

**ISA Standards  
and Practices  
Department  
Procedures**

**2008-2011 Revision**

**ANSI-Approved**

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*S&P Department Procedures*

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105

106 **1 Introduction**

107 These written *ISA Standards and Practices Department Procedures* (hereafter known as the “*Procedures*”) shall govern ISA standards development and shall be available to any interested person. Supplemental  
108 procedures developed by a Committee or subgroup for its work shall be reviewed by the ISA Staff, to ensure  
109 consistency with these *Procedures* prior to release of those supplemental procedures to the Committee or  
110 subgroup for ballot.  
111

112 **2 ISA Standards and Practices (S&P) Department**

113 ISA’s S&P Department (hereafter referred to as “the Department”) shall be responsible for preparing and  
114 publishing ISA STANDARDS<sup>1</sup> that meet ISA and ANSI (American National Standards Institute) requirements for  
115 due process and criteria for approval. The Department shall apply for and maintain ISA’s accreditation as an  
116 ANSI Standards Developing Organization. (Annex ED includes an excerpt from *the ISA Board of Department  
117 Vice Presidents Manual of Organization and Procedures* that describes the scope and structure of the  
118 Department.)

119 The Department welcomes and greatly values the participation of experts from across the globe in the  
120 development of ISA standards.

121 The Department strongly supports the development of international standards, including the identification and  
122 adoption of international standards. This is an essential responsibility of ISA as an accredited standards  
123 developing member organization of ANSI, and is completely consistent with and supportive of the  
124 organizational goals of ISA as a leading international member association for industrial automation  
125 professionals and practitioners. The Department shall apply for and maintain a membership on the Technical  
126 Management Committee of the United States National Committee of the International Electrotechnical  
127 Commission (IEC).

128 ~~Accordingly, the Department welcomes and greatly values the participation of experts from across the globe in  
129 the development of ISA standards.~~

130 **2.1 Department objectives**

131 The Department shall endeavor to advocate the ISA position, including use of existing ISA STANDARDS, in  
132 international standards development. Where appropriate and as resources allow, the Department shall  
133 endeavor to provide administrative support to international Standards Committees and technical support to  
134 individual experts serving in leadership roles on those Committees.

135 **2.2.1 Department organization**

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<sup>1</sup> Use of the term “ISA STANDARD(S)” in this document applies to ISA Standards, Recommended Practices, and Technical Reports, unless specifically noted otherwise. Definitions of these types of documents are as follows:

STANDARD: A document that embodies requirements (normative material) that, if not followed, could directly affect safety, interchangeability, performance, or test results. In general, such requirements should already be widely recognized and used. ~~Standards also include Draft Standards for Trial Use (DSTU), which are draft standards intended for subsequent submittal to ANSI for approval as American National Standards.~~ A standard may contain informative material as long as it is clearly identified as such.

RECOMMENDED PRACTICE: A document that embodies recommendations (informative material) that are likely to change because of technological progress or user experience, or which must often be modified in use to accommodate specific needs or problems of the user of the document.

TECHNICAL REPORT: A document that embodies informative material. For example, reports of technical research, tutorials, and factual data obtained from a survey, or information on the “state-of-the-art” in relation to standards on a particular subject.

136 The Department shall consist of an administrative body, the Standards & Practices Board, and operating  
137 bodies, the Standards Committees. Both bodies shall be under the direction of the Department Vice  
138 President, who administratively reports to the ISA Board of Department Vice Presidents. The Standards  
139 program shall be managed by the S&P Board and supported by volunteers who serve on Committees that are  
140 responsible for standards development. The assistance in the coordination of the Department activities shall  
141 be provided by ISA Headquarters staff assigned by the ISA Executive Director.

Comment [c1]: Under definition of "Standard" in footnotes to section 2, ANSI no longer does DSTUs

## 143 **2.32.2 Department administration**

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### 145 **2.3.42.2.1 Standards and Practices Board**

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146 The Standards and Practices Board (hereafter referred to as "the Board") shall be responsible for conducting  
147 Department activities by providing policy, direction, and guidance to the Society Standards and Practices  
148 Program, ISA staff, and the Standards Committees.

149 The Board shall be composed of the Department Vice President (Chair of the Board), the Department Vice  
150 President-elect (Vice Chair of the Board), Managing Directors and Administrative Directors, and a senior staff  
151 member designated by the ISA Executive Director, who shall serve as a non-voting member (Secretary of the  
152 Board).

153 By accepting membership on the Board, and as an ongoing condition for continuing to serve on the Board,  
154 each Board member has understood and agreed that in the conduct of his or her responsibilities on the Board,  
155 he or she will seek to act strictly in the best interests of ISA and the ISA Standards and Practices Department.  
156 Should a Board member's obligations to his or her employer or other external entities conflict with the interests  
157 of ISA or the ISA Standards and Practices Department, the Board member will shall disclose the conflict to the  
158 Executive Committee of the Board (see final paragraph in this section) and offer to resign from the Board.

Comment [c2]: This paragraph added at the request of ISA Standards 2011-12 VP Donald Dunn.

159 Managing and Administrative Directors are appointed to annual calendar year terms by the Department Vice  
160 President subject to final approval by the ISA Board of Department Vice Presidents (see Annex E-D). The  
161 number of Directors appointed to serve on the Board shall be at the discretion of the Department Vice  
162 President. When making appointments of Directors, the Department Vice President should consider the  
163 relevant experience with standards development activities and ISA standards committee work of the candidate  
164 under consideration, as well as the ability of the candidate to devote the time necessary to fulfill assigned  
165 responsibilities.

166 The Department Vice President shall appoint a Managing Director or two co-Managing Directors (hereafter  
167 referred to as the "Managing Director") for each Standards Committee. Managing Directors provide broad  
168 oversight to each Committee, and act as a resource to facilitate Committee success and to liaise with the  
169 Board. When considering the appointment of individuals, the Vice President shall endeavor to appoint a  
170 Managing Director who has no perceived conflict of interest pertaining to the standard to be developed, to  
171 avoid any appearance of partiality. Managing Directors shall be appointed to each Standards Committee for a  
172 calendar year term that renews automatically on 1 January of each year, unless the Vice President decides  
173 not to renew the appointment. In that case, the Vice President shall inform the Board of same and shall  
174 appoint a new Managing Director.

175 Administrative Directors act as resources in specialized areas of expertise to facilitate the conduct of Board  
176 activities and overall ISA standards development.

177 A majority of the Directors (Managing Directors plus Administrative Directors) constitutes a quorum for  
178 conducting Board business at a meeting.

179 An Executive Committee of the Board is authorized to act for the Board between its regular meetings to carry  
180 out the policies of the Board and shall be composed of three (3) to five (5) members. The membership shall  
8

181 include the Vice President, the Vice President-Elect, the immediate Past Vice President, and up to two  
182 additional members of the Board appointed by the Vice President.

183 **2.3.22.2.2 Consensus standard development method**

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184 ISA is accredited to develop ISA Standards for submittal as proposed American National Standards, using its  
185 ANSI-accredited operating procedures. ISA's accreditation allows development of Standards under ISA  
186 operating procedures. ISA procedures define Main (oversight) Standards Committees for each major subject  
187 area (hereafter referred to as "Committee") responsible for establishing the need to develop, revise, reaffirm,  
188 and recommend withdrawal of ISA STANDARDS in their assigned areas of responsibility, all subject to oversight  
189 by the Board.

190 These Committees form the consensus bodies for standards developed under the ANSI Essential  
191 Requirements and these ISA procedures.

192 **2.3.32.2.3 Board voting**

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193 All members of the Board shall have one vote on Board matters, with the exception that voting status on the  
194 Board shall be limited to one per organization, company, or government agency. If distinct divisions of an  
195 organization, company, or government agency can demonstrate independent interests and authority to make  
196 independent decisions in Board matters, each may petition the Department Vice President for voting  
197 membership.

198 The following require two-thirds approval of the total eligible voting members of the Board:

- 199 • changes to these Procedures (with subsequent ratification by majority vote of the ISA Board of  
200 Department Vice Presidents)
- 201 • initiating a new Committee
- 202 • approving a Standard with no unresolved negative votes by special request if directed by the Vice  
203 President (i.e., objecting to a default approval ballot); such a ballot addresses only whether ISA  
204 procedures were followed properly by the consensus body, and does not address the technical merits  
205 of a Standard (which is the responsibility of the consensus body).
- 206 • approving a Standard that has unresolved negative votes; such a ballot addresses only whether ISA  
207 procedures were followed properly by the consensus body, and does not address the technical merits  
208 of a Standard (which is the responsibility of the consensus body).

209 The following require majority approval of the total eligible voting members on the Board:

- 210 • approving changes to the scope and purpose of a Committee
- 211 • changing the status of a Committee (see third paragraph, section 4)
- 212 • withdrawing a Standard when a Committee fails to comply with the periodic review of standards  
213 procedures (see section 8.2)
- 214 • any other matter on which the Board votes that is not listed previously in this section, unless the Vice  
215 President directs that two-thirds approval of the eligible voting members of the Board must be attained.

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216 **3 Initiation of new ISA Standards development projects**

217 **3.1 Submission of new project proposals**

218 Written requests to initiate new ISA Standards development projects shall be submitted to the Secretary of the  
219 Board, at ISA Headquarters, for referral to the Board. Requests shall be submitted on the New Standards  
220 Project Proposal (NSP) form, available on the ISA Standards web page or from ISA staff. An NSP form  
221 documents, among other items, the title and scope of the proposed work, its purpose and justification, and

222 relevant coordination with other standards work and committees. Review of individual proposals shall be  
223 assigned to one or more Managing Directors for future study, followed by (a) assignment to an existing  
224 Committee for review if the proposed project appears to fall within the scope of that committee; or (b)  
225 formation of a survey committee (see 3.2 below); or (c) return with comments to the proposer if the proposed  
226 project does not appear worthy of further investigation. Proposals for new projects that are generated within  
227 an existing Committee and that fall within its Scope must be approved by a majority of [the voting members of](#)  
228 that Committee for work to commence.

### 229 3.2 Survey Committee review

230 When a suggested project appears worthy of further investigation and does not fall within the scope of an  
231 existing Committee, the Board may establish a Survey Committee to:

- 232 a) define the issue(s) to be addressed by the proposed project
- 233 b) determine whether development of ISA STANDARD(S) can address the issue(s)
- 234 c) identify the purpose and scope of the proposed ISA STANDARD(S)
- 235 d) determine priorities for the development of proposed ISA STANDARD(S)
- 236 e) determine if active volunteers are available and interested in staffing the proposed project
- 237 f) determine whether standards projects are already underway that address the scope of the proposed ISA  
238 STANDARD(S), including a search of ISA, ANSI, and IEC/ISO for existing standards and works-in-progress
- 239 g) develop a schedule, if possible, for the development of the proposed ISA STANDARD(S)

240 ~~h) determine the status, if any, of any equivalent international standards activity~~

241 The Survey Committee is not authorized to write or approve standards.

242 The Survey Committee shall make its final recommendations to the Department Vice President by submitting a  
243 report. The recommendations of the Survey Committee (with supporting documentation, as appropriate) shall  
244 include the demonstrated need and the economic impact to undertake the project with  
245 a proposed purpose and scope; or, if the Survey Committee concludes that the project is inappropriate,  
246 a recommendation to abandon any future activity. If development of a new standard is recommended, the  
247 Standards Projects Proposal (NSP) Form documenting, among other items, the relationship with relevant  
248 national and international standards, the relationship to other standards committees, and an impact  
249 assessment completed by the ISA Standards Staff, shall be included with the recommendation.

250 The Survey Committee shall submit its final report to the Department Vice President who, upon acceptance of  
251 the report, shall forward it to the Board for approval.

### 252 3.3 New project approval

253 A two-thirds vote of approval (of total eligible voting members) by the Board shall be required to initiate a new  
254 Committee to develop the new project. Following Board approval, the Survey Committee shall be disbanded  
255 and the Department Vice President shall appoint a Managing Director [or two Co-Managing](#)  
256 [Directors \(hereafter referred to as the "Managing Director"\)](#) to oversee the newly approved project.

### 257 3.4 Notification of standards development

258 Notification of standards activity shall be announced in suitable media as appropriate to demonstrate provision  
259 of opportunity for participation by all directly and materially affected persons.

Comment [CR3]: Covered in item f

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260 At the initiation of a new committee or of a project to develop or revise an ISA STANDARD as an American  
261 National Standard, ISA shall notify ANSI by submitting an ANSI Project Initiation Notification System (PINS)  
262 Form for listing in *ANSI Standards Action*. A statement shall be submitted by ISA Standards Staff and  
263 published as part of the PINS announcement that shall include:

264 (a) an explanation of the need for the project; and

265 (b) identification of the stakeholders (e.g., power, process analysis, etc.) likely to be directly impacted by  
266 the standard.

267 ISA shall seek to consult any relevant international or regional guides that may impact the proposed standard.  
268 If the response to sub-section (b) changes substantively as the standard is developed, a revised PINS shall be  
269 submitted by ISA Standards staff and published. A PINS form may be submitted at the initiation of a project to  
270 reaffirm or withdraw an American National Standard. Comments received in connection with a PINS  
271 announcement shall be handled in accordance with these procedures.

272 If ISA receives written comments within 30 days from the publication date of a PINS announcement in  
273 *Standards Action*, and said comments assert that a proposed ISA standard duplicates or conflicts with an  
274 existing American National Standard (ANS) or a candidate ANS that has been announced previously in  
275 *Standards Action*, a mandatory deliberation of representatives from the relevant stakeholder groups shall be  
276 held within 90 days from the comment deadline. Such a deliberation shall be organized by ISA and the  
277 commenter and shall be concluded before ISA may submit a draft standard for public review. If the  
278 deliberation does not take place within the 90-day period and ISA can demonstrate that it has made a good  
279 faith effort to schedule and otherwise organize it, then ISA will request to ANSI that ISA be excused from  
280 compliance with this requirement. The purpose of the deliberation is to provide the relevant stakeholders with  
281 an opportunity to discuss whether there is a compelling need for the proposed standards project. The  
282 outcome of such a deliberation shall be conveyed in writing by ISA and the commenter (ideally as a joint  
283 submission) to the ANSI Board of Standards Review (BSR) for consideration should ISA ultimately submit the  
284 related candidate standard to ANSI for approval

285  
286 In addition, proposals for new American National Standards and proposals to revise, reaffirm, or withdraw  
287 approval of existing American National Standards developed by ISA shall be transmitted to ANSI using the  
288 BSR-8 form, or its equivalent, for listing in *Standards Action* in order to provide an opportunity for public  
289 comment. The comment period shall be one of the following:

- 290  
291
- 292 • A minimum of thirty days if the full text of the revision(s) can be published in *Standards Action*;
  - 293 • A minimum of forty-five days if the document is available in an electronic format, deliverable within one  
294 day of a request, and the source (e.g., URL or an E-mail address) from which it can be obtained by the  
295 public is provided to ANSI for announcement in *Standards Action*; or
  - 296 • A minimum of sixty days, if neither of the aforementioned options is applicable.

297 Such listing may be requested at any stage in the development of the proposal, at the option ISA, and may be  
298 concurrent with final balloting. However, any substantive change subsequently made in a proposed American  
299 National Standard requires listing of the change in *Standards Action*.  
300

#### 301 **4 ISA Standards Committee governance**

302 ISA Standards Committees form the consensus bodies for standards developed under the ANSI Essential  
303 Requirements.

304 A Committee shall have a title, and a Scope and Purpose. The Scope and Purpose of a new Committee, and  
305 any changes thereafter, shall be approved by a majority vote of the total eligible voting members of the Board.  
306 Upon approval of the Committee Scope and Purpose by the Board, the Committee functions as a Board-  
307 approved ISA Standards Committee (hereafter known as the "Committee").

308 If the Committee fails to function or fulfill its responsibilities according to the Procedures or if the Committee  
309 actions are not in the best interests of the Department and ISA, the Board may vote with approval by a  
310 majority to change the Committee status, including but not limited to suspending Committee activity,

311 disbanding the Committee and reassigning work activities to another Committee, replacing Committee leaders  
312 and members, or terminating the work of the Committee.

#### 313 4.1 Committee composition

314 Each Committee organization shall consist of a Chair or two Co-Chairs (hereafter referred to as the "Chair")  
315 and members who have a direct and material interest in the activities of the Committee. The membership of  
316 the Committee consists of voting and information (non-voting) members.

317 Voting or information membership on the consensus body shall not be conditional upon membership in any  
318 organization including ISA, nor unreasonably restricted on the basis of technical qualifications or other such  
319 requirements.

320 The voting membership shall be sufficiently diverse to ensure reasonable balance without dominance by a  
321 single interest category. The minimum number of voting members to have a viable Committee shall be five.

#### 322 4.2 Officers

323 The Committee Managing Director shall appoint a Chair for a new Committee. For an existing committee, the  
324 Committee Managing Director shall appoint a Chair from the individual members of the Committee, ~~subject to~~  
325 ~~approval by a majority vote of the Committee.~~ When considering the appointment of individuals, the  
326 Committee Managing Director shall endeavor to appoint a Chair who is likely to be perceived by the members  
327 as fair and impartial. Chairs automatically hold voting membership status on the Committee.

328 Each Committee Chair is appointed for a term that, ~~with the consent unless decided otherwise by~~ of the  
329 responsible Managing Director, renews automatically on 1 January of each year. If the current Chair's  
330 appointment is not ~~to be~~ renewed, the responsible Managing Director shall inform the Board of same, shall  
331 inform the current Chair that the appointment as Chair is not being renewed, and shall then appoint a new  
332 Chair as described in the preceding paragraph.

333  
334 The Committee Chair may appoint one or more Vice Chairs (hereafter known as the "Vice Chair"). The duties  
335 of the Vice Chair shall be as agreed between the Chair and Vice Chair. ~~The appointment and the agreed~~  
336 ~~duties of the Vice Chair are with the approval by a majority vote of the Committee.~~ The Vice Chair (or one of  
337 the Vice-Chairs designated by the Chair) shall carry out the Chair's duties if the Chair is temporarily unable to  
338 do so or in an interim period while a new Chair is being appointed by the responsible Managing Director ~~and~~  
339 ~~approved by the Committee.~~ A Vice Chair shall serve at the pleasure of the Chair ~~and the Committee, but;~~  
340 ~~however the Vice Chair~~ shall have a term that renews automatically on 1 January of each year; unless the  
341 Committee Chair decides not to renew the appointment. In that case, the Committee Chair shall inform the  
342 Vice Chair that the appointment as Vice Chair is not being renewed, and may then appoint a new Vice Chair  
343 with another specific agreement of duties ~~from the membership of the Committee, with such appointment and~~  
344 ~~the agreed duties subject to approval by a majority vote of the Committee.~~

345 A Committee Secretary (hereafter known as the "Secretary") may be appointed by the Committee Chair. ~~The~~  
346 ~~appointment and the agreed duties of the Secretary are with the approval by a majority vote of the Committee.~~  
347 The Secretary shall serve a term that renews automatically on 1 January of each year, unless the Committee  
348 Chair decides not to renew the appointment. In that case, the Committee Chair shall inform the Secretary that  
349 his or her appointment as Secretary is not being renewed, and shall then appoint a new Secretary from the  
350 individual members of the Committee. The duties of the Secretary shall be as agreed between the Chair and  
351 Secretary ~~with such agreement approved by a majority vote of the Committee.~~

#### 352 4.2.1 Officer responsibilities

353 Officer duties and responsibilities shall include but not be limited to the following items: (these same duties  
354 apply to officers of subgroups):

355 The Chair shall lead the participants according to all of the relevant policies and procedures and shall

356 a) Be objective

357 12 b) Entertain motions, but not make motions

- 358 c) Not bias discussions
- 359 d) Delegate necessary functions
- 360 e) Ensure that all parties have the opportunity to express their views
- 361 f) Set goals and deadlines and adhere to them
- 362 g) Be knowledgeable in ISA standards processes and parliamentary procedures and ensure that the
- 363 processes and procedures are followed
- 364 h) Seek consensus as a means of resolving all issues
- 365 i) Prioritize objectives to best serve the group and the goals

366  
367 The Vice-Chair shall carry out the Chair's duties if the Chair is temporarily unable to do so or chooses to  
368 recuse him-~~self~~- or herself (i.e., to give a technical opinion).

369  
370 The Secretary's ~~shall~~ duties may include:

- 371 a) Distribute the agenda before meetings
- 372 b) Record and publish minutes of each meeting
- 373 c) Create and maintain the voting membership roster in collaboration with ISA staff
- 374 d) Schedule meetings in coordination with Chair
- 375 e) Maintain lists of unresolved issues, action items, and assignments

#### 376 4.2.2 Interest categories

377 All appropriate interests that might be directly and materially affected by the standards activity of the  
378 Committee shall have the opportunity for fair and equitable participation without dominance by any single  
379 interest. Each voting member of the Committee shall propose his or her own interest category as appropriate  
380 and in accordance with the categories listed in this ~~section~~ section, subject to ~~review and approval~~  
381 by agreement with the Committee Chair on that proposed interest category; and shall immediately notify the  
382 Committee Chair and ISA staff if his or her interest category changes. If a voting member and the Chair do not  
383 agree on the proposed interest category, the Chair may either accept the proposed category or request that  
384 the Managing Director of the committee determine the interest category of the individual.

385 Interest categories for voting members of the Committee shall include:

- 386 a) User – Individuals who are involved in using the type of product that is the topic of the standard, but who  
387 are not involved with the production or distribution of that type of product.
- 388 b) Producer – Individuals who are involved in the production of the type of product This includes individuals  
389 involved in the design, engineering support, manufacturing, testing, and/or marketing of the type of  
390 product; and who are employed by or represent a producer (manufacturer/vendor) of the type of product.
- 391 **Note:** A person who works for a company that purchases the product that is the subject of the  
392 standard and then transfers ownership of the product or an assembly that includes the product to an  
393 end user is not to be classified as a user..
- 394 c) Regulatory/Government – Individuals who represent governmental entities having regulatory interest in or  
395 influence over the type of product.
- 396 d) Testing/Certification/Approval – Individuals who represent organizations that provide testing, certification,  
397 and/or approval of the type of product.
- 398 e) Architect-Engineer, Engineer-Constructors, Integrators – individuals employed by organizations involved  
399 with the design of systems or facilities in which the type of product is used, including application  
400 engineering and engineering support for installation and use of the type of product.
- 401 f) General – Individuals who do not meet any of the preceding interest categories. This may include, but is  
402 not limited to, experts from academia, professional associations, and experts who are retired or do not  
403 receive funding for their standards activities from any related organization.

404 **Note:** Individuals who might normally be classified as General per this definition could in some cases  
405 be classified more properly as one of the other categories, depending on their funding/support or other  
406 business arrangements pertaining to the type of product that is the topic of the standard in

**Comment [c4]:** Prompted by a suggestion by ANSI. Such a disagreement on interest category between a voting member and chair would be exceedingly rare, but is possible.

407 development. For example, a university professor who receives funding from a user company to serve  
408 on a standards committee should be classified as a user.

409 **4.2.3 Standards identified as primarily safety related** ~~Safety-related standards~~

410 In accord with the Essential Requirements of the American National Standards Institute, the ~~Board-Managing~~  
411 ~~Director of a committee~~ shall identify those ISA standards in development by that committee that are primarily  
412 safety related ~~and shall notify the Board in writing of same at least annually.~~

Comment [c5]: This is accomplished via the Managing Director reports prepared for each S&P Board meeting.

413 ~~To ensure balance in the development of ISA standards that are identified as primarily safety related by the~~  
414 ~~Board, not more than one-third of the voting membership of the responsible Committee may come from any~~  
415 ~~one of the interest categories. The Committee roster at the time of the final ballot shall demonstrate~~  
416 ~~compliance with this requirement.~~

417 ~~To ensure balance in the development of ISA standards that are not identified by the Board as primarily safety~~  
418 ~~related, not more than one-half of the voting membership of the responsible Committee may come from any~~  
419 ~~one of the interest categories.~~

420 **4.2.4 Disclosure of affiliation**

421  
422 Each ~~consensus body voting member's participant's~~ affiliation and resulting interest category shall be  
423 disclosed at all times, including at all meetings. The chair shall inform the meeting of the requirement for  
424 disclosure of affiliation. This shall be via a sign-in (e.g., sign-in sheet, electronic sign-in, verbal disclosure, or  
425 electronic communication) that provides for disclosure of employer and any other affiliation, a reminder of the  
426 definition of affiliation, and possible penalties for non-compliance.  
427

428 Whenever an individual is aware that the ownership of his or her employer or other affiliation may be material  
429 to the process, that individual shall also declare the "ultimate parent entity" of his or her affiliation. The ultimate  
430 parent entity is an entity that directly or indirectly, through one or more intermediaries, controls the entity  
431 identified as the individual's affiliation. For the purposes of this definition, the term "control" and its derivatives,  
432 with respect to for-profit entities, means the legal, beneficial or equitable ownership, directly or indirectly, of  
433 more than fifty percent (50%) of the capital stock (or other ownership interest, if not a corporation) of an entity  
434 ordinarily having voting rights. "Control" and its derivatives, with respect to nonprofit entities, means the power  
435 to elect or appoint more than fifty percent (50%) of the Board of Directors of an entity.  
436 The minutes of each meeting shall record a list of attendees and the disclosed affiliation of each attendee.  
437

438 A ~~committee-consensus body voting~~ member who fails to disclose affiliation shall not accrue any membership  
439 rights, including rights of or towards voting membership, until such disclosures have been made. The chair  
440 shall review the adequacy of disclosures. Failure to disclose affiliation, or materially false or misleading  
441 disclosure of affiliation, shall result in loss of membership privileges and may also result in loss of other  
442 participation privileges for such participants and any affiliated entities.  
443

444 The chair shall, when appropriate, review the adequacy of disclosures and, if deemed inadequate, may direct  
445 corrective action(s). In the absence of effective corrective action(s) by the chair, the Board may impose further  
446 corrective action(s).  
447

448 **4.3 Members**

449 A Committee may have both voting and non-voting members.

450 **4.3.1 Voting members**

451 Upon initial formation of a Committee, the Committee Chair shall appoint the initial voting members consistent  
452 with requirements of balance of interest categories. The initial voting membership of a new Committee shall be  
453 submitted to the Managing Director for approval to ensure that due process requirements have been satisfied.

454 For existing Committees, approval of new voting members requires approval by a majority of the members of  
455 the Committee. ~~Unless the Chair directs otherwise, this action may be conducted using a default approval~~  
456 ~~electronic ballot, wherein an approval vote is assumed for each voting member of a committee who does not~~  
457 ~~submit a disapproval vote or abstention within a designated period of time.~~

458 ~~(see Committee voting rules section).~~ New voting members shall have voting rights commencing with ballots  
459 that are issued subsequent to the time of their approval as a voting member.

460 ~~Additional a~~ Applications for voting membership shall be submitted to the Committee Chair. Each application  
461 shall include the applicant's qualifications, direct and material interest in the Committee's work, proposed  
462 interest category, commitment to participate actively, and an alternate if desired.

463 The Committee Chair is responsible for recommending appropriate action to the Committee on applications for  
464 voting membership. An application for voting membership shall not be submitted to the Committee for action if  
465 the Chair ~~and the Managing Director concur believes~~ that an applicant does not meet necessary criteria. In  
466 considering applications for voting membership, the Chair ~~shall~~ may consider the following ~~essential~~  
467 ~~factors: attributes of a suitable voting member:~~

- 468 • the need for active participation by each interest
- 469 • the potential for dominance by a single interest category or organization
- 470 • the extent of interest expressed by the applicant and the applicant's commitment to participate
- 471 actively, including previous contributions to ISA Standards development
- 472 • the qualifications of the representative (and the alternate if proposed) including but not limited to
- 473 technical expertise, experience in building consensus, and knowledge of the industry
- 474 • reasonable limits on Committee size to permit efficient functioning while still maintaining required
- 475 interest category balance (for example, committees larger than 50 voting members could be difficult to
- 476 administer efficiently)

477 Diverse Interests: If distinct divisions of an organization, company, or government agency can demonstrate  
478 independent interests and authority to make independent decisions in the area of the activity of the  
479 Committee, an individual from each may apply for voting membership. Otherwise, voting membership shall be  
480 limited to one per organization, company, or government agency.

481 Combined Interest: When appropriate, the Committee Chair, ~~with the concurrence of the Managing Director,~~  
482 may recommend that the voting applicant seek representation through an organization from which a voting  
483 member already exists and that represents the same or similar interests. Such instances and the reasons for  
484 same shall be documented.

485 A ~~Voting Member~~ Member who becomes no longer qualified as defined in this ~~paragraph-section~~ may no longer  
486 ~~serve as a Voting Member.~~  
487 be changed to information member status by the Chair following the process set forth in the third paragraph of  
488 section 4.3.3.

#### 490 **4.3.2 Information members**

491 Individuals and organizations having an interest in the Committee's work may request to ISA Standards staff  
492 that they be listed as information members (sometimes called observers) of the Committee. Information  
493 members shall be advised of the Committee activities, may attend meetings, and may submit comments for  
494 consideration, but shall have no vote.

#### 495 **4.3.3 Review of membership**

497 The Chair shall review the membership list at least annually with respect to due process using a roster  
498 maintained and provided by ISA staff. Voting members shall fulfill obligations of Committee participation.

499 Voting members shall have electronic document handling and communication capability to fulfill voting  
500 membership responsibilities.

501 While participation by all interested parties is encouraged and welcomed, voting members are expected to  
502 participate at least three times during each calendar year or to contribute significantly to the work of the  
503 committee in some other way as recognized by the Chair, such as providing technical content to draft  
504 documents. Participation is defined as attending a significant portion of a meeting (or teleconference) of the  
505 committee.

506 When a voting member is found in default of these obligations, the Chair may elect to inform the individual that  
507 she or he is being changed to information status on the committee, but may apply for voting membership again  
508 after an elapsed period of twelve months after revocation of voting membership status. If the individual does  
509 not agree to this change of status, the Chair may direct the matter that the Committee be balloted on whether  
510 to change the individual's -to the Committee for appropriate action, which may include a change in- status from  
511 voting membership to information membership.

512 Voting members are expected especially to return votes on all letter ballots submitted to the committee. Failure  
513 by a voting member to submit a vote on any two letter-non-default ballots in any twelve-month period  
514 calendar year, based on the closing dates of the ballots, shall result in an automatic change in status from  
515 voting membership to information membership at the close of the second missed non-default ballot, unless  
516 until compelling rationale is provided to and approved by the Chair as a basis and ISA Staff for continuation  
517 a reinstatement of the member's voting status. ~~That if~~ individuals may apply for voting membership again after  
518 an elapsed period of twelve months after revocation of voting membership status.

519 **Note:** Committees may adopt more stringent requirements to define "participation" upon approval by two-  
520 thirds of the voting members of that Committee and subsequent approval by the Board Managing Director.

521

#### 522 4.3.4 Membership roster

523 The Chair, in conjunction with assigned ISA staff, shall maintain a current and accurate Committee Roster,  
524 which will be readily available to Committee members via electronic posting and/or distribution. The roster  
525 shall include the Committee Title, Scope and Purpose, Officer names, and Committee Member names with  
526 voting status.

#### 527 4.3.5 Members' responsibilities

528 It is a condition of membership that each Committee Voting and Information member complies with all  
529 membership requirements as defined by ISA procedures and guidelines, acting at all times in a professional  
530 and collegial manner striving for consensus and following the ISA Standards Code of Conduct (Annex A).  
531 Failure to fulfill these responsibilities is the basis for removal from Committee membership by mutual  
532 concurrence and action of the Chair and Managing Director. Should such action be taken, a means of appeal  
533 is provided in Annex B.

534 The Committee Voting members shall be responsible for

535 a) developing proposed ISA STANDARDS within the Scope and Purpose of the Committee

536 b) voting on proposed ISA STANDARDS within the Scope and Purpose of the Committee

537 c) maintaining and updating the ISA STANDARDS developed by the Committee in accordance with  
538 clause-section 87, Maintenance of standards

539 d) responding to requests for interpretations of ISA STANDARD(s) developed by the Committee, per the  
540 procedures of Annex C.

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541 e) considering and acting on proposals for termination of the Committee

542 f) adding or terminating voting members recommended by the Chair

543 g) other matters requiring Committee action

#### 544 4.4 Committee subgroups

##### 545 4.4.1 Forming subgroups

546 A Committee may form subgroups to facilitate the conduct of its work. The subgroups may be called  
547 subcommittees, working groups, task groups, or similar such titles. Secondary subgroups formed by  
548 subgroups reporting directly to the Committee are subject to oversight by their parent body (e.g., Committee  
549 for a working group or subcommittee established by the Committee; and working group or subcommittee for a  
550 task group established by a working group or subcommittee). Unless otherwise stated the procedures  
551 governing quorum and voting described for Committees shall also apply to subgroups.

552 When one or more subgroups are formed to expedite the work of the Committee, their formation (and later  
553 disbandment) requires approval by a majority vote of the parent body. Unless the Chair directs otherwise, this  
554 action may be conducted using a default approval electronic ballot, wherein an approval vote is assumed for  
555 each voting member who does not submit a disapproval vote or abstention within a designated period of time.

556 ~~—The duties delegated to the subgroup, and the rules and procedures under which it functions, and~~  
557 ~~subsequent changes to same, shall be approved by a majority vote of the voting members of the parent body,~~  
558 ~~at the time it is formed. Unless the Chair directs otherwise, this action may be conducted using a default~~  
559 ~~approval electronic ballot, wherein an approval vote is assumed for each voting member who does not submit~~  
560 ~~a disapproval vote or abstention within a designated period of time.~~

561 ~~—Subsequent changes in duties, rules, or procedures shall also require approval by a majority vote of the~~  
562 ~~parent body.~~

563 Subgroups which conduct ballots of their work activities shall consist of voting and information members, but  
564 with no balance of interest category requirements. Voting members shall be limited to one per  
565 company affiliation. ~~SS~~ Subgroup quorum requirements shall be consistent with those for the Committee as  
566 outlined in section 5.1.3. Rosters of such voting subgroups shall be maintained as is done for Committees.  
567 Subgroup voting procedures shall be consistent with those for the Committee as outlined in sections 5.2.3,  
568 5.2.4, and 5.2.5.

##### 569 4.4.2 Subgroup chair and members

570 ~~—The subgroup Chair and voting members of a subgroup shall be appointed by the Chair of the parent body~~  
571 ~~and confirmed by majority vote of the parent body. Unless the Chair directs otherwise, this action may be~~  
572 ~~conducted using a default approval electronic ballot, wherein an approval vote is assumed for each voting~~  
573 ~~member who does not submit a disapproval vote or abstention- within a designated period of time.-~~

574 The subgroup Chair shall serve a term that renews automatically on 1 January of each year, unless the Chair  
575 of the parent body decides not to renew the appointment. In that case, the Chair of the parent body shall  
576 inform the subgroup Chair that his or her appointment as subgroup Chair is not being renewed, and shall then  
577 appoint a new subgroup Chair from the individual members of the subgroup, subject to approval by a majority  
578 vote of the voting members of the parent body. Unless the Chair directs otherwise, this action may be  
579 conducted using a default approval electronic ballot, wherein an approval vote is assumed for each voting  
580 member who does not submit a disapproval vote or abstention within a designated period of time. ~~—In~~  
581 ~~addition, every two years, the subgroup Chair shall be confirmed by majority vote of the parent body.~~

##### 582 4.4.3 Approval of standards

583 ISA STANDARDS drafts and any substantive revisions to ISA STANDARDS that are proposed by a subgroup shall  
584 be referred to the Committee for approval. The Committee serves as the consensus body for the approval of

585 all ISA Standards.

## 586 **5 Committee administration**

### 587 **5.1 Meetings**

#### 588 **5.1.1 Scheduling**

589 Authorization for meetings shall be determined by the Committee Chair, or by petition of 20% of the voting  
590 members of the Committee or five (5) voting members of the Committee, whichever is greater, submitted to  
591 and approved by the Chair to conduct business (e.g., assign and review work assignments, consider ISA  
592 STANDARDS' drafts, resolve differences among subgroups, and consider views and objections from any  
593 source). Meetings of subgroups may be held as decided upon by the ~~members of~~ Chair of the subgroup, and  
594 are open to all interested parties. Committee meetings shall be open to all members and others having direct  
595 and material interest.

#### 596 **5.1.2 Notification**

597 Notice of regularly scheduled meetings shall be given by the Committee to all Committee members and others  
598 expressing interest, and, if appropriate, to media designed to reach directly and materially affected interests.  
599 The notice shall describe the purpose of the meeting and shall identify a readily available source for further  
600 information. An agenda shall be available and distributed in advance of the meeting to members and to others  
601 expressing interest. For physical meetings, notice of the meeting ~~shall~~should be made a minimum of 30 days  
602 in advance ~~with and~~ the agenda should be made available a minimum of seven (7) days in advance of the  
603 meeting date. For electronic meetings, notice of the meeting ~~shall~~should be made a minimum of seven (7)  
604 days in advance ~~with and~~ the agenda should be made available a minimum of two (2) business days in  
605 advance of the meeting date.

#### 606 **5.1.3 Quorum**

607 A majority of the total eligible voting members of the Committee present shall constitute a quorum for  
608 conducting business at a meeting. If a quorum is not present, actions may be taken subject to confirmation by  
609 letter ballot, equivalent recorded vote such as an e-mail ballot or voice vote during a conference call, or other  
610 methods indicated in sections 5.2.3 and 5.2.4. In letter or email ballots, a quorum is established if a majority of  
611 the total eligible voting members of the Committee cast a ballot.

### 612 **5.2 Voting rules**

#### 613 **5.2.1 General**

614 Each voting member shall have one vote. An alternate's vote is counted only if the principal representative  
615 fails to vote.

616 Each designated voting member or Committee-approved designated alternate shall be entitled to vote on  
617 documents, as follows:

- 618 a) APPROVE (with or without technical or editorial comments)
- 619 b) DISAPPROVE, with justification (the specific paragraph, section, or parts of the document to which the  
620 disapprove pertains, the technical reasons for the vote, and the specific wording or actions that would  
621 resolve the technical objection shall be included)
- 622 c) ABSTAIN (with reasons)

623 A Disapprove ballot without technical justification does not need to be responded to (although it still counts as  
624 a negative ballot). An abstention shall not be counted in the total vote. An alternate vote shall be counted only

625 if the principal representative fails to vote. No representative or organization shall have more than one vote.

626 A voting member who does not vote shall be recorded as NOT VOTING.<sup>5</sup> This failure to vote does not count in  
627 the determination of a quorum.

628 For votes on membership and officer-related issues, the YES/NO/ABSTAIN/NOT VOTING method of voting  
629 shall be followed, with no comments required for NO votes. Unless the Chair directs otherwise, this action may  
630 be conducted using a default approval electronic ballot, wherein an approval vote is assumed for each voting  
631 member who does not submit a disapproval vote or abstention within a designated period of time

632

### 633 5.2.2 Voting period

634 The voting period for Committee ~~letter~~ ballots on draft standards, recommended practices, and technical  
635 reports shall end be at least four (4) weeks from the date of issue, ending at 7:00 pm Eastern US time on the  
636 final day, or when all ballots are returned, whichever comes earlier. - Ballots not received by ISA as of the  
637 deadline, for any reason, will not be counted. An extension of the voting period may be granted at by the  
638 Chair's ~~option, before or after the deadline,~~ when warranted.

639 A ~~follow-up reminder~~ letter or other notice requesting immediate return of the ballot ~~may should~~ be sent by ~~the~~  
640 ~~Chair, as appropriate, or~~ by ISA staff ~~or the Committee Secretary as directed by the Chair, ten days prior to the~~  
641 ~~close of the ballot to voting members and alternate members~~ whose votes have not yet been received ~~prior to~~  
642 ~~the close of the ballot~~. Following the close of balloting, the ISA staff support person shall forward a ballot tally  
643 to the Chair of the Committee or, if appropriate, of the subgroup; the Chair shall share the expressed votes,  
644 views, and objections with the full Committee.

645 The voting period for Committee ballots on items other than draft standards, recommended practices, or  
646 technical reports shall be 14 days, ending at 7:00 pm Eastern US time on the fourteenth day, unless the Chair  
647 directs that a different voting period be used.

### 648 5.2.3 Actions requiring approval by a majority of the voting members of the Committee who cast a 649 vote

650 The following actions require approval by a majority of the voting members of the Committee casting a vote  
651 via: a) a hand count at a properly constituted meeting with a quorum present; or b) on a letter ballot or  
652 equivalent recorded vote such as an e-mail ballot or roll call voice vote during a conference call with a quorum;  
653 or c) as otherwise indicated below.

654 ~~a) Confirming Committee Chair~~

655 ~~b) Confirming officers appointed by the Chair~~

656 ~~e)a) Forming a subgroup, including its procedures, scope, and duties~~

657 ~~e)b) Disbanding a subgroup~~

658 ~~e)c) Discontinuing a work project within the Committee's scope~~

659 ~~f)d) Approving new projects within the Committee's scope~~

660 ~~g)e) Adopting Committee procedures or revisions thereof not otherwise in conflict with these Procedures~~

661 ~~h)f) Adding new Committee voting members or alternates for Committee voting members;~~

662 ~~i)g) Changing the status of a Committee voting member to that of information member (other than by~~  
663 ~~resignation), when recommended by the Chair (see section 4.3.3, third paragraph).~~

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664 h) Approving minutes.;

665 ~~Unless the Chair directs otherwise, each of the actions in this section may be conducted using a default~~  
666 ~~approval electronic ballot, wherein an approval vote is assumed for each voting member who does not submit~~  
667 ~~a disapproval vote or abstention within a designated period of time.~~

668 ~~With the Chair's approval, this specific action may be conducted by an email default ballot, wherein an~~  
669 ~~approval vote is assumed for all voting members except those who respond to indicate they are opposed or~~  
670 ~~abstaining within seven days of the notification to the Committee.~~

#### 671 5.2.4 Actions requiring approval by a majority of the total eligible voting members of the Committee

672 The following actions require a letter ballot or equivalent ballot issued to all eligible voting members of the  
673 Committee, with a majority of the total eligible voting members responding with an "APPROVE" vote.

674 a) Approving a new ISA Technical Report or Recommended Practice, or reaffirming or withdrawing an  
675 existing ISA Technical Report or Recommended Practice.

#### 676 5.2.5 Actions requiring approval by greater than a majority of the Committee

677 The following actions require a ballot distributed via mail, email, or web system issued to all eligible voting  
678 members of the Committee, with (1) a majority of the total eligible voting members responding and (2) two-  
679 thirds approval of those responding excluding abstentions.

680 a) Approving a new ISA Standard, or reaffirming or withdrawing an existing Standard

681 b) Approving a revision or addendum to part or all of an ISA Standard

682 c) Approving a recommendation to change the Committee scope

683 d) Approving a recommendation to terminate the Committee

#### 684 5.2.6 Authorization of a letter ballot

685 A letter ballot or equivalent formal recorded vote may be authorized by any of the following:

686 a) Majority vote of the voting members present at a properly constituted Committee meeting.

687 b) The Chair, the Managing Director, or the Board

688 c) Petition of 20% of the voting members of the Committee ~~or five or five~~ (5) voting members of the  
689 Committee, whichever is greater, submitted to ~~and approved by~~ the Chair.

#### 690 5.2.7 Comments

691 Prompt consideration shall be given to the expressed views and comments of Committee members, ~~ISA~~  
692 ~~Review participants~~, and ANSI Public Review commenters, whether arising in meetings or letter ballots. A  
693 concerted effort to resolve all expressed comments shall be made, and each objector shall be advised in  
694 writing of the disposition of the objection and the reasons ~~therefore~~.

695 Substantive changes that are required to resolve comments and unresolved comments, along with attempts at  
696 resolution, shall be reported in writing via email or other electronic means to the Committee voting members to  
697 afford each voting member an opportunity to respond, ~~reaffirm, or and comment, and to~~ change his or her  
698 vote. ~~The circulation period in this situation shall be determined by the Chair, but shall be at least 14 days.~~

699 All comments shall be considered and ~~resolved-responded to~~ before a ballot is considered to have been  
700 approved by the committee. The chairman of the appropriate committee, in conjunction with the committee  
20

Comment [c6]: ANSI suggested removal of ISA Review from the Procedures since it is not required by ANSI.

701 members or a designated subgroup, when appropriate, is responsible for the consideration ~~and resolution~~ of  
702 ~~and response to~~ ballot comments pertaining to technical, safety, or environmental assertions and assertions of  
703 ambiguity, inaccuracy, or omission. ISA staff is responsible for the consideration ~~and resolution~~ of ~~and~~  
704 ~~response to~~ ballot comments pertaining to ISA policies and procedures.

705  
706 Comments shall be ~~considered and responded to~~ ~~resolved~~ in one of the following ways:

Comment [c7]: Wording suggested by ANSI

- 707  
708 a. Comments with affirmative ballots or from Information members or ANSI Public Review commenters,  
709 that are determined to be persuasive and editorial; the proposed editorial changes are incorporated  
710 into the document. The disposition of these comments shall be communicated in writing or through  
711 electronic communications to the submitter.  
712  
713 b. Comments with affirmative ballots or from Information members or ANSI Public Review commenters,  
714 that are determined to be persuasive and substantive; the proposed substantive changes are rebal-  
715 lotted for approval by the appropriate committee or consensus group prior to incorporation into the  
716 document. The disposition of these comments shall be communicated in writing or through electronic  
717 communications to the submitter.  
718  
719 c. Comments with affirmative ballots or from Information members or ANSI Public Review commenters  
720 that are determined to be non-persuasive are not considered further, but will be made available for the  
721 information of all committee members. The disposition of these comments shall be communicated in  
722 writing or through electronic communications to the submitter and, in the case of objecting comments,  
723 shall include notice of the right to appeal.  
724  
725 d. Comments with negative ballots determined to be persuasive and substantive; the proposed  
726 substantive changes are rebalotted for approval by the appropriate committee or consensus group  
727 prior to incorporation into the document.  
728  
729 e. Comments with negative ballots determined to be non-persuasive are not considered further. The  
730 final disposition of these comments shall be communicated in writing or through electronic  
731 communications to the voter and shall include notice of the right to appeal. The non-persuasive  
732 objection shall also be recirculated to the consensus body, offering ~~them~~ voting members the  
733 opportunity to respond, ~~revise or~~ reaffirm, or change their votes.  
734  
735 f. Comments with negative ballots that are determined to be (1) unrelated to the item being balloted or  
736 (2) negative ballots submitted without comments, shall not be considered further and will be recorded  
737 as "negatives without comments" for purposes of reporting to ANSI with no further notice to the  
738 submitter. In the first case, the commenter should be referred to the New Standards Project Proposal  
739 form available on the ISA web site for possible submission of a new proposal for consideration by the  
740 Board.  
741  
742 g. Comments with negative ballots may be withdrawn by the voter after consultation with the chairman or  
743 the designated subgroup and changed in writing or through electronic communications by the voter to  
744 either an abstention or an affirmative.

Comment [c8]: Suggested by ANSI

745  
746 Consideration given to all negative ballots, including an explanation of resolution decisions, shall be  
747 documented in meeting notes, minutes, or other records and submitted to ISA.  
748

### 749 5.2.8 Substantive changes

750 Substantive changes in a proposed ISA STANDARD are those that directly and materially affect the use of the  
751 STANDARD. Examples of substantive changes are listed below.

- 752 a) "Shall" to "should"; "should" to "shall"  
753 b) Addition, deletion, or revision of requirements, regardless of the number of changes  
754 c) Addition or withdrawal of mandatory compliance with referenced standards

755 **5.2.9 ANSI Public Review for proposed American National Standards**

756 Notice of final actions on new ANSI/ISA STANDARDS and reaffirmations, revisions, or withdrawals of existing  
757 ANSI/ISA STANDARDS shall be transmitted to ANSI for listing in *ANSI Standards Action* for ANSI Public Review  
758 comment, ~~circulated and should be to ISA reviewers, and~~ announced in ISA and other appropriate publications  
759 ~~and information outlets~~. Public review of Recommended Practices and Technical Reports shall not be  
760 required.

761 The Chair shall determine whether listing in *ANSI Standards Action* shall be concurrent with the final  
762 Committee letter ballot and whether announcement in other suitable media is appropriate. ISA staff is  
763 encouraged to transmit a copy of the proposed new, revised, or reaffirmed ANSI/ISA STANDARD to the  
764 Administrator(s) of the appropriate U.S. National Technical Advisory Group(s) (TAGs) at the same time.

765 If any substantive change is made to the ANSI Public Review draft of the proposed ANSI/ISA STANDARD, the  
766 proposed STANDARD shall be resubmitted for Committee vote and to the same review process as originally  
767 used. This may occur concurrently. It is acceptable for the Chair to direct ISA staff to recirculate a letter ballot  
768 that includes the substantive changes, unresolved objections and attempts at resolution, giving each voting  
769 member the right to respond, ~~reaffirm, or and comment, and to~~ change his or her vote. ~~— The circulation period~~  
770 ~~for this situation shall be determined by the Chair, but shall be at least 14 days.~~ Alternately, the Chair may  
771 direct that a new letter ballot ~~may~~ be conducted.

772 Following final disposition of views and objections, the result of the voting shall be reported, ~~by interest~~  
773 ~~categories,~~ to the Committee and Managing Director. Any comments received subsequent to the closing of  
774 the public review and comment period may be held for the next revision.

775 **5.2.10 Final approval**

776 The following three paragraphs of this section apply only to Standards, and not to Recommended Practices  
777 and Technical Reports.

778 A ~~document-draft Standard~~ which received no Committee or ANSI Public Review negative comments or which  
779 has no outstanding negative votes or comments (i.e., the voter or commenter has ~~not~~ changed their position to  
780 Abstain or Approve) will be sent electronically to the Board on a 10-day default ballot (to expedite approval.) If  
781 Board members approve that the procedures have been followed, then no reply to the ballot is necessary. If  
782 there are any objections, then a ballot will be sent to the Board seeking approval by two-thirds of the total  
783 eligible voting members. If this ~~document-Standard~~ is to be ANSI-approved, ISA staff will forward the  
784 document to ANSI providing all of the required accompanying material.

785  
786 If there are unresolved negative comments on a draft Standard, those comments, and the Committee action to  
787 resolve those negatives, will be sent by ballot to the Board. Any objector with unresolved comments from the  
788 committee ballot process or the ANSI public review shall be informed in writing (which may include electronic  
789 communications) that an appeals process, as provided in ~~clause~~section 89, exists. All information regarding  
790 any appeal prior to Board balloting shall be provided to the Board. The vote of the Board (approval by two-  
791 thirds of the total eligible voting members) ~~will is to~~ confirm that proper procedures were followed in resolving  
792 addressing the negatives. Upon Board approval, ISA staff will publish the document and, if this is to be an  
793 ANSI-approved document, will forward it to ANSI providing all of the required accompanying material.

794 In those instances where ISA cannot complete the approval process and submit the BSR-9 form to ANSI  
795 within a year following the close of the ANSI public review period, an extension may be requested from ANSI  
796 using the appropriate section of the BSR-11 form.

797 Unless directed otherwise by the Managing Director of the Committee, the 10-day default ballot process  
798 described in this section will be used to seek Board approval of all draft Recommended Practices and all draft  
799 Technical Reports. The appeal process provided in section 9 does not apply to Recommended Practices and  
800 Technical Reports, which are not normative documents and are not issued for ANSI Public Review.

801

802 Recommended Practices are not an ANSI document type ~~and are not normally submitted for ANSI approval.~~

803 Technical Reports may be submitted to ANSI for registration as an ANSI Technical Report. Prior to registration  
804 of a Technical Report with ANSI, a 30-day announcement of the intent to register the report shall be placed in  
805 ANSI Standards Action. Parties interested in further information will be instructed to contact ISA. Immediately  
806 following the close of the announcement of the intent to register, the technical report shall be registered with  
807 ANSI. A PSA-01 form shall be used to initiate both the announcement in Standards Action and ANSI  
808 registration.

809 **5.3 Communications**

810 Electronic media are the principal methods of communication among Committee members.

811 **5.3.1 Minutes**

812 Minutes shall be kept by the Secretary or other officer of all Committee meetings (and are recommended for all  
813 subgroup meetings). The minutes shall be reviewed by ISA staff to ensure compliance with these *Procedures*  
814 and Society Policy prior to approval by the Committee.

815 **5.3.2 Written communications**

816 Written correspondence in paper or electronic format, of an official ISA nature by Committee officers shall be  
817 copied to ISA staff, and shall be on ISA letterhead. ISA indicate clearly by the signature and content that the  
818 Committee officer is communicating in his or her role on the Committee, and not in his or her role as an  
819 employee or representative of an entity outside of ISA. Letterhead shall be provided to officers as needed with  
820 approval of the ISA Executive Director.

821 **5.3.3 Formal internal communications**

822 If correspondence between Committees involves issues or decisions (that is, non-routine matters) affecting  
823 other Committees, copies of such correspondence shall be sent to all affected subgroup Chairs, the  
824 Committee Chairs, the Committee officers, the Managing Director(s) and ISA staff.

825 **5.3.4 External communications**

826 Inquiries relating to the Committee should be directed to ISA Staff, and members should so inform individuals  
827 who raise such questions. ISA Staff shall handle routine inquiries or information requests, and shall direct  
828 other inquiries as appropriate to the Chair or Managing Director.

829 **5.3.5 Requests for interpretation of standards**

830 Written inquiries requesting interpretation of a Committee's approved ISA STANDARD shall be referred to the  
831 responsible Committee (See Annex C.). Revisions to the STANDARD resulting from requests for interpretations  
832 shall be processed in accordance with these *Procedures*.

833 **5.4 Governing procedures**

834 On questions of governing procedures not covered in this document, the latest versions of several documents  
835 take precedence over the procedures in this document in the following order:

836 a) Applicable US Federal Law and Regulations

837 b) North Carolina State Not-for-Profit Corporation Law

838 c) *ISA Bylaws*

839 d) *ISA Society and Executive Board Manual of Organization and Procedures*

840 e) *ISA Board of Department Vice Presidents Manual of Organization and Procedures*

841 On questions of procedures not otherwise covered by these documents, *Robert's Rules of Order* (latest  
842 edition) shall be used to expedite due process.

### 843 **5.5 International standards**

844 It is ISA policy to adopt, whenever possible, unchanged international standards. When an international  
845 standard is usable but requires US Modifications, the international standard shall be adopted with ISA  
846 Modifications (in some case referred to as an adapted international standard), and the resulting ISA Standard  
847 shall be processed back to the international standard's developer for consideration as a change to that  
848 international standard. When international standards do not exist, or are inappropriate for unchanged use by  
849 ISA, it is the policy of ISA to take international standards into consideration for use when developing all new  
850 standards. Any such adoption, use and processing back to the international standard's developer is to be in  
851 accordance with the guidelines and operations of the international standard's developer.

852 U.S. Technical Advisory Groups (TAGs) exist for most standards projects in which the United States has  
853 evidenced substantial interest. These groups may be contacted for information and advice through their  
854 administrators, whose names are on record at ANSI.

### 855 **5.6 Commercial terms and conditions**

856 ~~Provisions involving business relations between buyer and seller, such as guarantees, warranties, and other  
857 commercial terms and conditions, shall not be included in an ISA STANDARD. The appearance that a standard  
858 endorses any particular products, services or companies must be avoided. Therefore, it generally is not  
859 acceptable to include manufacturer lists, service provider lists, or similar material in the text of a standard or in  
860 an annex (or the equivalent). Where a sole source exists for essential equipment, materials or services  
861 necessary to comply with or to determine compliance with the standard, it is permissible to supply the name  
862 and address of the source in a footnote or informative annex as long as the words "or the equivalent" are  
863 added to the reference. In connection with standards that relate to the determination of whether products or  
864 services conform to one or more standards, the process or criteria for determining conformity can be  
865 standardized as long as the description of the process or criteria is limited to technical or engineering concerns  
866 and does not include what would otherwise be a commercial term. As an ANSI-accredited standards  
867 developing organization, ISA adheres to the Commercial Terms and Conditions Policy set forth in the most  
868 recent edition of the *ANSI Essential Requirements: Due process requirements for American National  
869 Standards, which may be viewed at [www.ansi.org](http://www.ansi.org).*~~

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### 871 **5.7 Patent policy**

872 ~~As an ANSI-accredited standards developing organization, ISA adheres to the Patent Policy set forth in the  
873 most recent edition of the *ANSI Essential Requirements: Due process requirements for American National  
874 Standards, which may be viewed at [www.ansi.org](http://www.ansi.org).*~~ Assurances provided pursuant to the ANSI Patent Policy  
875 regarding disclosures and licensing shall remain in effect with respect to proceedings to have ISA standards  
876 adopted by international standards bodies, such as the IEC, and shall be equally applicable to such  
877 internationalized standards. Disclosures shall be reaffirmed with an international standards body as required  
878 by that body.

Comment [c9]: Sentence added to ensure that disclosures and assurances continue to be in place when ISA standards become IEC standards.

879  
880 ~~There is no objection in principle to drafting a proposed ISA STANDARD in terms that include the use of  
881 a patented item, if it is considered that technical reasons justify this approach and provided that Annex D is  
882 complied with.~~

#### 883 **5.7.1 Record of statement**

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884 ~~A record of any patent holder's statement shall be placed and retained in ISA files and provided to ANSI if the~~  
885 ~~document is submitted to ANSI.~~

#### 886 **5.7.2 Notice**

887 ~~When ISA receives from a patent holder the assurance set forth in 5.7.1, the ISA STANDARD shall include a~~  
888 ~~note as follows:~~

889 ~~NOTE — The user's attention is called to the possibility that compliance with this Standard may require use of an invention covered by~~  
890 ~~patent rights. By publication of this Standard, no position is taken with respect to the validity of this claim or of any patent rights in~~  
891 ~~connection therewith. The patent holder has, however, filed a statement of willingness to grant a license under these rights on reasonable~~  
892 ~~and nondiscriminatory terms and conditions to applicants desiring to obtain such a license. Details may be obtained from the publisher.~~

893 ~~publisher.~~

#### 894 **5.7.3 Responsibility for identifying patents**

895 ~~ISA shall not be responsible for identifying all patents for which a license may be required in order to use or~~  
896 ~~apply an ISA STANDARD, or for conducting inquiries into the legal validity or scope of those patents that are~~  
897 ~~brought to its attention. The responsibilities of individual participants are articulated in Annex D.~~

### 898 **5.8 Records**

899 Records shall be prepared and maintained at ISA Headquarters to provide evidence of compliance with these  
900 *Procedures*, consistent with the records requirements stipulated in the latest version of the ANSI Essential  
901 Requirements. Records relating to the revision, adoption, reaffirmation, or withdrawal of an ISA STANDARD  
902 shall be maintained for at least one complete standards cycle and for at least ten (10) years from the date of  
903 withdrawal.

### 904 **5.9 Metric policy**

905 Units of the International System of Units (SI), the modernized metric system, are the preferred units of  
906 measurement in ISA Standards. However, US customary units may be used by a committee in developing a  
907 standard in order to achieve consistency with previous standards or industry customs, if approved by the Chair  
908 of the committee.

## 909 **6 Due process and consensus requirements**

### 910 **6.1 Applicability**

911 The following requirements apply to consensus development activities for the approval, revision, reaffirmation,  
912 and withdrawal of ISA STANDARDS.

913 The term "CONSENSUS" means that substantial agreement has been reached by directly and materially affected  
914 interest categories. This signifies the concurrence of more than a majority, but not necessarily unanimity.  
915 Consensus requires that all views and objections be considered, and that an effort be made toward their  
916 resolution.

### 917 **6.2 Due process requirements**

918 Due process means that any person (organization, company, government agency, individual, etc.) with a direct  
919 and material interest has a right to participate by: a) expressing a position and its basis, b) having that position  
920 considered, and c) having the right to appeal. Due process allows for equity and fairness. The following two  
921 ~~clause~~sections, *Openness* and *Committee balance*, describe the minimum acceptable due process  
922 requirements for developing a consensus.

#### 923 **6.2.1 Openness**

924 Participation shall be open to all persons who are directly and materially affected by the activity in question.  
925 There shall be no undue financial barriers to participation. Participation means the ability to be a member of a

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926 standards Committee or subgroup as well as the right to submit comments. ISA membership is not required to  
927 be a voting or information member of a Committee.

928 Timely and adequate notice of any action to create, revise, reaffirm, or withdraw an ISA STANDARD, and to  
929 establish a new consensus-developing group shall be provided to all known directly and materially affected  
930 interests. Notice should include a clear and meaningful description of the purpose of the proposed activity and  
931 shall identify a readily available source for further information.

## 932 **6.2.2 Committee balance**

933 The standards development process should have a balance of interests. Per section 4.2.2, participants from  
934 diverse interest categories shall be sought with the objective of achieving balance on the consensus body.

935 To ensure balance in the development of ISA standards that are not identified as primarily safety related per  
936 section 4.2.3, not more than one-half of the voting membership of the responsible consensus body may come  
937 from any one of the six interest categories set forth in section 4.2.2.

938 To ensure balance in the development of ~~such~~ ISA standards that are identified as primarily safety related per  
939 section 4.2.3, not more than one-third of the voting membership of the responsible consensus body may come  
940 from any one of the six interest categories set forth in section 4.2.2

941 The roster of the consensus body at the time of a final ballot shall be used to determine compliance with these  
942 balance requirements.

943 ~~and shall not be dominated by any single interest category, per section 4.2 of this document.~~

## 944 **6.2.3 Lack of dominance**

945 The standards development process shall not be dominated by any single interest category, individual or  
946 organization. Dominance means a position or exercise of dominant authority, leadership, or influence on the  
947 consensus body by reason of superior leverage, strength, or representation to the exclusion of fair and  
948 equitable consideration of other viewpoints.

949 Unless it is claimed in writing (including electronic communications) by a directly and materially affected  
950 person that a single interest category dominated the standards development process of a consensus body, no  
951 test for dominance is required. ~~except in the development of standards identified by the Board as being~~  
952 ~~primarily safety related.~~

953 ~~The Committee roster must demonstrate compliance with the requirements of 4.2 in those cases.~~

954

## 955 **7 Designation and publication of standards**

### 956 **7.1 Designation**

957 The approval date of an ISA STANDARD as an American National Standard shall be included in the STANDARD,  
958 preferably on the cover. The standard shall also include the words "American National Standard" on the title  
959 page or cover. Portions of the document that are not part of the American National Standard (such as  
960 forewords, prefaces, annexes, interpretations, etc.) shall be clearly identified at the beginning of each such  
961 clause.

962 a) ISA Standards shall be identified by a unique alphanumeric designation. An ISA STANDARD approved by  
963 the American National Standards Institute as an American National STANDARD shall be designated as an  
964 ANSI/ISA STANDARD.

965 b) Multiple designations should be avoided. If an ISA STANDARD has multiple designations, an attempt shall  
966 be made by those concerned to arrive at a single designation.

967 **7.2 Date of publication**

968 For documents approved by ANSI, publication shall be no later than six months after approval, unless  
969 circumstances require ISA staff to request an extension using the appropriate section of the BSR-11 form.

970 **7.3 Style of publication**

971 New ISA STANDARDS shall be prepared in accordance with the *IEC Style Guide*. Revisions and reaffirmations  
972 of ISA Standards should be prepared in accordance with the *IEC Style Guide* to the extent practical.

973 A copy of this *Guide* is available from ISA staff.

974 **7.4 Copyright policy**

975 ISA asserts ownership of all rights of copyright to its standards, including drafts, technical reports,  
976 recommended practices, and the completed, adopted standard for the convenience and benefit of all  
977 concerned. Participation is governed by the following requirements for participation as an ISA Standards  
978 Committee member:

979 a) Each member will respect the intellectual property rights of others. Each member shall not knowingly  
980 provide or insert in any committee materials any copyrighted works for which the member has not received  
981 permission as necessary for use with the standard.

982 b) No member shall disclose any proprietary or confidential information in the course of Standards  
983 Committee participation without authorization.

984 c) In consideration of the privilege of participating in the ISA standards process, each participant irrevocably  
985 transfers to ISA all right, title, and interest in and to any standard or other material developed under the  
986 auspices of ISA, including copyright, that such participant might otherwise acquire by law.

987 A complete copy of the ISA Policy *Copyright of ISA Standards* is available from ISA staff.

988 **8 Maintenance of standards**

989 **8.1 Periodic review of standards**

990 Each complete ISA STANDARD (including supplements and addenda) shall be reaffirmed, revised, or withdrawn  
991 as follows:

992 a) At least annually after approval of an ISA STANDARD, ISA Staff shall notify the responsible Managing  
993 Director and the Chair of the date when action is required to reaffirm, revise, or withdraw the STANDARD  
994 within five (5) years after its approval.

995 b) ANSI approval of an ANSI/ISA STANDARD will be withdrawn unless an extension of time is requested. If  
996 requested by the Chair, Managing Director, or the Board, ISA staff will issue an ANSI PINS form or BSR-8  
997 form to initiate the proposed reaffirmation, revision or withdrawal. Alternatively, a separate extension  
998 request may be submitted to ANSI for consideration.

999 **8.2 Withdrawal**

1000 If a request for extension is denied by ANSI, the Manager of Standards Services shall inform the Managing  
1001 Director and Committee of the reasons for the denial. If the Committee fails to comply with  
1002 *8.1 Periodic review of standards*, the responsible Managing Director may recommend to the Board that  
1003 approval of the ISA STANDARD be withdrawn (subject to a majority vote of the Board.)

1004 **9 Appeals**

1005 **9.1 Introduction**

1006 The provision for appeals is important for the protection of directly and materially affected interests and of ISA  
1007 as the standards developer, and is required as part of due process.

1008 The appeal process set forth in this section applies only to Standards. Procedural appeals may not be filed for  
1009 Recommended Practices and Technical Reports, which are not normative documents and are not issued for  
1010 ANSI Public Review.

## 1011 9.2 Right to appeal

1012 Persons who have directly and materially affected interests and who feel they have been or will be adversely  
1013 affected by any improper procedural action or inaction with regard to the development of a proposed ISA  
1014 STANDARD, or the revision, reaffirmation, or withdrawal of an existing ISA STANDARD, have the right to appeal  
1015 and shall be informed in writing (which may include electronic communications) of that right.— Procedural  
1016 action or inaction includes whether a technical issue was afforded due process.

1017 The burden of proof to show adverse effect(s) shall be on the appellant. Appeals of action shall be made  
1018 within 30 days of notification of the action. Appeals of inaction may be made at any time. Appeals shall be  
1019 directed to the Department Vice President.

## 1020 9.3 Complaint

1021 Complaints shall be in writing and shall be submitted to the Department Vice President with a copy to ISA  
1022 staff. The ~~appellant shall state written appeal must specifically address the following four items. Failure to~~  
1023 address any of the four items, including stating specifically the adverse effect(s) alleged, may result in a denial  
1024 of the appeal on the grounds that it is incomplete.

- 1025 a) the nature of the objection(s) including the adverse effect(s) alleged
- 1026 b) actions or inactions that are at issue
- 1027 c) the specific remedial action(s) that would satisfy the appellant's concerns
- 1028 d) previous efforts to resolve the objection(s) and the outcome of each shall be noted

## 1029 9.4 Response

1030 The following criteria shall apply to any appeals mechanism provided pursuant to the procedures:

1031 Complaints shall be addressed promptly and a decision made expeditiously. Within 30 days after receipt of  
1032 the complaint, the Department Vice President in consultation with the relevant Committee officer(s) and any  
1033 Committee participant against whom any alleged improper action has been made (hereafter know as the  
1034 "respondent") shall respond in writing to the appellant, specifically addressing each allegation of fact in the  
1035 complaint to the extent of the Department Vice President's knowledge.

1036 The response of the Vice President shall include a written notice to the appellant of the right to request a  
1037 hearing as set forth in section 9.5 if the appellant does not agree with the Vice President's written response.

## 1038 9.5 Hearing

1039 The right of the involved parties to present their cases shall not be denied. If the appellant does not accept  
1040 the Vice President's resolution of the written complaint, the appellant has 14 days, ending at 7:00 pm Eastern  
1041 US time on the fourteenth day after the Vice President issues his response, to notify the Vice President in  
1042 writing that the appellant is requesting a hearing. If the appellant does not inform the Vice President within the  
1043 14 days, the appellant is assumed to have agreed with the Vice President's resolution and the appeal is  
1044 closed.

1045 ~~informally~~If the appellant requests a hearing, the Department Vice President shall schedule a hearing with an  
1046 appeals panel on a date agreeable to all participants, giving at least ten working days advance notice.

1047 **9.6 Appeals Panel**

1048 An Appeals Panel shall consist of three individuals, appointed by the Department Vice President, who have  
1049 not been directly involved in the matter in dispute and who will not be materially or directly affected by any  
1050 decision made or to be made in the dispute.

1051 **9.7 Conduct**

1052 The burden of demonstrating that the Committee and the Department took improper actions not in compliance  
1053 with these *Procedures* shall be on the appellant. Each party may cite other pertinent arguments, and  
1054 members of the appeals panel may address questions to individuals. *Robert's Rules of Order* (latest edition)  
1055 shall apply to questions of parliamentary procedure for all appeals hearings.

1056 **9.8 Decision**

1057 The appeals panel shall render its decision in writing within 30 days to the appellant and the Department Vice  
1058 President, stating findings of fact and conclusions, with reasons therefore, based on a preponderance of the  
1059 evidence. If the decision is in favor of the respondent, the appellant shall be informed in writing of their-his or  
1060 her right to appeal to ANSI for ~~ANSI-approved-standards-documents~~standards that ISA will submit to ANSI for  
1061 approval as American National Standards.

1062 Consideration may be given to the following positions, among others, in formulating the decision:

- 1063 a) Finding for the appellant, remanding the action to the Committee with a specific statement of the issues  
1064 and facts that demonstrate how fair and equitable action was not taken
- 1065 b) Finding for the respondent, with a specific statement of the facts that demonstrate fair and equitable  
1066 treatment of the appellant and the appellant's objections
- 1067 c) Finding that new, substantive evidence has been introduced, and remanding the entire action to the  
1068 Committee for appropriate reconsideration

1069

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1070 | **10 ANNEX A – ISA Standards Code of Conduct (Normative)**

1071 | **(Normative)**

1072 |  
1073 | **ISA Standards Committee participants are guided by the following code of conduct:**

1074 | a) to understand that they serve on ISA standards committees as individuals, and not as representatives of  
1075 | companies or other organizational entities;

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1076 | a)b) to accept responsibility in making decisions consistent with the safety, health and welfare of the public,  
1077 | and to disclose promptly factors that might endanger the public or the environment;

1078 | b)c) to avoid real or perceived conflicts of interest whenever possible, and to disclose them to affected parties  
1079 | when they do exist;

1080 | e)d) to be honest and realistic in stating claims or estimates based on available data;

1081 | e)e) to reject bribery in all its forms;

1082 | e)f) to improve the understanding of technology, its appropriate application, and potential consequences;

1083 | f)g) to maintain and improve our technical competence and to undertake technological tasks for others only if  
1084 | qualified by training or experience, or after full disclosure of pertinent limitations;

1085 | g)h) to seek, accept, and offer honest criticism of technical work, to acknowledge and correct errors, and to  
1086 | credit properly the contributions of others;

1087 | h)i) to treat fairly all persons regardless of such factors as race, religion, gender, disability, age, or national  
1088 | origin;

1089 | i)j) to avoid injuring others, their property, reputation, or employment by false or malicious action;

1090 | j)k) to assist colleagues and co-workers in their professional development and to support them in following this  
1091 | code of ethics.

1092 |

1093 |

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1094 **11 Annex B – Procedure for Addressing Alleged Violations of the ISA Code of Ethics**  
1095 **or Inappropriate Behaviors in ISA Standards Committee Activities (Normative)**

1096 ~~**ANNEX B – Procedure for Addressing Alleged Violations of the ISA Code of Ethics or**~~  
1097 ~~**Inappropriate Behaviors in ISA Standards Committee Activities**~~

1098 ~~**(Normative)**~~

- 1099
- 1100
- 1101 1. ISA Standards activities are governed by the ISA Standards & Practices Board of Directors (S&P Board),  
1102 which is chaired by a Vice President (S&P VP).
- 1103
- 1104 2. A participant in ISA standards activities may have his or her participation privileges suspended or revoked  
1105 for any of the following:
- 1106 a. Failure to conform with provisions of the *ISA Bylaws, ISA Code of Ethics, ISA Standards & Practices*  
1107 *Manual*, other similar documents, or with the specific procedures of the committee or committee sub-group.
- 1108 b. Unethical or unlawful, or objectionable conduct unbecoming a participant in ISA or compromising the  
1109 integrity of ISA or disrupting the ISA standards development process.
- 1110 3. A person who observes or learns of such conduct officially informs the S&P VP in writing. Such notice  
1111 cannot be anonymous. The S&P VP may also self-initiate a complaint. The S&P VP reviews the information,  
1112 gathers additional information as needed from the complainant and/or the subject of the complaint, and sends  
1113 that information to the SCC.
- 1114 4. The S&P VP appoints a three-member Standards Conduct Committee (SCC), from members of ISA who  
1115 have no vested interest in the matter.
- 1116 5. The SCC determines whether further proceedings are justified. If so, the SCC formally notifies the  
1117 participant of the complaint and invites the participant to respond in writing. The SCC may seek additional  
1118 information from the complainant, participant, and other sources as well. The SCC may, but is not required to,  
1119 conduct a hearing at which the complainant and the participant are given an opportunity to attend. Each may  
1120 submit additional documentation prior to the hearing.
- 1121 6. If the SCC determines, with a two-thirds vote of its three members, that the participant has engaged in  
1122 conduct described in Section 2.a or 2.b, above, the SCC may recommend suspension or revocation of the  
1123 subject's participation privileges, or some lesser disciplinary measure. The recommendation is forwarded to  
1124 the S&P Board which, with a vote of two-thirds of the S&P Board members who are present and voting at a  
1125 S&P Board meeting, may approve the recommendation, and, for suspension, will indicate the terms of same.  
1126 The participant and complainant shall be informed of the decision of the S&P Board.
- 1127 7. The participant may appeal suspension or revocation by notifying the S&P VP within 10 days. In such case,  
1128 the S&P VP schedules an appeal hearing at the next S&P Board meeting, to which the subject and the  
1129 complainant shall be invited to present their case directly to the S&P Board. The S&P Board may then decide  
1130 to sustain, modify, or reverse their prior decision.
- 1131 8. At any point in the process for addressing alleged violations, the SCC may negotiate a resolution with the  
1132 participant that, if acceptable to the participant and the SCC, will end the proceedings on the complaint.
- 1133 9. The participant will have no legal claim against ISA or any individual participant. A revoked subject may  
1134 not participate in ISA S&P activities unless granted approval by the S&P Board.

1135

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1137 **12 ANNEX C - INTERPRETATION POLICY****Interpretation Policy (Normative)**

1138 (Normative)  
1139

1140

1141 **C. 1 Introduction**

1142 All inquiries received by the S&P Department concerning formal interpretations of an ISA standard shall be  
1143 answered in writing by the appropriate committee chairman in accordance with the procedures given in AC.2.  
1144 Only an interpretation of a standard processed in accordance with the procedures of AC.2 shall be considered  
1145 to be a formal interpretation of a standard. Inquiries that are answered directly by a committee chairman,  
1146 committee member, or a member of the ISA staff, whether oral or written, are not formal interpretations. Such  
1147 responses are the personal opinion of the responder, and the responder shall so inform the person making the  
1148 inquiry.

1149 **C.2 Procedure**

1150 Requests for formal interpretations shall be processed as follows:

1151 The S&P Board Secretary shall assign an inquiry number consisting of the standard number followed by an "I"  
1152 number and a sequential number, e.g. ISA-75.01.01-I-3.

1153 The S&P Board Secretary shall forward the written inquiry to the Committee Chairperson (and if applicable,  
1154 the subgroup Chairperson) with copies to the Managing Director and the Department Vice President.

1155 The Committee Chairperson may, if needed, write a letter, which shall be part of the inquiry, to obtain  
1156 additional clarification.

1157 The Committee Chairperson shall forward the original inquiry and any additional clarification to the Committee  
1158 members, together with a proposed response- for their comments. The Committee members shall have 30  
1159 days to respond.

1160 Following the 30-day committee response period, the Chairperson shall draft a written reply to the inquiry  
1161 based on the comments received from members and shall send the proposed interpretation to the committee  
1162 for their approval. Committee responses shall be returned to the Chairperson within 30 days. If a majority of  
1163 the committee members approve, the proposed interpretation will become the official answer to the inquiry.

1164 The official answer should be posted on the ISA web site and in other suitable media outlets.

Comment [CR10]: Suggested by ANSI auditor

1165 **C.3 Records**

1166 ISA staff shall maintain a written record of any inquiries addressed and the record shall be forwarded to the  
1167 S&P Board for information.

1168 **C.4 Future Work**

1169 Interpretations shall be considered by the Committee as proposed material for an addendum or future revision  
1170 to the standard.

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**ANNEX D - ISA Standards**  
**Patent Disclosure and Licensing Rules**  
**(Normative)**

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Recognizing the relevance of patented technology to the development and use of ISA standards, the following rules with respect to disclosure, enforcement, and licensing of patents have been adopted. These rules are intended to supplement the ISA Patent Policy. Any person or entity involved in the standards process as a member or participant, voting or non-voting, of a Committee, Working Group, Task Group, Study Group, or any other sub-group formed within the Committee, is bound by these rules and is deemed to have agreed and acquiesced to these rules by virtue of such participation.

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- ~~1. Disclosure by individual participants. Each individual participating in the standards development process shall disclose to the Committee any patents or published applications held by the individual or any firm the participant represents, of which the participant is aware and which, to the best of the participant's knowledge, has a likelihood of being infringed by compliance with a standard.~~
- ~~2. Disclosure by participating firms. Companies, organizations, agencies, and other firms participating in the standards process through their representatives shall disclose to the Committee any patents or published applications held by them and which they know or have reason to believe has a likelihood of being infringed by compliance with a standard.~~
- ~~3. Timing of disclosure. Disclosure shall be made promptly upon the individual or firm becoming aware of a patent or published patent application required to be disclosed as provided above.~~
- ~~4. Letter of assurance. For any patent or published patent application disclosed, ISA shall request a Letter of Assurance in which the patent holder agrees either: (a) not to enforce its patent with respect to compliance with the standard, or (b) to grant a license to an unrestricted number of applicants on a worldwide, non-discriminatory basis, with reasonable terms of compensation and fair and reasonable terms and conditions.~~
- ~~5. Default provision. With respect to any patent or published or unpublished patent application owned or controlled by a individual participant or firm that may be infringed by compliance with a standard that is not disclosed, such person or participant shall either (a) not enforce its patent with respect to compliance with a standard, or (b) grant a license to an unrestricted number of applicants on a worldwide, non-discriminatory basis, with reasonable terms of compensation and fair and reasonable terms and conditions.~~
- ~~6. Good faith. Every participant in the standards process, individuals and firms, shall at all times act in good faith and in an open and honest manner.~~

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**ISA STANDARDS LETTER OF ASSURANCE**

Please mail or FAX to ISA Standards, 67 Alexander Drive, Research Triangle Park, NC 27709 USA  
FAX: 919-549-8288

**A. PATENT HOLDER/ORGANIZATION:**

Legal Name of Person or Entity (the "Patent Holder"): \_\_\_\_\_

**B. PATENT HOLDER'S CONTACT FOR PATENT LICENSING:**

Name & Department: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**C. PROPOSED ISA STANDARD:**

Number: \_\_\_\_\_

Title: \_\_\_\_\_

**D. PATENT HOLDER'S POSITION ON ENFORCEMENT OR LICENSING PATENT RIGHTS:**

Those patent(s) and/or pending applications owned or controlled by the Patent Holder that would be, or that Patent Holder believes may be, infringed by compliance with the proposed ISA100 Standard, are as follows:

Patent Number(s): \_\_\_\_\_

Title(s): \_\_\_\_\_

The Patent Holder states that its position with respect to enforcement or licensing such patent(s) is as follows  
(check one box only):

1. The Patent Holder will not enforce its patent so as not to impede compliance with the proposed ISA Standard.

2. The Patent Holder will grant a license to an unrestricted number of applicants on a worldwide, non-discriminatory basis and on fair and reasonable terms and conditions, including as to compensation, if any, to allow compliance with the proposed ISA Standard.

3. The Patent Holder is currently undecided whether it will adopt position 1 or 2, above, but will declare its position to ISA by no later than the date of issuance of the first ballot on the proposed ISA Standard to the ISA Standards Committee.

**E. SIGNATURE:** The person signing below certifies that he/she is duly authorized to execute this Letter of Assurance on behalf of the Patent Holder:

Print name of authorized person: \_\_\_\_\_

Title of authorized person: \_\_\_\_\_

Signature of authorized person: \_\_\_\_\_

Date: \_\_\_\_\_

*Note: This assurance applies from the date of the standard's approval to the date of the standard's withdrawal*

1243 *and is irrevocable during that period.*

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1245 | **13 Annex ED - Excerpt from the ISA Board of Department Vice Presidents Manual of**  
1246 | **Organization and Procedures**

1247 | **Normative**

1248 | **6.STANDARDS & PRACTICES (S&P)**  
1249 | **Standards & Practices (S&P)**  
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1252 | **NOTES** -- Use of the term "ISA STANDARD(S)" in this section applies to all ISA documents: standards,  
1253 | recommended practices, and technical reports<sup>2</sup>, unless specifically noted otherwise.

1254 | (Revised March 2001)

1255 | **9.9S&P 1 Department overview**

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1256 | The Committees and Board of the Standards & Practices Department focus on the development, adoption,  
1257 | review and revision of various national and international standards of interest to Society members. Liaison and  
1258 | cooperative action is maintained with other organizations.

1259 | S&P 1.1 Objective

1260 | The Standards & Practices Department is responsible for preparing and publishing national standards that  
1261 | meet ISA and ANSI requirements for due process and criteria for approval. The S&P Department applies for  
1262 | and maintains ISA's accreditation as an ANSI standards writing organization.

1263 | S&P 1.2 Organization

1264 | The S&P Department is composed of an administrative body - the Standards and Practices (S&P) Board, and  
1265 | an operating body - the Standards Committees. Both bodies are under the direction of the Vice President of  
1266 | the S&P Department. Assistance in the coordination of the S&P Department activities is provided by ISA staff  
1267 | through the Technical Services Department.

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<sup>2</sup> Definitions of ISA Standard, Recommended Practice, and Technical Report:

**STANDARD:** A document that embodies requirements that, if not followed, could directly affect safety, interchangeability, performance, or test results. In general, such requirements should already be widely recognized and used.

**RECOMMENDED PRACTICE:** A document that embodies recommendations that are likely to change because of technological progress or user experience, or which must often be modified in use to accommodate specific needs or problems of the user of the document.

**TECHNICAL REPORT:** A document that embodies informative material; for example, reports of technical research, tutorials, factual data obtained from a survey, or information on the "state-of-the-art" in relation to standard(s) on a particular subject.

- 1268 S&P 1.3 Functions of the Department
- 1269 The Standards & Practices Department:
- 1270 S&P 1.3.1 Prepares ISA STANDARDS where adoption of such can simplify work, facilitate general  
1271 understanding, promote interchange of information, and harmonize with national and international  
1272 requirements.
- 1273
- 1274 S&P 1.3.2 Initiates and conducts studies to determine where need exists for maintaining and revising existing  
1275 ISA STANDARDS and for developing new ones.
- 1276 S&P 1.3.3 Establishes procedures that ensure ISA STANDARDS meet requirements for due process,  
1277 consensus, and balance of interest. Approves *Standards and Practices Department Procedures* for the  
1278 operation of Standards Committees and submits them to the American National Standards Institute to maintain  
1279 accreditation as a developer of American National Standards.
- 1280 S&P 1.3.4 Distributes ISA STANDARDS for public review.
- 1281 S&P 1.3.5 Approves ISA STANDARDS for publication.
- 1282 S&P 1.3.6 Submits appropriate ISA STANDARDS to the American National Standards Institute (ANSI) for  
1283 acceptance as American National Standards.
- 1284 S&P 1.3.7 Publicizes individual ISA STANDARDS and the general Department program to achieve the broadest  
1285 possible participation, acceptance and utilization by concerned parties.
- 1286 S&P 1.3.8 Maintains active liaison relationship with other national and international groups, organizations,  
1287 associations, and societies that prepare standards relevant to instrumentation and automatic control.
- 1288 S&P 1.3.9 Assists in staffing Committees and approves of the initial Committee membership.
- 1289 S&P 1.3.10 Provides information, advice, and interpretation of ISA STANDARDS as may be requested.
- 1290 S&P 1.3.11 Oversees the development and implementation of improved processes for accepting, prioritizing,  
1291 and allocating resources to proposed standards projects. Examining and, if necessary, amending resource  
1292 proposals in the context of the total resources available and the evolving work program. (Determination of  
1293 service and resource levels is based on the importance and nature of the project.)
- 1294 **S&P 2 Standards and Practices (S&P) Board**
- 1295 S&P 2.1 Objective
- 1296 To conduct S&P Department activities by providing policy, direction and guidance to the Society Standards  
1297 and Practices program, ISA staff and Standards Committees.
- 1298 S&P 2.2 Organization
- 1299 The S&P Board is composed of the Department Vice President (Chair of the S&P Board), the Department Vice  
1300 President-elect (Vice Chair of the S&P Board), Managing Directors and Administrative Directors, and a non-  
1301 voting ISA staff representative. The number of Directors shall be at the discretion of the Department Vice  
1302 President.
- 1303 S&P 2.3 Administration
- 1304 S&P 2.3.1 The S&P Department Vice President shall serve as the S&P Board Chair.

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1305 S&P 2.3.2 The position of Vice Chair shall be filled by the Vice President-elect during the time that this office is  
1306 filled. The S&P Board Chair may appoint a temporary Vice Chair if necessary.

1307 S&P 2.3.3 The ISA Manager of Standards Services shall serve as the Secretary of the S&P Board.

1308 S&P 2.3.4 The S&P Board shall meet at least once each year. However, suggested meeting occasions are in  
1309 conjunction with the Society's regular business meetings.

1310 S&P 2.3.5 A notice and agenda of each meeting shall be sent in order to be received by all members of the  
1311 S&P Board at least 14 days prior to the meeting. Copies of minutes shall be sent to all S&P Board members  
1312 within 30 days following a meeting.

1313 S&P 2.3.6 The Secretary shall maintain an official file of all correspondence, minutes, and records.

1314 S&P 2.4 Voting requirements

1315 S&P 2.4.1 To conduct Department business, a quorum of at least 50 percent of the S&P Board Managing  
1316 Directors shall be present. The criteria for meeting procedures is *Robert's Rules of Order* (latest edition). The  
1317 following voting requirements apply to all S&P Board members (except the Secretary of the S&P Board):

1318     • All questions shall be decided by a majority of the votes cast, unless otherwise specified.  
1319     • A two-thirds majority of all voting members (excluding ballots that are votes of abstention) of the S&P  
1320 Board is required for the following actions:

1321         • Revision of the Society Department MOP.  
1322         • Revision of the department *Procedures*. Revised *Procedures*, once approved by the S&P Board,  
1323 will be sent to ANSI for approval and will become effective while ANSI approval is pending.  
1324         • Adoption, reaffirmation, or withdrawal of an ISA STANDARD.  
1325     • Where a two-thirds majority is required, a written or letter ballot, or roll call vote shall be used.  
1326     • Voting by "proxy" (i.e., providing authority for one person to assign voting rights to another person) is  
1327 prohibited  
1328

1329 S&P 2.4.2 A Director becomes a voting member of the S&P Board when the appointment by the S&P Vice-  
1330 President has been approved by the ISA Board of Department Vice Presidents.

1331 S&P 2.5 S&P Board Executive Committee

1332 S&P 2.5.1 Functions

1333 The S&P Board Executive Committee is authorized to act for the S&P Board between its regular meetings to  
1334 carry out the policies of the S&P Board. The Committee develops, reviews, and recommends proposed  
1335 policies for S&P Board approval.

1336 The S&P Board Executive Committee functions in this capacity by

1337     • continually reviewing existing policies and programs of the Department and advising the S&P Board or  
1338 appropriate ISA staff expeditiously of action either taken by the S&P Board Executive Committee or  
1339 required by others.  
1340     • reviewing proposals submitted by ISA Directors and other Society leaders, and recommending action  
1341 to the S&P Board when appropriate.  
1342     • referring matters on which insufficient information is available for S&P Board action to an appropriate  
1343 Director, Survey Committee, or to ISA staff for study, clarification, or recommendation.  
1344     • referring to an appropriate leader, ISA staff, or to the Executive Director for action, matters that come  
1345 before it, but which properly fall within the defined responsibilities of others.  
1346     • making decisions on matters that have been delegated to the S&P Board Executive Committee for  
1347 action, including

1348     • specific items designated by S&P Board action; and

- 1349 • recommendations for approval of non-budgeted expenditures up to a maximum of \$10,000.
- 1350 • reviewing items slated for subsequent action by the S&P Board. The S&P Board Executive
- 1351 Committee also is responsible for identifying the need for additional documentation or clarification of
- 1352 proposals, including financial or staffing implications, and taking steps required to correct the situation.
- 1353 (All items falling within this category shall be brought to the full S&P Board's attention as soon as
- 1354 practical.)
- 1355 • developing and updating the Strategic Plan, and identifying new issues.
- 1356 • establishing ISF/restricted funds policy. This policy should include administration and disbursement of
- 1357 the funds.
- 1358 • providing an accountability system for monitoring Committee performance and identifying
- 1359 requirements for Committee support and benefits of the STANDARD.
- 1360 • coordinating the development and monitoring of the Annual Budget with ISA staff.
- 1361 • authorizing funds for special projects outside the scope of the approved budget.
- 1362

1363 Items that require action by the S&P Board are normally submitted to the S&P Board Executive Committee in  
 1364 advance for study and recommendations. This procedure assures the S&P Board that all facets of these items  
 1365 have been thoroughly investigated, and that the S&P Board's decision will be based on the most current and  
 1366 comprehensive information available.

#### 1367 S&P 2.5.2 Administrative structure

1368 The administrative structure of the S&P Board Executive Committee operates as described below:

- 1369 • The S&P Board Executive Committee membership includes the Vice President, Vice President-elect,
- 1370 and a Past Vice President. Other members of the S&P Board may be assigned by the Vice President,
- 1371 as needed. In addition, the Director, Technical Services serves as an ex-officio member. The
- 1372 Manager, Standards Services also serves, as required, as an ex-officio member.
- 1373 • The Vice President serves as the presiding officer of all S&P Board Executive Committee meetings. In
- 1374 the absence of the Vice President, the Vice President-elect presides.
- 1375 • The Director, Technical Services, serves as the Secretary of the S&P Board Executive Committee.
- 1376

#### 1377 S&P 2.5.3 Meetings

1378 The S&P Board Executive Committee meets with such frequency as may be necessary to carry out its  
 1379 business. A schedule of meetings shall be established by the Department Vice President, with the  
 1380 concurrence of the S&P Board.

1381 Unscheduled meetings may be held as deemed appropriate by the Department Vice President to assure that  
 1382 information or action items are up to minimal standards of detail for presentation at the next scheduled S&P  
 1383 Board meeting. These unscheduled meetings may utilize teleconferencing, one of ISA's World Wide Web  
 1384 S&P applications, or other electronic means. Minutes of these meetings shall be made available to the S&P  
 1385 Board.

1386 S&P Board Executive Committee meeting minutes are organized to indicate

- 1387 • items for S&P Board action;
- 1388 • items for S&P Board information; and
- 1389 • items for S&P Board Executive Committee discussion.
- 1390

### 1391 S&P 3 S&P Officers

#### 1392 S&P 3.1 S&P Department Vice President

1393 Elected by the Council of Society Delegates for a term of two years and may not succeed himself.

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1394 S&P 3.1.1 In the event of resignation or inability of the Vice President to serve, the Vice President-elect shall  
1395 assume the position of Department Vice President. If the office of Vice President-elect is vacant, then the ISA  
1396 Executive Board will appoint an interim Department Vice President until an election is held. (See Bylaws,  
1397 Article X, Section 4.)

1398 S&P 3.1.2 The Vice President is responsible for directing the Department in fulfilling its objectives and  
1399 functions.

1400 The Vice President functions in this capacity by

- 1401 • serving as voting member of the Board of Department Vice Presidents and the Society Executive  
1402 Board, if elected, sharing in the determination of Society policies and plans;
- 1403 • accounting, through the Society President, to the Council of Society Delegates, the Board of  
1404 Department Vice Presidents and the Executive Board for the proper performance of all appropriate  
1405 duties;
- 1406 • serving as Chair of the S&P Board and S&P Board Executive Committee;
- 1407 • providing leadership and direction in developing plans and an organizational structure consistent with  
1408 the Department's Scope and Purpose;
- 1409 • appointing and receiving liaison representatives between the Department and other ISA departments  
1410 and divisions;
- 1411 • appointing representatives to ANSI Standards Management Boards and other ANSI Committees;
- 1412 • appointing and terminating the S&P Department Directors subject to Board of Department Vice  
1413 Presidents approval;
- 1414 • serving as ex-officio member of all Committees;
- 1415 • ensuring that Directors and Committee Chairs discharge their duties as delineated in the *Department*  
1416 *Procedures*;
- 1417 • counseling the Directors and Committee Chair in staffing their Committees and in providing for  
1418 succession to the Chair positions;
- 1419 • exercising general direction of the plans and activities of the Directors and Committee Chairs and  
1420 evaluating their progress and results;
- 1421 • communicating to Directors and Committee Chairs;
  - 1422 a. necessary information and assignments that may arise from actions of the Board of Department  
1423 Vice Presidents and the Executive Board or from other Society organizational units or from  
1424 personal determination, and
  - 1425 b. Committee recommendations to the Board of Department Vice Presidents and the Executive  
1426 Board or to other Society organizational units;
- 1427 • calling and conducting meetings of the S&P Board and S&P Board Executive Committee;
- 1428 • furnishing the Society President with a written Annual Report. This Annual Report summarizes the  
1429 accomplishments of the Department and recommends future plans and programs that are compatible  
1430 with the Society's Strategic Plan;
- 1431 • maintaining such records as will provide continuity in policies, plans, and procedures for successors;
- 1432 • maintaining, with the assistance of the S&P Board Executive Committee, a current Strategic Plan; and
- 1433 • proposing to the Board of Department Vice Presidents nominations for delegate and alternate  
1434 delegate to the ANSI Organizational Member Council.  
1435

1436 S&P 3.2 S&P Department Vice President-elect

1437 S&P 3.2.1 Elected by the Council of Society Delegates for a term of two years, after which assumes the office  
1438 of Vice President. This term coincides with the Vice President's term of office. (See DEP 3.)

1439 S&P 3.2.2 The Vice President-elect is responsible for becoming familiar with the organization, activities, and  
1440 plans of the Department so that, upon assuming the position of Vice President, there will be effective continuity  
1441 in the direction of the Department.

1442 S&P 3.2.3 The Vice President-elect functions in this capacity by:

- 1443 • serving on the S&P Board and the S&P Board Executive Committee as Vice Chair;
- 1444 • attending meetings (as a non-voting member) of the Board of Department Vice Presidents and the
- 1445 Executive Board if possible;
- 1446 • participating in all planning for the Department;
- 1447 • carrying out special assignments assigned by the Vice President;
- 1448 • developing additional leaders for the Department;
- 1449 • serving as S&P Board Chair in the absence of the Vice President;
- 1450 • assuming the office of Vice President automatically in the event of resignation or inability of the Vice
- 1451 President to serve;
- 1452 • accounting, through the Vice President, to the Council of Society Delegates, the Board of Department
- 1453 Vice Presidents and the Executive Board for the proper performance of duties;
- 1454 • counseling the Vice President regarding the establishment and termination of intersociety
- 1455 relationships;
- 1456 • receiving copies of all appropriate communications that are sent to or received by the Vice President;
- 1457 • assisting the Vice President in writing the Annual Report, particularly those sections that address
- 1458 programs, organization, and activities of the Department;
- 1459 • representing the Department in the Strategic Planning Department; and
- 1460 • serving as Chair of the S&P Nominating Committee;
- 1461

1462 S&P 3.3 Directors

1463 Managing Directors and Administrative Directors are responsible for carrying out the functions of the  
 1464 Department. Directors are appointed by the Department Vice President, and approved by the Board of  
 1465 Department Vice Presidents for a one-year term. A Director becomes a voting member of the S&P Board  
 1466 when the Board of Department Vice Presidents has approved the appointment by the Department Vice  
 1467 President.

1468 Directors are authorized to:

- 1469 • serve as voting members of the S&P Board
- 1470 • call meetings, appoint Subcommittees, and administer Department affairs in accordance with the
- 1471 policies and procedures established by the Society and the Department. They inform the S&P Board
- 1472 of the progress and activities of the Committee and Liaison Representatives.
- 1473 • prepare written reports for each S&P Board meeting. Suggestions for improving future activities and
- 1474 procedures should also be included.
- 1475 • provide minutes of all their meetings to the Department Vice President and S&P Board Secretary,
- 1476 which are distributed within the department as the Director deems necessary. Minutes, as such,
- 1477 should not be used as part of a publicity release. Copies of letters of appointment shall be sent to the
- 1478 ISA staff representative and the Department Vice President;
- 1479 • prepare standards news items for news release ISA publications, including the *S&P News*, and for
- 1480 news release to other publications through the ISA staff representative, with a copy to the Department
- 1481 Vice President;
- 1482 • act as liaison representative for ISA technical interest divisions as assigned by the Department Vice
- 1483 President.
- 1484

1485 S&P 3.3.1 Managing Directors

1486

1487 Prior experience in standards work is required for this position. Managing Directors are responsible for  
 1488 providing guidance and leadership to assigned Committees and the Department through participation on the  
 1489 S&P Board. Managing Directors function in this capacity by

- 1490 • presenting the purpose, scope, and revision(s) of each assigned Committee for approval by the S&P
- 1491 Board;
- 1492 • appointing Committee Chairs, and guiding and assisting them in staffing their Committees. These
- 1493 Committees may include Survey Committees;

- 1494 • advising assigned Committee Chairs and approving Committee organizations, including an annual
- 1495 review to address Committee balance;
- 1496 • guiding and coordinating all activities of assigned Committees;
- 1497 • recommending to the S&P Board the creation and cancellation of assigned Committees;
- 1498 • requesting S&P Board approval of proposed ISA STANDARDS;
- 1499 • initiating Committee action on reaffirmation;
- 1500 • serving as ex-officio members of all Committees and Subcommittees assigned and attending as many
- 1501 Committee and Subcommittee meetings as practical;
- 1502 • ensuring that all Committees provide the International Activities Director, the Intersociety Director, and
- 1503 ANSI Activities Director, as appropriate, with information on international, intersociety, or ANSI
- 1504 interaction, respectively;
- 1505 • ensuring that publications proposed by members of assigned Committees relative to proposed ISA
- 1506 STANDARDS are in accord with ANSI/ISA policies;
- 1507 • assisting in the development of a Standards Committee performance and accountability system;
- 1508 • monitoring the progress of each assigned Committee and assisting Committees in meeting their
- 1509 performance goals.
- 1510 • preparing individual letters of appreciation to Committee Chairs and their employers when Committee
- 1511 work is completed. These letters should delineate the goals of the project, the method of
- 1512 accomplishment, and the value of the completed project to both the Society and industry.
- 1513

#### 1514 S&P 3.3.2 Administrative Directors

1515 Administrative Directors are responsible for overseeing specific activities and tasks, as requested by the Vice  
 1516 President, and providing guidance and leadership to the Department through participation on the S&P Board.  
 1517 For example the following positions may be considered: ANSI Activities Director, Director-at-large,  
 1518 International Activities Director(s), Intersociety Director, Intrasociety Director, or Newsletter Director.

#### 1519 S&P 3.3.3 Standing Committees

1520 Standing Committees are created and disbanded at the discretion of the Vice President. For example: Honors  
 1521 and Awards, Nominating and Appointments, History, and Education.

#### 1522 S&P 3.4 Identification of Candidates for Department Vice President

1523 The Department uses the following procedure and criteria to identify candidates and potential candidates for  
 1524 the position of Vice-President-Elect and Vice-President of the Standards and Practices Department.

- 1525 1. The Nominating Committee of the Department shall put nominees forward to the Department Board
- 1526 Nominating Committee. The Standards and Practices Department is not required to put forward
- 1527 multiple nominees, although it may do so at its discretion.
- 1528 2. The Nominating Committee of the Department shall consist of the Vice President, the Vice-President-
- 1529 Elect, and the Past-Vice-President of the Department, and other members as the Vice President shall
- 1530 direct.
- 1531 3. The Standards and Practices Department Nominating Committee will make a formal report to the
- 1532 Department Board Nominating Committee on each candidate nominee, including the nominee or
- 1533 nominees put forward by the Department.
- 1534 4. It is strongly recommended that all candidates have the following:
  - 1535 a. A history of volunteer leadership activity above the Section level in ISA, including Director or
  - 1536 Vice-President responsibilities or active participation in one or more Society committees.
  - 1537 b. A history of successful volunteer leadership in the Standards and Practices Department at the
  - 1538 Director level.
  - 1539 c. Proven ability to maintain good and effective working relationships with both volunteers and
  - 1540 staff.
  - 1541 d. A history of regular attendance at President's Meetings.
  - 1542 e. Willingness and ability to attend President's Meetings as a VP Elect and VP.

