

# **Operating Procedures**

## **B65 Committee**

**Accredited by ANSI**

**Revised December 2010**

# **B65**

**Secretariat**

**NPES The Association for Suppliers of Printing, Publishing and Converting Technologies  
1899 Preston White Drive, Reston, Virginia 20191**

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## **Introduction**

The B65 Committee was accredited by the American National Standards Institute in 1983 as a committee operating under the ANSI Model Procedures, as defined in Annex A of the *ANSI Procedures for the Development and Coordination of American National Standards* (latest issue, 2002). In 2003, ANSI replaced those procedures with the *ANSI Essential Requirements: Due process requirements for American National Standards*, which no longer contains the Model Procedures as a definitive set of procedures.

The procedures in this document are based on the former ANSI Model Procedures, and continue to be the procedures under which B65 operates. Also contained in this document are annexes that contain additional procedures adopted by B65 and not contained in the ANSI Model Procedures or other ANSI procedural documents.

In addition to the procedures contained in this document, B65 also operates in compliance with the *ANSI Essential Requirements: Due process requirements for American National Standards*.

Questions regarding B65 procedures should be submitted in writing to the B65 Secretariat, 1899 Preston White Drive, Reston, Virginia 20191.

## Operating Procedures for the B65 Committee

### 1 General

B65 operates in accordance with the procedures outlined in the *ANSI Essential Requirements: Due process requirements for American National Standards* (hereafter referred to as the *ANSI Essential Requirements*), and supplemented by the procedures defined in this document.

### 2 Organization of the committee

B65 shall consist of a parent committee and subgroups that include subcommittees and working groups. These subgroups shall be considered the consensus bodies for the purpose of approving and maintaining the standards and/or technical reports for which they are responsible. For the purpose of developing consensus on the content or disposition of a standard or technical report, other groups such as task forces, editing committees, ad hoc committees, etc. shall not be considered consensus bodies.

B65 shall have a title, scope, and an interest classification system for its members. The membership shall be sufficiently diverse to make every effort to ensure reasonable balance, with no single interest category making up more than one-third (1/3) of the consensus body, in accordance with the *ANSI Essential Requirements*.

### 3 Responsibilities

#### 3.1 Parent Committee

The responsibilities of the parent committee shall include, but not be limited to, the following:

- a) adopting B65 procedures and revisions thereof;
- b) adopting B65 policy and procedures for interpretations of the standard(s) developed by the consensus body (see Annex A)
- c) approving the formation or dissolution of subcommittees;
- d) approving the formation or dissolution of working groups that function under a subcommittee that has no voting membership;
- e) approving the formation or dissolution of other subgroups (see 6.3) not working under an established subcommittee or working group;
- f) developing the consensus position on a standard for which there is no other consensus body.

#### 3.2 Subcommittees and working groups

The subcommittee or working group shall be responsible for:

- a) proposing standards and technical reports within the scope of B65;
- b) voting on approval of proposed standards and technical reports within the scope of B65;
- c) maintaining the standards developed by B65 in accordance with the *ANSI Essential Requirements*;
- d) responding to requests for interpretations of the standard(s) developed by B65;
- e) approving formation or dissolution of other subgroups (see 6.3) under the subcommittee or working group;
- f) other matters requiring subgroup action as provided in these procedures

### **3.3 Secretariat**

The secretariat shall be responsible for:

- a) applying for B65 accreditation by ANSI and maintaining accreditation in accordance with ANSI requirements;
- b) overseeing compliance with these procedures;
- c) maintaining a roster of both the parent committee, subcommittees and working groups;
- d) providing staff to perform administrative work, including maintenance of adequate records in accordance with ANSI requirements;
- e) submitting candidate standards approved by the consensus body, with supporting documentation, for ANSI review and approval as American National Standards;
- f) performing other administrative functions as required by these procedures.

When necessary, the secretariat shall make changes to these Operating Procedures that are required by ANSI to bring them into compliance with current/updated ANSI requirements. Such changes do not need to be circulated to B65 for ballot. Any procedures revised in this manner shall be provided to B65 members for information.

The secretariat shall provide a written agreement to ANSI defining explicit division of these responsibilities if composed of more than one organization (i.e., co-secretariats).

## **4 Officers**

### **4.1 Officers of the parent committee**

There shall be a chair and a vice-chair appointed by the secretariat from the individual members or representatives of the parent committee, subject to approval by majority vote of the membership of the parent committee. Each will serve until a successor is selected and ready to serve. The vice-chair shall carry out the chair's duties if the chair is temporarily unable to do so. The secretary shall be appointed by the secretariat.

### **4.2 Officers of subcommittees and working groups**

The chair, co-chair, or vice-chair of a subcommittee or working group shall be appointed by the B65 Secretariat and shall be approved by a majority of the subgroup membership. The officers and members of a subgroup need not be members of the parent committee (in the case of a subcommittee) or subcommittee (in the case of a working group) under which the subgroup was formed.

## **5 Membership on the parent committee, subcommittees and working groups**

Members of the parent committee, subcommittees and working groups shall consist of organizations, companies, government agencies, individuals, etc., having a direct and material interest in the activities of B65. The selection and addition of members, along with their interest category, shall be subject to approval by a majority vote of the committees for which membership is being sought after the application has been processed in accordance with 5.1.

Membership shall be open to anyone having an interest, and an effort shall be made to see that it is sufficiently diverse, with no single interest category making up more than one-third (1/3) of the consensus body, in accordance with the *ANSI Essential Requirements*. Membership shall not be dependent upon membership in any organization, nor shall it be unreasonably restricted on the basis of technical or other such requirements.

The termination of members shall be subject to approval by majority vote of the parent committee or relevant consensus body or bodies after a review of the membership in accordance with 5.2.

## 5.1 Application

A request for membership on the parent committee, subcommittees or working groups shall be addressed to the secretariat and shall indicate the applicant's direct and material interest in B65, interest category, and willingness to participate actively.

If the application is for membership on the parent committee, the applicant shall identify a delegate (and an alternate, if desired). If the application is for membership on a subcommittee or working group, the applicant shall identify one or more participants.

### 5.1.1 Recommendation

In recommending appropriate action to the parent committee, subcommittee or working group on applications for membership, the secretariat shall consider the following:

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

### 5.1.2 Diverse interests

If distinct divisions of an organization demonstrate independent interests and authority to make independent decisions in the area of the activity of B65, each is permitted to apply for membership.

### 5.1.3 Combined interest

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

## 5.2 Review of membership

The secretariat shall review the parent committee, subcommittee and working group membership lists annually with respect to the criteria of Clause 5. Members are expected to fulfill obligations of active participation. Where a member is found in habitual default of these obligations, the secretariat shall contact the member to determine if they wish to be removed from the committee or to become an Observing member. If the member does not respond to the secretariat's communication, the secretariat shall direct the matter to the relevant committee(s) for appropriate action, which may include termination of membership.

## 5.3 Observers on the parent committee, subcommittees and working groups

Individuals and organizations having an interest in the work of B65, but not wishing to hold a voting membership, may request listing as observers. Observers shall be advised of the B65 activities, may attend meetings, and may submit comments for consideration, but shall have no vote. Observing membership does not require approval by the committee members.

## 5.4 Interest categories

All appropriate interests that are directly and materially affected by the standards activity of B65 shall have the opportunity for fair and equitable participation. Upon application for membership, each member shall identify its own interest category in accordance with the B65 established categories.

When voting on a standard or technical report, the consensus body member may indicate its interest category for that ballot relative to the nature of the topic under consideration. This interest category may be different from the general interest category declared for committee membership.

The B65 interest categories shall be established or revised by a vote of the parent committee. The rationale for the selection of categories shall be included in the parent committee ballot and submitted to ANSI as part of the accreditation requirements.

The interest categories currently applicable are as follows:

- Manufacturer: manufacture equipment, hardware, software or systems
- User: non-manufacturer that uses standards either directly or through the use of products that incorporate them
- Association: industry trade association
- Consultant/Individual Expert: individual who has technical expertise in the area, and is not representing another organization
- Government: (employed by local, state or federal government agency)
- Educator/Educational Institution: full-time educator or student

## **5.5 Membership roster**

The secretariat shall maintain a current and accurate roster and shall distribute it to the members of the parent committee, subcommittees and working groups at least annually and otherwise on request. The roster shall include the following information for the parent committee, subcommittees and working groups:

- a) title of the committee and its designation;
- b) scope of the committee;
- c) secretariat: name of organization, name of secretary, and address(es);
- d) officers: chair and vice-chair;
- e) interest category of each member.

## **6 Additional requirements for subgroups**

### **6.1 Formation of subcommittees and working groups**

The formation (and later dissolution) of a subcommittee or working group shall be approved by a majority vote of the appropriate committee as identified in 3.1 or 3.2. The scope and duties delegated to the subcommittee or working group shall be approved at the time it is formed, and subsequent changes in scope or duties shall also require approval by the appropriate committee as identified in 3.1 or 3.2.

### **6.2 Responsibilities of subcommittees and working groups**

A subcommittee or working group is responsible for the definitive content of the standards and technical reports within its scope, and for responding to views and objections thereon. It is also responsible for the periodic maintenance (as defined by the *ANSI Essential Requirements*) of the standards and technical reports for which it is responsible.

Draft standards and any substantive change (see Annex A of the *ANSI Essential Requirements*) in the content of a standard shall be approved by the responsible subcommittee or working group. Evidence of consensus and consensus body vote shall be as required by the *ANSI Essential Requirements*.

Draft standards being balloted to the voting members of a subcommittee or working group, and any substantive changes, shall also be sent to the observing members of the subcommittee or working group for information. Any comments received from observers shall be considered by the subcommittee or working group in accordance with 8.5.2; however, resolution of those comments to the satisfaction of the commenter is not required for approval of the standard. Responses by observers shall not be included in the tally of votes of the subcommittee or working group.

If the membership of a subcommittee or working group is unable or willing to take appropriate action on the maintenance of a standard or technical report (e.g. there is insufficient ballot response or committee membership), disposition of the standard or technical report shall be determined by the committee under which the subgroup responsible for the standard or technical report was formed in accordance with the voting procedures outlined in Clause 8 and its subclauses.

### **6.3 Other subgroups**

Subgroups other than subcommittees or working groups (such as task forces, editing committees, ad hoc committees, etc.) may be formed by either the parent committee, subcommittee or working group for identified purposes. The formation of the subgroup requires approval by a majority of the consensus committee under which it will work. If their work involves the development of a standard or technical report, they shall work within the framework of the appropriate subcommittee or working group, which will be the consensus body for that work. Such subgroups shall maintain a membership roster in accordance with 5.5 (a) through 5.5 (f) and shall comply with the provisions in 5.4 and 7.1.

These other subgroups are not consensus bodies, but may conduct internal balloting on issues during the course of their work.

## **7 Meetings**

Consensus body meetings shall be held, as decided upon by the consensus body, the chair, the secretariat, or by petition of five or more members, to conduct business, such as making assignments, receiving reports of work, considering draft standards or technical reports, resolving differences among subgroups, and considering views and objections from any source. Meetings of other subgroups may be held as decided upon by the members or chair of the subgroup.

### **7.1 Open meetings**

Meetings shall be open to all members and others having a direct and material interest. Meeting notices shall be made publicly available. The notice shall describe the purpose of the meeting and shall identify a readily available source for further information. An agenda shall be available and shall be distributed in advance of the meeting to members and to others expressing interest. The secretariat may maintain a mailing list of other interests.

### **7.2 Quorum**

A majority of the members of the parent committee or subgroup shall constitute a quorum for conducting business at a meeting, with the exception of approving the minutes of the previous meeting or approving the meeting agenda. If a quorum is not present, actions shall only be taken subject to subsequent confirmation by ballot (hard copy or electronic) or vote at a future meeting.

Minutes of the previous meeting and agendas may be approved by a majority of those in attendance at the meeting.

For matters relating to the content or disposition of a standard, all members of the consensus body shall have the opportunity to vote. When recorded votes are taken at meetings, members who are absent shall be given the opportunity to vote before or after the meeting.

## 8 Voting

### 8.1 Vote

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

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

For votes on membership and officer-related issues, the yes/no/abstain method of voting shall be followed. Votes with regard to these issues need not be accompanied by reasons and need not be resolved or circulated to the consensus body.

#### 8.1.1 Vote of alternate on the parent committee

An alternate's vote is counted only if the principal representative fails to vote.

#### 8.1.2 Single vote

Generally, no representative shall have more than one vote. However, if two or more organizations appoint the same individual to represent each of them, that individual may cast a separate vote for each organization represented. The organizations shall confirm in writing to the secretariat that they are aware of, and will accept, the results.

#### 8.1.3 Handling of conflicting subgroup votes

Members of subgroups may be represented by one or more persons. If conflicting ballots are received from representatives of the same member during voting, they shall be processed as follows:

- a) "affirmative" and "affirmative with comments" "affirmative" with comments" is recorded
- b) "affirmative" (or "affirmative with comments") and "abstain" "affirmative" or "affirmative with comments" is recorded
- c) "affirmative" (or "affirmative with comments") and "negative" ballots are returned to the representatives for resolution and submission of single vote

#### 8.1.4 Voting period

The voting period for letter ballots conducted by mail (hard copy) shall end six weeks from the date of issue or as soon as all ballots are returned, whichever comes earlier. The voting period for letter ballots conducted by electronic means (e.g. e-mail, on-line balloting, etc.) shall end four weeks from the date of issue or as soon as all ballots are returned, whichever comes earlier. An extension may be granted at the chair's option, when warranted.

A follow-up communication (including letter and/or e-mail) requesting immediate return of the ballot shall be sent, as appropriate, to members and alternate members whose votes have not been received within ten days before the ballot closes.

## 8.2 Actions requiring approval by a majority

The following actions require approval by a majority of the membership of the parent committee, subcommittee or working group, excluding abstentions and votes not returned. This may be done either at a meeting or by mail (hard copy or electronic) ballot, unless otherwise noted below.

- a) confirmation of officers appointed by the secretariat;
- b) formation of a subcommittee, working group or subgroup, including its procedures, scope, and duties;
- c) disbandment of a subcommittee, working group or subgroup;
- d) addition of new members to a consensus body, and designation of their interest categories;
- e) approval by the consensus body of withdrawal of an existing standard (mail ballot required);
- f) approval by the parent committee of B65 procedures, interest categories, or revisions thereof;
- g) approval by the parent committee for change of the B65 Committee scope.

## 8.3 Other review

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

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

Views and objections resulting from the above shall be dealt with in accordance with 8.5 of these procedures.

## 8.4 Disposition of comments and objections

When the balloting has been closed, the secretary shall forward the ballot tally to the members of the consensus body. The chair and the secretary of the consensus body shall determine whether the expressed views and objections shall be considered by correspondence or at a meeting.

Prompt consideration shall be given to the written views and objections of all participants, including those commenting on either the PINS announcement or public comment listing in *Standards Action*.

### 8.4.1 PINS announcement comments

If B65 receives written comments within 30 days from the publication date of a PINS announcement in *Standards Action*, and said comments assert that a proposed standard duplicates or conflicts with an existing American National Standard (ANS) or a candidate ANS that has been announced previously in *Standards Action*, a mandatory deliberation of representatives from the relevant stakeholder groups shall be held within 90 days from the comment deadline. Such a deliberation shall be organized by B65 and the commenter and shall be concluded before B65 may submit a draft standard for public review. If the deliberation does not take place within the 90-day period and B65 can demonstrate that it has made a good faith effort to schedule and otherwise organize it, then B65 will 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 B65 and commenter (ideally as a joint submission) to the Board of Standards Review (BSR) for consideration should B65 ultimately submit the related candidate standard to ANSI for approval.

#### **8.4.2 Resolution of objections**

In connection with an objection articulated as a result of a public comment period, or submitted by a voting member in connection with a parent committee, subcommittee or working group vote, an effort to resolve all expressed objections shall be made, and each objector shall be advised in writing (including electronic communications) of the disposition of the objection and the reasons therefor. If resolution is not achieved, the unresolved objector shall be informed in writing that an appeals process exists within procedures used by B65. In addition, each objection resulting from public review or submitted by a member of the consensus body, and which is not resolved (see Annex A of the *ANSI Essential Requirements*) must be reported to the BSR.

When this process is completed in accordance with the written procedures of B65, B65 may consider any comments received subsequent to the closing of the public review and comment period, or shall consider them at the next review. Unresolved objections, attempts at resolution, and any substantive change made in a proposed American National Standard shall be reported to the consensus body in order to afford all members an opportunity to respond, reaffirm, or change their vote within two weeks. Substantive changes made to a draft standard that has completed a public review comment period shall be submitted for a new public comment period.

#### **8.5 Report of final result**

The final result of the voting shall be reported, by interest categories, to the consensus body.

### **9 New work items**

A new work item proposed by a subcommittee shall be circulated for information to the members of the parent committee, identifying the proposed group(s) planning to do the work, and allowing a 4-week comment period. A new work item proposed by a working group be circulated for information to the members of both the parent committee and the subcommittee under which the working group operates (if any), identifying the proposed group(s) planning to do the work, and allowing a 4-week comment period.

Such comment period shall not be considered as a ballot to approve or disapprove a new item of work, but only as a comment period to allow an opportunity for comments regarding the scope of the new item of work and the proposed group(s) to develop the work. Any comments received from the parent committee shall be addressed by the subgroup making the proposal.

At the close of the comment period, and the resolution of any comments, the new work item proposal shall be balloted to the subgroup(s) that will be developing the work.

### **10 Discontinuance of a standards project**

The processing of a proposed new or revised American National Standard or portion thereof may be abandoned if the accredited procedures have been followed. A written justification for such an action shall be made available to ANSI within 60 days of the date of the final action.

### **11 Submittal of standard**

Upon completion of the procedures for voting, disposition of views and objections, and appeals, the proposed standard shall be submitted to ANSI by the secretariat.

The information supplied to ANSI by the secretariat shall include all relevant material required by ANSI as outlined in the *ANSI Essential Requirements*. If the secretariat does not submit the proposal to ANSI within a reasonable period of time, any member(s) of the consensus body may make the submittal.

## 12 Termination of B65

A proposal to terminate B65 may be made by a directly and materially affected interest. The proposal shall be submitted in writing to B65 and shall include at least the following:

- a) reasons why B65 should be terminated;
- b) the name(s) of the organization(s) that will assume responsibility for maintenance of any existing American National Standard(s) that is(are) the responsibility of B65.

If it appears, after review and discussion among the proponent of the action, and the secretariat, that the desired objectives can best be reached by termination, the proposal and supporting documentation shall be submitted to the committee with a mail ballot (hard copy or electronic) to terminate the committee and transfer responsibility, as appropriate, for the affected standards. The proposal for termination of B65 shall be announced for comment in *Standards Action*.

## 13 Communications

Correspondence of B65 officers representing B65 should be on B65 letterhead or, if by electronic means not in the format of a letter or memorandum, it must be clear that they are communicating in their role as an officer of B65.

### 13.1 Formal internal communication

If correspondence between subgroups involves issues or decisions (i.e., non-routine matters) affecting other subgroups, copies shall be sent to all affected subgroup chairs, the secretariat, and the parent committee officers.

### 13.2 External communication

Inquiries relating to B65 should be directed to the secretariat, and members should so inform individuals who raise such questions. All replies to inquiries shall be made through the secretariat.

### 13.3 Requests for interpretation of standards

Written inquiries requesting interpretation of B65 approved American National Standards shall be responded to in accordance with the B65 Interpretation Policy (see Annex A). Revisions to the standard resulting from requests for interpretations shall be processed in accordance with these procedures.

## 14 Appeals

Persons who have directly and materially affected interests and who have been or may be adversely affected by a procedural action or inaction of the parent committee, subgroup or the secretariat shall have the right to appeal.

### 14.1 Complaint

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

are at issue, and the specific remedial action(s) that would satisfy the appellant's concerns. Previous efforts to resolve the objection(s) and the outcome of each shall be noted.

#### **14.2 Response**

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

#### **14.3 Hearing**

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

#### **14.4 Appeals panel**

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

#### **14.5 Conduct of the hearing**

The appellant has the burden of demonstrating adverse effects, improper actions or inactions, and the efficacy of the requested remedial action. The respondent has the burden of demonstrating that the parent committee or subgroup and the secretariat took all actions in compliance with these procedures and that the requested remedial action would be ineffective or detrimental. Each party may adduce other pertinent arguments, and members of the appeals panel may address questions to individuals. *Robert's Rules of Order* (latest edition) shall apply to questions of parliamentary procedure for the hearing not covered herein.

#### **14.6 Decision**

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

- a) finding for the appellant, remanding the action to the parent committee or subgroup, or the secretariat with a specific statement of the issues and facts in regard to which fair and equitable action was not taken;
- b) finding for the respondent, with a specific statement of the facts that demonstrate fair and equitable treatment of the appellant and the appellant's objections;
- c) finding that new, substantive evidence has been introduced, and remanding the entire action to the parent committee or the secretariat for appropriate reconsideration.

#### **14.7 Parliamentary procedures**

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

## Annex A

### B65 Procedure for Interpretation of Published Standards

In the process of using any standard, it is possible for questions to arise. There is a need, therefore, for a uniform approach to the responsibility for developing and disseminating interpretations to such standards. The procedure for processing such requests is as follows:

- a. All requests for interpretation or clarification shall be submitted in writing to the B65 Secretariat for central registry and review before action by the appropriate B65 group is initiated. The B65 Secretariat shall issue an interim acknowledgment of the inquiry within thirty (30) days of receipt.
- b. Simple requests for information about a standard shall be answered by the B65 Secretariat, in consultation with the relevant B65 subcommittee or working group Chair, as appropriate.
- c. Other requests shall be forwarded by the Secretariat to the Chair of the subcommittee or working group that is responsible for the standard. The Chair shall appoint an ad hoc advisory group to draft a recommended response for review by the subcommittee or working group. If the responsible subgroup or its successor is no longer active, the Chair, with the assistance of the Secretariat, shall request not less than four (4) members or former members of the originating subgroup or other available experts to serve as an ad hoc advisory group to consider the request (usually by correspondence or conference call).
- d. If the subgroup has a meeting scheduled within 60 days of the receipt of the request, the subcommittee Chair shall schedule the request on the agenda, and invite the originator to attend and actively participate in the meeting at which the inquiry will be discussed. At the request of the originator, an effort would be made to link him by conference call to the meeting, if necessary. Effort will be made to circulate the request and a proposed response to the members before the meeting.

After appropriate discussion, approval of the recommended response shall be by formal motion. This committee motion must be approved by at least two-thirds of the subgroup members present, taken on a roll-call (recorded) vote.

- e. If the responsible subgroup is not scheduled to meet within 60 days of receipt of the request, the recommended response developed by the ad hoc advisory group shall be immediately circulated to members of the subgroup for a 30-day review and comment period. The advisory group shall then revise the proposed response, if necessary, taking into account the comments received. The revised proposed response shall then be distributed to members of the subgroup for a 30-day mail (hard-copy or electronic) ballot. The response must be approved by at least a majority of the active membership of the subcommittee. If the proposed response fails to be approved by the committee, the B65 Chair will work with the subgroup Chair to determine how to proceed.
- f. Upon completion of the above process, the Secretariat shall transmit a copy of the interpretation to the originator of the request. The Secretariat shall also make the interpretation publicly available, and shall provide a copy of the interpretation to ANSI.

**Annex B**  
**B65 Metric Policy**

Metric (SI) units shall be used as the standard unit of measure in all standards developed by the B65 Committee.

If desired, non-SI units may be indicated in parentheses following the SI units, or may be provided in a table of equivalent values in an informative annex.

When the non-SI units are those used in the U.S. industry for the specific application, the non-SI units may be used, with the SI equivalent provided in parentheses or in an informative annex.

## **Annex C**

### **Patent Policy**

The B65 Committee will follow the ANSI Patent Policy as specified in the *ANSI Essential Requirements: Due Process Requirements for American National Standards*.

## Annex D

### Commercial Terms and Conditions

The B65 Committee will follow the ANSI policy on commercial terms and conditions specified in the *ANSI Essential Requirements: Due Process Requirements for American National Standards*.

## Annex E

### National Adoption of ISO or IEC Standards

In the case of adopting ISO or IEC standards as ANSI B65 standards, B65 will follow the *ANSI Procedures for the National Adoption of ISO or IEC Standards as American National Standards*. When appropriate, the expedited procedures outlined in the ANSI Procedures will be used. When the expedited procedures are used, the ballot period shall be four (4) weeks.

## **Annex F**

### **Records Retention Policy**

Records shall be retained for one complete standards cycle, or until the standard is revised. Records concerning withdrawals of all American National Standards shall be retained for at least five years from the date of withdrawal or for a duration consistent with the audit schedule.

## Annex G

### Procedure for Development of an ANSI Technical Report

Technical reports submitted by the ASC B65 Committee shall be developed in accordance with the *American National Standards Institute Procedures for the Registration of Technical Reports with ANSI*.

The development of a B65 Technical Report shall be approved by a majority of the members of the consensus body undertaking the work. Development of the technical report will be in accordance with ANSI's consensus process, and will be open to anyone having an interest.

ANSI Technical Reports shall adhere to the ANSI Patent Policy as set for the in the ANSI Essential Requirements.

Prior to submission to ANSI for the required 30-day announcement of the "intent to register" a B65 Technical Report, the draft technical report shall be balloted to members of the responsible committee. Acceptance shall require approval by at least a majority of the members of the responsible committee, and at least two-thirds of those voting, excluding abstentions.

Any materially affected interest will have an opportunity to challenge a decision to register a B65 Technical Report with ANSI. Such challenges will be reviewed through the use of the B65 appeals policy as set forth in the B65 Operating Procedures.

The ISO style guide for technical reports will be used in the development of B65 technical reports

ANSI Technical Reports developed by B65 shall be reviewed by B65 on an 8-year cycle, or sooner if circumstances warrant. At that time, a decision shall be made to reaffirm, revise or withdraw the Technical Report.