

AMERICAN IRON AND STEEL INSTITUTE
PROCEDURES FOR ANSI-APPROVED STANDARDS
FOR COLD-FORMED STEEL DESIGN AND
CONSTRUCTION

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(Approved)

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PREFACE

These revised *Procedures* were reviewed by the members of the Committee on Specifications (COS) and Committee on Framing Standards (COFS) and approved by the AISI Standards Council on April 5, 2017. Upon ANSI approval, these revised *Procedures* will replace the “*American Iron and Steel Institute Procedures for ANSI-Approved Standards for Cold-Formed Steel Design and Construction*” that were approved February 28, 2014.

The 2017 revision addresses recommendations of the 2016 ANSI audit that the AISI *Procedures* be revised to clarify the process for the resolution of ballot comments (Section 5.2.6) and unresolved negative votes (Section 5.2.8) associated with letter ballots; re-ballots (Section 5.2.9); and the resolution of public comments (Section 5.4.2) and unresolved public comments (Section 5.4.3). Additional changes were introduced by AISI staff to eliminate unnecessary scoping limitations (Section 1.1); clarify “written” versus “electronic” communication (Section 1.1.3); clarify “calendar” versus “working” days (Section 1.1.4); clarify the process for establishing and maintaining member classifications (Section 3.2.2); separate “inactivity” (Section 3.2.2.8) from “termination of membership” (Section 3.2.2.9); eliminate the need for a committee vote to approve the appointment of a committee chair (Section 3.2.3.1); require notification when exceptions are taken to requirements in other AISI standards (Section 4.2.1); include provisions for reference documents (Section 4.2.5) and supplemental procedures (Section 4.2.6); allow the appeal of an editorial persuasive ruling by other than negative voter (Section 5.2.6); and clarify “interpretations” versus “formal interpretations. Additionally, changes were made to use mandatory and other language more consistently, and to eliminate vague, gender-specific and redundant language throughout the AISI *Procedures*.

Previously, the 2014 revision addressed changes to the ANSI requirements regarding discontinuance of a standards project (Section 2.5). The 2013 revision addressed changes to the ANSI requirements regarding notification of standards development and coordination (Section 2.4.3). The 2011 revision addressed recommendations of the 2011 ANSI audit that the AISI *Procedures* be revised to address lack of dominance (Section 3.2.2.5), include updated statements on commercial terms and conditions (Section 4.2.3) and patent policy (Section 4.2.4), provide for the report of not persuasive negative votes to the members of the consensus body and permit a change in vote (Section 5.7.1(3)), and clarify that objectors are to be informed in writing of their right to appeal (Section 5.7.1(5)). The 2011 revision also addressed suggestions by AISI staff to clarify that previously considered comments constitute comments that have been acted upon in a letter ballot (Sections 5.7.1(3) and 7.1.4). The 2008 revision took into account the new AISI Standards Council, which replaced the former COS and COFS Executive Subcommittees. The revision also included new procedures on proposals for new standardization activity, new procedures on duplication and conflicts with other standards, an updated patent policy consistent with the ANSI Essential Requirements and revised procedures on interpretations. The document was also reorganized to improve readability.

The AISI Steel Market Development Institute (SMDI) has as its mission “to advance the competitive use of steel through a market-driven strategy that promotes cost effective steel based solutions.” Construction related market initiatives of the SMDI are addressed by the Construction Market Council (CMC). The AISI Standards Council reports to and receives AISI funding through the CMC (Figure 1).



Figure 1 - AISI Organizational Structure

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1. GENERAL

1.1 Scope

1.1.1 These *Procedures* govern the activities of the American Iron and Steel Institute (AISI) related to the development, reaffirmation, revision, and withdrawal of American National Standards for the design and construction of cold-formed steel.

1.1.2 When submitting standards for American National Standards Institute (ANSI) approval, AISI is responsible for submitting all required ANSI forms [or their equivalent] and complying with all required ANSI administrative practices in accordance with the *ANSI Essential Requirements: Due process requirements for American National Standards*.

1.1.3 Within these *Procedures*, any reference to written communication also includes electronic communication.

1.1.4 Within these *Procedures*, any reference to days means calendar days unless specifically noted otherwise.

1.2 Revisions To Procedures

1.2.1 Proposed revisions to these *Procedures* shall be submitted to the Secretariat in writing with an explanation or the reason for the proposed revision. The Secretariat shall submit the proposed revision to the AISI standards committees for comment and to the AISI Standards Council for action.

1.2.2 The AISI Standards Council shall consider and take action on proposed revisions to these *Procedures* and the Secretariat shall notify the AISI standards committees of all decisions.

2. PROJECT INITIATION

2.1 Proposals for New Standardization Activities

2.1.1 Any person, organization, or existing committee shall be permitted to submit to the AISI Standards Council a proposal to establish a standardization activity.

2.1.2 The proposal to establish a new standardization activity shall include the following:

- (1) A statement of the scope of the standard
- (2) The objective of the standard
- (3) The need for and anticipated benefits of the proposed standard
- (4) A rationale for AISI undertaking the activity
- (5) Potential committee membership
- (6) Core user group of the proposed standard
- (7) Existing standards related to the topic area
- (8) A schedule for producing the standard

2.2 Authorization - The AISI Standards Council shall have the authority to initiate a project to develop, reaffirm, revise, or withdraw a standard, with the consent of the Secretariat.

2.3 Notification

2.3.1 New or Revised Standards - At the initiation of a project to develop or revise a standard, a statement shall be developed to explain the need, outline the scope, and identify the stakeholders likely to be directly and materially impacted by the standard. Notification shall be transmitted to ANSI using the Project Initiation Notification System (PINS) form, or its equivalent, for announcement in *Standards Action*. If the need, scope or stakeholders change substantively as the standard is developed, a revised PINS form shall be submitted and published. The Secretariat shall determine whether announcement in other suitable media is appropriate.

2.3.2 Reaffirmed or Withdrawn Standards - A PINS form shall not be required at the initiation of a project to reaffirm or withdraw a standard. The Secretariat shall determine whether announcement in other suitable media is appropriate.

2.4 Comments Indicating Possible Duplication or Conflicts

2.4.1 If the Secretariat receives written comments within 30 days from the publication date of a PINS announcement and said comments assert that a proposed standard duplicates or conflicts with an existing American National Standard (ANS) or a candidate ANS that has been announced previously in *Standards Action*, a mandatory deliberation of representatives from the relevant stakeholder groups shall be held within 90 days from the comment deadline.

2.4.2 Such a deliberation shall be organized by the Secretariat and the commenter and shall be concluded before the Secretariat submits a draft standard for public review. If the deliberation does not take place within the 90-day period and the Secretariat can demonstrate that it has made a good faith effort to schedule and otherwise organize it, then the Secretariat shall be excused from compliance with this requirement.

2.4.3 The outcome of a PINS deliberation shall be conveyed in writing (the "Deliberation Report") within 30 days after the conclusion of the deliberation by the Secretariat to the commenter and to ANSI. Upon submission of the Deliberation Report, the Secretariat shall be permitted to continue with the submission of the draft standard for public review. If additional deliberations take place, they need not delay the submission of the draft for public review, and an updated Deliberation Report shall be conveyed within 30 days after each deliberation. Any actions agreed upon from the deliberations shall be carried out in a timely manner, but shall not exceed 90 days following the deliberation. Subsequently, the Secretariat shall include all of the Deliberation Report(s) with the BSR-9 submittal to the ANSI Board of Standards Review (BSR) for consideration should the Secretariat ultimately submit the subject standard to ANSI for approval. Stakeholders who were involved in the PINS deliberation process shall be permitted to also file separate Deliberation Report(s) with ANSI and the Secretariat within 30 days after conclusion of any deliberation for consideration by the BSR, if the standard is submitted to ANSI for approval.

2.5 Discontinuance of a Project

2.5.1 Discontinuance of a project after the PINS announcement shall be handled in accordance with these *Procedures*.

2.5.2 The AISI Standards Council shall have the authority to discontinue the processing of a proposed new or revised standard or portion thereof, with the consent of the Secretariat.

2.5.3 The Secretariat shall notify ANSI of such actions, which will be announced in *Standards Action*, and shall determine whether announcement for such an action in other suitable media is appropriate.

3. COMMITTEE ORGANIZATION

3.1 AISI Standards Council

3.1.1 General - Appointed by the Secretariat, the AISI Standards Council shall provide for the administration of AISI standards development process, including the establishment, appointment, and administration of the AISI standards committees.

3.1.2 Authority - The AISI Standards Council shall be the issuer of standards for the American Iron and Steel Institute. The AISI Standards Council shall be responsible for applying these *Procedures* to the establishment, appointment, and administration of standards committees of AISI. The AISI Standards Council shall perform those duties assigned by these *Procedures* and other duties as assigned by the Secretariat.

3.1.3 Membership Requirements - The AISI Standards Council shall consist of a Chair, Vice Chair and at least five other members. Members shall be familiar with the technical and standards development functions of AISI and shall be selected from a broad range of interests. At least one of the members of the AISI Standards Council shall be a General Interest member of an AISI standards committee, at least one shall be a User member of an AISI standards committee and at least one shall be a Manufacturer member of an AISI standards committee, as defined in Section 3.2.2.3.

3.1.4 Votes - The vote of the AISI Standards Council regarding any action on the issuance or withdrawal of standards or discontinuance of projects shall be by two-thirds affirmative vote of all members. In calculating the required two-thirds affirmative vote within the AISI Standards Council, those who abstain or do not vote shall not be included in the calculation of the vote. When, in the determination of the Chair, action between Council meetings is required on any matter, such action shall be taken by a vote conducted by letter ballot.

3.1.5 Meetings - The AISI Standards Council shall be permitted to establish a regular meeting schedule, and the Chair shall be permitted to call meetings at such other times as necessary and convenient for the transaction of business. Meetings shall be conducted in accordance with Section 4.3, as applicable.

3.2 AISI Standards Committees

3.2.1 General - AISI standards committees shall be established by the AISI Standards Council, with the consent of the Secretariat, and shall be responsible for developing and maintaining standards which fall within the scope of these *Procedures*.

3.2.2 Membership Requirements - Membership on AISI standards committees shall be open to any person directly and materially affected by the standards, subject to the following selection procedure: the balance requirements established in Section 3.2.2.4; the lack of dominance outlined

in Section 3.2.2.5; and the size limitations as contemplated in Section 3.2.2.6. Participation on an AISI standards committee shall not be conditional upon membership in any organization and shall not be unreasonably restricted on the basis of technical qualifications.

3.2.2.1 Application - Individuals seeking membership on an AISI standards committee shall submit a written application to the Secretariat indicating their interest in the work of the committee and their qualifications, willingness to participate, and affiliations which might affect their classification. Applicants shall identify their interest category (See Section 3.2.2.3).

3.2.2.2 Process - Submitted applications shall be considered by the AISI Standards Council, which shall accept or reject all applications. Rejected applicants shall have the right to appeal in accordance with Section 6. In accepting or rejecting applicants, the AISI Standards Council shall consider the following:

- (1) Appropriateness of the interest category indicated on the application.
- (2) Need for active participation by members of each interest group.
- (3) Balance and potential for dominance by members of a single interest group.
- (4) Extent of interest expressed by the applicant and willingness to participate.
- (5) Qualifications and ability to materially contribute to the work of the AISI standards committee.

3.2.2.3 Interest Categories - All members of the AISI standards committees shall be classified as Producers, Users or General Interest representatives in accordance with the following definitions:

- (1) *Producer* - An individual employed by or otherwise representing an organization that produces or supplies steel or manufactures cold-formed steel structural members shall be classified as a Producer. Producer members shall be further classified as follows:
 - (a) Producers or suppliers of steel.
 - (b) Manufacturers of cold-formed steel structural members.

- (2) *User* - An individual employed by or otherwise representing an organization that purchases, uses, or specifies cold-formed steel structural members shall be classified as a User.

NOTE: This category includes, but is not limited to, design engineers, architects, representatives of government agencies that purchase or specify cold-formed steel structural members, owners, builders, fabricators, installers, distributors, and panelizers.

- (3) *General Interest* - General Interest members are neither Producers nor Users.

NOTE: This category includes, but is not limited to, educators, researchers, representatives of regulatory agencies, software developers, technical societies, and manufacturers of related products.

3.2.2.4 Balance - No single interest category shall constitute a majority of the membership of an AISI standards committee. Within the Producer category, the total number of steel producers and suppliers shall not exceed the number of manufacturers of cold-formed steel structural members. There shall be a limit of one voting member from each company or organization.

3.2.2.5 Dominance - The standards development process shall not be dominated by any single interest category, individual or organization. If a party, which is directly and materially affected, believes that a single interest category, individual or organization has dominated the standards development process, they shall be permitted to file a written complaint. The

complaint shall provide evidence 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. The complaint shall also indicate specific remedial action(s) that may be taken to satisfy the stated concern(s). The Secretariat shall notify and circulate the written complaint to the AISI Standards Council and the responsible AISI standards committee chair for their review and consideration. Within 30 days after the receipt of the written complaint, the Secretariat, on behalf of the AISI Standards Council and responsible AISI standards committee(s), shall respond in writing to the appellant, addressing each stated concern and considering the recommended remedial action(s). The Secretariat's response shall attempt to fully resolve the complaint; however, the affected party shall be informed in writing of the right to Appeal, in accordance with Section 6.

3.2.2.6 Committee Size - The AISI Standards Council shall be permitted to establish a maximum AISI standards committee size.

3.2.2.7 Changes in Employment or Funding - AISI standards committee members shall notify the Secretariat of any changes in employment or any changes in funding support that affect representation. If continued membership on the AISI standards committee is desired, the committee member shall submit a new application (See Section 3.2.2.1).

3.2.2.8 Inactivity - An AISI standards committee member shall be considered inactive for failure to return at least 75 percent of the letter ballots issued during a calendar year or failure to attend at least one committee meeting a calendar year.

3.2.2.9 Termination of Membership - The AISI Standards Council shall be authorized to terminate the membership of an individual on an AISI standards committee for cause, including inactivity (See Section 3.2.2.8).

3.2.3 Committee Officers

3.2.3.1 Chair and Vice Chair - The AISI Standards Council shall appoint, with the consent of the Secretariat, a Chair and Vice Chair for each AISI standards committee from the individual members of the committee. Each will serve until a successor is selected and ready to serve.

3.2.3.2 Secretary - The AISI Standards Council shall appoint, with the consent of the Secretariat, a Secretary for each AISI standards committee. The Secretary need not be a member of the AISI standards committee.

3.2.4 Standards Committee Meetings - AISI standards committee meetings shall be conducted in accordance with Section 4.3, as applicable.

3.2.5 Subcommittees

3.2.5.1 Subcommittees shall be established by the AISI Standards Council for the purpose of assisting the AISI standards committee in drafting standards, considering comments or negative votes on portions of the standards and other advisory functions.

3.2.5.2 Membership on subcommittees shall be permitted to include persons who are not members of the AISI standards committee.

3.2.5.3 Balance shall not be required for subcommittees, provided that the lack of dominance outlined in Section 3.2.2.5 is satisfied. There shall be a limit of one voting member from each company or organization.

3.2.5.4 Subcommittee Chairs shall be members of the AISI standards committee and shall be appointed by the AISI Standards Council. Subcommittee members shall be appointed by the Subcommittee Chair, with the concurrence of the Secretariat.

3.2.5.5 Subcommittee meetings shall be conducted in accordance with Section 4.3.6, as applicable.

4. COMMITTEE OPERATIONS

4.1 Committee Administration

4.1.1 Secretariat - AISI shall be responsible for maintaining the Secretariat for the AISI Standards Council and all AISI standards committees established in accordance with these *Procedures*. The Secretariat shall perform the following functions:

- (1) Oversee compliance with these *Procedures*, including legal review as necessary.
- (2) Process all AISI standards committee membership applications in accordance with Section 4.1.2.
- (3) Maintain rosters of the AISI Standards Council and all AISI standards committees and subcommittees in accordance with Section 4.1.3.
- (4) Maintain all records pertaining to the AISI Standards Council and AISI standards committees in accordance with Section 4.1.4.
- (5) Provide administrative support, including secretarial services for the AISI Standards Council and AISI standards committees.
- (6) Publish approved standards and revisions thereto.
- (7) Perform other administrative functions as required.
- (8) Appoint AISI Standards Council in accordance with Section 3.1.

4.1.2 Standards Committee Applications - The Secretariat shall process all membership applications for AISI standards committees. The Secretariat shall notify all applicants of the actions taken on applications and shall include notice of the right to appeal a decision to deny an application for AISI standards committee membership or assignment of interest category. The Secretariat shall notify the applicants and AISI standards committee of the actions taken on applications.

4.1.3 Standards Committees Membership Rosters - The Secretariat shall prepare and maintain a membership roster documenting the classification of each AISI standards committee member and the achievement of balance. The Secretariat shall submit an annual membership roster report to the AISI Standards Council for their review. The roster report shall include a summary of the voting membership by interest category.

4.1.4 Records - Records shall be accessible to directly and materially interested parties, subject to reasonable conditions of time, location, cost and convenience. Records concerning new, reaffirmed, or revised standards shall be retained for at least one complete standards cycle (until the standard is reaffirmed, revised, or withdrawn). Records concerning withdrawn standards shall be retained for at least five years from the date of withdrawal.

4.1.5 Correspondence

4.1.5.1 Correspondence between AISI Standards Council and/or AISI standards committee members relating to AISI standards activities shall be clearly identified as “Committee Correspondence”.

4.1.5.2 Correspondence from a member of the AISI Standards Council, AISI standards committee or subcommittee to the entire membership of the AISI Standards Council, AISI standards committee or any subcommittees shall be forwarded to the Secretariat for approval and distribution.

4.1.5.3 All official AISI Standards Council, AISI standards committee, and subcommittee correspondence, including meeting notices, agendas, reports, and letter ballots, shall be distributed by the Secretariat. Copies of all other correspondence between members of the AISI Standards Council, AISI standards committee, and subcommittee, relating to AISI standards activities shall be forwarded to the Secretariat.

4.1.5.4 External inquiries related to the AISI Standards Council, AISI standards committees and AISI standards shall be directed to the Secretariat. AISI Standards Council and AISI standards committee members should advise individuals who contact them that responses to all inquiries are handled by the Secretariat.

4.2 Standards Development

4.2.1 Duplication and Conflicts with Other Standards - AISI standards committees shall make every effort to avoid conflicts with other AISI standards and those of ANSI-accredited standards developing organizations. Where exceptions are taken to requirements in other AISI standards, the AISI standards committee taking the exception shall notify the affected AISI standards committee. The AISI Standards Council shall adjudicate all unresolved conflicts in accordance with Section 2.4.

4.2.2 Metric Policy - Where applicable, all standards not written using the International System of Units (SI) shall include appropriate conversions correlating non-SI units to the corresponding SI equivalent.

4.2.3 Commercial Terms and Conditions - AISI standards shall comply with the *ANSI Essential Requirements: Due process requirements for American National Standards*, Section 3.2, Commercial Terms and Conditions.

4.2.4 Patent Policy - AISI standards shall comply with the *ANSI Essential Requirements: Due process requirements for American National Standards*, Section 3.1, ANSI patent policy – Inclusion of Patents in American National Standards, and the corresponding sub-sections.

4.2.5 Reference Documents

4.2.5.1 Documents referenced in AISI standards shall be promulgated in accordance with a documented consensus procedure (e.g., ANSI or ASTM). Reference documents shall be written using mandatory language; readily available; and identifiable by title, date or edition, and name of the developing organization.

4.2.5.2 Documents that do not comply with Section 4.2.5.1 shall only be referenced as non-mandatory documents and shall only be adopted as advisory material (i.e., User Notes or Commentary) in an AISI standard.

4.2.5.3 AISI standards committees shall adopt the latest edition of the reference document available at the time of balloting. Only one edition of a reference document shall be adopted. If the current edition is not suitable or multiple editions of a reference document need to be adopted, the AISI standards committee shall be permitted to grant an exception to this requirement provided that the exception is noted in the Commentary of the AISI standard.

4.2.5.4 A copy of the reference document shall be provided to the Secretariat with the relevant letter ballot, unless the reference document is readily available.

4.2.6 Supplemental Procedures - The Secretary shall be permitted to adopt Supplemental Procedures, provided that such procedures are consistent with, and no less stringent than, these *Procedures*. Such procedures and amendments thereto shall be transmitted to the Secretariat, who shall submit them to the AISI Standards Council for approval.

4.3. Committee Meetings

4.3.1 Frequency and Location - Each committee shall hold a minimum of one and a maximum of four meetings each calendar year. At the close of each meeting, the committee shall establish the date of the next meeting. The Chair of the committee shall be permitted to call a special meeting of the committee, if necessary, at a location and on a date acceptable to the Secretariat.

4.3.2 Notification - At least 30 days written notice shall be given for meetings of all committees. An agenda shall be prepared and distributed with the meeting notice.

4.3.3 Open Meetings - Except for authorized executive sessions (See 4.3.3.1), all meetings of committees shall be open and attendance by any interested party shall be welcome. Visitors shall not have the right to vote. Visitors shall be entitled to receive copies of meeting reports if requested in writing. Visitors shall be permitted to address the committee at a meeting, provided that a written request is sent to the Chair at least 10 days prior to the meeting. The Chair shall designate the time allotted for visitor presentations.

4.3.3.1 Executive Sessions - Executive sessions shall be permitted for the purpose of considering administrative, financial and similarly sensitive issues not related to the technical content of any standards or the disposition of ballots or public comments. Attendance during executive sessions shall be limited to committee members and representatives of the Secretariat.

4.3.4 Quorum - A majority of the members of a committee shall constitute a quorum for conducting business at a meeting. Matters shall be deemed approved by the affirmative vote of a majority of the members present, except with respect to matters covered in Section 5. If a quorum is not present, actions on agenda items shall be permitted to be taken but shall be subject to ratification by a letter ballot of the committee.

4.3.5 Parliamentary Procedures - On questions of parliamentary procedure, Robert's Rules of Order (Revised) shall apply.

4.3.6 Subcommittee Meetings - Subcommittee meetings shall be permitted to be called by the Chair of the subcommittee, after receiving approval of the AISI standards committee Chair and the Secretariat. The time and location of subcommittee meetings shall be set so as to not conflict with meetings of the AISI standards committee and to minimize conflicts with other subcommittee meetings. Subcommittee meetings shall be open in accordance with 4.3.3.

5. RULES FOR PROCESSING AISI STANDARDS

5.1 Changes and Interpretations - Substantive changes to and formal interpretations of all standards shall be approved by letter ballot of the AISI standards committee. Administrative matters and editorial changes to standards shall be permitted to be decided by a majority of the members present at a regularly scheduled meeting of an AISI standards committee or by letter ballot.

5.2 Letter Ballots

5.2.1 Voting - Each member shall vote one of the following positions on letter ballots:

- (1) Affirmative.
- (2) Affirmative with comment.
- (3) Negative, with reasons. The negative ballot shall include specific actions that will resolve the negative.
- (4) Abstain.

5.2.2 Voting Period - The closure date for letter ballots shall be at least 30 days from the date of the mailing of the ballots. Chairs shall be authorized to grant an extension of the voting period.

5.2.3 Vote Changes - The Secretariat shall confirm with the voter in writing any vote changes.

5.2.4 Approved Actions - Substantive changes to and formal interpretations of all standards shall be considered approved when all of the following conditions have been met:

- (1) At least 75 percent of the members have returned their letter ballot.
- (2) At least 75 percent of the votes cast, excluding abstentions and negatives without reasons, are affirmative.
- (3) All negative votes with reasons have been addressed in accordance with 5.7.

5.2.5 Reporting Votes - The results of each vote on all standards shall be reported as follows:

- (1) Number of members.
- (2) Number of members voting affirmatively.
- (3) Number of members voting negatively with reasons.
- (4) Number of members voting negatively without reasons.
- (5) Number of members abstaining.
- (6) Number of members not returning ballots.

5.2.6 Resolution of Ballot Comments - Each comment that accompanies a negative vote with reasons or affirmative vote shall be forwarded by the Secretariat to the AISI standards committee or subcommittee responsible for that part of the standard in question. The AISI standards committee or subcommittee shall review the comment with the voter and efforts shall be made to resolve the comment. All comments shall be addressed by the AISI standards committee or subcommittee, as follows:

- (1) *Substantive Persuasive* - If the AISI standards committee or subcommittee determines that a comment accompanying a negative or affirmative vote is persuasive and substantive

changes are required, the revised provision shall be re-balloted by the AISI standards committee. Substantive changes shall be considered those that directly and materially affect the use of the standard.

- (2) *Editorial Persuasive* - If the AISI standards committee or subcommittee determines that a comment accompanying a negative or affirmative vote is persuasive and editorial changes are required, the revised provision need not be re-balloted unless requested in writing by a member of the standards committee or subcommittee within 15 days of the ruling. Editorial changes shall be considered those that do not directly and materially affect the use of the standard.
- (3) *Previously Considered* - If the AISI standards committee or subcommittee determines that the reasons for a negative or affirmative vote have been previously considered and acted upon in a letter ballot by the AISI standards committee, it shall not be necessary to reconsider the comment unless new information has been submitted. If no new information is submitted, the previous decision of the AISI standards committee shall stand, and the voter shall be so advised.
- (4) *Not Related* -
 - a. If the AISI standards committee or subcommittee determines that a comment accompanying a negative or affirmative vote is not directly related to the item being balloted, the comment shall be placed on the agenda for consideration at the next regular meeting of the AISI standards committee or subcommittee.
 - b. The handling of not related comments accompanying affirmative votes shall be at the discretion of the AISI standards committee or the subcommittee responsible for that part of the standard in question.
- (5) *Not Persuasive* -
 - a. If the AISI standards committee or subcommittee determines that a comment accompanying a negative vote is not persuasive, this recommendation and the reasons for finding the comment not persuasive shall be considered in a straight “yes” or “no” vote by the AISI standards committee and considered approved in accordance with Section 5.2.4, as follows:
 - i. If the recommendation is considered during a meeting of the AISI standards committee, a letter ballot with a 15-day voting period shall be issued to the AISI standards committee members not in attendance to allow them to vote.
 - ii. Otherwise, a letter ballot with a 15-day voting period shall be issued to the AISI standards committee members.
 - b. The handling of not persuasive comments on affirmative votes shall be at the discretion of the AISI standards committee or the subcommittee responsible for that part of the standard in question.

5.2.7 Negative Votes Without Reasons - Negative votes which are not accompanied by reasons shall be recorded by the Secretariat as “negative without reasons” and no further action shall be required.

5.2.8 Unresolved Negative Votes - Each negative vote that is not withdrawn or resolved to the satisfaction of the voter shall be considered an unresolved negative vote.

5.2.8.1 The Secretariat shall report each unresolved negative vote and attempt at resolution to the AISI standards committee and issue a letter ballot with a 15 day voting period in order to afford each member of the AISI standards committee the opportunity to respond, reaffirm, or change their vote.

5.2.8.2 If resolution is not achieved by the letter ballot in Section 5.2.8.1, the Secretariat shall provide each such unresolved negative voter with a written disposition and reasons therefore, and inform them in writing that decisions may be appealed in accordance with Section 6.

5.2.8.3 The Secretariat shall report each unresolved negative vote submitted by a member of the AISI standards committee to the ANSI Board of Standards Review.

5.2.9 Re-Ballots - When a revised provision is re-balloted by the AISI standards committee, it shall be clearly indicated on the ballot if the ballot is intended to (a) restart the consensus balloting process, such that prior votes do not count towards this new ballot, or (b) serve as a recirculation, such that prior votes remain unless changed by this new ballot.

5.3 AISI Standards Council Approval of Final Committee Draft Standards - After an AISI standards committee approves a proposed standard, the Secretariat shall send the proposed draft standard and final report regarding procedural matters to the AISI Standards Council for review and approval.

5.4 Public Review and Comment

5.4.1 Notification

5.4.1.1 Upon AISI Standards Council approval, the Secretariat shall transmit proposals for new standards or reaffirmation, revision, or withdrawal of existing standards to ANSI for listing in *Standards Action* in order to provide an opportunity for public comment. The comment period shall be one of the following:

- (1) A minimum of thirty (30) days if the full text of the revision(s) can be published in *Standards Action*;
- (2) A minimum of forty-five (45) days if the document is available in an electronic format, deliverable within one day of a request, and the source (e.g., URL or an E-mail address) from which it can be obtained by the public is provided to ANSI for announcement in *Standards Action*; or
- (3) A minimum of sixty (60) days, if neither of the aforementioned options is applicable.

5.4.1.2 The Secretariat, with the concurrence of the AISI Standards Council, shall determine whether listing of proposed standards actions shall be concurrent with the final AISI standards committee letter ballot and whether announcement in other suitable media is appropriate. The Secretariat shall also consider whether it would be appropriate to transmit a copy of the proposed new, revised or reaffirmed standard to the administrator(s) of the US Technical Advisory Group(s) to the directly related ISO Technical Committee(s).

5.4.2 Resolution of Public Comments

5.4.2.1 All comments that are received during the public review and comment period shall be considered by the AISI standards committee and the commenter shall be notified in writing of the AISI standards committee's decision/response and reasons therefore.

5.4.2.2 Comments received subsequent to the closing of the public review and comment period shall be handled or considered in the same manner as submittal of a new proposal.

5.4.2.3 Timely comments that are not related to the proposal under consideration shall be documented and considered in the same manner as submittal of a new proposal.

5.4.2.4 Response letters to public review commenters shall clearly indicate that unless a continuing objection is received, the comment will be considered resolved.

5.4.3 Unresolved Public Comments – Each public comment not withdrawn or resolved to the satisfaction of the commenter shall be considered an unresolved public comment.

5.4.3.1 The Secretariat shall report each unresolved public comment and attempt at resolution to the AISI standards committee and issue a letter ballot with a 15 day voting period in order to afford each member of the AISI standards committee the opportunity to respond, reaffirm, or change their vote.

5.4.3.2 If resolution is not achieved by the letter ballot in Section 5.4.3.1, the Secretariat shall provide each such unresolved negative commenter with a written disposition and reasons therefore, and inform them in writing that decisions may be appealed in accordance with Section 6.

5.4.3.3 The Secretariat shall report each unresolved public comment to the ANSI Board of Standards Review.

5.4.4 Substantive Comments - Any substantive change resulting from the resolution of the public comments to a proposed standard shall be subject to the approval by the AISI standards committee in a letter ballot, in accordance with Section 5, and listed in *Standards Action* for public review and comment, in accordance with Section 5.9.

5.4.5 Editorial Comments - Any editorial change resulting from the resolution of the public comments to a proposed standard need not be balloted. Editorial changes shall be considered those that do not directly and materially affect the use of the standard.

5.5 Approving Standards - The AISI Standards Council shall issue a final report on the public comment period certifying compliance with these *Procedures* and shall approve the standard after confirmation that it was developed in compliance with these *Procedures*.

5.6 Revision or Reaffirmation - The AISI Standards Council, with input from the responsible AISI standards committee and concurrence of the Secretariat, shall establish and publish a schedule providing for the review and needed revision or reaffirmation of AISI standards at intervals not to exceed five (5) years. This review shall evaluate if the standard requires revision or if the standard should be reaffirmed without revision.

6. APPEALS

6.1 Complaint

6.1.1 Persons who have been or may be affected by any AISI Standards Council or AISI standards committee action or inaction shall have the right to appeal such action or inaction.

6.1.2 The appellant shall file a written complaint with the Secretariat within 30 days after the date of notification of any action or, at any time, with respect to any action to which the appellant was not given notice or with respect to inaction. The Secretariat shall notify and circulate the written complaint to the AISI Standards Council and the responsible AISI standards committee chair for

their review and consideration.

6.1.3 The complaint shall state the nature of the objection, the procedures or the sections of the standards that are at issue, the actions or inaction at issue, and the specific remedial action(s) that would satisfy the appellant's concerns.

6.2 Response - Within 30 days after the receipt of the complaint, the Secretariat, on behalf of the AISI Standards Council and responsible AISI standards committee, shall respond in writing to the appellant, specifically addressing each allegation in the complaint to the extent possible. The Secretariat's response shall attempt to informally resolve the complaint of the appellant.

6.3 Appeals Panel and Hearing

6.3.1 If the Secretariat is unable to informally resolve the complaint, it shall appoint an appeals panel to hold a hearing on a date agreeable to all participants, with at least 15 days working notice.

6.3.2 The appeals panel shall consist of three individuals who have not been directly involved in the dispute and who will not be materially affected by any decision made in the dispute. At least two members of the panel shall be acceptable to the appellant and at least two shall be acceptable to the Secretariat.

6.4 Conduct of the Hearing

6.4.1 The appellant shall attempt to demonstrate improper actions or inaction, the resulting adverse effects and the efficacy of the requested remedial action.

6.4.2 The Secretariat shall attempt to demonstrate that the AISI Standards Council and/or responsible AISI standards committee took all actions in question in compliance with these *Procedures* and that the requested remedial action would be ineffective or detrimental.

6.5 Decision

6.5.1 The appeals panel shall render its decision in writing within 30 days, stating its findings of fact and conclusions, with reasons therefore and citing the evidence.

Note: Consideration may be given to the following positions, among others, in formulating the decision:

- (a) Finding for the appellant, remanding the action to the AISI Standards Council and/or responsible AISI standards committee or the Secretariat 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 AISI Standards Council and/or responsible AISI standards committee or the Secretariat for appropriate reconsideration.

6.5.2 The Secretariat shall notify the appellant, the AISI Standards Council and the responsible AISI standards committee of the decision of the appeals panel, which shall be binding and final on all concerned.

7. FORMAL INTERPRETATIONS

7.1 General - Formal interpretations are for the purpose of providing formal explanations of the meaning or intent of the AISI standards committee on any specific provision or provisions of any document.

7.1.1 Limitations - A statement, written or oral, that is not processed in accordance with Section 5 of these Rules shall not be considered the official position of AISI or any of its standards committees and shall not be considered to be, nor be relied upon as, a formal interpretation.

NOTE: This formal interpretation procedure does not prevent any Chair, Member, or the Secretariat from expressing a personal opinion on the meaning or intent of the AISI standards committee on any provision of any such document, provided that: (a) the person rendering the opinion orally or in writing clearly states that the opinion is personal and does not necessarily represent the position of the AISI standards committee or AISI and may not be considered to be or relied upon as such; and (b) written opinions are rendered only in response to written requests and a copy of the request and the response is sent to the Secretariat.

7.1.2 Nature of Formal Interpretations - Requests for formal interpretations shall be clearly worded so as to solicit a Yes or No answer from the AISI standards committee.

7.1.3 Editions to be Interpreted - Formal interpretations shall be rendered only on the text of the current or immediate prior edition of the document, or an edition that is currently referenced by code and enforced by a governing jurisdiction.

7.1.4 Reasons for Not Processing - A request for a formal interpretation shall not be processed if it:

- (a) Involves a determination of compliance of a design, installation, or product or equivalency of protection
- (b) Involves a review of plans or specifications, or requires judgment or knowledge that can only be acquired as a result of on-site inspection
- (c) Involves text that clearly and decisively provides the requested information
- (d) Involves subjects that were not previously considered and acted upon in a letter ballot by the AISI standards committee or that are not addressed in the document.

7.2 Method of Requesting Formal Interpretations - A request for a formal interpretation shall be made in writing to the Secretariat. The request for interpretation shall address a specific provision of the standard. The request shall include a statement referencing a single problem and identifying the portion (article, section, paragraph, etc.) and edition of the document on which a formal interpretation is requested. Such a request shall be in writing and shall indicate the business interest of the requester. A request involving an actual field situation shall so state, and all parties involved shall be named and notified.

7.3 Processing Formal Interpretations

7.3.1 Determination of Qualification - The Secretariat shall determine if the request for formal interpretation shall be processed, in accordance with Section 7.1.

7.3.2 Editing of Formal Interpretation Request - A request for a formal interpretation shall be permitted to be rephrased by the Secretariat. The rephrased version and any pertinent

background information shall be sent to the requester and all parties named in the request for agreement. A deadline for receipt of agreement shall be established.

7.3.3 Balloting of Interpretations - If accepted for consideration by the AISI Standards Council, each request shall then be submitted to letter ballot of the AISI standards committee having primary jurisdiction of the document or portion thereof covering the subject under consideration.

7.3.4 Voting on Formal Interpretations - Voting on formal interpretations shall be in accordance with all of the following:

- (a) A formal interpretation requires a three-quarters majority agreement as tallied in accordance with Section 5.
- (b) Where ballots contain comments with regard to a position set forth in a formal interpretation request, such comments shall be transmitted to each member, who may change his or her ballot at that time.
- (c) Where the necessary agreement is not received, the item shall be placed on the docket for processing and resolution by the AISI standards committee at its next meeting.

7.4 Issuance of a Formal Interpretation - If the required agreement is secured and documentation is approved by the AISI Standards Council, the requester, the AISI standards committee, the AISI Standards Council, and all named parties shall be notified by the Secretariat. The formal interpretation shall be issued and shall become effective 20 days after the notification unless an Appeal is filed with the AISI Standards Council.

7.5 Notification of Interpretations - Notification of approved interpretations shall be sent in writing to the requester. Notification shall also be given to other users of the standards through technical journals and appropriate publications.

7.6 Action Following Issuance of Formal Interpretation - Any AISI standards committee whose document has been the subject of a formal interpretation shall review both the request and the interpretation, and evaluate whether clarification of the text of the document is required. If required, the AISI standards committee shall process such a modification in conformance with these *Procedures*. After issuance of the next edition of the document, the formal interpretation shall be retired.

7.7 Disclaimer - No interpretation shall be binding on AISI unless it is established in accordance with these *Procedures*.