ISA Standards and Practices Department

Procedures

2011 Revision

ANSI Approved

10 January 2012

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ISA S&P Department Procedures

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1 Introduction

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 procedures developed by a Committee or subgroup for its work shall be reviewed by the ISA Staff, to ensure consistency with these *Procedures* prior to release of those supplemental procedures to the Committee or subgroup for ballot.

2 ISA Standards and Practices (S&P) Department

ISA's S&P Department (hereafter referred to as "the Department") shall be responsible for preparing and publishing ISA STANDARDS[1] that meet ISA and ANSI (American National Standards Institute) requirements for due process and criteria for approval. The Department shall apply for and maintain ISA's accreditation as an ANSI Standards Developing Organization. (Annex D includes an excerpt from the *ISA Board of Department Vice Presidents Manual of Organization and Procedures* that describes the scope and structure of the Department.)

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

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

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

2.1 Department organization

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[1] 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. 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.

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

2.2 Department administration

2.2.1 Standards and Practices Board

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

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

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

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

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

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

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

An Executive Committee of the Board is authorized to act for the Board between its regular meetings to carry out the policies of the Board and shall be composed of three (3) to five (5) members. The membership shall include the Vice President, the Vice President-Elect, the immediate Past Vice President, and up to two additional members of the Board appointed by the Vice President.

2.2.2 Consensus standard development method

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

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

2.2.3 Board voting

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

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

- changes to these Procedures (with subsequent ratification by majority vote of the ISA Board of Department Vice Presidents)
- initiating a new Committee
- approving a Standard with no unresolved negative votes if directed by the Vice President; such a ballot addresses only whether ISA procedures were followed properly by the consensus body, and does not address the technical merits of a Standard (which is the responsibility of the consensus body)..
- approving a Standard that has unresolved negative votes; such a ballot addresses only whether ISA procedures were followed properly by the consensus body, and does not address the technical merits of a Standard (which is the responsibility of the consensus body).

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

- approving changes to the scope and purpose of a Committee
- changing the status of a Committee (see third paragraph, section 4)
- withdrawing a Standard when a Committee fails to comply with the periodic review of standards procedures (see section 8.2)

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- any other matter on which the Board votes that is not listed previously in this section, unless the Vice President directs that two-thirds approval of the eligible voting members of the Board must be attained.

3 Initiation of new ISA Standards development projects

3.1 Submission of new project proposals

Written requests to initiate new ISA Standards development projects shall be submitted to the Secretary of the Board, at ISA Headquarters, for referral to the Board. Requests shall be submitted on the New Standards Project Proposal (NSP) form, available on the ISA Standards web page or from ISA staff. An NSP form documents, among other items, the title and scope of the proposed work, its purpose and justification, and relevant coordination with other standards work and committees. Review of individual proposals shall be assigned to one or more Managing Directors for future study, followed by (a) assignment to an existing Committee for review if the proposed project appears to fall within the scope of that committee; or (b) formation of a survey committee (see 3.2 below); or (c) return with comments to the proposer if the proposed project does not appear worthy of further investigation. Proposals for new projects that are generated within an existing Committee and that fall within its Scope must be approved by a majority of the voting members of that Committee for work to commence.

3.2 Survey Committee review

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

a) define the issue(s) to be addressed by the proposed project

b) determine whether development of ISA STANDARD(S) can address the issue(s)

c) identify the purpose and scope of the proposed ISA STANDARD(S)

d) determine priorities for the development of proposed ISA STANDARD(S)

e) determine if active volunteers are available and interested in staffing the proposed project

f) determine whether standards projects are already underway that address the scope of the proposed ISA STANDARD(S), including a search of ISA, ANSI, and IEC/ISO for existing standards and works-in-progress

g) develop a schedule, if possible, for the development of the proposed ISA STANDARD(S)

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

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

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

3.3 New project approval

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

3.4 Notification of standards development

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

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

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

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

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

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

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

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

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

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4 ISA Standards Committee governance

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

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

If the Committee fails to function or fulfill its responsibilities according to the Procedures or if the Committee actions are not in the best interests of the Department and ISA, the Board may vote with approval by a majority to change the Committee status, including but not limited to suspending Committee activity, disbanding the Committee and reassigning work activities to another Committee, replacing Committee leaders and members, or terminating the work of the Committee.

4.1 Committee composition

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

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

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

4.2 Officers

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

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

The Committee Chair may appoint one or more Vice Chairs (hereafter known as the "Vice Chair"). The duties of the Vice Chair shall be as agreed between the Chair and Vice Chair. The Vice Chair (or one of the Vice-Chairs designated by the Chair) shall carry out the Chair's duties if the Chair is temporarily unable to do so or in an interim period while a new Chair is being appointed by the responsible Managing Director. A Vice Chair shall serve at the pleasure of the Chair, but shall have a term that renews automatically on 1 January of each year unless the Committee Chair decides not to renew the appointment. In that case, the Committee Chair shall inform the Vice Chair that the appointment as Vice

Chair is not being renewed, and may then appoint a new Vice Chair with another specific agreement of duties.

A Committee Secretary (hereafter known as the “Secretary”) may be appointed by the Committee Chair. The Secretary shall serve a term that renews automatically on 1 January of each year, unless the Committee Chair decides not to renew the appointment. In that case, the Committee Chair shall inform the Secretary that his or her appointment as Secretary is not being renewed, and shall then appoint a new Secretary from the individual members of the Committee. The duties of the Secretary shall be as agreed between the Chair and Secretary

4.2.1 Officer responsibilities

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

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

a) Be objective
b) Entertain motions, but not make motions
c) Not bias discussions
d) Delegate necessary functions
e) Ensure that all parties have the opportunity to express their views
f) Set goals and deadlines and adhere to them
g) Be knowledgeable in ISA standards processes and parliamentary procedures and ensure that the processes and procedures are followed
h) Seek consensus as a means of resolving all issues
i) Prioritize objectives to best serve the group and the goals

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

The Secretary’s duties may include:

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

4.2.2 Interest categories

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

Interest categories for voting members of the Committee shall include:

a) User – Individuals who are involved in using the type of product that is the topic of the standard, but who are not involved with the production or distribution of that type of product.

b) Producer – Individuals who are involved in the production of the type of product This includes individuals involved in the design, engineering support, manufacturing, testing, and/or marketing of

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the type of product; and who are employed by or represent a producer (manufacturer/vendor) of the type of product.

Note: A person who works for a company that purchases the product that is the subject of the standard and then transfers ownership of the product or an assembly that includes the product to an end user is not to be classified as a user.

c) Regulatory/Government – Individuals who represent governmental entities having regulatory interest in or influence over the type of product.

d) Testing/Certification/Approval – Individuals who represent organizations that provide testing, certification, and/or approval of the type of product.

e) Architect-Engineer, Engineer-Constructors, Integrators – individuals employed by organizations involved with the design of systems or facilities in which the type of product is used, including application engineering and engineering support for installation and use of the type of product.

f) General – Individuals who do not meet any of the preceding interest categories. This may include, but is not limited to, experts from academia, professional associations, and experts who are retired or do not receive funding for their standards activities from any related organization.

Note: Individuals who might normally be classified as general per this definition could in some cases be classified more properly as one of the other categories, depending on their funding/support or other business arrangements pertaining to the type of product that is the topic of the standard in development. For example, a university professor who receives funding from a user company to serve on a standards committee should be classified as a user.

4.2.3 Standards identified as primarily safety related

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

4.2.4 Disclosure of affiliation

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

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

The minutes of each meeting shall record a list of attendees and the disclosed affiliation of each attendee.

A consensus body voting member who fails to disclose affiliation shall not accrue any membership rights, including rights of or towards voting membership, until such disclosures have been made. The chair shall

review the adequacy of disclosures. Failure to disclose affiliation, or materially false or misleading disclosure of affiliation, shall result in loss of membership privileges and may also result in loss of other participation privileges for such participants and any affiliated entities.

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

4.3 Members

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

4.3.1 Voting members

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

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

New voting members shall have voting rights commencing with ballots that are issued subsequent to the time of their approval as a voting member.

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

The Committee Chair is responsible for recommending appropriate action to the Committee on applications for voting membership. An application for voting membership shall not be submitted to the Committee for action if the Chair believes that an applicant does not meet necessary criteria. In considering applications for voting membership, the Chair may consider the following factors:

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

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

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Combined Interest: When appropriate, the Committee Chair may recommend that the voting applicant seek representation through an organization from which a voting member already exists and that represents the same or similar interests. Such instances and the reasons for same shall be documented.

A voting member who becomes no longer qualified as defined in this section may be changed to information member status by the Chair following the process set forth in the third paragraph of section 4.3.3.

4.3.2 Information members

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

4.3.3 Review of membership

The Chair shall review the membership list at least annually with respect to due process using a roster maintained and provided by ISA staff. Voting members shall fulfill obligations of Committee participation. Voting members shall have electronic document handling and communication capability to fulfill voting membership responsibilities.

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

When a voting member is found in default of these obligations, the Chair may elect to inform the individual that she or he is being changed to information status on the committee, but may apply for voting membership again after an elapsed period of twelve months after revocation of voting membership status. If the individual does not agree to this change of status, the Chair may direct that the Committee be balloted on whether to change the individual’s status from voting membership to information membership.

Voting members are expected especially to return votes on all letter ballots submitted to the committee. Failure by a voting member to submit a vote on any two non-default ballots in a calendar year, based on the closing dates of the ballots, shall result in an automatic change in status from voting membership to information membership at the close of the second missed non-default ballot, until compelling rationale is provided to and approved by the Chair as a basis for a reinstatement of the member’s voting status. Individuals may apply for voting membership again after an elapsed period of twelve months after revocation of voting membership status.

Committees may adopt more stringent requirements to define “participation” upon approval by two-thirds of the voting members of that Committee and subsequent approval by the Managing Director.

4.3.4 Membership roster

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

4.3.5 Members' responsibilities

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

The Committee Voting members shall be responsible for

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

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

c) maintaining and updating the ISA STANDARDS developed by the Committee in accordance with section 8, *Maintenance of standards*

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

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

f) adding or terminating voting members recommended by the Chair

g) other matters requiring Committee action

4.4 Committee subgroups

4.4.1 Forming subgroups

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

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

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

Subgroups which conduct ballots of their work activities shall consist of voting and information members, but with no balance of interest category requirements. Voting members shall be limited to one per affiliation. Subgroup quorum requirements shall be consistent with those for the Committee as outlined in section 5.1.3. Rosters of such voting subgroups shall be maintained as is done for Committees.

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Subgroup voting procedures shall be consistent with those for the Committee as outlined in sections 5.2.3, 5.2.4, and 5.2.5.

4.4.2 Subgroup chair and members

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

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

4.4.3 Approval of standards

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

5 Committee administration

5.1 Meetings

5.1.1 Scheduling

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

5.1.2 Notification

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

5.1.3 Quorum

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

5.2 Voting rules

5.2.1 General

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

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

a) APPROVE (with or without technical or editorial comments)

b) DISAPPROVE, with justification (the specific paragraph, section, or parts of the document to which the disapprove pertains, the technical reasons for the vote, and the specific wording or actions that would resolve the technical objection shall be included)

c) ABSTAIN (with reasons)

A Disapprove ballot without technical justification does not need to be responded to (although it still counts as a negative ballot). An abstention shall not be counted in the total vote. An alternate vote shall be counted only if the principal representative fails to vote. No representative or organization shall have more than one vote.

A voting member who does not vote shall be recorded as NOT VOTING. This failure to vote does not count in the determination of a quorum.

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

5.2.2 Voting period

The voting period for Committee ballots on draft standards, recommended practices, and technical reports shall be at least four (4) weeks from the date of issue, ending at 7:00 pm Eastern US time on the final day, or when all ballots are returned, whichever comes earlier. Ballots not received by ISA as of the deadline, for any reason, will not be counted. An extension of the voting period may be granted by the Chair before or after the deadline, when warranted. A reminder letter or other notice requesting immediate return of the ballot should be sent by ISA staff ten days prior to the close of the ballot to voting members whose votes have not yet been received. Following the close of balloting, the ISA staff support person shall forward a ballot tally to the Chair of the Committee or, if appropriate, of the subgroup; the Chair shall share the expressed votes, views, and objections with the full Committee.

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

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

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

a) Forming a subgroup, including its procedures, scope, and duties

b) Disbanding a subgroup

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

d) Approving new projects within the Committee's scope

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

f) Adding new Committee voting members or alternates for Committee voting members

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

h) Approving minutes

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

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

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

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

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

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

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

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

c) Approving a recommendation to change the Committee scope

d) Approving a recommendation to terminate the Committee

5.2.6 Authorization of a letter ballot

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

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

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

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

5.2.7 Comments

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

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

All comments shall be considered and responded to before a ballot is considered to have been approved by the committee. The chairman of the appropriate committee, in conjunction with the committee members or a designated subgroup, when appropriate, is responsible for the consideration of and response to ballot comments pertaining to technical, safety, or environmental assertions and assertions of ambiguity, inaccuracy, or omission. ISA staff is responsible for the consideration of and response to ballot comments pertaining to ISA policies and procedures.

Comments shall be considered and responded to in one of the following ways:

a. Comments with affirmative ballots or from Information members or ANSI Public Review commenters, that are determined to be persuasive and editorial; the proposed editorial changes are incorporated into the document. The disposition of these comments shall be communicated in writing or through electronic communications to the submitter.

b. Comments with affirmative ballots or from Information members or ANSI Public Review commenters, that are determined to be persuasive and substantive; the proposed substantive changes are reballoted for approval by the appropriate committee or consensus group prior to incorporation into the document. The disposition of these comments shall be communicated in writing or through electronic communications to the submitter.

c. Comments with affirmative ballots or from Information members or ANSI Public Review commenters that are determined to be nonpersuasive are not considered further, but will be made available for the information of all committee members. The disposition of these comments shall be communicated in writing or through electronic communications to the submitter and, in the case of objecting comments, shall include notice of the right to appeal.

d. Comments with negative ballots determined to be persuasive and substantive; the proposed substantive changes are reballoted for approval by the appropriate committee or consensus group prior to incorporation into the document.

e. Comments with negative ballots determined to be nonpersuasive are not considered further. The final disposition of these comments shall be communicated in writing or through electronic communications to the voter and shall include notice of the right to appeal. The nonpersuasive

objection shall also be recirculated to the consensus body, offering voting members the opportunity to respond, reaffirm, or change their votes.

f. Comments with negative ballots that are determined to be (1) unrelated to the item being balloted or (2) negative ballots submitted without comments, shall not be considered further and will be recorded as “negatives without comments” for purposes of reporting to ANSI with no further notice to the submitter. In the first case, the commenter should be referred to the New Standards Project Proposal form available on the ISA web site for possible submission of a new proposal for consideration by the Board.

g. Comments with negative ballots may be withdrawn by the voter after consultation with the chairman or the designated subgroup and changed in writing or through electronic communications by the voter to either an abstention or an affirmative.

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

5.2.8 Substantive changes

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

a) “Shall” to “should”; “should” to “shall”

b) Addition, deletion, or revision of requirements, regardless of the number of changes

c) Addition or withdrawal of mandatory compliance with referenced standards

5.2.9 ANSI Public Review for proposed American National Standards

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

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

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

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

5.2.10 Final approval

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

A draft Standard which received no Committee or ANSI Public Review negative comments or which has no outstanding negative votes or comments (i.e., the voter or commenter has changed their position to Abstain or Approve) will be sent electronically to the Board on a 10-day default ballot (to expedite approval.) If Board members approve that the procedures have been followed, then no reply to the ballot is necessary. If there are any objections, then a ballot will be sent to the Board seeking approval by two-thirds of the total eligible voting members. If this Standard is to be ANSI-approved, ISA staff will forward the document to ANSI providing all of the required accompanying material.

If there are unresolved negative comments on a draft Standard, those comments, and the Committee action to resolve those negatives, will be sent by ballot to the Board. Any objector with unresolved comments from the committee ballot process or the ANSI pubic review shall be informed in writing (which may include electronic communications) that an appeals process, as provided in section 9, exists. All information regarding any appeal prior to Board balloting shall be provided to the Board. The vote of the Board (approval by two-thirds of the total eligible voting members) is to confirm that proper procedures were followed in addressing the negatives. Upon Board approval, ISA staff will publish the document and, if this is to be an ANSI-approved document, will forward it to ANSI providing all of the required accompanying material.

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

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

Recommended Practices are not an ANSI document type.

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

5.3 Communications

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

5.3.1 Minutes

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

5.3.2 Written communications

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Written correspondence, in paper or electronic format, of an official ISA nature by Committee officers shall be copied to ISA staff, and shall indicate clearly by the signature and content that the Committee officer is communicating in his or her role on the Committee, and not in his or her role as an employee or representative of an entity outside of ISA.

5.3.3 Formal internal communications

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

5.3.4 External communications

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

5.3.5 Requests for interpretation of standards

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

5.4 Governing procedures

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

a) Applicable US Federal Law and Regulations

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

c) ISA Bylaws

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

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

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

5.5 International standards

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

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

5.6 Commercial terms and conditions

As an ANSI-accredited standards developing organization, ISA adheres to the Commericial Terms and Conditions Policy set forth in the most recent edition of the *ANSI Essential Requirements: Due process requirements for American National Standards*, which may be viewed at www.ansi.org.

5.7 Patent policy

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

5.8 Records

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

5.9 Metric policy

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

6 Due process and consensus requirements

6.1 Applicability

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

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

6.2 Due process requirements

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

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6.2.1 Openness

Participation shall be open to all persons who are directly and materially affected by the activity in question. There shall be no undue financial barriers to participation. Participation means the ability to be a member of a standards Committee or subgroup as well as the right to submit comments. ISA membership is not required to be a voting or information member of a Committee.

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

6.2.2 Committee balance

The standards development process should have a balance of interests. Per section 4.2,2, participants from diverse interest categories shall be sought with the objective of achieving balance on the consensus body.

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

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

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

6.2.3 Lack of dominance

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

Unless it is claimed in writing (including electronic communications) by a directly and materially affected person that a single interest category dominated the standards development process of a consensus body, no test for dominance is required.

7 Designation and publication of standards

7.1 Designation

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

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

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

7.2 Date of publication

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

7.3 Style of publication

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

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

7.4 Copyright policy

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

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

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

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

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

8 Maintenance of standards

8.1 Periodic review of standards

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

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

b) ANSI approval of an ANSI/ISA STANDARD will be withdrawn unless an extension of time is requested. If requested by the Chair, Managing Director, or the Board, ISA staff will issue an ANSI PINS form or

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BSR-8 form to initiate the proposed reaffirmation, revision or withdrawal. Alternatively, a separate extension request may be submitted to ANSI for consideration.

8.2 Withdrawal

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

9 Appeals

9.1 Introduction

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

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

9.2 Right to appeal

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

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

9.3 Complaint

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

a) the nature of the objection(s) including the adverse effect(s) alleged

b) actions or inactions that are at issue

c) the specific remedial action(s) that would satisfy the appellant's concerns

d) previous efforts to resolve the objection(s) and the outcome of each shall be noted

9.4 Response

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

Complaints shall be addressed promptly and a decision made expeditiously. Within 30 days after receipt of the complaint, the Department Vice President in consultation with the relevant Committee officer(s) and

any Committee participant against whom any alleged improper action has been made (hereafter known as the “respondent”) shall respond in writing to the appellant, specifically addressing each allegation of fact in the complaint to the extent of the Department Vice President's knowledge.

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

9.5 Hearing

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

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

9.6 Appeals Panel

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

9.7 Conduct

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

9.8 Decision

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

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

a) Finding for the appellant, remanding the action to the Committee with a specific statement of the issues and facts that demonstrate how fair and equitable action was not taken

b) Finding for the respondent, with a specific statement of the facts that demonstrate fair and equitable treatment of the appellant and the appellant's objections

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

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

ISA Standards Committee participants are guided by the following code of conduct:

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

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

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

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

e) to reject bribery in all its forms;

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

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

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

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

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

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

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

1. ISA Standards activities are governed by the ISA Standards & Practices Board of Directors (S&P Board), which is chaired by a Vice President (S&P VP).

2. A participant in ISA standards activities may have his or her participation privileges suspended or revoked for any of the following:
a. Failure to conform with provisions of the *ISA Bylaws*, *ISA Code of Ethics*, *ISA Standards & Practices Manual,* other similar documents, or with the specific procedures of the committee or committee sub-group.

b. Unethical or unlawful, or objectionable conduct unbecoming a participant in ISA or compromising the integrity of ISA or disrupting the ISA standards development process.

3. A person who observes or learns of such conduct officially informs the S&P VP in writing. Such notice cannot be anonymous. The S&P VP may also self-initiate a complaint. The S&P VP reviews the information, gathers additional information as needed from the complainant and/or the subject of the complaint, and sends that information to the SCC.

4. The S&P VP appoints a three-member Standards Conduct Committee (SCC), from members of ISA who have no vested interest in the matter.

5. The SCC determines whether further proceedings are justified. If so, the SCC formally notifies the participant of the complaint and invites the participant to respond in writing. The SCC may seek additional information from the complainant, participant, and other sources as well. The SCC may, but is not required to, conduct a hearing at which the complainant and the participant are given an opportunity to attend. Each may submit additional documentation prior to the hearing.

6. If the SCC determines, with a two-thirds vote of its three members, that the participant has engaged in conduct described in Section 2.a or 2.b, above, the SCC may recommend suspension or revocation of the subject's participation privileges, or some lesser disciplinary measure. The recommendation is forwarded to the S&P Board which, with a vote of two-thirds of the S&P Board members who are present and voting at an S&P Board meeting, may approve the recommendation, and, for suspension, will indicate the terms of same. The participant and complainant shall be informed of the decision of the S&P Board.

7. The participant may appeal suspension or revocation by notifying the S&P VP within 10 days. In such case, the S&P VP schedules an appeal hearing at the next S&P Board meeting, to which the subject and the complainant shall be invited to present their case directly to the S&P Board. The S&P Board may then decide to sustain, modify, or reverse their prior decision.

8. At any point in the process for addressing alleged violations, the SCC may negotiate a resolution with the participant that, if acceptable to the participant and the SCC, will end the proceedings on the complaint.

9. The participant will have no legal claim against ISA or any individual participant. A revoked subject may not participate in ISA S&P activities unless granted approval by the S&P Board.

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12 ANNEX C - Interpretation Policy (Normative)

C. 1 Introduction

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

C.2 Procedure

Requests for formal interpretations shall be processed as follows:

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

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

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

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

Following the 30-day committee response period, the Chairperson shall draft a written reply to the inquiry based on the comments received from members and shall send the proposed interpretation to the committee for their approval. Committee responses shall be returned to the Chairperson within 30 days. If a majority of the committee members approve, the proposed interpretation will become the official answer to the inquiry. The official answer should be posted on the ISA web site and in other suitable media outlets.

C.3 Records

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

C.4 Future Work

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

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13 Annex D - Excerpt from the ISA Board of Department Vice Presidents Manual of Organization and Procedures

Standards & Practices (S&P

NOTES -- Use of the term "ISA STANDARD(S)" in this section applies to all ISA documents: standards, recommended practices, and technical reports[2], unless specifically noted otherwise.

(Revised March 2001)S&P 1 Department overview

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

S&P 1.1 Objective

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

S&P 1.2 Organization

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

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[2] 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.

S&P 1.3 Functions of the Department

The Standards & Practices Department:

S&P 1.3.1 Prepares ISA STANDARDS where adoption of such can simplify work, facilitate general understanding, promote interchange of information, and harmonize with national and international requirements.

S&P 1.3.2 Initiates and conducts studies to determine where need exists for maintaining and revising existing ISA STANDARDS and for developing new ones.

S&P 1.3.3 Establishes procedures that ensure ISA STANDARDS meet requirements for due process, consensus, and balance of interest. Approves *Standards and Practices Department Procedures* for the operation of Standards Committees and submits them to the American National Standards Institute to maintain accreditation as a developer of American National Standards.

S&P 1.3.4 Distributes ISA STANDARDS for public review.

S&P 1.3.5 Approves ISA STANDARDS for publication.

S&P 1.3.6 Submits appropriate ISA STANDARDS to the American National Standards Institute (ANSI) for acceptance as American National Standards.

S&P 1.3.7 Publicizes individual ISA STANDARDS and the general Department program to achieve the broadest possible participation, acceptance and utilization by concerned parties.

S&P 1.3.8 Maintains active liaison relationship with other national and international groups, organizations, associations, and societies that prepare standards relevant to instrumentation and automatic control.

S&P 1.3.9 Assists in staffing Committees and approves of the initial Committee membership.

S&P 1.3.10 Provides information, advice, and interpretation of ISA STANDARDS as may be requested.

S&P 1.3.11 Oversees the development and implementation of improved processes for accepting, prioritizing, and allocating resources to proposed standards projects. Examining and, if necessary, amending resource proposals in the context of the total resources available and the evolving work program. (Determination of service and resource levels is based on the importance and nature of the project.)

S&P 2 Standards and Practices (S&P) Board

S&P 2.1 Objective

To conduct S&P Department activities by providing policy, direction and guidance to the Society Standards and Practices program, ISA staff and Standards Committees.

S&P 2.2 Organization

The S&P Board is composed of the Department Vice President (Chair of the S&P Board), the Department Vice President-elect (Vice Chair of the S&P Board), Managing Directors and Administrative Directors, and a non-voting ISA staff representative. The number of Directors shall be at the discretion of the Department Vice President.

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S&P 2.3 Administration

S&P 2.3.1 The S&P Department Vice President shall serve as the S&P Board Chair.

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 filled. The S&P Board Chair may appoint a temporary Vice Chair if necessary.

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

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

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 S&P Board at least 14 days prior to the meeting. Copies of minutes shall be sent to all S&P Board members within 30 days following a meeting.

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

S&P 2.4 Voting requirements

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

- All questions shall be decided by a majority of the votes cast, unless otherwise specified.
- A two-thirds majority of all voting members (excluding ballots that are votes of abstention) of the S&P Board is required for the following actions:
  - Revision of the Society Department MOP.
  - Revision of the department *Procedures*. Revised *Procedures*, once approved by the S&P Board, will be sent to ANSI for approval and will become effective while ANSI approval is pending.
  - Adoption, reaffirmation, or withdrawal of an ISA STANDARD.
- Where a two-thirds majority is required, a written or letter ballot, or roll call vote shall be used.
- Voting by "proxy" (i.e., providing authority for one person to assign voting rights to another person) is prohibited

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

S&P 2.5 S&P Board Executive Committee

S&P 2.5.1 Functions

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

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

- continually reviewing existing policies and programs of the Department and advising the S&P Board or appropriate ISA staff expeditiously of action either taken by the S&P Board Executive Committee or required by others.

- reviewing proposals submitted by ISA Directors and other Society leaders, and recommending action to the S&P Board when appropriate.
- referring matters on which insufficient information is available for S&P Board action to an appropriate Director, Survey Committee, or to ISA staff for study, clarification, or recommendation.
- referring to an appropriate leader, ISA staff, or to the Executive Director for action, matters that come before it, but which properly fall within the defined responsibilities of others.
- making decisions on matters that have been delegated to the S&P Board Executive Committee for action, including
  - specific items designated by S&P Board action; and
  - recommendations for approval of non-budgeted expenditures up to a maximum of $10,000.
- reviewing items slated for subsequent action by the S&P Board. The S&P Board Executive Committee also is responsible for identifying the need for additional documentation or clarification of proposals, including financial or staffing implications, and taking steps required to correct the situation. (All items falling within this category shall be brought to the full S&P Board's attention as soon as practical.)
- developing and updating the Strategic Plan, and identifying new issues.
- establishing ISF/restricted funds policy. This policy should include administration and disbursement of the funds.
- providing an accountability system for monitoring Committee performance and identifying requirements for Committee support and benefits of the STANDARD.
- coordinating the development and monitoring of the Annual Budget with ISA staff.
- authorizing funds for special projects outside the scope of the approved budget.

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

S&P 2.5.2 Administrative structure

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

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

S&P 2.5.3 Meetings

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

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

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

- items for S&P Board action;
- items for S&P Board information; and
- items for S&P Board Executive Committee discussion.

S&P 3 S&P Officers

S&P 3.1 S&P Department Vice President

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

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

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

The Vice President functions in this capacity by

- serving as voting member of the Board of Department Vice Presidents and the Society Executive Board, if elected, sharing in the determination of Society policies and plans;
- accounting, through the Society President, to the Council of Society Delegates, the Board of Department Vice Presidents and the Executive Board for the proper performance of all appropriate duties;
- serving as Chair of the S&P Board and S&P Board Executive Committee;
- providing leadership and direction in developing plans and an organizational structure consistent with the Department's Scope and Purpose;
- appointing and receiving liaison representatives between the Department and other ISA departments and divisions;
- appointing representatives to ANSI Standards Management Boards and other ANSI Committees;
- appointing and terminating the S&P Department Directors subject to Board of Department Vice Presidents approval;
- serving as ex-officio member of all Committees;
- ensuring that Directors and Committee Chairs discharge their duties as delineated in the *Department Procedures;*
- counseling the Directors and Committee Chair in staffing their Committees and in providing for succession to the Chair positions;
- exercising general direction of the plans and activities of the Directors and Committee Chairs and evaluating their progress and results;
- communicating to Directors and Committee Chairs;
    a. necessary information and assignments that may arise from actions of the Board of Department Vice Presidents and the Executive Board or from other Society organizational units or from personal determination, and
    b. Committee recommendations to the Board of Department Vice Presidents and the Executive Board or to other Society organizational units;
- calling and conducting meetings of the S&P Board and S&P Board Executive Committee;
- furnishing the Society President with a written Annual Report. This Annual Report summarizes the accomplishments of the Department and recommends future plans and programs that are compatible with the Society's Strategic Plan;

- maintaining such records as will provide continuity in policies, plans, and procedures for successors;
- maintaining, with the assistance of the S&P Board Executive Committee, a current Strategic Plan; and
- proposing to the Board of Department Vice Presidents nominations for delegate and alternate delegate to the ANSI Organizational Member Council.

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

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

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

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

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

S&P 3.3 Directors

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

Directors are authorized to:

- serve as voting members of the S&P Board
- call meetings, appoint Subcommittees, and administer Department affairs in accordance with the policies and procedures established by the Society and the Department. They inform the S&P Board of the progress and activities of the Committee and Liaison Representatives.

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- prepare written reports for each S&P Board meeting. Suggestions for improving future activities and procedures should also be included.
- provide minutes of all their meetings to the Department Vice President and S&P Board Secretary, which are distributed within the department as the Director deems necessary. Minutes, as such, should not be used as part of a publicity release. Copies of letters of appointment shall be sent to the ISA staff representative and the Department Vice President;
- prepare standards news items for news release ISA publications, including the *S&P News*, and for news release to other publications through the ISA staff representative, with a copy to the Department Vice President;
- act as liaison representative for ISA technical interest divisions as assigned by the Department Vice President.

S&P 3.3.1 Managing Directors

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

- presenting the purpose, scope, and revision(s) of each assigned Committee for approval by the S&P Board;
- appointing Committee Chairs, and guiding and assisting them in staffing their Committees. These Committees may include Survey Committees;
- advising assigned Committee Chairs and approving Committee organizations, including an annual review to address Committee balance;
- guiding and coordinating all activities of assigned Committees;
- recommending to the S&P Board the creation and cancellation of assigned Committees;
- requesting S&P Board approval of proposed ISA STANDARDS;
- initiating Committee action on reaffirmation;
- serving as ex-officio members of all Committees and Subcommittees assigned and attending as many Committee and Subcommittee meetings as practical;
- ensuring that all Committees provide the International Activities Director, the Intersociety Director, and ANSI Activities Director, as appropriate, with information on international, intersociety, or ANSI interaction, respectively;
- ensuring that publications proposed by members of assigned Committees relative to proposed ISA STANDARDS are in accord with ANSI/ISA policies;
- assisting in the development of a Standards Committee performance and accountability system;
- monitoring the progress of each assigned Committee and assisting Committees in meeting their performance goals.
- preparing individual letters of appreciation to Committee Chairs and their employers when Committee work is completed. These letters should delineate the goals of the project, the method of accomplishment, and the value of the completed project to both the Society and industry.

S&P 3.3.2 Administrative Directors

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

S&P 3.3.3 Standing Committees

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

S&P 3.4 Identification of Candidates for Department Vice President

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

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