.1 Finance Board Committee (FBC)

The Finance Board Committee operates under the auspices of the Executive Board.

The Finance Board Committee is an advisory committee to the Executive Board and is responsible for making recommendations to the Executive Board on all matters pertaining to finances of INCITS and the JTC 1 international program.

The Executive Board has delegated the following responsibilities to the Finance Board Committee for a rolling two-year plan:

- Review financial results (budget and actual) of the INCITS secretariat and the ANSI international program
- Make recommendations on INCITS secretariat service fees
- Recommend budgets for the INCITS secretariat and the JTC 1 international program
- Make recommendations on the finance aspects of acquisition, retention and divestiture of the INCITS funded Secretariats
- Make recommendations on the finance aspects of hosting of TC level plenary meetings within the scope of INCITS
- Make recommendations on and monitor financial aspects associated with new services and requirements
- Maintain and recommend changes to the [RD-4, Secretariat Services](#)

3.3.5.2 Procedures Board Committee (PBC)

The Procedures Board Committee operates under the auspices of the Executive Board.

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

The Executive Board has delegated the following responsibilities to the Procedures Board Committee:

- Draft and recommend to the Executive Board and ITI the procedures for operation of INCITS and its subgroups (RD-2, Organization, Rules and Procedures), assuring they comply with ANSI procedures and INCITS policies. Amend them as necessary.
- Respond to requests for additions, changes, deletions, or new developments to the procedures.
- Review procedures changes originated outside of Procedures Board Committee prior to ballot by the Executive Board to ensure compliance with this RD-2 and ANSI requirements.
- Circulate proposed changes, modifications, and enhancements to affected subgroup(s) for preliminary review and comment.
- Render interpretations on procedural issues. Maintain a record of interpretations. Consider these for future incorporation into appropriate procedure documents.

- Review and submit to the Executive Board for approval any internal operating procedures developed by IOEs to ensure compliance with this document.
- Maintain and recommend to the Executive Board changes to the [RD-1 Policies and Guidelines](#); RD-2, Organization and Procedures; and [RD-3, Officers' Guide](#).

3.3.6 Technical Committees and Task Groups

The technical work of INCITS is distributed among a number of TCs. Upon completion of all currently assigned tasks, they may: assume inactive status until required to resume activity for the required five-year review of published standards; provide interpretations of their standards; or undertake new project assignments. All work of the TCs is advisory to and subject to approval of the Executive Board. [INCITS SD-4](#) lists the TCs and the projects assigned to each, defines types of project designators, and also lists the corresponding JTC 1 projects and related standards. The [INCITS Membership Database](#) lists the officers of each TC as well as the meeting schedules of INCITS and its subgroups.

3.3.6.1 Scope

The technical scope of each TC comprises the scope of its assigned INCITS projects. A TC may also develop proposals for new INCITS projects related to its existing work, following the requirements and guidance of the [INCITS /RD-5, Project Proposal Guide](#).

3.3.6.2 Program of Work

The work of a TC on each assigned project falls in one or more of three main categories:

- a. Develop dpANS, draft INCITS TR, or draft ANSI TR.
- b. Submit to the INCITS Executive Board approved new projects within the TC's general area of interest.
- c. Participate technically on behalf of or advise the INCITS Executive Board on related international standards activity, particularly within the corresponding subcommittee of JTC 1 and other relevant international technical committees.

The program of work includes the following functional elements for each assigned project as appropriate:

- a. Develop and update the work plan and schedule of target dates for completing the project.
- b. Collect data needed to develop the standard.
- c. Develop the outline and table of contents of the standard.
- d. Draft the standard, appendices, and associated expository remarks in accordance with the ISO/IEC Directives --Part 3, Drafting and Presentation of International Standards, using the required electronic format.
- e. Vote until TC consensus is reached or it is apparent that consensus cannot be reached.
- f. Submit the dpANS, draft proposed ANSI TR, or draft proposed INCITS TR to the Executive Board for compliance review with the authorizing Project Proposal.
- g. Prepare responses to public review and Executive Board letter ballot comments.

- h. Recommend defect management actions during the standard's maintenance phase.
- i. Recommend revisions when experience with the standard so indicates.
- j. Conduct the required review and recommendation for revision, reaffirmation, designation as an archival standard, or withdrawal.
- k. Determine appropriate timing for, and take appropriate actions to introduce and support the American National positions into the international activities, in order to achieve as nearly as possible equivalent U.S. National and international standards.
- l. Serve as the U.S. TAG for the WG(s) or SC(s) of JTC 1, which corresponds with the development or maintenance project(s) assigned to the TC, as directed by INCITS.
- m. Follow the procedures in [Section 5.7](#), when serving as a U.S. TAG.

3.3.6.3 Establishment/Disbandment

New TCs are established only upon approval of the Executive Board. A TC's status will be reviewed, and the TC may be disbanded upon a vote of the Executive Board if:

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

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

3.3.6.4 TC Task Groups

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

A TG has a term assignment lasting beyond the current and two following meetings of the TC. Establishment of a TG is approved by vote of the TC with notification to the Executive Board.

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

Upon approval of its parent TC and written notification to the INCITS Secretariat, a TG may be delegated complete responsibility for its projects, nationally and/or internationally, and be assigned corresponding TAG assignments (SC and/or WG). In these cases, the TG may input directly to the SC or WG with notification to its

parent TC. These TGs shall follow Voting Table 3 in all instances. For TGs acting as U.S. TAGs to ISO/TC/SC/WG or JTC 1/SC/WG, etc., Section 5.7, processing JTC 1 Standards Projects shall be followed.

3.3.6.5 Maintenance Technical Committees

When a Technical Committee (TC) has completed all of its standards development and standards revision projects, these projects become maintenance projects as defined in [Section 5.2](#). There are still, however, certain duties the TC must perform. These duties are defined in [Section 3.3.6.2 paragraphs \(h\) through m](#)).

The TC may decide, however, that it can perform these specific duties in a less formal manner than that required of active TCs. To carry out its standards maintenance duties without remaining a fully active TC, the TC may elect to revert to the status of Maintenance TC. However, a TC may not seek Maintenance TC status if it is assigned U.S. TAG responsibilities for any active JTC 1 or ISO entity, or international standards development project. The only U.S. TAG functions a Maintenance TC may perform are those associated with Periodic Review.

A Maintenance TC is relieved from the following requirements levied on TCs engaged in standards development activities:

- Maintenance TCs do not need to hold at least one meeting a year;
- members of Maintenance TCs do not have to pay the INCITS Secretariat Service Fees;
- no document distribution by the INCITS Secretariat is provided unless it is specifically addressed to the Maintenance TC.

Any Task Groups (TGs) under the TC are automatically terminated when a TC changes its status to Maintenance TC.

To attain the status of Maintenance TC, the TC must approve, by TC letter ballot, a recommendation to the Executive Board for a change in status. A 2/3 majority of those voting must agree to the change in status in order for the recommendation to be approved. Upon approval, the letter from the TC forwarding the recommendation must also include a status report of all JTC 1 projects included in the U.S. TAG responsibilities assigned to the TC.

The officers and membership of the TC on record in the INCITS Secretariat at the time the letter ballot is taken are the officers and membership of the Maintenance TC. The officer appointments are indefinite and they are not subject to the three-year election process required of other TCs.

When it becomes necessary for an officer of a Maintenance TC to resign, the Maintenance TC Chair will so notify the INCITS Secretariat, a call for candidates for the officer position will be issued by the Secretariat and the provisions of [Section 5.4](#) are applied.

Members of Maintenance TCs may lose their membership by failure to respond to two out of three successive ballots, in which case the membership shall be terminated if the next ballot is not returned. Applications for

membership shall be by correspondence to the respective Chair or to the INCITS Secretariat for forwarding. Membership becomes effective after the return of one letter ballot; that letter ballot being for information only.

The Chair of the Maintenance TC may also function as the IR for the Maintenance TC. The Chair will continue to provide an Annual Report to the Executive Board. This report does not need to be delivered in person.

Should circumstances dictate that a Maintenance TC change its status back to an active TC, a recommendation will be made to the Executive Board using the same voting procedure as indicated above. The Executive Board will take final approval action as appropriate. When changing status from Maintenance TC to an active TC, the TC will be bound by all of the procedures in this document required of an active TC.

Upon change of status from Maintenance TC to an active TC, the provisions of [Section 4.2.4](#) (termination of membership) shall apply only to meetings and fees occurring after the approval of the change in status of the TC. Membership of the maintenance TC becomes the membership of the reactivated TC. In addition, attendees at the first meeting following activation will also attain voting rights.

3.3.6.6 TC TAG Activities

A TC may serve as a TAG, representing the U.S. counterpart of the international programs of work. TC TAGs shall follow the procedures in [Section 5.7](#) for U.S. TAGs.

Section 4 – RULES

4.1 Accreditation Authority

The ANSI Executive Standards Council has accreditation authority for INCITS and has assigned it the responsibility as the U.S. TAG for JTC 1. The Executive Board delegates Working Group (WG) and project TAG responsibilities and recommends to ANSI the assignment of Subcommittee (SC) TAG responsibilities within the U.S. JTC 1 community (including within INCITS itself, other SDOs and other organizations). The Executive Board has the authority to determine the internal structure for INCITS.

4.2 Participation and Membership

4.2.1 Participation

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

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

Prospective INCITS members may attend one (1) meeting of an INCITS Organizational Entity (IOE) before requesting membership. In such meeting, the prospective member shall not be entitled to vote or exercise other benefits of INCITS membership.

4.2.1.1 Executive Session

For those matters considered by INCITS in which these procedures require consideration in Executive Session, participation in Executive Session is limited to the committee membership plus anyone invited by the committee.

4.2.2 Application for Membership

4.2.2.1 INCITS Executive Board

Applications for membership shall be by correspondence to the INCITS Secretariat. Applicants shall state their reasons for interest and their organization's interest category (see Section 4.2.3.4):

- Business
- Non-business
- Special interest

4.2.2.2 Executive Board Committees, SGs, TCs, and TGs

Applications for or notifications of membership shall be in writing to the INCITS Secretariat and the Committee Chair.

4.2.2.3 Ad Hoc Groups

The Chair of the establishing body appoints members of ad hoc groups.

4.2.3 Categories of Membership

4.2.3.1 Voting Members

4.2.3.1.1 Executive Board

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

The definition of “organization” for membership and voting purposes is specified in [Annex D](#). A representative of a prospective voting member shall initially attend a meeting without voting privileges and reaffirm interest in the work of INCITS. Voting privileges for the organization become effective immediately with attendance by designated representatives at one of the next two successive meetings and upon receipt by the Secretariat of applicable fees for the membership year. Failure to attend one of those two successive meetings constitutes withdrawal of the application for voting membership.

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

No representative shall have more than one vote except in the case where two or more organizations appoint the same individual to represent them (as principal or alternate representative). An individual so designated may cast a separate vote for each organization represented. Each organization shall confirm in writing to the INCITS Secretariat that it is aware of the multiple role of the individual and will accept the results of the arrangement. Representation of more than one organization by the same individual shall require the approval of the Executive Board.

4.2.3.1.2 Executive Board Committees

Executive Board Committees develop recommendations for the Executive Board to approve. Membership is achieved at the start of the first meeting attended.

4.2.3.1.3 TCs, TGs, and SGs

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

A representative of a prospective voting member shall initially attend a meeting of the TC, TG, or SG without voting privileges and reaffirm interest in the work of the TC, TG, or SG. Voting privileges become effective with attendance at one of the next two successive meetings and receipt by the Secretariat of the applicable fees for the membership year. For a new subgroup, all attendees at the formation meeting or second meeting shall be considered voting members, subject to the rules in [Section 4.2.3.2](#).

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

In order to comply with ANSI requirements, while all parties may participate in the discussion, only those organizations domiciled in the U.S. may vote to establish a U.S. position on TAG matters.

4.2.3.1.4 Ad Hoc Groups

There is no formal voting in Ad Hoc Groups.

4.2.3.2 Limits on Voting Membership

The following criteria apply to INCITS and its subgroups.

4.2.3.2.1 Government

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

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

4.2.3.2.2 Large and Small Businesses and Consultants

There shall be only one voting membership for each separate business entity. A separate entity is defined as having a controlling body, such as a Board of Directors, that does not report to another controlling body.

4.2.3.2.2.1 Consultants

There shall be only one voting membership for each separate consultant organization.

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

4.2.3.2.3 Academia

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

4.2.3.2.4 SDOs, User Groups and Consortia

There shall be only one voting membership for each separate SDO, User Group and Consortium. For these entities, their principal and alternate representatives may be employed by other organizations who have voting memberships.

4.2.3.3 Non-voting Members

4.2.3.3.1 Advisory Members

All advisory memberships are non-voting memberships. Advisory members may attend meetings, speak, and submit contributions. Advisory members shall receive all electronically available documents, including meeting notices, draft agendas and minutes. Other documents are not required to be distributed to advisory members.

4.2.3.3.1.1 TCs, TGs, SG

Any party that pays the designated service fee can be an advisory member.

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

4.2.3.3.2 Liaisons

Liaison relationships to or from a given committee must be approved by that committee.

Liaison members may attend meetings, speak, and submit contributions. Liaison members receive meeting notices, draft agenda and minutes, and draft standards, TRs, and SG reports being voted upon by letter ballot. Other documents are not required to be distributed to liaison members.

4.2.3.3.2.1 Executive Board Committees

There are no liaison members of the Executive Board Committees.

4.2.3.3.3 Ex-officio

Ex officio members may attend meetings, speak, and submit contributions. Ex officio members may also present motions on behalf of their groups; such motions require no second. Ex officio members may receive if they request, meeting notices, draft agenda and minutes, and draft standards, TRs, and SG reports being voted upon by letter ballot. Other documents are not required to be distributed to ex officio members.

4.2.3.3.3.1 Executive Board

The Chairs of the Executive Board Committees, TCs, and the INCITS Secretariat are ex officio members of the Executive Board. A representative of the ANSI JTC 1 Secretariat staff is an ex officio member of the Executive Board.

4.2.3.3.3.2 Executive Board Committees

The Chair of the Executive Board and the INCITS Secretariat are ex officio members of the Executive Board Committees.

4.2.3.3.3.3 TCs and SGs

The Chair and Vice-chair of the Executive Board are ex officio members of the TC or SG.

4.2.3.3.3.4 TGs

The Chair of the parent TC or SG is an ex officio member of the TG. The Chair of a TG is an ex-officio member of their parent TC.

4.2.3.3.4 Emeritus Members

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

Nominees for appointment as an Emeritus Member shall have served on an INCITS TC, TG or SG for a minimum of 10 years, and shall have made significant contributions to standards efforts. They must not be a representative of a dues-paying member of the committee at the time of nomination.

A nomination for appointment as an Emeritus Member shall be made either by motion of the sponsoring subgroup or the Secretariat. The recommendation may be proposed once the individual meets the above requirements and shall identify the time of service on the committee (dates), the organizational affiliation at the time of last participation on the committee, a history of the contribution made by the individual, and the date of retirement from the ICT industry. Such recommendations shall be submitted to the INCITS Secretariat and forwarded to the INCITS Executive Board, which shall consider approval in a regular meeting.

Emeritus Members hold non-voting, non-dues-paying memberships in relation to a specific TC, TG or SG. Emeritus Members may attend meetings, speak, and submit contributions as an individual subject matter expert. Emeritus members may receive all electronically available subgroup documents, including meeting notices, draft agendas and minutes; other documents are not required to be distributed to Emeritus Members. Emeritus Members shall not have the right to hold any office in INCITS or to participate in Executive Board activities. If approved by the specific TC or TG holding a US TAG Relationship, Emeritus Members are permitted

to serve on delegations to international meetings, but shall not serve as a US HoD or hold any international office.

Individuals appointed as Emeritus Member shall continue to hold their Emeritus Member title as long as all requirements noted above are met, and as approved by the Executive Board. Emeritus Members may resign their position as described in Section 4.2.5, Resignation of Membership.

However, should an Emeritus Member subsequently desire to represent a dues-paying member of the committee, he/she shall declare this desire to the committee Chair, and as of the date of declaration (and with approval by the organization holding the voting membership), will be recorded as that organization's Voting Member in committee discussions, meetings and votes, and shall not hold the title of Emeritus Member. Such Member may regain their Emeritus Member title by declaration to the committee Chair that they are no longer representing a voting member in the committee, and as of that date of declaration, they shall be recorded as an Emeritus Member. The Emeritus Member may repeat this declaration two more times (for a total of three times declaring that they are representing an organization holding voting membership), and after the third declaration may not regain their Emeritus Member title without nomination to and approval by the Executive Board.

Emeritus Members shall not count in any calculations for quorum or subgroup voting. A subgroup's membership roster shall identify Emeritus Members. Each subgroup Chairman shall list all Emeritus Members as a part of the subgroup's Annual Report.

4.2.3.4 Membership Interest Categories

Three categories of Membership Interest Categories are defined, and each applicant for membership is asked to declare its appropriate category at the time they apply for membership:

- **Business – Large and Small businesses (including Consultants)**
This category includes businesses of all sizes (a distinction between “Large” and “Small” businesses based on gross revenue is shown in the current fee schedule found at <http://www.incits.org/membership/meminfo.htm>. A consultant organization is an organization whose principal source of revenue is derived from providing consulting services to other organizations.
- **Non-Business – Government and SDO**
This category includes any government agency or subdivision (whether at the municipal, local, state or federal level), and Standards Development Organizations. SDOs are further subdivided into
 - “Major” (an SDO that has been delegated one or more Subcommittee (SC) TAG assignments) or
 - “Minor” (an SDO with (a) no TAG assignments; or SC TAG assignments but that has been delegated one or more Work Group (WG) or subsidiary TAG assignments).
- **Special Interest – User Groups, Academic Institutions, Consortia, etc.**
This category includes all organizations who do not meet the criteria defined in one of the other two interest categories.

4.2.4 Termination of Membership

4.2.4.1 Executive Board and Executive Board Committees

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

An organization that has had its voting membership terminated may re-establish membership in accordance with Sections 4.2.2 and 4.2.3. If this membership is re-established within the same billing period and the organization has paid its fee, no new service fee shall be accessed.

4.2.4.2 Technical Committees, TGs and SGs

Members of the Technical Committees, TGs and SGs shall be terminated under the following conditions:

- a. The principal and all alternate representative(s) shall be warned in writing upon failure of the organization to:
 1. attend two out of three successive meetings, in that case the membership shall be terminated if not represented at the next meeting; or
 2. return two out of three successive non accelerated letter ballots if the next non accelerated letter ballot (identified by LB number) after the warning is not returned.

An organization fails to perform an above action when none of the organization's representatives performs the action.

An organization which has failed to perform the above actions, but has paid the appropriate service fees, shall be converted to an advisory membership in the TC, TG or SG for the remainder of the membership year. During this period, the organization may request reinstatement of voting rights following the procedures shown in Section 4.2.3.1.3.

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

TCs, TGs and SGs may vote to continue the membership despite failure of the member to comply with the membership criteria in item a) above.

An organization that has had its voting membership terminated may re-establish membership in accordance with Sections 4.2.2 and 4.2.3. If this membership is re-established within the same billing period and the organization has paid its fee, no new service fee shall be accessed.

4.2.5 Resignation of Membership

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

4.3 Meetings

Within this document, the term INCITS Organizational Entity (IOE) refers to any group within INCITS. This includes Boards, TCs, ad hocs, Subgroups, etc.

4.3.1 Schedule of Meetings

The committees of INCITS meet regularly. The schedule for each is documented on the INCITS web site and is governed as follows:

1. The Executive Board normally meets four times per year.
2. All TCs, TGs, SGs shall meet at least twice a year (except Maintenance Committees).
3. Maintenance Committees shall meet as required
4. The Executive Board Committees shall meet as required

All duly called meetings of an IOE may be called by any of the following methods:

- a. The majority vote of those present at a meeting;
- b. The Chair;
- c. The INCITS Secretariat;
- d. Written request to the Chair from a quorum of the voting members of the INCITS Organization Entity.

Each agenda should include a standing item for review and confirmation of the date and location of the next meeting(s). Periodically, the schedule should be extended to a nine- to eighteen-month period ahead, with "tentative" indications when appropriate.

A duly called meeting is one for which the meeting notice and draft agenda are issued in accordance with [Section 4.3.2](#).

For TCs, SGs and TGs, a duly called meeting shall count in determining the members' attendance record (as specified in [Section 4.2.4.2](#)).

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

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

4.3.2 Meeting Notice and Draft Agenda

The meeting notice and draft agenda shall be distributed no later than four weeks before the meeting.

4.3.3 Documents for Action (Two-Week Rule)

Documents should be distributed at least two weeks prior to the meeting.

Project Proposals not posted to the Draft agenda two weeks prior to the meeting must be acted upon by letter ballot or deferred until the next meeting.

Any documents sent later may be considered, but final action may only be taken in the absence of objection by any voting member present or by suspension of this rule by [vote of the Executive Board](#); otherwise, they must be acted upon by letter ballot or deferred until the next meeting.

Documents may be revised during the meeting and still be considered to have met the two-week rule if the original document met this requirement. Note that this provision is intended to provide a means for discussing the document and advancing the progress of the work, and is not intended to permit the introduction of new or orthogonal material.

This rule shall not be applied to actions required to meet International processing deadlines when the committee is serving in the role of a TAG and the application of the rule would result in the TAG responsibilities not being fulfilled.

4.3.4 Quorum

Quorum for INCITS and its subgroups is defined accordingly:

- a. For the Executive Board, quorum is a majority of the voting membership.
- b. For SGs there is no minimum attendance required for quorum.
- c. For all other INCITS Organization Entities, quorum is one-third of the voting membership with at least four voting members present.

4.3.5 Minutes

All IOEs, except ad hoc groups, are required to produce minutes of their meetings. IOE draft minutes shall be reviewed and accepted by the INCITS Secretariat prior to distribution to the committee and shall be distributed to members within four weeks after the adjournment of the meeting.

Results of Ad Hoc group meetings shall be reported in accordance with Section 3.1.5.

The required contents of minutes are as follows:

1. Date(s), location(s), Chair, Secretary, hour of opening and adjournment.
2. Reference to the INCITS Anti-Trust and IPR Guidelines
3. Summary of significant actions taken.
4. Membership information, to include:
 - a. List of attendees, organization and representatives;
 - b. documentation of membership changes since the last meeting, (new or terminated membership, establishment or loss of voting rights, prospective memberships;
 - c. membership jeopardy information (failure to attend meetings, respond to letter ballots);
 - d. total number of voting members..
5. Approved agenda (or approved changes to draft agenda).
6. Approval of previous meeting minutes.
7. Each motion seconded and not withdrawn, identifying maker of the motion, the fact of a second, and the voting results.
8. Future meeting schedule.
9. List of action items assigned to members.

IOEs are encouraged to use the minutes template, as provided by the Secretariat, to produce their meeting minutes.

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

4.4 Voting

There shall be only one voting membership per organization (see [Section 4.2.3.2](#)). An alternate representative may vote only if the principal representative fails to vote.

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

4.4.1 Voting Practice

4.4.1.1 Types of Voting Positions

Three types of voting positions are allowed:

- a. Affirmative.
- b. Negative.
- c. Abstention.

4.4.1.2 Methods of Voting and Criteria for Approval

Five voting methods are permitted. These are:

- a. Letter ballot (LB).
- b. Roll call vote.
- c. Show of hands.
- d. Voice vote.
- e. Unanimous consent.

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

Actions that shall be approved with a letter ballot and actions that may be approved either with a letter ballot or with a meeting vote are found in [Section 4.4.3](#). That table also contains the criteria for approval of these actions. Any actions not listed in [Section 4.4.3](#) may be approved by a majority using any voting method indicated above.

The method of meeting votes is at the discretion of the Chair unless otherwise specified in this document. However, a roll call vote may be requested by any voting member on any action that this document permits be handled by a meeting vote. For a roll call vote, the voting position of each member shall be recorded in the minutes.

Letter ballot votes may be taken on issues other than those required in [Section 4.4.3](#). Such letter ballots are authorized by any of the following methods:

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

4.4.1.2.1 Letter Ballots

Affirmative votes may include comments.

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

Abstention votes shall include the reason for not taking a position.

For purposes of determining a member's voting record, negative and abstention votes cast without reasons shall be counted as non-responses and may place the member in jeopardy for failure to vote (see [Section 4.2.4.2](#) item A2).

The voting period for letter ballots depends on the action being considered. The duration period for some actions is contained in the tables of [Section 4.4.3](#). For actions not listed there, the duration period is usually thirty days. The duration period for all letter ballots commences on the date of issue of the letter ballot. An extension may be granted by the INCITS Secretariat when warranted and when the extension does not cause undue problems, such as failure to submit an international vote on time.

4.4.1.2.2 Executive Board Letter Ballot Resolution Procedure

The purpose of Executive Board letter ballot resolution is to resolve any comments submitted with “No” votes in response to Executive Board letter ballots, such that those “No” votes become “Yes” votes and indicate greater consensus with an Executive Board decision. The results of personnel ballots relating to appointments and similar actions are confidential and shall not be addressed by this process.

If there are any “No” votes submitted for an Executive Board letter ballot:

- a. The Secretariat will immediately notify the INCITS EB Chair and Vice-Chair of any negative votes upon close of a letter ballot. An RM Chair chosen by the INCITS EB Chair and Vice-Chair will convene and chair a resolution meeting (RM) to discuss the “No” vote.
- b. Should any “No” vote contain non-substantive or non-actionable comments which could not be resolved at a Resolution Meeting, then such “No” vote shall not require a Resolution Meeting. In such cases, a combined agreement between the INCITS Chair, INCITS Vice-Chair and INCITS Secretariat concerning such non-substantive or non-actionable comments shall be required, and further the “No” voter must agree that it would not be appropriate to hold the Resolution Meeting.
- c. Such RM may take place via teleconference, email, or in person, and should take place within 3-5 days of, the ballot closing date. The availability of the organization(s) casting any “No” votes will be accommodated as a priority when scheduling the RM.
- d. When arranging the time for the Resolution Meeting with each “No” voter, the INCITS Secretariat may accept instructions to change a recorded “No” vote from “No” to “Yes”, as desired by the voter, regardless of the comments received with the “No” vote. If all “No” voters desire to change their votes in such a fashion, the INCITS Secretariat will notify the Executive Board that the Resolution Meeting will not be held to resolve comments, and the amended position(s) will be recorded as the final position of such “No” voters.
- e. The INCITS Secretariat shall issue the RM notification to the Executive Board; including those that did not return a vote, which shall include the letter ballot results and all comments; further, the chair of the appropriate INCITS technical committee, Fast Track submitter, and SC TAG representative will be invited to the RM to address their interests. The RM provides an opportunity for all voting members of the Executive Board to respond, reaffirm or change their votes.
- f. The RM may deal with comments raised against either (a) the text in the ballot motion, or (b) the balloted text/document referenced by the motion. Any vote comments may be accepted in whole or in part. Email

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

- g. Those Executive Board member organizations casting “No” votes are expected to attend the RM; all other Executive Board members are strongly encouraged to participate.

If changes to either (a) the text in the ballot motion, or (b) the balloted text/document referenced by the motion arise by RM consensus, the meeting attendees will further determine by consensus if the changes are substantive or non-substantive. The RM chair shall determine consensus, and the following procedures shall apply:

- a. Where proposed changes modify a draft American National Standard, whether the proposed changes are substantive or non-substantive, such proposed changes shall be returned to the appropriate technical committee for consideration, public review (if applicable) and vote prior to further Executive Board action on the draft American National Standard.
- b. Where proposed changes are non-substantive, the revised ballot motion or revised text/document may be approved by action of the RM, with the exception of draft American National Standards.

Where proposed changes are substantive, a new letter ballot containing the revised text and the RM Meeting Report shall be issued to the Executive Board; further resolution action under this section may occur as a result of voting on this ballot. Executive Board Members are requested to take into consideration any international deadlines if subsequent ballots or RMs are required.

For each RM, the RM chair shall prepare a RM Meeting Report showing the attendees, a summary of the actions of the RM and the disposition of all vote comments considered. The report will be distributed by the Secretariat to the INCITS Executive Board.

4.4.1.3 Default Ballots

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

4.4.1.4 Accelerated Letter Ballots

The INCITS Secretariat may approve an accelerated letter ballot with a voting period of less than thirty days. An accelerated ballot may not be issued for final approval of a dpANS. Failure to vote on an accelerated letter ballot shall not affect membership privileges where voting is a requirement for membership.

4.4.1.5 Report of Final Letter Ballot Results

The final result of voting on letter ballots shall be reported to the membership of the committee that conducted the ballot immediately upon completion of the letter ballot action. Although negative votes without comments are not counted in determining whether the ballot passed, these votes shall be recorded in the report of results.

During the balloting period, all votes shall be a matter of confidence between the Chair and whoever is tallying the votes.

The report of voting on personnel ballots shall only state that the candidate has (or has not) received the required approval. No tallies shall be given, no resolution meetings shall be conducted, no negatives shall be distributed, and no members shall be placed in jeopardy for failure to respond where voting is a requirement for membership.

4.4.2 Definition of Criteria for Approval

The following definitions apply to the IOEs.

4.4.2.1 Majority

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

4.4.2.2 2/3 Voting Rule

The 2/3 voting rule is defined as:

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

4.4.3 Actions Requiring Specific Voting Methods and the Criteria for Approval

- Executive Board – see [Executive Board](#)
- [Technical Committee](#)
- [Task Group](#)
- [Study Group](#)

4.5 File Retention

The Executive Board and Executive Board Subgroups share a document register. All other IOEs maintain their own document registers. Owners of Document Registers must register, control, and distribute subgroup documents. The original, full-size reproducible copy, or electronic copy of each membership list, minutes, or document shall be submitted to the INCITS Secretariat for file retention. At least annually, a copy of each Subgroup's document register must also be sent to the INCITS Secretariat for file retention.

Records concerning new, revised or reaffirmed standards shall be retained for one complete standards cycle, or until the standard is revised. Records concerning withdrawn standards shall be retained for at least five years from the date of withdrawal.

4.6 Training

4.6.1 Officer Training

Training of Executive Board chairs, Technical Committee and Task Group Chairs, Vice-chairs, and IRs, is mandatory within one year of appointment. Officers of Maintenance TCs who have already received this training need not be trained again.

Under certain circumstances, training may be waived for experienced officers. Requests for such a waiver of the training requirement should be sent to the INCITS Secretariat for Executive Board for consideration. The Executive Board, in consultation with the INCITS Secretariat, may choose to waive the training requirement after consideration of conditions including the following:

- a. The officer has attended training at least once;
- b. The officer has served at least one term and demonstrates an exceptional knowledge of, and compliance with, the procedures; e.g., by conducting training sessions, etc.;
- c. The INCITS Secretariat records confirm compliance with the administrative requirements within this document (e.g., membership updates, complete TC archives, etc.);
- d. There have not been significant changes in the relevant procedures, or the officer has demonstrated a thorough knowledge of the significant changes.

The INCITS Secretariat shall develop the training materials, and schedule and provide the training sessions.

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

4.6.2 Technical Committee Training

Each newly formed TC shall establish time on its first agenda prior to conducting any technical business for presentation of an overview on INCITS and its procedures. The INCITS Secretariat shall provide this presentation.

Additionally, all TCs are encouraged to arrange periodically (e.g. every two years) with the INCITS Secretariat for training. Arrangements for this training should be made in conjunction with INCITS meetings scheduled.

4.7 Fees

4.7.1 INCITS Secretariat Service Fees

Membership categories in INCITS and its Subgroups are specified in Sections 3.1.1 and 3.1.2. INCITS Secretariat service fees are not refundable. Members of Maintenance TCs are exempted from paying service fees.

4.7.2 INCITS Organizational Entity (IOE) Fees

4.7.2.1 General Rules

If an IOE finds it necessary to collect funds to pay for services to progress the work of the IOE, the IOE members shall agree in advance to the collection of such a fee. Fee amounts shall be subject to IOE approval. Any changes to set fees also shall be approved by the IOE. All such fees are required to be approved by the Executive Board.

The purchase of durable goods (e.g., computers, peripherals, associated supplies, etc.) is not permitted.

Further details regarding IOE funds are found in the [INCITS/RD-1, Policies and Guidelines](#).

4.7.2.2 Reporting Requirements

A financial report shall be made a standing agenda item of the IOE and be included in the meeting's minutes if any IOE fees are assessed to the membership of the IOE. The financial report shall include a statement of funds received, disbursed, outstanding debits and receivables, and the current balance. Each report shall have an attachment that itemizes each individual collection and disbursement for the service(s) rendered and lists the individual(s) or organization(s) providing the agreed to service(s).

As a part of its annual report, the IOE shall include a financial statement providing a summary of the total receivables, total disbursements, and the current balance for the reporting period.

4.7.3 Document Distribution Subscription Fees

IOEs may make their documents available to their members through the Document Distribution Program that entails the assessment of subscription fees. In order to participate in the program, the IOE Chair shall follow the policy established by the INCITS Secretariat as detailed in the [RD-1, Policies and Guidelines](#).

4.8 Reports and Review

4.8.1 Technical Activity Annual Reports

In order to maintain the management continuity of the entire INCITS program and to keep the Executive Board informed on matters pertaining to the overall organization, membership, management, and policy, TC Chairs, CT Chairs and SG Chairs reporting to the Executive Board shall submit an annual report. This report shall use the procedures and instructions contained in the [INCITS /RD-6, TC Annual Report Guide](#) and be delivered to the Executive Board for review on a time schedule developed by the Executive Board and reflected in <http://standards.itic.org/stds/main.taf>.

These reports should contain information regarding the progress of the program and identify any significant problems that are impacting the program's objectives. The Chair shall submit any internal procedures or changes to the-Executive Board for approval through inclusion in the annual report.

4.8.2 Other Annual Reports

SGs of the Executive Board shall prepare an Annual Report, using the procedures and instructions contained in the [INCITS /RD-6, Subgroup Annual Report Guide](#). This report shall be submitted to the Secretariat and forwarded to the Executive Board for review and acceptance on a time schedule developed by the parent body. Subgroup Chairs (or other designated officer) shall attend the meeting at which the annual report is presented and reviewed.

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

4.8.3 Heads of Delegation Reports

All HODs are required to submit their meeting reports to ANSI within four weeks of the meeting. The JTC 1 HOD is required to submit a copy of the report to the Executive Board. All other INCITS HODs are required to submit a copy of their reports to the Executive Board.

4.8.4 TAG Administrator Reports to ANSI

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

Section 5 – PROCEDURES

5.1 Processing Projects to Develop ANS, ANSI TRs, and INCITS TRs

Processing of the voting on a draft proposed American National Standard is in accordance with ANSI's Essential Requirements. Processing of the voting on a draft proposed ANSI Technical Report is in accordance with ANSI's Procedures for the Registration of ANSI Technical Reports.

Processing of the voting of a draft proposed INCITS Technical Report is in accordance with the procedures in this document.

A standard may be developed either within a Technical Committee or its TGs (type D project) or within an international committee with U.S. participation by a Technical Committee or its TGs (type L project).

A technical report may be developed

- within an SG, Technical Committee or its TGs for INCITS approval and publication; the term "INCITS Technical Report" is used to identify this type of report and the project type is DT or.
- within an international committee with U.S. participation by a SG, Technical Committee or its TGs (project type IT) for subsequent approval by INCITS and registration by ANSI so long as the international development does not result in a Type1 or Type 2 International Technical Report. Type 1 or Type 2 International Technical Reports (project type L) will not be processed as either INCITS Technical Reports or ANSI Technical Reports. Additional processing for type ICT IT projects is described in [Section 5.7](#).

5.1.1 Milestone 1 -Approval of the Project Proposal

A Project Proposal may be developed by any individual or organization whether or not affiliated with INCITS. Project proposals should be developed in accordance with the format of INCITS/RD-5, Project Proposal Guide

A Project Proposal is not required for processing of an approved international document as an American National Standard; however, a notification to INCITS of the intention to do so is required. Voting is conducted in accordance with Section 4.4.

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

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

If the Project Proposal originates within an TC or its TGs, voting on the submission of the Project Proposal is conducted in accordance with Section 4.4; the vote must be included with submission of the Project Proposal.

The Project Proposal must meet the two week rule for the meeting at which action is expected according to Section 4.3.3. If the Project Proposal is approved, work on the project may begin immediately on the project.

The Chair of the originating TC shall forward to the INCITS Secretariat within fourteen calendar-days the following information:

1. The approved Project Proposal
2. The next TC meeting information
3. Any other supplemental information the TC may wish to provide (i.e., draft press release) for registration of an INCITS project number and web announcement.
4. TC vote to approve the project proposal

Upon receipt of the information package from the Chair of the originating TC, the Secretariat shall electronically notify the Executive Board of the approved Project Proposal.

Any Executive Board member may request an appeal of the approved Project Proposal within seven calendar-days.

If there is no appeal of the approved Project Proposal, a project number is assigned and announced by the Secretariat.

If an appeal is made of the approved Project Proposal, the Chair of the originating TC is notified of the objection. The TC shall vote in accordance with Section 4.4 on the responses to all objections and submit the responses and vote to the INCITS Secretariat for submission to the Executive Board for final approval. Executive Board vote on voting is conducted according to Section 4.4.

If the Project Proposal is not approved, the Secretariat so notifies the proposer.

If it is determined that a project for a new or revised American National Standard should be withdrawn from further processing, the TC shall forward a package that includes all of the following:

- a. The justification for the recommendation
- b. The final tally of the TC vote recommending the withdrawal with a copy of any unresolved negative votes and the TC response to each.

TC voting for the project withdrawal shall be in accordance with Section 4.4.

The INCITS Secretariat shall forward the TC vote, justification for the withdrawal, and any other supporting documentation to the INCITS Executive Board for final approval. INCITS Executive Board voting shall be in accordance with Section 4.4.

5.1.2 Milestone 2 - Notification to the Public

If the project is approved, the INCITS Secretariat announces the assignment of the project. The project number is assigned by the INCITS Secretariat with the appropriate letter designation (e.g., type D).

The INCITS Secretariat shall issue a press release announcing the establishment of the project and any resulting IOE and solicit technical contributions and membership. The press release will include a notification to the public of the ANSI patent policies, and a call for information on potentially pertinent patents shall be made. The call shall also encourage disclosure, where possible, of the existence of pending U.S. patent applications relating to the standard under development, and of any relevant unexpired foreign patents.

The Secretariat forwards the PINS to ANSI. PINS notification to ANSI is announced in the ANSI Standards Action for a 30-day comment period. All comments received during the PINS comment period shall be forwarded to the originating TC for resolution. A formal response must be developed for each comment and approved by the TC or TG in accordance with Section 4.4. The PINS notification shall include a notice that any comments should be sent to the INCITS Secretariat. The INCITS Secretariat shall register all comments. Each comment shall be sent immediately to the originating TC or TG for consideration and to the Executive Board for information and the formal response generated to each is subject to approval by TC vote. Letters to registered commenters shall include the provision that lack of a response from the commenter shall be considered an unresolved comment and also include the notification of the right to appeal.

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

Responses to registered comments shall include the provision that the commenter has twenty working days from the postmark to reply and indicate if the comment(s) has not been satisfactorily resolved.

In the case of changes to the project proposal, the originating TC shall continue processing beginning at Milestone 1 and obtain approval of a revised project proposal. The TC shall forward the revised project proposal, votes, comments, and other pertinent correspondence to the INCITS Secretariat for distribution to the Executive Board.

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

5.1.3 Milestone 3 - Technical Development

The draft standard must be developed in accordance with the Drafting and Presentation of International Standards, [ISO/IEC Directives –Part 2, Rules for the structure and drafting of International Standards](#), using the [required electronic format](#). A project editor shall be assigned from the TC. Contributions may include collections of basic data, suggested drafts of text, candidate standards, etc. Contributions from any source shall be accepted and considered. Use of trademarks, copyrighted, or patented material shall be in accordance with the INCITS approved policy (see INCITS/RD-1, Policies and Guidelines).

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

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

5.1.4 Milestone 4 - Initial Public Review

For standards developed under a "D" project, the initial public review may be the only public review provided no substantive changes occur.

When the TC determines that the development process has reached the step where the initial 45-day public review is warranted, the vote to initiate the initial public review shall be conducted in accordance with Section 4.4. TC shall attempt to resolve any negatives. Using Form 6, all unresolved negative commenters shall receive letters that include the provision that lack of response from the commenters shall be considered an unresolved comment and notify them of the right to appeal.

The TC or SG Chair shall forward the draft to any close liaisons, and shall simultaneously forward to the INCITS Secretariat, under cover of INCITS Form 001, BSR Action Requested Transmittal Form, a submittal package that includes, but is not limited to:

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

A draft ANSI technical report must contain the completed Foreword specified in paragraph 3 of ANSI's Procedures for the Registration of ANSI Technical Reports.

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

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

1. Assignment of a BSR number to the draft standard; the draft has now reached the status of dpANS.
2. An announcement in ANSI Standards Action of a 45-day public review through submittal to ANSI of a BSR-8 package.
3. A call for information on potentially pertinent patents shall be made to the TC members and INCITS simultaneously. The call shall also encourage disclosure, where possible, of the existence of pending U.S. patent applications relating to the standard under development, and of any relevant unexpired foreign patents.
4. Notification to the TC of the responses received by the TC, ANSI and the INCITS Secretariat resulting from previous calls for patents.
5. Issuance of a press release describing the draft standard or technical report, and announcing availability of the document for a technical review and comment period.

6. An ANSI preliminary edit of the draft standard.

All comments received during the initial public review are distributed to the TC or TG developing the draft American National standard. A formal response must be developed for each comment and approved by the TC or TG in accordance with Section 4.4. The dpANS submitted for public review contains a notice that any comments should be sent to the INCITS Secretariat. The INCITS Secretariat shall register every public review comment. Each comment shall be sent immediately to the originating TC or TG for consideration and to the Executive Board for information and the formal response generated to each is subject to approval by TC vote. Letters to registered commenters shall include the provision that lack of a response from the commenter shall be considered an unresolved comment and also include the notification of the right to appeal.

The response may be either a modification to the draft American National standard, or a statement of the rationale for not making a change. Serious effort should be made to accommodate the comment by correspondence or discussion with the author.

Responses to registered comments shall include the provision that the commenter has twenty working days from the postmark to reply and indicate if the comment(s) has not been satisfactorily resolved.

In the case of changes that are editorial only, all comments are resolved, either by changes to the dpANS or by communication with the commenter. The TC shall advise the INCITS Secretariat and provide all pertinent correspondence. The INCITS Secretariat shall advise the Executive Board.

In the case of one or more substantive changes to the dpANS in order to resolve the public review comments, the TC or TG carries out the voting requirements in Section 4.4. If the TC or TG achieves the criteria for approval, the TC or TG shall send the comments, the replies to the comments, ballot results, the revised text, a summary of the changes and rationale to the INCITS Secretariat. The INCITS Secretariat shall advise the Executive Board that a further public review is required and shall take action to notify the purchasers of the latest dpANS that another public review is necessary. Subsequent public reviews shall begin no sooner than thirty days after the mailing of responses to public review comments. Processing then returns to the beginning of Milestone 5.

The dpANS and draft technical reports, the method of approval is in accordance with Section 4.4, to submit the dpANS to ANSI for approval as an American National Standard. When the draft technical report is also being proposed for approval as an ANSI technical report, it will include approval to forward the TR to ANSI for registration. The draft standard or technical report is forwarded to Executive Board members. The document references for all public comments and the TC responses to each will also be provided to the members.

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

Subsequent public reviews shall begin after the TC approval ballot or roll-call vote (in accordance with Section 4.4).

If there are no public review comments during the second (or subsequent) public review, the INCITS Secretariat will begin processing for the management review and forward the submittal package to the Executive Board for final approval.

5.1.5 Milestone 5 - Management Review

The INCITS Secretariat shall conduct a management review of the submittal package and forward a recommendation on continued processing to the Executive Board. The Executive Board shall conduct a review of the submittal package and the recommendation from the INCITS Secretariat to ensure that ANSI and INCITS procedural requirements have been met. An indication that ANSI or INCITS procedures have been violated will result in the submittal package being returned to the TC without action.

When the management review indicates a second or subsequent public review is warranted, the INCITS Secretariat will notify the TC and processing continues at Milestone 4, Section 5.1.4. When the draft technical report is also being proposed for approval as an ANSI technical report, it will include approval to forward the TR to ANSI for registration.

To ensure that processing of draft proposed American National Standards (dpANS) continues in a timely manner, management reviews may be conducted in between meetings held throughout the year. The INCITS Secretariat shall conduct a review of the submittal package documentation within ten business days. The submittal package and the INCITS Secretariat recommendation are immediately forwarded to the EB for a seven-day comment period. Comments and objections shall be forwarded to the INCITS Secretariat within the seven-day period.

If the INCITS Secretariat recommendation is for further processing, and there were no EB objections raised within the seven-day review period, the INCITS Executive Board letter ballot for final approval could be initiated. If the recommendation is not for further processing or objections are raised during the EB seven-day review period, the issue will be placed on the next agenda for the EB for action.

The dpANS and draft technical reports, the method of approval is in accordance with Section 4.4, to submit the dpANS to ANSI for approval as an American National Standard. When the draft technical report is also being proposed for approval as an ANSI technical report, it will include approval to forward the TR to ANSI for registration. The draft standard or technical report is forwarded to Executive Board members. The document references for all public comments and the TC responses to each will also be provided to the members.

5.1.6 Milestone 6 - Executive Board Approval

Executive Board approval of draft American National Standards shall be handled by letter ballot. If the Executive Board letter ballot to submit the dpANS or dpTR to ANSI for final approval passed with no negative votes or comments, the INCITS Secretariat immediately submits the draft standard or technical report to ANSI along with all documentation required by ANSI.

When there are negative votes or comments, the voting tally and all comments are sent to the Executive Board and to the TC, TG or SG (as appropriate) that developed the dpANS or dpTR. An effort to resolve all expressed objections shall be made in accordance with Section 4.4.1.2.2, Executive Board Letter Ballot Resolution Procedure, and each objector shall be advised [in writing](#) of the disposition of the objection and the reasons therefore. Any unresolved objections (including all documentation) and any substantive changes made in a proposed American National Standard shall be reported to the Executive Board in order to afford all members an opportunity to respond, reaffirm or change their vote.

If the letter ballot failed due to the number of negative votes, the Executive Board Letter Ballot Resolution Procedure is initiated in accordance with Section 4.4.1.2.2. The record may be referred to the TC, TG or SG (as appropriate) that developed the dpANS.

If the letter ballot failed due to insufficient affirmative votes and there were no negative ballots cast, the record is referred to the Executive Board for reconsideration in accordance with Section 4.4.1.2.2, Executive Board Letter Ballot Resolution Procedure in order to afford all members an opportunity to respond, reaffirm or change their vote.

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

If the letter ballot was canceled due to public review comments, the package is returned to the TC, TG or SG (as appropriate) and processing continues at the beginning of [Milestone 5](#) (Section 5.1.5).

5.1.7 Milestone 7 - ANSI Approval

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

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

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

5.1.8 Milestone 8 - Publication

The originating TC may not convert to Maintenance status until the standard has been published.

After a proposed standard has been approved as an American National Standard, it may be submitted to ANSI as a JTC 1 Fast Track Candidate. The TC must approve the submission in accordance with [Section 4.4](#) of this document. Upon approval by the TC, the Executive Board conducts a thirty-day default ballot to ascertain if there is objection to the submission.

5.2 Maintenance of American National Standards, ANSI TRs and INCITS TRs

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

A maintenance project retains that status until experience indicates a need for revision, reaffirmation, or withdrawal, or has been converted to status as a stabilized standard, in accordance with [Section 5.2.7](#).

- a. the four-year anniversary of the approval of the standard or the four-year anniversary of the last reaffirmation of the standard; or
- b. the nine-year anniversary of the approval of an INCITS Technical Report or the registration of the ANSI Technical Report, or the nine-year anniversary of the last reaffirmation of an ANSI or INCITS Technical Report.

At the four-year anniversary of the standards approval or the nine-year anniversary of the TR registration, a determination is made whether the standard or technical report is to be revised, reaffirmed, or withdrawn.

During the maintenance phase, experience in using and implementing a standard may cause questions to arise. These questions are processed under the procedures for defect management given in [Section 5.2.4](#). There is no concept of defect management for ANSI or INCITS technical reports.

The TC or SG responsible for the standard shall use the voting procedures specified in [Section 4.4](#) to process the response to a report of an alleged defect. The TC or SG responsible for the standard, the INCITS Technical Report, or the ANSI Technical Report shall use the voting procedures specified in [Section 4.4](#) to process the revision, reaffirmation, or withdrawal of a standard or technical report.

5.2.1 Revision

Whenever it is determined that a revision of the standard or technical report is needed, a project proposal for the revision shall be developed by the TC in accordance with the provisions in the [INCITS/RD-5, Project Proposal Guide](#). After approval by the TC, the Project Proposal shall be submitted to the INCITS Secretariat. Processing continues at [Milestone 1](#) (Section 5.1.1).

If a revision is planned or underway, but not completed by the four-year anniversary of either the approval or the last reaffirmation of the standard, or the nine-year anniversary of either the approval or the last reaffirmation of the technical report, the TC must determine whether the standard being revised shall be reaffirmed or withdrawn while the revision is being developed, and make a recommendation to the Executive Board in accordance with [Section 5.2.2](#).

NOTE: If the revision process extends for four years (for a standard) or nine years (for a technical report) beyond a previous reaffirmation, this process shall be repeated. The effect of this is that the TC must forward to the

Executive Board by the above mentioned four-year or nine-year anniversary, either a completed revision to the standard or technical report, or a recommendation for reaffirmation or withdrawal.

5.2.2 Reaffirmation/Withdrawal

If it is determined that the standard or technical report should be reaffirmed or withdrawn, the TC shall forward a package that includes all of the following:

- a. A recommendation of reaffirmation or withdrawal.
- b. The final tally of the TC vote recommending reaffirmation or withdrawal with a copy of any unresolved negative votes and the TC response to each.

The TC package is forwarded to the INCITS Secretariat and the INCITS Secretariat initiates the public review of the TC recommendation.

- a. If comments are received as a result of the public review, these comments are forwarded to the TC that made the recommendation and the TC will consider these comments at their next meeting, provide a response to each commenter, and forward final TC recommendation to the Executive Board for final action. The final TC recommendation will contain a copy of each comment and the TC's response to each, in addition to the information contained in paragraphs a and b above.
- b. If there are no comments, the INCITS Secretariat will initiate an Executive Board letter ballot for approval of the TC recommendation. If there are any negative votes on the Executive Board Letter Ballot, the Executive Board resolution procedure shall be followed.

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

If the Executive Board letter ballot failed, for lack of affirmative votes, and there were no negative votes, final action is taken by the Executive Board at its next meeting.

If the Executive Board letter ballot failed based on the number of negatives, the recommendation is returned to the TC that originated it for further deliberation.

5.2.3 Amendments and Supplements

Amendments are separately processed documents that modify a standard with technical changes or additions, or with changes in what it means to conform to the standard. If it is determined that one or more amendments are needed prior to the revision of the standard, such amendments, other than those processed under [Section 5.2.4 Defect Management](#), shall be processed in the same manner as standards, e.g., initiated with a project proposal.

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

An introductory statement shall be included in Supplements to technical reports as follows:

This supplement is issued in response to questions that have been raised regarding certain specifications contained in the context of:

INCITS.TR nn-yyyy, title

This supplement was prepared by Technical Committee INCITS/nn, that is responsible for the maintenance of that technical report, and was approved by INCITS in order to provide the corrections as quickly as possible in response to questions raised.

This supplement is to be considered as part of the technical report and must be used in conjunction with that technical report. The supplement may alter the meaning of the technical report. Any subsequent revision or supplement to the technical report may or may not reflect the contents of the supplement.

5.2.4 Defect Management

These procedures are for INCITS standards under the following conditions:

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

The submission of the report of an alleged defect may result in one or more of the following:

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

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

For ANSI/ISO standards, the concepts in this section generally apply except where indicated.

5.2.4.1 Erratum

A standard may be modified with corrigenda to:

- a. Correct a typographical error.

- b. Insert a missing word, sentence, paragraph, figure, example, table, or clause.
- c. Delete an extraneous word, sentence, paragraph, figure, example, table, or clause.

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

For ISO standards, "erratum" is similar to the JTC 1 concept of an "editorial defect," i.e. an error that can be assumed to have no consequences in the application of the IS. JTC 1 also identifies a "technical defect" as a technical error or ambiguity in an IS inadvertently introduced either in drafting or printing that could lead to incorrect or unsafe application of the IS. A technical defect is corrected through the issuance of a technical corrigendum. Editorial defects may also be incorporated in technical corrigenda being issued to correct technical defects.

5.2.4.2 Amendment

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

5.2.4.3 Interpretation

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

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

5.2.5 INCITS Responsibilities When Responsible TC No Longer Exists

If the TC responsible for the standard or technical report no longer exists, the Executive Board is responsible for dealing with reaffirmation, revision, or withdrawal of the standard or technical report. The Executive Board shall also process any defect management documents associated with the standard.

If, by the four-year anniversary of the approval or last reaffirmation of a standard or the nine-year anniversary of the approval or last reaffirmation of a technical report, the TC responsible for the standard or technical report has not forwarded a proposed revision to the standard or technical report or a recommendation for reaffirmation or withdrawal of the standard or technical report, the Executive Board shall take action during the fifth year to approve reaffirmation or withdrawal of the standard and during the tenth year to approve reaffirmation or withdrawal of the technical report.

5.2.6 Circulation and Consideration of a Report of an Alleged Defect

5.2.6.1 Action by INCITS Secretariat

If the INCITS Secretariat receives a report of an alleged defect, the INCITS Secretariat shall forward the report to the TC responsible for the standard.

For ANSI/ISO standards, an alleged defect may be reported directly to ISO/IEC JTC 1, e.g., by a JTC 1 National Body, rather than to the INCITS Secretariat. In such cases, processing is according to the procedures in [Section 5.7](#). Any resulting technical corrigendum may be processed by the TC or TG responsible for the corresponding ANSI/ISO standard according to [Section 5.2.6.3](#).

5.2.6.2 Action by TC

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

- a. Enter the report in a permanent register of defect reports.
- b. Distribute the report to all TC members within two weeks of receipt.
- c. Send an acknowledgment of receipt to the submitter within thirty calendar days of receipt of the report.
- d. Place the report on the agenda for the next meeting of the TC, if the meeting is scheduled within two months of receipt of the alleged defect; in this case the submitter of the report shall be invited to participate in discussion of the report.

If a meeting of the TC has not been or cannot be conveniently scheduled no later than two months after receipt of the report of the alleged defect by the TC Chair or designee, the TC Chair or designee, in consultation with the INCITS Secretariat, shall appoint a group of experts to expedite the preparation of a recommendation to the TC. In this case, the submitter of the request is not necessarily involved.

If the TC determines that an erratum, amendment, or interpretation shall not be issued, the submitter of the report shall be advised why no further action is expected to be taken.

For ANSI/ISO standards, if the TC determines that a defect report should be submitted, the TC shall submit the defect report to the appropriate JTC 1 Subcommittee or Working Group. Processing continues according to the procedures in [Section 5.7](#).

5.2.6.3 Processing of Responses

The TC shall forward a package to the INCITS Secretariat that shall include all of the following:

1. A letter recommending the action to be taken.
2. The final tally of the TC vote recommending the action with a copy of any unresolved negative votes and the TC response to each.

The TC package is reviewed by the Executive Board which recommends action to the Executive Board as appropriate. If the Executive Board agrees with the TC recommendation, processing continues as specified in the following sections.

5.2.6.3.1 ISO Standards

If the TC determines that the response shall be processed by adopting the JTC 1 technical corrigendum as a corrigendum to the corresponding ISO standard, the INCITS Secretariat shall forward the report, response, and the JTC 1 technical corrigendum for an Executive Board Letter Ballot. (*NOTE: an ANSI public review should have already been conducted per [Section 5.1.7](#)*) The submitter of the report shall be advised of this action by the INCITS Secretariat. Processing shall continue at [Milestone 5](#) (Section 5.1.5).

5.2.6.3.2 Erratum

If the TC determines that the response shall be processed as an erratum to the standard, the INCITS Secretariat shall forward the report, response, and erratum for an Executive Board Letter Ballot and concurrently to ANSI for any required ANSI public review. The submitter of the report shall be advised of this action by the INCITS Secretariat. Processing shall continue at [Milestone 5](#) (Section 5.1.5).

5.2.6.3.3 Amendment

If the TC determines that the response shall be processed as an amendment to the standard, the INCITS Secretariat shall forward the report, response, and amendment for a concurrent Executive Board Letter Ballot and ANSI public review. The submitter of the report shall be advised of this action by the INCITS Secretariat. Processing shall continue at [Milestone 5](#) (Section 5.1.5).

5.2.6.3.4 Interpretation

If the TC determines that the response shall be processed as an interpretation of the standard, the INCITS Secretariat shall forward the report, response, and interpretation for an Executive Board Letter Ballot. If the Executive Board Letter Ballot results in the approval of the interpretation, the submitter of the report shall be advised of this action and the interpretation is published by the INCITS Secretariat as an INCITS Technical Information Bulletin (TIB).

NOTE: At the discretion of the TC, approved interpretations can be collected and published by the INCITS Secretariat. Interpretations shall be published within two years of their approval.

5.2.7 Stabilized standards

Whenever it is determined that a standard has ongoing validity and effectiveness, but is mature and unlikely to require maintenance of any sort, it can be designated as a stabilized standard that removes the requirement for periodic reaffirmation.

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

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

If it is determined that the standard should be designated as a stabilized standard, the TC shall forward a package that includes all of the following:

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

The TC package is forwarded to the INCITS Secretariat and the INCITS Secretariat initiates the public review of the TC recommendation.

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

At the completion of the letter ballot process:

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

If the Executive Board Letter Ballot failed, for lack of affirmative votes, and there were no negative votes, final action is taken by the Executive Board at its next meeting.

If the Executive Board Letter Ballot failed based on the number of negatives, the recommendation is returned to the TC that originated it for further deliberation.

The INCITS Secretariat will maintain a list of stabilized standards. Besides providing status of the standards, this list will be used by the Secretariat to:

- a. Report to ANSI on reaffirmation of ANSI standards that the standard is reaffirmed, without requiring a TC ballot or public review,
- b. Report to Executive Board on reaffirmation of ISO standards for which a TC holds the TAG, that the standard is reaffirmed, without requiring a TC ballot or public review.

In either case, the Secretariat shall post the action on the INCITS web site and respond to the authority requesting the reaffirmation.

If a new work proposal is generated and adopted against a stabilized standard, the standard will revert to maintenance status.

An ANSI maintained under the stabilized maintenance option shall be subject to review of such status on a 10-year cycle.

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

5.2.8 Introductory Statements for the Response

An introductory statement shall be included in the response to a report of an alleged defect in a standard as follows. These introductory statements do not apply to ANSI/ISO standards.

5.2.8.1 Erratum

This erratum is issued in response to questions that have been raised regarding certain specifications contained in the content of:

INCITS.nnn-yyyy, title

This erratum was prepared by Technical Committee INCITS/nn, that is responsible for the maintenance of that standard, and was authorized for release under the procedures of INCITS in order to provide corrections as quickly as possible in response to questions raised.

This erratum is to be considered as part of the standard and must be used in conjunction with that standard. Any subsequent revision, erratum, or amendment to the standard may or may not reflect the contents of this erratum.

5.2.8.2 Amendment

This amendment is issued in response to questions that have been raised regarding certain specifications contained in the content of:

INCITS.nnn-yyyy, title

This amendment was prepared by Technical Committee INCITS/nn, that is responsible for the maintenance of that standard, and was approved by INCITS in order to provide corrections as quickly as possible in response to questions raised.

This amendment is to be considered as part of the standard and must be used in conjunction with that standard. The amendment may alter the meaning of the standard. Any subsequent revision, erratum, or amendment to the standard may or may not reflect the contents of this amendment.

5.2.8.3 Interpretation

This interpretation is issued in response to questions that have been raised regarding certain specifications contained in the content of:

INCITS.nnn-yyyy, title

This interpretation was prepared by Technical Committee INCITS/nn, that is responsible for the maintenance of that standard, and was authorized or release by INCITS in order to provide clarifications as quickly as possible in response to questions raised.

This interpretation, while reflecting the technical opinion of the committee responsible for maintaining the standard, is intended solely as supplementary information to users of the standard. The standard is not altered by the issuance of this interpretation. Any subsequent revision, erratum, amendment, or interpretation to the standard may or may not reflect the contents of this interpretation.

5.3 Approval of Technical Report, Study and Liaison Projects

Approval of technical report development projects and study projects is processed under the procedures in [Milestones 1-5](#). See [Section 5.11](#) for further information on technical report development and approval.

(Note: some type L projects are automatically assigned by the INCITS Secretariat. See [Section 5.7.6.3](#).)

5.4 Officer Appointment

5.4.1 Election Procedures

At the time an elected officer position becomes vacant or within six months prior to an incumbent officer's term expiring, a thirty-day call for volunteers for candidates to fill the officer position shall be issued to the Chair of the IOE with the vacancy. The IOE Chair shall expeditiously forward this call to the IOE membership.

In order to be considered, candidates must apply within the time frame specified in the call for volunteers. The incumbent may also apply unless this would cause a violation of the term limitations for the office.

For the Executive Board and Executive Board Committees, per [Section 3.2](#), a candidate for an officer position must be a principle representative of a voting member of the Executive Board.

For all other IOEs, the candidate must be a principle or alternate representative of a voting member of the IOE.

Within a specific Technical Committees, the same person shall not be appointed as both the Chair and the IR.

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

When a new IOE is formed, the INCITS Secretariat shall appoint a convener and issue the call for volunteers for candidates to fill the officer positions. The call shall be issued to the convener of the IOE who must expeditiously forward it to the IOE membership. Until a Chair has been elected, the convener shall continue to assume the Chair responsibilities.

Each volunteer candidate, whether for appointment or reappointment, must submit to the INCITS Secretariat the following documentation in support of their candidacy: a statement of experience, indicating the volunteer's expertise in the subgroup's program of work, voluntary standards efforts, committee experience, and leadership abilities; a statement of management support acknowledging the additional workload, financial resources, and duties required of an officer over and above that of a technical participant; and a statement as to whether or not the candidate is a representative of a U.S. domiciled organization. Elected officers of IOEs with U.S. TAG responsibilities shall be representatives of U.S. domiciled organizations (see [Section 5.7.8](#)). Statements of management support on behalf of officer candidates must be submitted from those organizations that are affected by the additional workload and financial resources required. Letters of management support should indicate a commitment for at least one year, although commitment for the full term of office is preferred.

The INCITS Secretariat shall review the documentation to determine if it satisfies all of the procedural requirements and review the membership records of the IOE involved to determine if the candidate(s) is a principal or an alternate in good standing in the IOE.

5.4.1.1 TCs, TGs, and SGs

The Executive Board is the officer appointment body for all Chair and International Representative positions in all TCs, TGs and SGs. When there is one or more than one qualified candidate(s) applying for the position, the INCITS Secretariat shall issue to the representatives of voting members of of the TC, TG or SG an advisory thirty-day letter ballot. This letter ballot shall contain the names of all qualified candidates with a request to indicate the candidate that the member prefers fill the vacant position or in the case of a single candidate, whether that candidate should fill the position. The advisory letter ballot shall further direct that completed ballots be returned to the INCITS Secretariat by the individual TC, TG or SG members by a date established by the Secretariat. Letter ballots received by the Secretariat after the close of the ballot period shall not be included in

the results. The results of TC, TG or SG letter ballots are confidential and are provided only as advisory information to the Executive Board in the appointment process.

The Secretariat shall furnish the Executive Board the documentation provided by the candidates and the summary of the results of the advisory TC, TG or SG letter ballot and the Executive Board shall take final appointment action. When Executive Board appointment action is completed, the INCITS Secretariat shall advise the TC, TG or SG and the candidates. The individual appointed shall assume the officer position upon completion of the term of the incumbent, or, if the officer position is vacant or the incumbent's term has expired, the individual appointed shall assume the officer position immediately.

5.4.2 Terms of Elected Officers

Terms of elected officers normally end at their designated termination dates or by resignation of officer, termination of the body, termination of officer's membership, or by recall, whichever occurs first. In the event that the issuance of a call for candidates prior to the designated termination date is delayed, the term shall be extended either until the election of a successor is completed, or the call is issued and closed with no response, whichever occurs first. See [Annex B](#) for details on appointing authority and term duration.

5.5 Officer Recall Procedures

When circumstances require, it is the responsibility of the Executive Board to recall the Chair, elected Vice-chair, or IR of an IOE. Recall is a very serious responsibility discharged with utmost regard to confidentiality and due process.

For all matters considered by the Executive Board, the following procedures apply:

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

5.6 Service Fee Waiver Procedures

Any organization believing there is justification to obtain a full or partial waiver of the INCITS Secretariat service fee may apply in writing to the INCITS Secretariat. The requester should provide documentation that would enable the INCITS Secretariat to make a recommendation to the President of ITI for final action. Waiver requests

shall be handled in strict confidence. Results of the request are conveyed directly to the requester and are not reported to any other individual or group.

5.7 Processing of ISO or ISO/IEC JTC 1 Standards Projects

5.7.1 General

For the purposes of these procedures, the term "Standards Projects" includes documents related to the development and approval of standards, technical reports, and defect reports. This section covers the processing of ISO/IEC JTC 1 OR ISO/TC standards projects within INCITS when an IOE serves as the U.S. TAG. The processing of JTC 1 standards projects within ISO/IEC and JTC 1 is covered by the ISO/IEC JTC 1 Directives, 5th Edition, Version 3.0 the processing of ISO TC standards projects is covered by the ISO/IEC Directives, Part 1, Procedures for the technical work.

These procedures shall be used in conjunction with the ANSI Procedures for U.S. Participation in the International Standards Activities of ISO. Those organizations seeking and accepting any U.S. TAG administration assignments shall agree to follow these procedures.

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

5.7.2 TAG Accreditation

The American National Standards Institute (ANSI) is responsible for accrediting U.S. TAGs in accordance with the ANSI Procedures for U.S. Participation in the International Standards Activities of ISO. The US TAG Administrator refers to the appropriate Board, Council or Committee, the membership and responsibilities of which are outlined in the aforementioned ANSI Procedures, except as otherwise specified in subsequent sections of Section 5.7.

5.7.3 TAG Assignment

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

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

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

The administrators for U.S. TAGs to ISO or JTC 1 subgroups shall be responsible for defining the administrative responsibilities necessary to coordinate the work among all appropriate TAGs. The U.S. TAG administrators may make recommendations on TAG assignments to the INCITS Executive Board.

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

Where an area of activity is of interest or concern to more than one entity, every effort shall be made for a “discrete” TAG assignment to one organization. Other interested entities will be encouraged to participate on the relevant TAG.

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

Organizations holding subsidiary TAG assignments shall be voting members of the INCITS Executive Board. If an Organization holding a subsidiary TAG assignment wishes to relinquish that assignment, the Organization shall immediately inform the INCITS Secretariat, giving at least twelve months' notice, and shall maintain its membership on the INCITS Executive Board for that twelve-month period.

The U.S. TAG assignments of IOEs and other organizations for ISO and JTC 1 SCs, WGs, and Projects are shown in <http://www.incits.org/ustag.htm>.

5.7.4 General TAG Responsibilities

Any entity designated as a U.S. TAG for an ISO or JTC 1 subgroup/project is responsible for all U.S. matters relating to the responsibilities of the corresponding international subgroup or project, except as provided for in these procedures.

All TAG procedures for organizations administering TAGs for subgroups or projects within ISO or JTC 1 shall be reviewed by the INCITS Executive Board to ensure that no conflict exists with the procedures of the INCITS Executive Board. In the event of a conflict, if the disputing parties are unable to resolve said conflict, ANSI will serve as a forum for resolution.

When an organization assumes a TAG responsibility, it shall provide the necessary resources in support of the activity as outlined in Section A3 of the ANSI Procedures for U.S. Participation in the International Standards Activities of the ISO.

For all votes, recommendations and comments, the procedures for developing the U.S. position shall be in accordance with the TAG procedures of the organization administering the TAG as long as these procedures are in accordance with the ANSI Procedures for U.S. Participation in the International Standards Activities of ISO and these procedures. In particular, all TAGs shall be open to all concerned U.S. interests.

Appropriate liaisons shall be maintained among TAGs on related activities. Subsidiary TAGs shall be represented on the parent TAG in order to ensure appropriate coordination.

All ISO TC or JTC 1 SC TAGs shall be required to submit an annual report to INCITS Executive Board, in order to maintain the continuity and shall notify the INCITS Executive Board on matters pertaining to the ISO and JTC 1 organizations, management, or policy, which are the responsibility of the INCITS Executive Board.

All ISO TC or JTC 1 SC TAGs shall be required to submit input to the US delegation to JTC 1 on any issues expected to arise at a JTC 1 Plenary or other meeting, in sufficient time for consideration at the delegation's preparation meeting.

5.7.5 Flow of International Documents

All documents to and from ISO or JTC 1 and any of its subgroups enter and leave the U.S. through ANSI, the U.S. National Body in ISO and JTC 1. ANSI staff ensures that appropriate TAG documents sent to the US are circulated to the appropriate U.S. TAG Administrator(s) for ISO and JTC 1 and its subgroups. The term 'documents' used here includes all numbered documents, ballots, comments, contributions, letters and recommended responses.

The INCITS Secretariat coordinates with ANSI to provide all relevant ISO and JTC 1 documents to the INCITS Executive Board members and subsidiary TAG Administrators. The subsidiary TAG Administrators further distribute the documents to the membership of the subsidiary TAG. All TAG Administrators are responsible for distribution to their TAG membership in accordance with the rules of their organization.

5.7.6 JTC 1 and ISO Participation

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

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

The Term "subsidiary TAG" used in the preceding sections shall refer to the particular SC, WG or Project TAG to which the particular project has been assigned in the U.S.

5.7.6.1 U.S. Initiation of New Work Item Proposals (NP)

5.7.6.1.1 U.S. Initiation of an ISO or JTC 1 New Work Item Proposal (NP) to ISO or JTC 1

The responsible U.S. ISO JTC 1/SC, WG or Project TAG Administrator shall submit the proposal to the INCITS Secretariat. This proposal shall include a recommendation on assignment as well as an identification of other U.S. TAGs having a concern for subject matter related to the proposal. The INCITS Secretariat shall circulate the proposal for review and subsequent ballot by the INCITS Executive Board. It shall also be circulated to any concerned SC, WG or Project TAG for review and comment within a time frame which shall permit consideration of such comments by the INCITS Executive Board when it ballots the submission of the proposal. Once approved by the INCITS Executive Board, the proposal may be submitted by ANSI as a U.S. proposal to JTC 1 for an NP ballot.

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

5.7.6.1.2 U.S. Initiation of an ISO or JTC 1 New Work Item Proposal (NP) to JTC 1 SCs

A U.S. proposal to an SC for consideration of an NP may be submitted directly by the appropriate subsidiary TAG. The subsidiary TAG Administrator will distribute the NP to the INCITS Secretariat for circulation to the INCITS Executive Board for information and comment.

For all IOEs, a U.S. proposal to JTC 1 SCs for an NP shall be approved by the INCITS Executive Board except in the case where a U.S. proposal to an SC for preliminary consideration of an NP is based on an established INCITS development or maintenance project. If the Executive Board approves the proposal, the INCITS Secretariat shall submit the proposal to the appropriate TAG administrator. If the Executive Board does not approve the proposal, the document shall be returned to the originator.

In the event where a U.S. proposal to an SC for preliminary consideration of an NP is based on an established INCITS development or maintenance project, the IOE may submit the proposal to the SC through the appropriate TAG administrator and to the Executive Board for information.

U.S. contributions submitted to an ISO or JTC 1/SC or WG are not subject to INCITS Executive Board ballot. However, if such contribution is intended to lead to the development of a NP, the ISO JTC 1/SC, WG or Project TAG Administrator shall send a copy, simultaneously to ANSI for submission to the ISO JTC 1 SC or WG, and to the INCITS Secretariat for circulation to the INCITS Executive Board for information and comments as appropriate. If the contribution is being submitted to a WG, an information copy shall also be sent by the Project or WG TAG Administrator to the SC TAG Administrator.

5.7.6.2 Processing of NP Ballots

5.7.6.2.1 Processing of JTC 1 NP Ballots

NP ballots received by the U.S. from JTC 1 shall be circulated to INCITS Executive Board by the INCITS Secretariat for review and subsequent letter ballot. A copy of the NP shall also be simultaneously sent to all concerned IOEs, SC, WG or Project TAG Administrators for review and comment within a time frame which shall permit consideration of such comments by the INCITS Executive Board when it ballots the NP. At the end of the review period, the INCITS Secretariat submits the US TAG's recommendation and any comments to the Executive Board for ballot. The INCITS Secretariat reports the results to ANSI.

5.7.6.2.2 Processing of SC or ISO/TC NP Ballots

NP ballots received by the U.S. from an SC or an ISO TC shall be circulated via the ANSI document distribution system to the corresponding IOE, SC, WG or Project TAG Administrators. A copy of the NP shall also be simultaneously sent to all concerned IOEs, SC, WG or Project TAG Administrators for review and comment, as appropriate. The responsible TAG shall take into consideration any comments received.

Responsible US TAGs that are IOEs shall submit a recommended U.S. position to the INCITS Secretariat for submission to ANSI as U.S. comments to the international SC. Responsible US TAGs that are not IOEs, and that submit U.S. positions directly to ANSI, shall also send an informational copy of the U.S. position to the INCITS Secretariat.

5.7.6.3 Creation of Liaison Projects within INCITS

For IOEs, when a JTC 1 or ISO TC project is approved and if there is not already an existing INCITS project, the INCITS Secretariat establishes an INCITS liaison project (type L). It is assigned to the appropriate IOE.

5.7.6.4 Processing of JTC 1 and ISO DIS and FDIS Ballots

5.7.6.4.1 Processing of JTC 1 and ISO DIS Ballots

When the INCITS Secretariat receives a Draft International Standard (DIS) ballot and text from ANSI, it is distributed to the Executive Board for information and to the appropriate US TAG for a recommendation to the Executive Board. In the case of JTC 1 Fast Track and PAS Transposition DIS ballots, the INCITS Secretariat will copy the Advance Transmittal to the INCITS SC TAG reflector and request that those INCITS SC TAGs, who have demonstrated a voluntary interest, provide comments to the TAG which is developing the proposed US vote for EB approval.

The INCITS Secretariat shall distribute the ballot document to the responsible SC, WG or Project TAG Administrator, and to any other TAG Administrators having a concern for related subject matter. The responsible TAG, in determining a recommended U.S. position, shall take into account comments from other TAGs and sources and shall make a concerted effort to resolve differences prior to making a recommendation to the INCITS Executive Board. Any unresolved comments, together with a description of the actions taken to resolve these comments, and a recommended position for balloting shall then be forwarded to the INCITS

Secretariat who shall circulate it for ballot by the INCITS Executive Board. In addition, if the responsible TAG is a WG or Project TAG, an information copy shall also be sent by the responsible TAG Administrator to the SC TAG Administrator. Once a U.S. position is approved by the INCITS Executive Board, it may be submitted by ANSI for further processing, as appropriate.

5.7.6.4.2 Processing of JTC 1 and ISO FDIS Ballots

When the INCITS Secretariat receives a Final Draft International Standard (FDIS) ballot and text from ANSI, it is distributed to the Executive Board for information and to the appropriate US TAG for a recommendation to the Executive Board. Upon receipt of the recommended US position from the US TAG, the INCITS Secretariat shall issue a ballot to the Executive Board for approval of the U.S. position on the FDIS. Once the US position is approved by the INCITS Executive Board, the US vote and any comments are submitted to ANSI for further processing, as appropriate.

For IOEs, if there are no substantive changes to an FCD or DIS position that has been previously approved then the US TAG Chair or IR can immediately return the same recommended position for the FDIS or DIS ballot to the INCITS Secretariat without waiting for a US TAG meeting. Any unanticipated changes shall be considered by the full US TAG at a meeting or by letter ballot. The INCITS Secretariat shall distribute the recommendation to the Executive Board for ballot.

All US TAGs shall be required to meet the JTC 1 or ISO deadlines as established.

5.7.6.5 INCITS Initiation of the JTC 1 Fast Track Process

The responsible U.S. JTC 1/SC, WG or Project TAG Administrator shall submit a standard to the INCITS Secretariat. The proposal shall include the name of the project editor and a recommendation on the JTC 1 SC assignment as well as identification of other U.S. TAGs having a concern for subject matter related to the proposed Fast Track document. The INCITS Secretariat shall circulate it for review and subsequent ballot by the INCITS Executive Board. It shall also be circulated to any concerned SC, WG or Project TAG for review and comment within a time frame which shall permit consideration of such comments by the INCITS Executive Board when it ballots the submission of the proposed Fast Track document. Once approved by the INCITS Executive Board, the standard may be submitted by ANSI as a U.S. proposed Fast Track document.

The Executive Board or any of its subgroups may decide that an approved American National Standard developed by INCITS is suitable as a candidate for JTC 1 fast track processing. If an IOE initiates a request for fast track processing of an approved, INCITS developed standard, then this recommendation is forwarded by the INCITS Secretariat to the Executive Board for ballot.

5.7.7 JTC 1 and ISO Subgroup Participation

JTC 1, SC and WG and ISO documents are received by ANSI, which distributes them to the appropriate TAG Administrators via the ANSI document distribution system. The US TAG Administrator coordinates with the Chair and International Representative for each IOE for access to the ANSI document distribution system.

5.7.7.1 TAG Subgroup Authority and Reporting Requirements

The Executive Board delegates to groups that hold U.S. TAG assignments complete authority to participate directly and without INCITS review in all technical work within SCs. This authority includes the submission of U.S. positions (e.g., contributions, Committee Draft (CD) ballot responses, CD registration) and development of U.S. positions for the SC, WG, other working group, etc. The U.S. TAG has the responsibility to promptly report to the Executive Board the results of SC meetings, and any developments within the SC program of work that are in significant conflict with U.S. positions. In such cases, the US TAG should also recommend to the Executive Board any appropriate action. The results of SC meetings shall be submitted to the INCITS Secretariat using the required Head of Delegation (HoD) Report template.

5.7.7.2 Processing of JTC 1 and ISO CD and FCD Ballots

SC ballots received by the U.S. from SCs shall be circulated to the corresponding U.S. SC TAG Administrator, WG and Project TAG Administrators and to any other TAG Administrators having concerns for the subject matter related to the ballot. The responsible TAG, in determining a recommended U.S. position, shall take into account comments from all other TAGs and sources and shall make a concerted effort to resolve differences.

Responsible US TAGs that are IOEs shall forward their recommendations to the INCITS Secretariat for submission by ANSI into the international SC. Responsible US TAGs that are not IOEs, and that submit U.S. positions directly to ANSI, shall also send an information copy of the recommended U.S. position to the INCITS Secretariat.

In addition, if the responsible TAG is a WG or Project TAG, an information copy shall also be sent by the responsible TAG Administrator to the SC TAG Administrator.

The US TAG is required to develop a position on the CD in time to meet the required international deadline.

5.7.7.3 Processing of JTC 1 and ISO Technical Corrigenda

SC corrigendum ballots received by the U.S. from SCs shall be circulated to the corresponding U.S. SC TAG Administrator, WG and Project TAG Administrators and to any other TAG Administrators having concerns for the subject matter related to the ballot. The responsible TAG, in determining a recommended U.S. position, shall take into account comments from all other TAGs and sources and shall make a concerted effort to resolve differences prior to forwarding a recommendation to the INCITS Secretariat for submission by ANSI into the international SC. In addition, if the responsible TAG is a WG or Project TAG, an information copy shall also be sent by the responsible Tag Administrator to the SC TAG Administrator.

Upon publication of a technical corrigendum that relates to an INCITS/ISO or INCITS/ISO/IEC standard, the INCITS Secretariat shall initiate the process for the adoption of the JTC 1 or ISO technical corrigendum as a corrigendum to the INCITS/ISO or INCITS/ISO/IEC standard. Additional information regarding the INCITS policy on the adoption of ISO/IEC JTC 1 and ISO standards as American National Standards is provided in the INCITS/RD-1, Policies and Guidelines.

5.7.7.4 Document Submission

All documents developed by an US TAG for submission to the appropriate SC are forwarded by the US TAG IR or other designee as instructed by the INCITS Secretariat. The INCITS Secretariat reviews the documents for conformance to ISO/IEC style practices and forwards them to ANSI for submission to the appropriate SC.

In no case shall the US TAG communicate a U.S. position directly to an SC Secretariat, e.g., DIN, AFNOR (the national standards bodies for Germany and France respectively), etc. Should a TAG-proposed document appear to go beyond the charter of an INCITS approved project or specific INCITS instructions, the INCITS Secretariat sends the document to the Executive Board for decision.

5.7.7.5 Hosting International Meetings

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

INCITS TC Chairmen and Subsidiary TAG Administrators shall submit US offers (including required documentation) to host JTC 1 Sub Committee or ISO Technical Committee meetings to the INCITS Secretariat not less than 8 months prior to the international meeting, for review and approval by the INCITS Executive Board. The INCITS Secretariat is responsible for reviewing and approving requests to host international Working Group meetings in the U.S for which the INCITS holds the TAG. Requests to host JTC 1 SC Plenaries are reviewed and approved by the Executive Board. Those organizations wishing to host a meeting in the U.S. should contact the INCITS Secretariat for information on the requirements for hosting a meeting.

TAG Administrators oversee this activity and assure financial support for the meeting and appropriate social events based on current practice. ANSI provides a master list of all JTC 1 meetings in order to best coordinate the meetings. Conduct of such meetings is in accordance with the ISO/IEC JTC 1 Directives.

To provide an equitable cycle for hosting JTC 1 and plenary meetings of its SCs in the U.S., the INCITS Secretariat maintains a seven-year calendar that lists a schedule for hosting these meetings. Requests for changes to the seven- year calendar must be submitted in writing to the INCITS Secretariat for Executive Board consideration.

5.7.7.5.1 Meetings of JTC 1 and JTC 1 Special Working Groups

For JTC 1 and JTC 1 SWGs, the INCITS Secretariat, in conjunction with the FBC, shall submit required documentation (i.e., financial responsibility for hosting) proposing U.S. sponsorship of meetings in the U.S. to the Executive Board for vote. Once approved by the Executive Board, the invitation shall be submitted to ANSI for subsequent processing.

5.7.7.5.2 Meetings of SC Plenary Meetings

The responsible U.S. JTC 1/SC TAG Administrator shall submit all necessary documentation (i.e., financial responsibility for hosting) proposing U.S. sponsorship of meetings in the U.S. to the INCITS Secretariat. The INCITS Secretariat shall circulate the proposal to the Executive Board for vote. Once approved by the Executive Board, the invitation shall be submitted to ANSI for subsequent processing.

5.7.7.5.3 Meetings of SC Working Groups and Other Subgroups

For the hosting of SC Working Groups or other subgroup meetings in the U.S., the appropriate TAG Administrator shall forward the required documentation to ANSI for subsequent processing.

5.7.7.5.4 General Meeting Requirements

Hosting of all international meetings shall receive the approval of the TAG Administrator for the group that is meeting s specified in Sections 5.7.7.5 through 5.7.7.5.3. Once a meeting has been approved, the TAG Administrator notifies ANSI, as the U.S. National Body has responsibility to issue the forma invitation.

Prior to approval, the TAG Administrator shall receive a statement from a responsible manager from the organization hosting the meeting with a statement of management commitment that the following provisions will be met:

- meeting rooms;
- clerical support and copying;
- appropriate printers and workstations;
- internet access for all participants (if practical);
- refreshments both in the morning and the afternoon;
- a reserved block of rooms at a hotel, or a listing of hotels in the area and their telephone numbers;
- an information package that includes transportation to and from the airport, local transportation, local restaurants, etc.
- the contact person's name, address, telephone number, fax, and email;
- any customary social event;
- access to the meeting rooms and venue is not restricted to US or international delegates for any reason

No US-hosted meeting shall be held where the attendance or presence of any international delegate could be questioned or challenged by a security sensitive host.

5.7.8 Nomination of US Candidates to Serve as ISO, IEC and JTC 1 Officers

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

Where the US has an officer in ISO but does not hold the Secretariat or the U.S. holds the Secretariat for a JTC 1 activity, then the following process shall be used to nominate a US candidate.:

- a. The INCITS Secretariat issues a call for candidates including all arrangements required for the corresponding Secretariat.
- b. The call goes out to
 1. Executive Board members;
 2. members of the corresponding U.S. TAG
- c. A statement of experience, indicating the volunteer's expertise in the assigned program of work and in voluntary standards efforts; the volunteer's committee experience and leadership experience; a statement of management support acknowledging the additional workload, financial resources and duties required of an officer over and above that of a participant; and a statement that the candidate is a representative of a U.S. domiciled organization.
- d. Upon the close of the call, the INCITS Secretariat submits the slate of candidates to the appropriate US TAG for its balloting; the results of that ballot are forwarded to the INCITS Secretariat.
- e. The INCITS Secretariat issues an Executive Board Letter Ballot with all of the candidates listed along with the results from the US TAG ballot.
- f. If it chooses, the INCITS Secretariat may request that candidates make presentations to the Executive Board membership at a meeting prior to any vote.
- g. The INCITS Secretariat has the authority to recommend to ANSI candidates for Chairs or Conveners and endorse nominees for said positions.
- h. Any call for candidates shall be a nominal 60 days but no less than 30 days.
- i. A U.S. convener cannot also act as U.S. Head of Delegation to that WG or to its parent.
- j. The INCITS Secretariat shall conduct a nominal 30-day Executive Board Letter Ballot but not less than 15 days.
- k. Results of the vote submitted to INCITS for retransmission with the Executive Board Letter Ballot shall be either the number or percentage of the US TAG vote.
- l. Prior to the completion of the process detailed above, US TAGs shall not make a commitment to provide a candidate. They may, if appropriate, accept invitations to provide a candidate at a later date.
- m. ANSI will be requested to provide information on the expiration of terms of office or of any vacancies as they arise. It should be noted that the responsible US TAGs should inform the INCITS Secretariat in a "timely" fashion of pending expirations, vacancies, resignations, potential new offices, etc. for which the U.S. should consider a nomination or endorsement.
- n. Chairs or Conveners shall be representatives of voting members of the appropriate US TAG and that meet the requirements for attendance and participation.

Where the US does not hold the Secretariat for a JTC 1 activity the above process shall be used, with the exception of 5.7.8a.

5.7.9 Receipt of International Ballots for WG Conveners and SC Chairmen

5.7.9.1 WG Conveners

SC ballots on the nomination of WG Conveners received by the U.S. from international SC shall be circulated to the corresponding U.S. SC TAG Administrator, WG and Project TAG Administrators and to any other TAG Administrators with concerns for the subject matter related to the ballot. The responsible TAG shall forward a recommendation to ANSI for submission to the SC. An information copy of the recommended U.S. position shall be forwarded to the INCITS Secretariat, as well as to any other appropriate TAG. In addition, if the responsible TAG is a WG or Project TAG, an information copy shall also be sent by the responsible TAG Administrator to the SC TAG Administrator.

5.7.9.2 SC Chairmen

The INCITS Secretariat shall distribute the ballot on the nomination of the SC Chairman to the responsible SC TAG Administrator, and to any other TAG Administrators having a concern for related subject matter. The responsible TAG shall forward a recommendation to the INCITS Secretariat for submission to the SC. An informational copy of the recommended U.S. position shall be forwarded to the INCITS Executive Board for consideration when determining the US National Body votes for SC Chairman at the JTC 1 Plenary meetings.

5.7.10 U.S. Membership (Participating or Observer) in SCs and WGs

The responsible SC, WG or Project TAG Administrator shall submit a recommendation as to U.S. membership in a subgroup of the JTC 1 to the Administrator of the US TAG to JTC 1. The TAG Administrator shall circulate the recommendation for ballot of the US TAG to JTC 1. A copy shall also be sent to all concerned SC, WG or Project TAG Administrators for review and comment within a timeframe which shall permit consideration of such comments by the US TAG to JTC 1 when it ballots. In addition, a notice of the intended action shall be placed in Standards Action for comment. Once approved by the US TAG to JTC 1, a recommendation for membership in that subgroup of the JTC 1 shall be sent to ANSI for submission to the relevant subgroup.

5.7.11 Acceptance of Secretariats by the U.S.

The responsible SC, WG or Project TAG Administrator shall submit a recommendation for the U.S. to assume the Secretariat responsibilities for a subgroup of JTC 1, to the Administrator of the US TAG to JTC 1. The TAG Administrator shall, in consultation with the ANSI Information Technology Consultative Committee (ITCC), determine if the resources in the U.S. are sufficient to support the acceptance of the Secretariat responsibilities in question. If it is determined that the resources are sufficient, the TAG Administrator shall circulate the recommendation for ballot of the US TAG to JTC 1. Once a U.S. position to seek a JTC 1 subgroup Secretariat is approved by the US TAG to JTC 1, it may be submitted by ANSI to JTC 1 or a JTC 1 SC, as appropriate, for consideration.

5.7.12 Selection and Participation of Delegates for International Meetings

5.7.12.1 Selection of Delegates

U.S. delegates shall be:

- a) representatives of voting or advisory members in Good Standing of appropriate U.S. TAGs as designated by the appropriate U.S. TAG, or
- b) individual experts who are not voting members of the TAG and serve on U.S. delegations at the invitation of the TAG, or
- c) Emeritus Members of the appropriate US TAG as designated by such TAG.

Voting on delegates lists shall be in accordance with Section 4.4. In the context of this section, "appropriate U.S. TAG" means:

- a. For JTC 1 Meetings, the US TAG to JTC 1
- b. For an SC or ISO TC meeting, the specific organization with the SC TAG assignment, or a WG or project TAG assignment within that SC;
- c. For a WG meeting, the specific organization with the WG TAG assignment;
- d. For an Other WG meeting, the specific organization with the TAG assignment covering the project.

"Good Standing" means that the member has met the requirements for attendance, participation, and payment of fees of the organization with the TAG assignment.

No U.S. persons are permitted at an international meeting unless they are there in an official capacity, i.e., members of a U.S. delegation, officers of the standards group that is meeting, or designated representatives of other organizations participating in the meeting. All U.S. persons attending an international meeting as an individual expert, who are not voting members of the TAG, shall not attend more than one such international meeting without prior approval by the Executive Board.

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

5.7.12.2 Participation

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

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

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

At the WG level, a U.S. delegate shall, whenever possible, make contributions consistent with the U.S. position. A U.S. delegate to a WG may express an individual opinion that is not consistent with a U.S. position but shall indicate to the WG that the views are personal and not those of the U.S.

Participants accepting a long-term JTC 1 SC or WG or ISO TC assignment such as an editorship shall be a representative of a voting member of the appropriate TAG for the duration of that assignment.

5.7.12.3 Procedures for Participation

The appropriate U.S. TAG Administrator shall forward a list of U.S. delegates to ANSI. Prior to forwarding the list, the Administrator shall verify that all persons on the list are either voting or advisory members in Good Standing of the appropriate TAG(s) or have been officially invited by the TAG to be on the delegation.

5.7.13 Procedures for Processing Publicly Available Specifications (PAS) Submitter Application and PAS Submissions

5.7.13.1 General

This section describes the procedures within the JTC 1 SC and WG TAGs for processing of PAS submitter applications and PAS submissions.

5.7.13.2 Procedures for Processing PAS Submitter Applications

The operating procedures for processing PAS submitter applications are as follows:

1. The INCITS Secretariat shall distribute the PAS submitter application, which has been received from JTC 1, to the INCITS EB, JTC 1 SC and WG TAG Chairmen and Administrators soliciting comments. The comments will be due to the Secretariat in 30 days. Formal positions from subsidiary TAGs are welcome, but not required.
2. The INCITS EB Chairman shall appoint an ad hoc committee to consider all comments received and develop a recommendation to be balloted by the EB. EB members or representatives of SC TAGs interested in participating on the ad hoc committee are requested to notify the Secretariat by email with their response to the call for comments.
3. The ad hoc committee's position shall be balloted by the EB.
4. The letter ballot resolution procedures shall be followed if negative votes are received.

5.7.13.3 Procedures for Processing JTC 1 PAS Approval Ballots

The operating procedures for processing JTC 1 PAS approval ballots are as follows:

1. Upon receipt of the JTC 1 ballot on the submission of a PAS as an International Standard, the Secretariat will distribute the PAS to the EB, for information, and to the appropriate subsidiary TAG(s) for development of a recommendation.

2. The EB Chairman may appoint an ad hoc committee as necessary where multiple TAGs share an interest in the PAS's subject area, or where there is not an appropriate TAG.
3. After ANSI initiates a public review and all subsequent comments are considered by the appropriate TAG or ad hoc committee, the recommended U.S. position on the PAS shall be balloted by the EB.
4. U.S. representation at any ballot resolution meeting will come from the group that developed the recommended U.S. position (e.g. the appropriate subsidiary TAG or ad hoc committee).

5.8 Appeals Procedures

5.8.1 Introduction

The provision for appeals is important for the protection of directly and materially affected interests and of the standards developers. An appeals mechanism is required as a part of due process by ANSI.

5.8.2 Right of Appeal

Directly and materially affected interests who believe they have been or will be adversely affected by a standard or ANSI technical report or any action or inaction relative thereto within the INCITS Secretariat's jurisdiction have the right to appeal such actions or inactions of INCITS IOEs or the INCITS Secretariat in accordance with the following procedures.

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

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

5.8.3 Criteria for Appeals Mechanism

It is the intention of the INCITS Secretariat that the following general criteria are encompassed in these appeals procedures:

- a. Appeals shall be addressed promptly and a decision made expeditiously.
- b. The right of the involved parties to present their cases shall not be denied.
- c. These procedures shall provide for participation by all parties concerned without imposing an undue burden on them.
- d. Consideration of appeals shall be fair and unbiased and shall fully address the concerns expressed.

- e. Records of appeals shall be kept and made available upon request. The INCITS Secretariat may levy a nominal charge to cover the cost of reproduction, handling and distribution for requests received from other than the involved parties.

5.8.4 Appeals Considered at INCITS

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

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

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

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

- a. The appellant selects one.
- b. The INCITS Secretariat selects one.

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

The appeals panel shall convene at ITI Headquarters unless another mutually agreed site is selected.

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

The appeals panel shall render its decision in writing within thirty calendar 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:

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

5.8.5 Appeals at ANSI

For appeals to ANSI, see the ANSI Essential Requirements, Section 2.8.2, Right to Appeal, Appeals to ANSI.

5.9 INCITS Fast Track Process

As an Accredited Standards Committee, INCITS provides procedures to review documents submitted for approval as an American National Standard; such documents shall be within INCITS' scope and developed and approved by an organization not accredited by ANSI for processing them directly.

Any organization that has developed a candidate standard to submit for fast track processing shall execute a Fast Track MoU with INCITS; further, the organization shall maintain the Fast Track MoU for the duration of the complete submittal and approval process.

A Fast Track Submitter Memorandum of Understanding (MoU) is required for new submissions and revisions to existing standards. The annual Fast Track MoU fee is non-refundable and specified by the INCITS Secretariat. The Fast Track MoU shall be structured such that multiple Fast Track submissions may proceed under a single MoU. The organization executing the Fast Track MoU, if not already an INCITS Member, shall not be considered an INCITS member through execution of the Fast Track MoU.

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

The INCITS Secretariat issues a seven-day call for comments on the project proposal and INCITS Executive Board members are asked to assess the proposal with respect to the following criteria:

- Is the proposed standard within the scope of INCITS?

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

- a. Candidate standard.
- b. Memorandum of understanding, that may be negotiated by the INCITS Secretariat on behalf of INCITS, detailing: agreement to respond and participate in accordance with [Milestone 5](#) the Milestones; agreement regarding availability and distribution of copies for public review and balloting; agreement for maintenance responsibility in accordance with ANSI procedures; agreement that interpretations shall be accomplished in accordance with INCITS procedures and agreement that participation in further processing of the document be open to all directly and materially affected interests .
- c. Any other documentation the Secretariat or developer feels is relevant.

If objections are raised during this seven-day review, the INCITS Secretariat will distribute those objections to the Executive Board and the developer. The organization submitting the candidate standard will be required to respond to the objections. The developers response to the objections and the project proposal shall be submitted to the Executive Board for approval. The Executive Board votes, in accordance with Section 4.4, to accept the project proposal and the responses.

Upon approval, the INCITS Secretariat shall assign a project number and processing commences at Milestone 2 with the announcement of the 30-day new project (PINS) notification. Comments received during the PINS notification period should be addressed prior to the initiation of the public review and associated actions beginning with Milestone 4. The developer fulfills the obligations of a TC as related to the Milestones for processing.

The INCITS Secretariat will explicitly notify the TC chairs and encourage them to notify their committee of the candidate standard's public review period. The Secretariat's notification will include the results of the Executive Board vote and comments received during the Executive Board vote.

5.10 INCITS Projects Types

INCITS administers its responsible for consideration and development of standards within its scope by means of a Project Management System. This Project Management System provides INCITS the means used to identify, catalog, monitor and report its activities. The Projects database provides a listing of current projects, organized by technical discipline and, when applicable, cross-referenced to the related ISO/IEC JTC 1 and ISO TC projects, proposals and approved standards. INCITS project types are defined below.

- Study (Type S) Project: Study projects are to determine the feasibility and need for a development project which has been proposed to INCITS. Study projects are managed by the INCITS Executive Board.
- Development (Type D) Project: A project approved by the INCITS Executive Board to produce an American National Standard.
- INCITS Technical Report (DT-N): A project to produce an INCITS Technical Report. Upon approval of the INCITS Technical Report, the project type is automatically updated to TR-N.
- ANSI Technical Report (Type DT-A): A project to produce an ANSI Technical Report. Upon approval of the INCITS Technical Report, the project type is automatically updated to TR-A.
- Revision (Type R) Project: A project to revise an existing approved American National Standard.

- Reaffirmation (Type RF) Project: As a result of the required five-year review, the RF designation is assigned to existing projects upon recommendation from the IOE to reaffirm an existing American National Standard without modification.
- Maintenance (Type M) Project: The status into which a Development project is automatically placed upon approval as an American National Standard.
- Liaison (Type L) Projects: Liaison projects are established automatically by the INCITS Secretariat, for approved projects within JTC 1 or an ISO TC for which INCITS has TAG responsibility and assigned to the appropriate IOE. A liaison project may also be established upon request of an IOE or from direction by the Executive Board that formal liaison be established with another standards body that is developing a specific standard related to INCITS activities. In this case, the Liaison project is assigned to the Executive Board unless it is established upon the specific request of another IOE. In that case, it is assigned to that subgroup.

If an IOE wants to liaise with another IOE on an established liaison (type L) project assigned to another IOE, it should notify the IOE with the assignment. For example, this could occur where the project is being developed at the international level and is assigned to one subcommittee but with liaison to a second subcommittee. The IOE with the TAG assignment for the second SC may wish liaison with the IOE with the TAG assignment for the first SC. Any problems should be referred to the Executive Board.

5.11 Technical Reports

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

There are two types of technical reports: those approved and published by INCITS as INCITS Technical Reports (TRs); and those approved and published by INCITS and registered with ANSI as ANSI TRs. The determination of the type of TR to be developed is made by the TC when it determines that a technical report is appropriate. If the TC determines that a TR is required, a project proposal is developed for either an INCITS Technical Report or an ANSI Technical Report (both are type DT).

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

Registration of technical reports is undertaken by ANSI to encourage use and acceptance of the technical report or acknowledge U.S. National endorsement of internationally approved technical reports (ANSI/ISO TR).

INCITS and ANSI Technical Reports are not subjected to consensus by public review before approval action is taken by the Executive Board. There is no concept of simultaneous review and approval of draft international Technical Reports as ANSI Technical Reports, as discussed for draft standards (Type I projects) in [Section 5.7.6.4](#). However, upon approval by JTC 1, International Technical Reports (other than Type 1 or Type 2) may be further processed by the IOE for ANSI registration as an ANSI/ISO Technical Report.

The following text shall be included in the Foreword of all ANSI Technical Reports:

Publication of this ANSI Technical Report has been approved by INCITS. This document is registered as a Technical Report series of publications according to the Procedures for the Registration of ANSI Technical Reports. 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 the INCITS Secretariat, 1250 Eye Street, NW (Suite 200), Washington, DC 20005.

The cover or title page of an ANSI Technical Report must include the following words: "An ANSI Technical Report prepared by INCITS."

ANSI Technical Reports shall be identified by a unique alphanumeric designation. The technical report developed for INCITS approval without ANSI registration will have the designation "INCITS TR nn-yy" (where "nn" is the unique identification number assigned by the INCITS Secretariat; and "yy" is the year of INCITS approval). The technical report developed for INCITS approval with ANSI registration will have the designation "ANSI INCITS TR nn-yy" (where "nn" is the unique identification number assigned by the INCITS Secretariat; and "yy" is the year of INCITS approval). The technical report developed and approved internationally for U.S. National registration will have the designation "ANSI/ISO TR nn-yy" (where "nn" is the international technical report designation and "yy" is the year of international approval).

5.12 Parliamentary Procedures

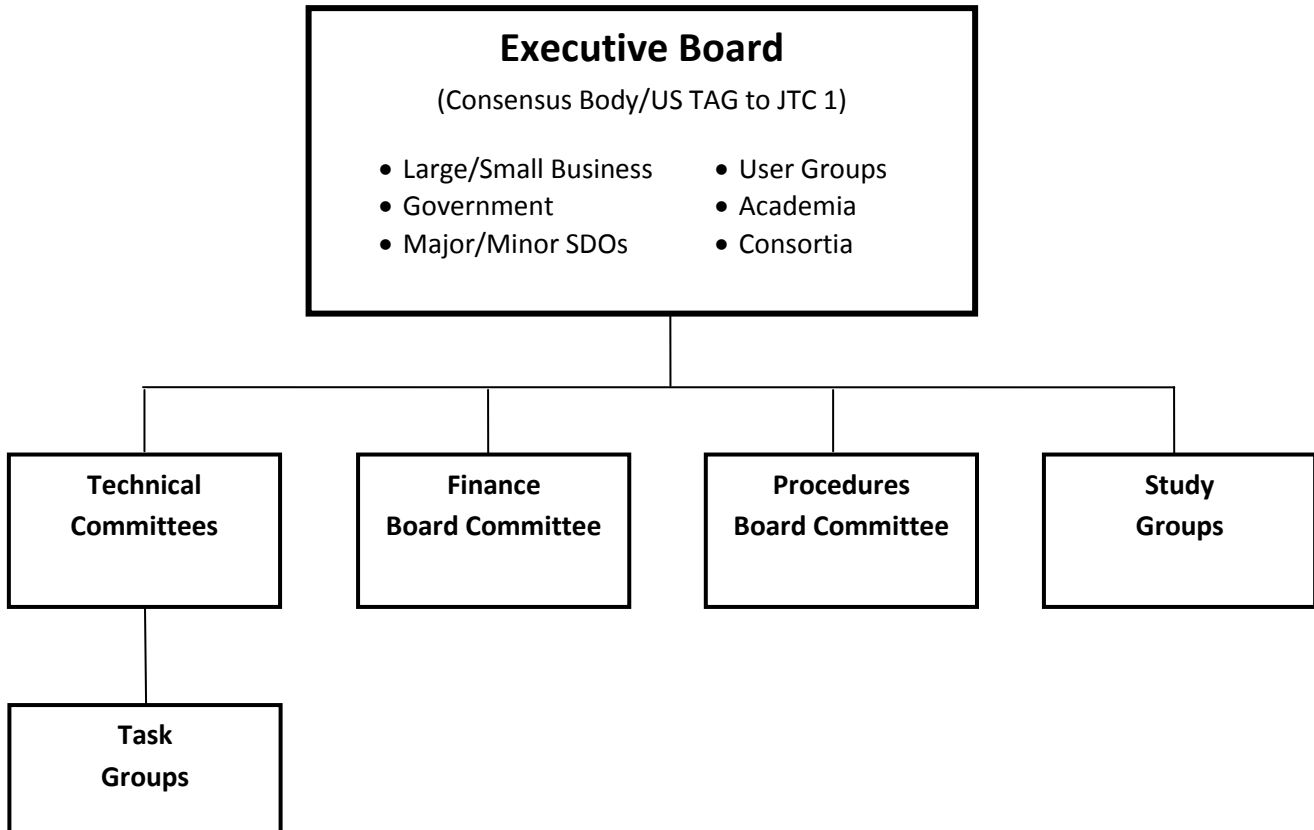
On questions of parliamentary procedure not covered in these procedures, Robert's Rules of Order (see [Section 2.0](#)) shall be used. Note that Robert's Rules are not used in international meetings.

5.13 Formal Interpretation of This Document

Formal interpretation of this document may be obtained upon request to the INCITS Secretariat. Any request for interpretation shall be addressed by Procedures Board Committee at the first meeting following receipt of the request. The INCITS Secretariat shall maintain a record of all requests including the substance of the request and the interpretation provided. This record of interpretation shall be periodically distributed to all members of the Executive Board as well as all IOE officers, and shall serve as a basis for future revisions of this document.

Appeals to any interpretation made under this procedure may be made directly to INCITS by requesting in writing that the issue be reviewed at its next scheduled meeting of the Executive Board.

Annex A - Organization chart



Annex B - INCITS and Subgroup Officer Appointments

Organization	Office	Appointer	Term
Executive Board	Chair	Executive Board	3 years; two term limit
	Vice-chair	Executive Board	3 years; two term limit
	Secretary	INCITS Secretariat	indefinite
	Liaison	Executive Board Chair	indefinite
Executive Board Committees	Chair	Executive Board	3 years; no term limit
	Vice-chair	Executive Board	3 years; no term limit
	Secretary	INCITS Secretariat	indefinite
	Other	Committee Chair	NOTE 1
Study Groups (only exist under the Executive Board)	Chair	Executive Board	3 years
	Vice-chair	SG Chair	indefinite
	Secretary	SG Chair	indefinite
	IR	Executive Board	3 years
	HOD	SG Chair	Note 2
	Project Editor	SG Chair	indefinite
	Liaison	SG Chair	indefinite
	VR	SG Chair	indefinite
	Other	SG Chair	Note 1

Technical Committee and Task Group	Chair	Executive Board	3 years
	Vice-chair	TC or TG Chair	indefinite
	Secretary	TC or TG Chair	indefinite
	IR	Executive Board	3 years
	HOD	TC or TG Chair	Note 2
	Project Editor	TC or TG Chair	indefinite
	Liaison	TC or TG Chair	indefinite
	VR	TC or TG Chair	indefinite
	Other	TC or TG Chair	Note 1
Ad Hoc Groups &TGs	Chair	Parent body Chair	Note 3
	Vice-chair	Ad Hoc Group Chair	Note 3
	Secretary	Ad Hoc Group Chair	Note 3
	Other	Ad Hoc Group Chair	Note 3

Notes

1. Executive Board Subgroup members may be appointed for specific short-term (e.g., meeting host) or long-term assignments (e.g., committee librarian).
2. HODs are appointed for each specific international meeting for which an Executive Board Subgroup is the U.S. TAG. A HOD's term is flexible and includes the period of time before and after the international meeting that is required by the U.S.TAG to prepare U.S. positions and report results of the meeting.
3. Ad Hoc Groups are temporary.[\(Section 3.1.5\)](#).

Annex C - Acronyms

ANSI

- American National Standards Institute

ASC

- Accredited Standards Committee

BSR

- Board of Standards Review (ANSI)

CD

- Committee Draft (ISO/IEC)

DIS

- Draft International Standard (ISO/IEC)

dpANS

- draft proposed American National Standard

DISP

- Draft International Standardized Profile (ISO/IEC)

ECMA

- European Computer Manufacturers Association

FCD

- Final Committee Draft

FDIS

- Final Draft International Standard

HOD

- Head of Delegation

ICT

- Information Communication Technology

IOE

- INCITS Organizational Entity

IEC

- International Electrotechnical Commission

IEEE

- Institute of Electrical and Electronic Engineers

IR

- International Representative

IS

- International Standard

ISO

- International Organization for Standardization

ISP

- International Standardized Profile (ISO/IEC)

ISSB

- Information Systems Standards Board (ANSI)

ITI

- Information Technology Industry Council

JTC 1

- Joint Technical Committee 1 (ISO/IEC)

LB

- Letter Ballot

MOA

- Memorandum of Agreement (ANSI/U.S. TAG to JTC 1)

NB

- National Body (JTC 1)

NP

- New Work Item Proposal (ISO/IEC)

OWG

- Other Working Group (JTC 1)

O-member

- Observer Member (ISO/IEC)

P-member

- Participating Member (ISO/IEC)

SC

- Subcommittee (ISO/IEC)

SDO

- Standards Development Organization

SG

- Study Group

SWG

- Special Working Group (JTC 1)

TAG

- Technical Advisory Group

TC

- Technical Committee (ISO/IEC)

TG

- Task Group

TIB

- Technical Information Bulletin

TR

- Technical Report

VR

- Vocabulary Representative

WD

- Working Document (ISO/IEC)

WG

- Working Group (ISO/IEC)

Annex D - Glossary

Accredited Standards Committee (ASC)

A committee accredited by ANSI to develop standards, e.g., INCITS is an ASC; Executive Board Subgroups are not.

Board of Standards Review (BSR)

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

Collaborative Subgroup

A collaborative subgroup is intended to address any valid project where expertise is required from within and outside of INCITS. The collaborative subgroup is managed by the Executive Board and is not intended to serve as a TAG.

Committee Draft (CD)

A proposal for an International Standard registered at the ITTF so that a CD number has been allocated.

Dominance

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

Draft International Standard (DIS)

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

Executive Board Subgroup

Any entity reporting directly to the Executive Board, including the Board Committees

Fast Track

An ISO/IEC procedure adopted by JTC 1 that allows for certain members of JTC 1 to propose that an existing approved standard from any source be submitted directly for vote as a DIS.

In Writing

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

INCITS Organizational Entity (IOE)

Any entity (committee, board, group, TC, adhoc, etc) operating at any level under the auspices of INCITS

Information Systems Standards Board (ISSB)

The standing organization within ANSI with planning and coordination responsibility for information systems standards.

Information Technology Task Force (ITTF)

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

International Standard (IS)

A DIS that has been approved in accordance with the JTC 1 Directives and accepted for publication by the JTC 1 Secretariat and the Secretaries-General.

International Standardized Profile (ISP)

An internationally agreed-to, harmonized document that identifies a standard or group of standards, together with options and parameters, necessary to accomplish a function or set of functions.

Joint Technical Committee 1 (JTC 1)

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

Liaisons

Subgroups of INCITS or entities external to INCITS that have an interest in the work of any Executive Board Subgroup. In order to establish liaison, the peers must agree to a fair exchange of documentation of equal value and may provide technical experts to attend meetings of the other groups.

Meeting

Gathering of members, typically but not necessarily in the same room, to consider committee business. INCITS rules require that a meeting notice and draft agenda be distributed, that attendance be taken, and that minutes be published; a quorum is necessary for a meeting.

Memorandum of Agreement (MoA)

The May 1997 agreement (ISSB 1868) endorsed by the ANSI Information Systems Standards Board that allows various entities to assume TAG responsibility for a specific project, area of work, working group, or Subcommittee of JTC 1.

National Body (NB)

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

New Work Item Proposal (NP)

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

Organization (For the purposes of membership and voting)

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

Other Working Group (OWG)

A group established by the JTC 1 or its SCs to undertake specific tasks, generally between meetings. These tasks shall be defined at a meeting of the parent body.

Procedures Board Committee (PBC)

The advisory committee to INCITS on matters of procedures and policy.

Secretariat

An NB that has been assigned, by mutual agreement, the responsibility for providing technical and administrative services to JTC 1 or one of its subsidiary bodies.

Special Working Groups (SWG)

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

Study Group (SG)

An Subgroup of the Executive Board that is responsible for and established to conduct a study on the standardization potential of a specific proposal, group of proposals, or a general sub-area of information processing technology.

Subcommittee (SC)

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

Subgroup

The term used to collectively refer to all entities under another entity. For example, subgroups of the Executive Board include the Executive Board Committees, TCs, adhoc, etc.

Subsidiary TAG

The term used to collectively refer to Subcommittee, working group and project TAGs.

Substantive Change

A substantive change in a proposed American National Standard is one that directly and materially affects the use of the standard. Examples of substantive changes are: “shall” to “should” or “should” to “shall”; addition, deletion or revision of requirements, regardless of the number of changes; addition of mandatory compliance with referenced standards.

Task Group (TG)

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

Technical Advisory Group (TAG)

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

Technical Advisory Group (TAG) Administrator

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

Technical Committee (TC)

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

Technical Entity (TE)

Either a Technical Committee or one of its Task Groups.

Technical Report (TR)

A document that is not ready or suitable for publication as an IS but for which publication in the interests of standardization is justified.

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

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

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

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

Working Draft (WD)

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

Working Groups (WG)

A group established by the JTC 1 or its SCs to undertake specific tasks. These tasks shall be defined at a meeting of the parent body.

Table 1 - Executive Board Membership

**Table 1
Executive Board Membership**

Membership Category	Executive Board Membership
Business	
Small	Required Fee
Large	Required Fee
Government	Required Fee
SDO	
Minor	Required Fee
Major	Required Fee
Academic	Required Fee
User Group	Required Fee
Consortium	Required Fee

Table 2 - Executive Board Voting Methods and Approval Criteria

Executive Board Action	Voting Method	Approval
Project Proposals		
Approval	7-day Review	Default
If comments received on project proposal, then	30-day LB or meeting vote	2/3 voting
Withdrawal of approved project proposal	30-day LB or meeting vote	2/3 voting
American National Standard Processing		
Final Approval and Submittal of dpANS to BSR	30-day	2/3 voting
Approval of reaffirmation/withdrawal notice for Public Review (if required)	30-day LB or meeting vote	2/3 voting
Submittal of reaffirmation/withdrawal action to BSR	30-day LB	2/3 voting
Substantive Change to dpANS after ballot	30-day LB	2/3 voting
Amendments to American National Standard	30-day LB	2/3 voting
Interpretation of American National Standard	30-day LB or Meeting Vote	2/3 voting
Erratum to American National Standard	30-day	2/3 voting
Technical Report Processing		
Approval of INCITS TR	30-day LB or meeting vote	2/3 voting
Approval of draft ANSI TR to ANSI for registration	30-day LB or meeting vote	2/3 voting
Approval of INCITS TR Supplement	30-day LB	2/3 voting
Approval of ANSI TR Supplement to ANSI for registration	30-day LB	2/3 voting
Approval of withdrawal of INCITS or ANSI TR	30-day LB or meeting vote	2/3 voting
Approval of reaffirmation of ANSITR to ANSI	30-day LB or meeting vote	2/3 voting
Organization		
Establishment of TC	30-day LB or meeting vote	2/3 voting
Establishment of SG	30-day LB or meeting vote	Majority
Disbandment of TC	30-day LB or meeting vote	2/3 voting

Change in U.S. TAG to JTC 1 scope or Termination of U.S. TAG to JTC 1	30-day LB or meeting vote	2/3 voting
Change in TC status to or from Maintenance TC	30-day LB or meeting vote	2/3 voting
Appointment of officers	30-day LB	Majority
Recall of officers	30-day LB	2/3 voting
Approval of an INCITS Reference Document or its content	30-day LB	2/3 voting
Approval of an INCITS Position Statement provided to the public and/or government entities	Letter Ballot or Meeting Vote	2/3 voting
International		
U.S. position and vote on JTC 1 Level document (USNB vote on SC Document in agreement with default position on JTC 1 Document)	30-day Review	Default
U.S. position and vote on JTC 1 Level document (USNB vote on SC Document NOT in agreement with default position on JTC 1 Document)	30-day LB or meeting vote	2/3 voting
U.S. position and vote on JTC 1 Level ballots, NP, DTR, DIS, DAM, Directives, etc	30-day LB or meeting vote	2/3 voting
U.S. position and vote on JTC 1 Level ballots FDIS, FDAM	Max. 14 day LB or meeting vote	2/3 voting
Recommendation to ANSI on international officer positions (e.g., SC Chairmen, WG Conveners)	30-day LB or meeting vote	2/3 voting
Proposal for U.S. submission of NP, Fast Track Candidate, or ISP	30-day LB or meeting vote	2/3 voting
Recommendation to ANSI on acquisition of a JTC 1 Subgroup Secretariat	30-day LB or meeting vote	2/3 voting
Recommendation to ANSI on relinquishment of a JTC 1 Subgroup Secretariat	30-day LB or meeting vote	Majority
Recommendation for U.S. position regarding a PAS submitter application	30-day LB or meeting vote	2/3 voting
Recommendation for U.S. position regarding a PAS approval	30-day LB or meeting vote	2/3 voting

Table 3 - Technical Committee (and TGs Delegated Complete Responsibility for Projects Nationally and/or Internationally) Voting Methods and Approval Criteria

Technical Committee Action	Voting Method	Approval
Project Proposals		
Approval	30-day LB or meeting vote	2/3 voting
Withdrawal of approved project proposal	30-day LB or meeting vote	2/3 voting
American National Standard Processing		
Submittal of dpANS to INCITS	30-day LB	2/3 voting
Response to Public Review Comments	Meeting vote	2/3 voting
Recommendation on reaffirmation	30-day LB or meeting vote	2/3 voting
Recommendation on withdrawal	30-day LB or roll call vote	2/3 voting
Recommendation for status as an stabilized standard	30-day LB or roll call vote	2/3 voting
Response to TC/TG and INCITS negative votes on dpANS	30-day LB or meeting vote	2/3 voting
Substantive change(s) to dpANS after Ballot	30-day LB or roll call vote	2/3 voting
Request for Extension of Public Review Period	30-day LB or meeting vote	Majority
Amendment to American National Standard	30-day LB	2/3 voting
Interpretation of American National Standard	30-day LB	2/3 voting
Erratum to American National Standard	30-day LB or roll call vote	2/3 voting
INCITS or ANSI TR Processing		
Submittal of draft TR to INCITS	30-day LB	2/3 voting
Recommendation on reaffirmation of ANSI TR	30-day LB or meeting vote	2/3 voting
Recommendation on withdrawal of ANSI TR or INCITS TR	30-day LB or meeting vote	2/3 voting
Response to TC/TG or INCITS negative votes	30-day LB or meeting vote	2/3 voting
Subsequent change(s) to draft TR after Ballot	30-day LB or meeting vote	2/3 voting
Supplement to TR	30-day LB	2/3 voting
Study Projects		
Vote to forward study report to INCITS	Roll-call	NOTE 1
Vote to forward Project Proposal to TC	Roll-call	NOTE 1
Organization		
Establishment of a TG [NOTE 3]	30-day LB or meeting vote	Majority
Change in TC status to or from Maintenance TC [NOTE 3]	30-day LB	2/3 voting

Recommendations on Officer appointments, Chair, IR	30-day LB	NOTE 2
Establishment of a Subgroup fee	30-day LB	2/3 voting
Change to a Subgroup fee	30-day LB or meeting vote	2/3 voting
International - Organization/Administrative		
Vote on US Delegation	30-day LB or meeting vote	Majority
Nomination of Project Editors	30-day LB or roll call vote	2/3 voting
Recommendation on Nomination for WG Convener, SC Chair	30-day LB or meeting vote	NOTE 2
International - Standards Processing		
Vote on Contributions, Comments [NOTE4]	30-day LB or roll call vote	2/3 voting
Vote on SC NP (Answers to seven questions)	30-day LB or roll call vote	2/3 voting
Vote on JTC 1 N document (Other than NP or DTR)	30-day LB or meeting vote	Majority
Vote on CD, FCD, PDTR, FPDTR	30-day LB or roll call vote	2/3 voting
Vote on Draft Technical Corrigenda	30-day LB or roll call vote	2/3 voting
Recommendation to Executive Board on NP, DTR, DIS, DAM, FDIS, FDAM	30-day LB or roll call vote	2/3 voting
Submittal of American National Standard to Executive Board as Candidate for JTC 1 Fast Track Procedures	30-day LB or roll call vote	2/3 voting

Notes:

1. A study project approved by the Executive Board and carried out in a Study Group or a TC is a fact-finding, rather than a standards-writing, operation. Therefore, while a vote is taken to forward the study results to the Executive Board and suggested project proposals to either the Executive Board (in the case of a Study Group) or the TC (in the case of a study project so assigned by the Executive Board), the vote is advisory in nature and the concept of "approval" or "disapproval" does not apply. However, it is important that dissenting opinions be documented and included with the study report or project proposal submitted.
2. There is no concept of "approval" or "disapproval" in this case. Letter ballot results are advisory to the Executive Board in carrying out their officer appointment and endorsement responsibilities.
3. This action is not available to TGs.
4. This includes US Initiation of an ISO or JTC 1 New Work Item Proposal (NP) Consideration in an SC for which there is not an already existing project in the TC program of work, see INCITS/RD-2, Section 5.7.6.1.1, U.S. Initiation of an ISO or JTC 1 New Work Item Proposal (NP) to ISO or JTC 1.

Table 4 - Task Group Voting Methods and Approval Criteria

Task Group Action [NOTE 2-Applies to entire Table]	Voting Method	Approval
Project Proposals		
Recommendation to TC	30-day LB or meeting vote	2/3 voting
American National Standard Processing		
Submittal of dpANS to TC	30-day LB or meeting vote	2/3 voting
Recommended Response to Public Review Comments	Meeting vote	2/3 voting
Recommendation on reaffirmation or withdrawal to TC	30-day LB or meeting vote	2/3 voting
Recommended Response to unresolved negative on dpANS to TC	30-day LB or meeting vote	2/3 voting
Recommendation to TC on substantive change to dpANS after ballot	30-day LB or meeting vote	2/3 voting
Recommendation to extend Public Review Period	30-day LB or meeting vote	Majority
Recommended Amendment to American National Standard	30-day LB or meeting vote	2/3 voting
Recommended Interpretation of American National Standard	30-day LB or meeting vote	2/3 voting
Recommended Erratum of American National Standard	30-day LB or meeting vote	2/3 voting
INCITS or ANSI TR Processing		
Submittal of draft TR to TC	30-day LB or meeting vote	2/3 voting
Recommendation on reaffirmation of ANSI TR	30-day LB or meeting vote	2/3 voting
Recommendation on withdrawal of ANSI TR or INCITS TR	30-day LB or meeting vote	2/3 voting
Response to TG negative votes	30-day LB or meeting vote	2/3 voting
Subsequent change(s) to draft TR after Ballot	30-day LB or meeting vote	2/3 voting
Supplement to TR	30-day LB or meeting vote	2/3 voting
Study Projects		
Vote to forward study report to TC	Roll-call	NOTE1
Vote to forward Project Proposal to TC	Roll-call	NOTE1
Organization		
Recommendation to TC to establish a TG	30-day LB or meeting vote	Majority
Establishment of a Subgroup fee	30-day LB	2/3 voting
Change to a Subgroup fee	30-day LB or meeting vote	2/3 voting
International-Organization/Administrative		
Recommendation to TC on Vote for US Delegation	30-day LB or meeting vote	Majority
Recommendation to TC on Nomination of Project Editors	30-day LB or meeting vote	Majority
Recommendation on Nomination for Convener	30-day LB or meeting vote	NOTE4
International-Standards Processing		

Recommendation to TC on Vote on Contributions, Comments [NOTE3]	30-day LB or meeting vote	2/3 voting
Recommendation to TC on Vote on SC NP (Answers to seven questions)	30-day LB or meeting vote	2/3 voting
Recommendation to TC on Vote on JTC 1 N document (Other than NP or DTR)	30-day LB or meeting vote	2/3 voting
Recommendation to TC on CD, FCD, PDTR, FPDTR	30-day LB or meeting vote	2/3 voting
Recommendation to TC on Vote on Draft Technical Corrigenda	30-day LB or meeting vote	2/3 voting
Recommendation to TC on Vote on NP, DTR, DIS, DAM, FDIS, FDAM	30-day LB or meeting vote	2/3 voting
Recommendation to TC on submittal of American National Standard as candidate for JTC 1 Fast Track procedures	30-day LB or meeting vote	2/3 voting

Notes:

1. A study project approved by the Executive Board and carried out in a Study Group or a TC is a fact-finding, rather than a standards-writing, operation. Therefore, while a vote is taken to forward the study results to the Executive Board and suggested project proposals to either the Executive Board (in the case of a Study Group) or the TC (in the case of a study project so assigned by the Executive Board), the vote is advisory in nature and the concept of "approval" or "disapproval" does not apply. However, it is important that dissenting opinions be documented and included with the study report or project proposal submitted.
2. For TGs that have been delegated complete responsibility for their projects, nationally and/or internationally, acting as U.S. TAGS to ISO/TC/SC/WG or JTC 1/SC/WG, etc., see INCITS/RD-2, Section 3.4.5.4, TC Task Groups and Section 5.7, Processing JTC 1 Standards Projects and Voting Table 3 shall be used in all instances.
3. This includes US Initiation of an ISO or JTC 1 New Work Item Proposal (NP) Consideration in an SC for which there is not an already existing project in the TC program of work, see INCITS/RD-2, Section 5.7.6.1.1, U.S. Initiation of an ISO or JTC 1 New Work Item Proposal (NP) to ISO or JTC 1.
4. There is no concept of "approval" or "disapproval" in this case. Letter ballot results are advisory to the Executive Board in carrying out their officer appointment and endorsement responsibilities

Table 5 - Study Group Voting Methods and Approval Criteria

Study Group Action	Method	Approval
Study Projects		
Vote to forward study report to the Executive Board	Roll-call	NOTE1
Vote to forward Project Proposal to TC	Roll-call	NOTE1

Notes:

1. A study project approved by the Executive Board and carried out in a Study Group or a TC is a fact-finding, rather than a standards-writing, operation. Therefore, while a vote is taken to forward the study results to the Executive Board and suggested project proposals to either the Executive Board (in the case of a Study Group) or the TC (in the case of a study project so assigned by the Executive Board), the vote is advisory in nature and the concept of "approval" or "disapproval" does not apply. However, it is important that dissenting opinions be documented and included with the study report or project proposal submitted.