

# RESNA Standards Organization's Policies and Procedures

## I. Standards Approval and Withdrawal Procedures

All standards activities within RESNA adhere to the *Procedures for the Development and Coordination of American Standards* approved by the ANSI Board of Directors, April 1998, and the *RESNA Standards Organization's Policies and Procedures*. RESNA participation is open to all persons who are directly and materially affected by the organization and participation by all interest groups is strongly encouraged. All meetings are open to both members and non-members, and there is no fee for meeting participation. The *Procedures for the Development and Coordination of American Standards* and the *RESNA Standards Organization's Policies and Procedures* are available to all interested parties through the RESNA office or the Chair of the RESNA Technical Standards Board.

All standards activities within RESNA follow the due process and criteria for approval and withdrawal of American National Standards, as outlined in Chapter 1 of the *Procedures for the Development and Coordination of American National Standards* approved by the ANSI Board of Directors, April 1998. Included in this chapter are the requirements for applicability, due process requirements, openness, balance, interest categories, written procedures, appeals, notification of standards development, consideration of views and objections, international standards, substantive change, commercial terms and conditions, ANSI patent policy, consideration of standards proposals, and records.

Since RESNA is an accredited standards organization, all procedures within Chapter 2 of the *Procedures for the Development and Coordination of American National Standards* are followed with regard to the accreditation of American National Standards Developers. RESNA became an accredited standards organization on 28 March 1989.

In addition, the ANSI Model Procedures (Chapter 3) are followed for the planning and coordination of American National Standards, as are the Procedures for Designation, Publication, Maintenance and Interpretation of American National Standards (Chapter 4).

### Organization structure

The RESNA Standards Organization is administered by the **RESNA Technical Standards Board**. The Technical Standards Board oversees the standards development process by establishing subcommittees to develop standards, submitting all relevant paperwork to ANSI, and reporting on the organization's progress to the RESNA Board.

The Technical Standards Board within RESNA has a Chair, Vice Chair, and a Secretariat. The Chair is appointed by the president of RESNA every year. The Secretariat and the Vice Chair are appointed by the Chair and subject to approval by majority vote of the board. The Secretariat and Vice Chair positions are renewed by the board each year at the annual meeting. The Vice Chair shall carry out the Chair's duties if the Chair is temporarily unable to do so. Board officers do not have a term limit.

**Subcommittees:** RESNA subgroups consist of subcommittees and working groups. Subcommittees are initiated by the Technical Standards Board. **The subcommittees are the consensus bodies for the RESNA standards development process.** For example, the RESNA Standards Subcommittee on Wheelchairs is the consensus body for the ANSI/RESNA Wheelchair Standards. The Technical Standards Board oversees the subcommittees and serves as an administrative resource. Each subcommittee has a Chair and a Secretariat. The Chair and the Secretariat of the subcommittee are appointed by the Chair of the Technical Standards Board and are subject to approval by a majority vote of the subcommittee. The Secretariat and Chair positions are renewed annually by the subcommittee during a meeting. Subcommittee officers do not have a term limit.

The following subcommittees currently exist:

**RESNA Standards Subcommittee on Wheelchairs:** The subcommittee's primary function is to develop, approve, and, once approved, revise the ANSI/RESNA Wheelchair Standards. The subcommittee also participates in the International Organization on Standardization (ISO) work on Wheelchair Standards.

**RESNA Standards Subcommittee on Wheelchair and Related Seating:** The subcommittee's primary function is to develop, approve, and, once approved, revise the ANSI/RESNA Seating Standards. The subcommittee has initiated ISO work on Seating Standards.

**RESNA Standards Subcommittee on Wheelchairs and Transportation:** The subcommittee's primary function is to develop, approve, and, once approved, revise the ANSI/RESNA transportable wheelchair standards.

**RESNA Standards Subcommittee on Adaptive Sports Equipment:** The subcommittee's primary function is to develop, approve, and, once approved, revise the ANSI/RESNA Adaptive Sports Equipment Standards.

**RESNA Standards Subcommittee on Ground and Floor Surfaces:** The subcommittee's primary function is to develop, approve, and, once approved, revise the ANSI/RESNA Ground and Floor Surfaces Standards.

**Working Groups:** To develop a specific section of a standard, a subcommittee may initiate a working group. The current working groups are identified in Table 1. The tasks of these working groups are to plan and coordinate the development of a specific standard or section of a standard in harmonization with ISO and, if applicable, other standards organizations such as the Canadian Standards Association (CSA) and the Society of Automotive Engineers (SAE). Upon completion of the standard development process, a working group is responsible for conducting a preballot, as indicated in Section A8 of these operating procedures. Following the preballot, the working group is responsible for forwarding their work to the appropriate RESNA Standards Subcommittee for final approval. The officers and members of a working group do not need to be members of the overseeing subcommittee.

Each working group has a Chair. If desired, a working group may also have a Vice Chair. The Chair and the Vice Chair of the working group are appointed by the Chair of the overseeing subcommittee and subject to approval by majority vote of the working group. The Vice Chair and Chair positions are renewed by the working group once a year at a working group meeting. Working group officers do not have a term limit.

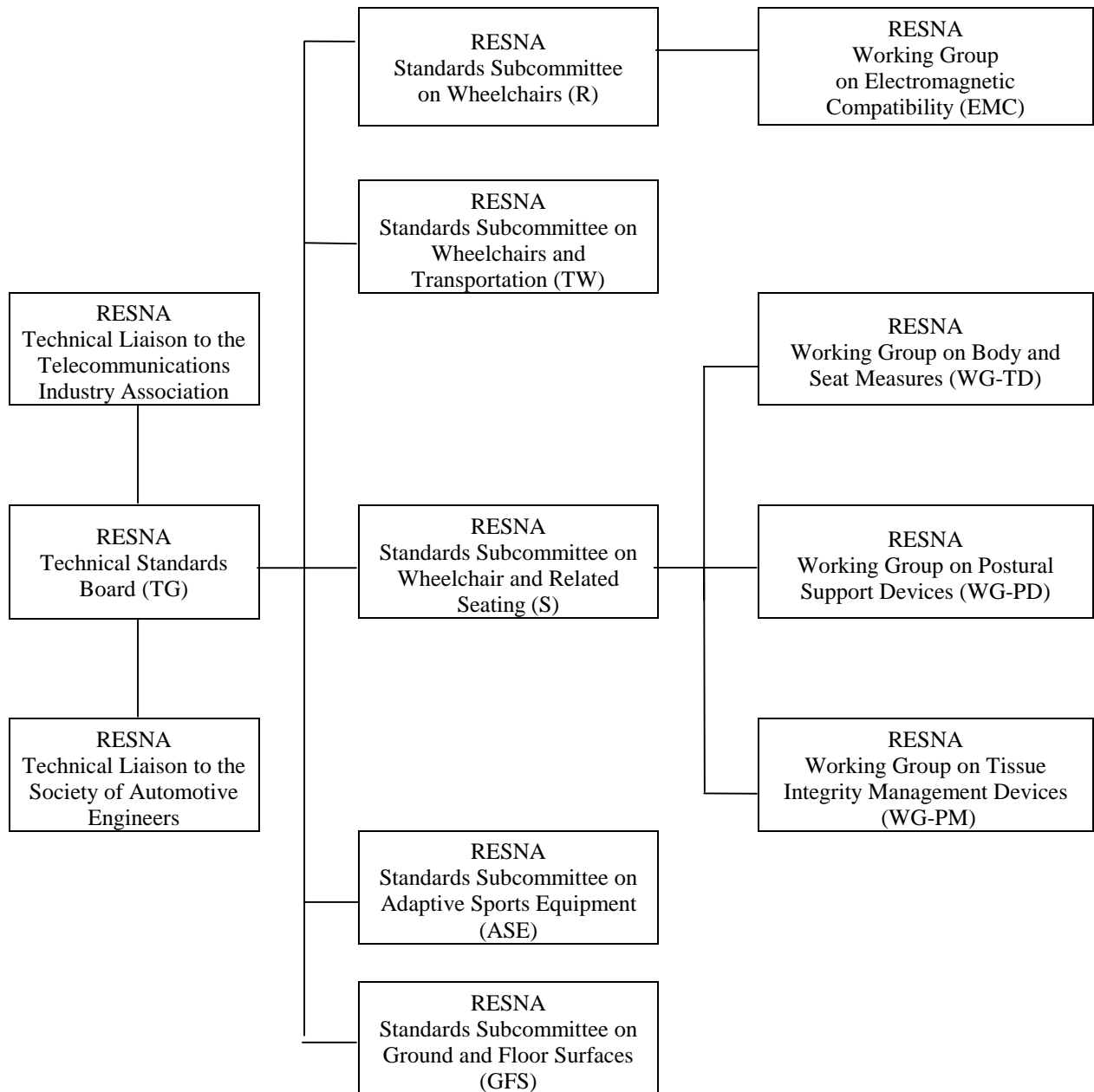
**Technical Liaisons:** A technical liaison is a member of the RESNA Technical Standards Board who is also a member of another standards organization of interest to RESNA. A technical liaison serves as an information source and is responsible for providing information to RESNA about other standards in development. A technical liaison also provides key information to the other standards organization about the progress of RESNA standards. Technical liaisons help ensure that RESNA's standard development efforts are consistent with related standard development efforts.

The following technical liaison positions have been established:

**RESNA Technical Liaison to the Telecommunications Industry Association:** The liaison's primary function is to report to the Technical Standards Board about the development of standards related to telecommunication devices.

**RESNA Technical Liaison to the Society for Automotive Engineers (SAE):** The liaison's primary function is to report to the Technical Standards Board about the development of standards related to transportation devices.

**TABLE 1 - The Structure of the RESNA Organization**



**Submitting standards to ANSI:** All standards shall be submitted to ANSI by the Chair or Secretariat of the Technical Standards Board. In addition to the instructions contained in Chapters 1 through 4 of the *Procedures for the Development and Coordination of American Standards*, the following steps shall be followed when submitting standards to ANSI:

1. PINS forms shall be submitted at initiation of project prior to first official meeting;
2. PINS forms shall accurately describe the scope of the standard;
3. Any change in scope shall be reported to ANSI within a four week period;
4. BSR-8 forms shall be submitted to ANSI with a copy of the final draft standards when the final draft standard is sent to the subcommittee for vote;
5. BSR-9 forms and the final standard shall be submitted not more than six months after public review process closes; and
6. The final standard shall be published no later than 6 months after approval by ANSI.

RESNA holds the copyrights to all ANSI/RESNA Standards. All existing ANSI/RESNA Standards should be reviewed at least every five years for reaffirmation, revision, or withdrawal.

**Document retention policies:** All documents presented at board, subcommittee, and working group meetings shall be given a unique identification number, and the Chair of that board, subcommittee, or working group shall retain a complete set of all distributed documents. Upon completion of a standard, the official documents shall be sent to the RESNA office in a sealed box with a laminated copy of the document list taped to the top to be archived. In addition, it is strongly recommended that the Chair of the board, subcommittee, or working group keep a backup copy of the official documents. Each document presented shall be indexed according to its identification number, and one copy of the document indexes for all groups shall be sent annually to the Chair of the Technical Standards Board. The document index shall be available to all interested parties through either the Chair of the Technical Standards Board or the RESNA office. All RESNA documents shall be retained permanently at the RESNA office.

**Interpretation policy:** The RESNA interpretation policy operates in accordance with clause 4.5 of the *Procedures for the Development and Coordination of American Standards*. In addition, RESNA shall not issue, nor shall any person have the authority to issue, an interpretation of an ANSI/RESNA Standard.

**Metric policy:** All ANSI/RESNA Standards shall use the International System of Units (SI), the modernized metric system. If desired, ANSI/RESNA Standards may also include U.S. Customary Units in parenthesis.

**Patent policy:** RESNA shall comply with the ANSI Patent Policy as outlined in Section 1.2.11 of the *ANSI Procedures for the Development and Coordination of American National Standards* (April 1998).

**Harmonization with ISO:** In accordance with ANSI's Harmonization Policy, as outlined in Section 3.6 of the *ANSI Procedures for the Development and Coordination of American National Standards* (April 1998), RESNA Standards activities shall be harmonized with international standards activities, whenever possible, in order to minimize duplication and promote consistency between ANSI/RESNA Standards and ISO Standards.

**Electronic mail list policy:** RESNA electronic mail lists are an informal tool to gauge the pulse of a board, subcommittee, or working group on a variety of issues related to the standard development process. If a board, subcommittee, or working group decides to establish an electronic mail list, all correspondence must be archived by the board, subcommittee, or working group Chair.

RESNA does not consider participation in the electronic mail list to be the equivalent of submitting official comments. Persons who wish their comments, related to a particular standard, be considered officially must submit them during the ANSI public review period or as a voting member of the subcommittee. When a draft standard is officially out for public review the Chair of the board, subcommittee, or working group should post an announcement on the electronic mail list.

Although much of what is discussed on an electronic mail list will be addressed during official meetings, the Chair of the board, subcommittee, or working group is not obligated to include every electronic mail list topic in his/her meeting agenda. The Chair should submit the agenda to the electronic mail list at least four weeks prior to the next meeting. All electronic mail list participants can then review the agenda and submit directly to the chair discussion topics they feel are critical and have been overlooked.

If the board, subcommittee, or working group Chair wishes to use the electronic mail list as a method for distributing official information, they must preface their messages with the following statement:

*"This is an official announcement to the <insert name of the board, subcommittee, or working group>."*

In addition, the Chair of the board, subcommittee, or working group must also distribute the message via mail to any active participant who does not have access to email.

## **II. Operating Procedures**

The RESNA Standards Organization's Policies and Procedures are based on a modified version of Annex A Model Procedures for an Accredited Standards Committee from *ANSI Procedures for the Development and Coordination of American National Standards* (April 1998).

### **A.1 General**

These procedures meet the requirements for due process and development of consensus for approval of American National Standards as given in Clause 1 of the *ANSI Procedures for the Development and Coordination of American National Standards*.

## **A.2 Organization of the Board**

Within the American National Standards Organization, the RESNA Technical Standards Board is an accredited standards organization. The RESNA Technical Standards Board operates within the Rehabilitation Engineering and Assistive Technology Society of North America (RESNA), with full board status.

RESNA subcommittees are the consensus bodies for the RESNA standards development process. The RESNA subcommittees shall have a title, scope, and an interest classification system for their members. The membership shall be sufficiently diverse to ensure reasonable balance without dominance by a single interest category in accordance with Clause 1.2.2 and 1.2.3 of the *ANSI Procedures*.

For additional information about the RESNA Standards Organization, see the information contained in the subsection titled *Organization structure*, beginning on Page 1.

## **A.3 Responsibilities**

### **A.3.1 Consensus Body**

The consensus body for specific standards will be the designated subcommittee. For example, the RESNA Standards Subcommittee on Wheelchairs is the consensus body for the ANSI/RESNA Wheelchair Standards. Responsibilities of the individual subcommittees shall include:

- a) Proposing American National Standards within the scope of the subcommittee;
- b) Voting on approval of proposed American National Standards within the scope of the subcommittee;
- c) Maintaining the standards developed by the subcommittee in accordance with Clause 4.4 of the *ANSI Procedures*;
- d) Responding to requests for interpretations of the standard(s) developed by the subcommittee (responses to requests for interpretation should be made in accordance with the RESNA interpretation policy on page 5 of these procedures); and,
- e) Other matters requiring subcommittee action as provided in these procedures.

### **A.3.2 Technical Standards Board**

The Technical Standards Board will oversee the coordination of all RESNA standards developments and the adoption of the *RESNA Standards Organizations Policies and Procedures*. The RESNA Technical Standards Board shall be responsible for:

- a) Applying for accreditation by ANSI and maintaining accreditation in accordance with ANSI requirements, including submission of the subcommittee rosters;
- b) Overseeing the subcommittee's compliance with these procedures;
- c) Maintaining a list of standards for which the subcommittees are responsible;

- d) Submitting candidate standards approved by the subcommittee, with supporting documentation, for ANSI review and approval as American National Standards; and
- e) Performing other administrative functions as required by these procedures.

#### **A.4 Officers**

For information on Technical Standards Board, subcommittee and working group officers, see the information contained on pages 1, 2 and 3 in the subsection titled *Organization structure*.

#### **A.5 Membership**

Boards and subcommittees have official membership bodies that are elected in accordance with this section of the operating procedures. If a board or subcommittee member fails to attend at least one meeting every two years or to actively participate in the board or subcommittee's activities, his or her membership will be reviewed and potentially terminated. Persons who cannot attend meetings due to a severe disability can still participate as members on the Technical Standards Board or a subcommittee by requesting membership through written correspondence to the board or subcommittee Chair. All requests for membership must be ratified in accordance with Section A.5.

Members of the Technical Standards Board or a subcommittee shall consist of organizations (preferably national in scope), companies, government agencies, individuals, etc., having a direct and material interest in the activities of the board or subcommittee. The selection and addition of members, along with their interest category, shall be subject to approval by a majority vote of the board or subcommittee after the application has been processed in accordance with A.5.1. The termination of members shall be subject to approval by majority vote of the subcommittee after a review of the membership in accordance with A.5.2.

Persons from outside the U.S. are eligible for membership on the RESNA Technical Standards Board and all RESNA subcommittees. Members from outside the U.S. have the same rights and responsibilities as national members regarding the development of ANS/RESNA standards. Due to restrictions within ANSI, members from outside the U.S. cannot submit votes related to the U.S. Technical Advisory Group (TAG). However comments from non-national members will be considered by the Chair of the Technical Guidelines Committee/ Standards Board.

Working groups do not have official membership bodies but are composed of active participants. The Chair is responsible for monitoring who is actively participating in the working group. Only active participants are eligible to participate in a working group preballot. Persons from outside the U.S. are eligible to participate in all RESNA working group activities, including preballot voting, provided they meet the criteria established for active participation.

To establish active participation status, a person must attend a working group meeting. However, persons who cannot attend meetings due to a severe disability can still become active participants by requesting active participation status through written correspondence to the working group Chair. All active participants should provide the working group Chair with their contact information and an interest category.

To maintain the status of an active participant, a person must have either attended one meeting within the last two years or submitted written correspondence regarding the standard development process directly to the working group Chair within the last two years. In order for written correspondence to qualify as active participation it must be substantive in nature (e.g., commenting on specific decisions made by the working group or voting in a preballot). Merely sending a letter to the Chair of the working group indicating a desire to remain on the working group is not considered active participation. Submitting email messages to the working group's electronic mail list does not qualify as meeting the active participation obligations. Consider the following: if a preballot is initiated in April 2001 for the Working Group on Postural Support Devices, the following people are eligible to vote:

1. Everyone who attended a working group meeting between April 1999 and April 2001; and,
2. Everyone who submitted written correspondence of a substantive nature directly to the Chair between April 1999 and April 2001.

People who participate on the electronic mail lists but do not attend meetings will be considered electronic mail list observers and are not eligible to participate in a working group preballot. Electronic mail list observers and other interested parties may provide official comment on the draft standards through ANSI during the public review period.

### **A.5.1 Application**

A request for membership on the Technical Standards Board or a subcommittee shall be addressed to either the Chair or the Secretariat of the board or specific subcommittee and shall indicate the applicant's direct and material interest in the board or subcommittee's work, qualifications and willingness to participate actively. In addition, if the applicant is an organization, company, or government agency, it shall identify a representative (and an alternate, if desired).

#### ***A.5.1.1 Recommendation***

In recommending appropriate action to the Technical Standards Board or a subcommittee on applications for membership, the Secretariat of the board or subcommittee shall consider:

- a) The need for active participation by each interest category;
- b) The potential for dominance by a single interest category;
- c) The extent of interest expressed by the applicant and the applicant's willingness to participate actively; and,
- d) The representative identified by the applicant organization, company, or government agency.

#### ***A.5.1.2 Diverse interests***

If distinct divisions of an organization demonstrate independent interests and authority to make decisions in an area of activity of the Technical Standards Board or a subcommittee, each is permitted to apply for membership.

### **A.5.1.3 Combined interest**

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

### **A.5.2 Review of membership**

The Secretariat shall review the Technical Standards Board or a subcommittee membership list annually with respect to the criteria of Clause A.5. Members are expected to fulfill obligations of active participation. Where a member is found in habitual default of these obligations, the Secretariat shall direct the matter to the board or subcommittee for appropriate action, which may include termination of membership.

### **A.5.3 Observers and individual experts**

Individuals and organizations having an interest in a board or subcommittee's work may request listing as observers. The Technical Standards Board or a subcommittee may also select individual experts to assist it. Individual experts shall serve for a renewable term of one year and shall be subject to approval by vote of the board or subcommittee. Observers and individual experts shall be advised of the board or subcommittee's activities, may attend meetings, and may submit comments for consideration, but shall have no vote.

### **A.5.4 Interest categories**

All appropriate interests that are directly and materially affected by the standards activity of the board or subcommittee shall have the opportunity for fair and equitable participation without dominance by any single interest. Each member shall propose its own interest category as appropriate and in accordance with the established categories (See clauses 1.2.2 and 1.2.3. of the *ANSI Procedures*).

Every member of a board or subcommittee and every working group active participant must select a primary interest category to insure even distribution of industry interests when creating standards. A person is permitted to select different primary interest categories for different groups. For example, a member of the RESNA Technical Standards Board and the RESNA Standards Subcommittee on Wheelchairs might select "clinical" as his primary interest category for the Technical Standards Board and "researcher" as his primary interest category for the subcommittee. No interest category may dominate more than 50 percent of any board or subcommittee. However, it is preferred that no interest category dominate more than 30 percent of any board or subcommittee. Balanced interest categories are not mandatory for working groups, however, because of the open nature of working group participation (i.e., the Chairs have little control over who chooses to participate). It is desirable that working groups are not dominated by any single interest group.

The interest categories shall be established or revised by a vote of the board, subcommittee, or working group. The rationale for the selection of categories shall be included in the subcommittee ballot and submitted to ANSI as part of the accreditation requirements.

When a person is qualified to represent more than one interest category, secondary interest categories may be recorded by the Chair or Secretariat of the board, subcommittee, or working group. Secondary interest categories should not be recorded on the BSR-9 form.

The interest categories for the majority of the RESNA Standards Organization are as follows:\*\*

- **Clinical** - applies to anyone who participates in the prescribing or training of assistive technologies.
- **Consumer** - applies to anyone who uses the specified device as their personal assistive technology or serves as a caregiver to a person who uses the specified device as their personal assistive technology.
- **Government** - applies to anyone who works for a governmental organization.
- **Manufacturer** - applies to anyone who manufactures, works for a manufacturer, or serves as a supplier of assistive technologies.
- **Researcher** - applies to anyone who participates in the testing or researching of assistive technologies.

\*\*The interest categories for the RESNA Standards Subcommittee on Ground and Floor Surfaces and the RESNA Standards Subcommittee on Adaptive Sports Equipment are slightly modified.

#### **A.5.5 Membership roster**

The Secretariat shall maintain a current and accurate roster and shall distribute it to the members at least once a year, and otherwise on request. The board and subcommittee rosters should represent the official membership body. The working group rosters should represent the active participants. The Chair of each subcommittee and working group is responsible for submitting an updated roster annually to the Chair of the RESNA Technical Standards Board. The roster shall include the following:

- a) Title of the board, subcommittee, or working group;
- b) Officers (including Chair, Secretariat, or Vice-Chair): name of organization, and address;
- c) Members: member name or name of organization or agency, organization or agency representative and alternate (as applicable), addresses, and business affiliations; or name, address, and business affiliation of individual member(s); and
- d) Interest category of each member.

#### **A.6 Subgroups created by the board**

In order for a new subcommittee or working group to be initiated, a participant of the RESNA Standards Organization must complete a New Work Item form and submit it to the RESNA Technical Standards Board for approval. A copy of the New Work Item form can be obtained from the Chair of the Technical Standards Board.

When one or more working groups are formed to expedite the work of a subcommittee, their formation (and later disbandment) requires approval by a majority vote of the RESNA Technical Standards Board and approval by a majority vote of the subcommittee. The scope and duties

delegated to the working group shall be approved at the time it is formed, and subsequent changes in scope or duties shall also require approval by the subcommittee. For more information on the responsibilities of working groups see page 2 in the subsection titled Working Groups.

### **A.6.1 Chairperson and members of subgroups**

See page 8 in the subsection A.5 Membership for details related to active participation in a working group. See page 2 in the subsection titled Working Groups for information about working group officers.

### **A.6.2 Approval of standards**

Draft standards and any substantive change (see Clause 1.2.9 of the *ANSI Procedures*) in the content of a standard proposed by a working group shall be referred to the subcommittee for approval.

When working groups have been appointed to develop specific components of an ANSI/RESNA Standard, the Chair of that working group must initiate a preballot vote prior to forwarding the draft standard to the Chair of the subcommittee that appointed the working group and to the Secretariat of the Technical Standards Board.

## **A.7 Meetings**

**Technical Standards Board:** The membership of the Technical Standards Board meets on an annual basis in conjunction with the annual RESNA conference. Technical Standards Board reports are presented to the RESNA Board of Directors in conjunction with the annual RESNA conference, and at the RESNA Winter Board Meeting.

**Subcommittees and Working Groups:** The membership of each subcommittee and working group meets on a regular basis as scheduled by the group.

**Meeting Minutes:** One officer shall be responsible for recording minutes at each board, subcommittee, and working group meeting. The minutes should provide enough detail so that the rationale for decisions that impact the development of standards can be determined. The minutes shall include the following information:

- Date and location of meeting;
- Name, organization, and interest categories of all attending members (working groups should record contact information for all attendees);
- List of all documents identified and numbered at the meeting;
- Reports from appropriate subcommittees and working groups;
- Outline and summary of all issues discussed at the meeting;
- Work tasks highlighted, persons responsible, and date of task completion; and

- Membership/Active Participant roster attached as an appendix to the minutes (at least once a year).

The minutes should be drafted after the meeting according to the following procedures:

1. The minutes should be labeled "draft."
2. As soon as the "draft" minutes are prepared, they should be distributed to the board, subcommittee or working group.
3. The board, subcommittee or working group can submit comments and suggested edits to the Chair before the next meeting. The "draft" minutes should be revised based upon the comments received.
4. The "draft" minutes should be redistributed at the next meeting and given an official document number.
5. The board, subcommittee, or working group reviews the "draft" minutes and approves them either with or without changes.
6. If the minutes are approved with changes, the revisions should be noted in the next meeting minutes.
7. After the meeting, the final approved minutes with the word "draft" removed and with any revisions should be retained in the official records.
8. The final approved minutes do not need to be redistributed to the board, subcommittee, or working group. However, the approved minutes are considered official and should be used if the minutes are posted on the Web or sent out per individual request.
9. The Chair should retain a copy of the "draft" minutes that were distributed at the meeting as well as a copy of the final approved minutes.
10. The Chair should send a copy of the final approved minutes to the Chair of the Technical Standards Board in accordance with the *RESNA Standards Organization's Policies and Procedures*. The minutes from a working group meeting should be submitted to the Chair of the parent subcommittee, as well as the Chair of the Technical Standards Board.

### **A.7.1 Open meetings**

Meetings of the subcommittee and all subordinate bodies shall be open to all members and others having a direct and material interest. At least four weeks notice of regularly scheduled meetings and ad hoc meetings shall be given by the Secretariat or Chair of the board, subcommittee, or working group holding the meeting in:

- ANSI's Standards Action,
- The RESNA newsletter,
- The RESNA electronic mail list, and/or
- Other media designated to reach directly and materially affected interests.

The notice shall describe the purpose of the meeting and shall identify a readily available source for further information. An agenda shall be available and shall be distributed in advance of the meeting to members (Technical Standards Board and subcommittees) and active participants (working groups) and to others expressing interest. The Secretariat may maintain a mailing list of other interests.

### **A.7.2 Quorum**

A quorum is not required to conduct official business at a board, subcommittee, or working group meeting.

### **A.8 Voting**

Except in regard to votes on membership and officer-related issues, each member shall vote one of the following positions:

- a) Affirmative;
- b) Affirmative, with comment;
- c) Negative, with reasons (the reasons for a negative vote shall be given and if possible should include specific wording or actions that would resolve the objection);
- d) Abstain, with reasons.

For votes on membership and officer-related issues, the yes/no/abstain method of voting shall be followed.

#### ***A.8.1.1 Vote of alternate***

An alternate's vote is counted only if the principal representative fails to vote. The primary member is responsible for forwarding voting materials to his/her alternate if he/she is unable to vote. If a follow up reminder is sent to the voting member, it should also be forwarded to the alternate.

#### ***A.8.1.2 Single vote***

No representative shall have more than one vote even if he or she represents more than one organization.

#### ***A.8.1.3 Voting period***

The voting period for letter ballots shall end six weeks from the date of issue or as soon as all ballots are returned, whichever comes earlier. An extension may be granted at the Chair's option, when warranted.

A follow-up letter requesting immediate return of the ballot shall be sent, as appropriate, to members and alternate members whose votes have not been received within ten working days before the ballot closes.

### **A.8.2 Actions requiring approval by a majority**

The following actions require approval by a majority of the membership of the subcommittee either at a meeting or by letter ballot:

- a) Confirmation of officers appointed by the Secretariat;
- b) Formation of a subgroup, including its procedures, scope, and duties;
- c) Disbandment of subgroups;
- d) Addition of new subcommittee members and designation of their interest categories; and,
- e) Approval of withdrawal of an existing standard.

### **Voting at a meeting**

Any of the above items, including membership review, officer elections, and approval of minutes and agendas can be voted on at a meeting. Draft standards require a mail ballot and therefore cannot be voted on at a meeting. Voting at meetings does not require a majority of members to be present and only requires a majority of the members present to approve. The comments from all members voting for and against a given motion should be recorded and addressed regardless of whether the motion passes.

**Consensus at a meeting:** A call for consensus is an informal voting tool available to board, subcommittees, and working groups at meetings. Everyone who attends the meeting should be included in a consensus vote. Consensus can be used to gauge whether a project or a work item is heading in a direction that most people could support. For consensus to be reached, it must be agreed upon by a 2/3 majority, excluding abstentions. The comments from all members/active participants on a given motion should be addressed and recorded regardless of whether the motion passes.

### **A.8.3 Actions requiring approval by two-thirds of those voting**

The following actions require a letter ballot with approval by at least a majority of the membership and at least two-thirds of those voting, excluding abstentions:

- a) Adoption of operating procedures, interest categories, or revisions thereof;
- b) Approval of a new standard or reaffirmation of an existing one;
- c) Approval of revision or addendum to part or all of a standard; and,
- d) Approval for submission to ANSI of change of RESNA Standards Organization scope.

### **A.8.4 Voting on a Draft Standard (letter ballot only)**

When initiating a vote on a draft standard, the Chair of the subcommittee must send all voting materials to the Secretariat of the Technical Standards Board for distribution. All letter ballots must be administered by the Chair of the RESNA Technical Standards Board. Each subcommittee member has the responsibility to inform their Chair of any change of telephone, address, or affiliation. A member who fails to provide up-to-date contact information shall be deemed to have abstained from voting.

In addition to complying with these procedures, all letter ballots should comply with Annex I, also contained in the *Procedures for the Development and Coordination of American Standards* (April 1998). Annex I prohibits the Accredited Standards Developer (RESNA) from changing a vote unless instructed in writing by the voter. Annex I also indicates that the Accredited Standards Developer (RESNA) is only obligated to address negative votes that are submitted with comments. As per Annex I, the letter ballot must clearly instruct voters that negative votes without comments will be recorded as such without further notice to the voter. For a vote to be official, greater than 50% of members, including abstentions, must return written ballots, and 2/3 majority, excluding abstentions must approve the standard.

After a mail ballot, the Chair of the subcommittee should prepare a voting comments table containing the comments received during the voting period, as well as information on the disposition of each comment, and how each comment was addressed. The voting comments table and the voting results should be recirculated to the members of the subcommittee for a four-week review period, to afford members with an opportunity to respond to the comments and/or change their vote. In addition, each objector shall be advised of his or her right to appeal the standard. Members who submitted a vote during the original voting period may change their vote based on whether or not they are satisfied with how their comments were addressed. However, members who did not submit a vote during the original voting period cannot submit a vote during the four-week review period. The voting comments table and the voting results should also be sent to the Secretariat of the Technical Standards Board.

#### **A.8.5 Preballot voting (letter ballot only)**

A preballot is a means of obtaining the views and input of all active participants of a working group. When working groups have been appointed to develop specific components of an ANSI/RESNA Standard, the Chair of that working group must initiate a preballot vote prior to forwarding the draft standard to the Chair of the subcommittee that appointed the working group and to the Secretariat of the Technical Standards Board. If the working group is tasked with completing more than one section of a standard, a preballot can be conducted for each section or the entire standard can be reviewed at one time.

A preballot must be circulated by mail and may be administered by the Chair of the working group or the Chair of the Technical Standards Board. When it comes time to conduct a preballot vote, all persons who have actively participated in the working group within the past two years should receive the voting materials. The definition of a working group active participant is included in Section A.5 of this document.

The preballot must clearly instruct voters that negative votes without comments will be recorded as such without further notice to the voter. Each working group active participant has the responsibility to inform their Chair of any change of telephone, address, or affiliation. An active participant who fails to provide up-to-date contact information shall be deemed to have abstained from voting on the preballot inquiry.

There are no minimum requirements for the percentage of returned written votes to constitute a preballot. A two-thirds majority of those voting, excluding abstentions, must approve the draft standard in order for it to be forwarded to the subcommittee.

After the preballot is closed, the Chair of the working group should prepare a voting comments table containing the comments received during the preballot, as well as information on the disposition of each comment, and how each comment was addressed. The working group must address each comment that is received during the preballot process. The working group is only obligated to address negative votes that are submitted with comments. The voting comments table and the voting results should be recirculated to the active participants of the working group for a four-week review period, to afford all active participants an opportunity to respond to the comments and/or change their vote. Active participants who submitted a vote during the original voting period may change their vote based on whether or not they are satisfied with how their comments were addressed. However, active participants who did not vote during the preballot cannot submit a vote during the four-week review period. The voting comments table and the voting results should also be sent to the Secretariat of the Technical Standards Board.

#### **A.8.6 Authorization of letter ballots**

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

- a) Majority vote of those present at a subcommittee meeting;
- b) The Chair;
- c) The executive committee (if one exists);
- d) The Secretariat;
- e) Petition of five or more members of the subcommittee.

All letter ballots must be administered by the Chair of the RESNA Technical Standards Board.

#### **A.8.7 Other review**

Proposals for new American National Standards or reaffirmation, revision, or withdrawal of existing American National Standards shall be transmitted to ANSI for listing in *Standards Action* for comment.

The Secretariat or Chair of the Technical Standards Board shall determine whether listing of proposed standards actions shall be concurrent with the final subcommittee letter ballot and whether announcement in other suitable media is appropriate. The Secretariat or Chair shall transmit a copy of the proposed new, revised, or reaffirmed standard to the administrator(s) of the appropriate U.S. Technical Advisory Group(s) (U.S. TAGs) at the same time.

Views and objections resulting from the above shall be dealt with in accordance with A.8.6. Any substantive change (see clause 1.2.9 of the *ANSI Procedures*) made in the proposed American National Standard shall be relisted in accordance with A.8.6.

#### **A.8.8 Disposition of views and objections**

When the balloting has been closed, the Secretariat of the RESNA Technical Standards Board shall forward the ballot tally to the Chair of the subcommittee or, if appropriate, of the working

group. The Chair shall determine whether the expressed views and objections shall be considered by correspondence or at a meeting.

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

Substantive changes (see clause 1.2.9 of the *ANSI Procedures*) required to resolve objections, and unresolved objections, shall be reported to the subcommittee members in order to afford all members an opportunity to respond to them or to reaffirm or change their votes within four weeks.

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

#### **A.8.9 Report of final result**

The final result of the voting shall be reported to members and/or active participants.

#### **A.9 Submittal of standard**

Upon completion of the procedures for voting, disposition of views and objections, and appeals, the proposed standard shall be submitted to ANSI by the Secretariat or the Chair of the Technical Standards Board.

The information supplied to ANSI by the Secretariat or the Chair of the Technical Standards Board shall include all relevant material required by ANSI as outlined in clause 2.2 of the *ANSI Procedures*. If the Secretariat or Chair do not submit the proposal to ANSI within a reasonable period of time, any member(s) of the subcommittee may make the submittal.

#### **A.10 Termination of the RESNA Standards Organization**

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

- a) Reasons why the RESNA Standards Organization should be terminated; and,
- b) The name(s) of the organization(s) that will assume responsibility for maintenance of any existing American National Standard(s) that is(are) the responsibility of the subcommittees.

If it appears, after review by ANSI and discussion among the proponent of the action, the Secretariat, and the Executive Standards Council (ExSC) or its designee, that the desired

objectives can best be reached by termination, the proposal and supporting documentation shall be submitted to the RESNA Technical Standards Board with a letter ballot to terminate the board and transfer responsibility, as appropriate, for the affected standards. The proposal for termination of the RESNA Standards Organization shall be announced for comment in *Standards Action*.

## **A.11 Communications**

Each board, subcommittee, and working group Chair, Vice Chair and Secretariat shall keep copies of all written, email, and phone correspondence related to the standards development process. All phone correspondence should be recorded on a phone log. Email correspondence may be filed electronically on a diskette or CD. All correspondence should be filed and stored by year.

Correspondence of board, subcommittee, or working group officers does not need to be on "board correspondence" letterhead; however, RESNA letterhead should be used whenever possible.

### **A.11.1 Formal internal communication**

If correspondence between subcommittees or between working groups of different subcommittees involves issues or decisions (i.e., non-routine matters) affecting other subcommittees, copies shall be sent to all affected subcommittee and/or working group officers.

### **A.11.2 External communication**

Inquiries relating to the RESNA Standards Organization should be directed to the Secretariat or the Chair of the Technical Standards Board, and members should so inform individuals who raise such questions. All replies to inquiries shall be made through the Secretariat or the Chair of the Technical Standards Board.

### **A.11.3 Requests for interpretation of standards**

For guidance on interpreting RESNA Standards, refer to page 5 in the subsection titled Interpretation Policy.

## **A.12 Appeals**

Persons who have directly and materially affected interests and who have been or may be adversely affected by a substantive or procedural action or inaction of a committee/standards board, subcommittee, or working group shall have the right to appeal.

### **A.12.1 Complaint**

The appellant shall file a written complaint with the Secretariat of the RESNA Technical Standards Board within thirty days after the date of notification of action or at any time with respect to inaction. The complaint shall state the nature of the objection(s) including any adverse effects, the clause(s) of these procedures or the standard that is 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.

### **A.12.2 Response**

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

### **A.12.3 Hearing**

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

### **A.12.4 Appeals panel**

The appeals panel shall consist of three individuals who have not been directly involved in the matter in dispute, and who will not be materially or directly affected by any decision made or to be made in the dispute. At least two members shall be acceptable to the appellant and at least two shall be acceptable to the respondent. If the parties to the appeal cannot agree on an appeals panel within six weeks, the matter shall be referred to the Executive Standards Council or its designee, which shall appoint the members of the appeals panel.

### **A.12.5 Conduct of the hearing**

The appellant has the burden of demonstrating adverse effects, improper actions or inactions, and the efficacy of the requested remedial action. The respondent has the burden of demonstrating that the committee/standards board, subcommittee, or working group 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. *Robert's Rules of Order* (latest edition) shall apply to questions of parliamentary procedure for the hearing not covered herein.

### **A.12.6 Decision**

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

- a) Finding for the appellant, remanding the action to the standards board, subcommittee, or working group with a specific statement of the issues and facts in regard to which fair and equitable action was not taken;
- b) Finding for the respondent, with a specific statement of the facts that demonstrate fair and equitable treatment of the appellant and the appellant's objections;

- c) Finding that new, substantive evidence has been introduced, and remanding the entire action to the subcommittee for appropriate reconsideration.

#### **A.12.7 Further appeal**

If the appellant gives notice that further appeal to ANSI is intended, a full record of the complaint, response, hearing, and decision shall be submitted by the Secretariat of the RESNA Technical Standards Board to ANSI.

#### **A.13 Parliamentary procedures**

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