



**IACET Council on Standards Development
Procedures for American National Standards**

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1-Overview

Introduction

This section presents basic information regarding the International Association for Continuing Education and Training (IACET) and the IACET Council on Standards Development (ICSD) and its activities. IACET retains all intellectual property rights to standards, research or work thereof as developed by the ICSD.

1.1-Authority

Authority is granted by the IACET Board of Directors and operations shall be subject to IACET Bylaws, Association Policies and Procedures, and the general authority of the Board of Directors.

1.2-About IACET

IACET is an international, not-for-profit association of members that develops and fosters the establishment of quality standards for the continuing education and training community.

1.3-About ICSD – Consensus Body

The purpose of the ICSD is to develop, maintain, and disseminate evidence-based standards that promote and enhance quality continuing education and training.

1.4-Maintenance of Accreditation

In order to maintain accreditation by ANSI, IACET shall maintain these procedures to continue to meet the requirements of due process and to meet the criteria for approval, revision and withdrawal of American National Standards (ANS).

IACET will continue to maintain its status as an incorporated, registered or otherwise recognized legal entity in order to maintain accreditation by ANSI.

2-Operating Procedures for ANSI Activities

Introduction

This section outlines normative operating procedures.

2.1-General Operating Procedures

These operating procedures are designed to be in compliance with the requirements for due process and development of consensus for approval of an American National Standard (ANS) as given in the ANSI *Essential Requirements: Due process requirements for American National Standards*, (hereinafter referred to as the ANSI Essential Requirements) as well as in compliance with the by-laws and policies of IACET. The “Interpretation of IACET Developed Standards” (Section 12) provides for the interpretation of its ANS in accordance with the “IACET Standards Interpretations Policy” (Section 3.5) and the ANSI Essential Requirements.

2.2-Openness

Participation in ICSD standardization process shall be open to all persons who are directly and materially affected by its standards activities and to other parties who have a demonstrable interest. ICSD shall promote openness by announcing the initiation of its standards development projects and other standards activities in suitable media such as *Standards Action*, a publication issued weekly by ANSI. ICSD shall publish minutes of the meetings and make them accessible upon request to persons who have a direct and material interest. Timely and adequate notice of any action to create, revise, reaffirm, or withdraw a standard, as well as the establishment of a new consensus body shall be provided to all parties known with direct and material interests. Notice will include a clear and meaningful description of the purpose of the proposed activity and shall identify a readily available source for further information. In addition, the name, affiliation (see Section 13, Definitions), and interest category of each member of the consensus body shall be made available to interested parties upon request.

2-Operating Procedures for ANSI Activities, Continued

2.3-Council Membership

Membership in the ICSD shall, as far as possible, be composed of a broad cross-section of individuals representing a balance without dominance by any single interest category, individual or organization in accordance with the ANSI Essential Requirements. The Council shall strive to have no single interest category to constitute a majority of the membership. Participation shall not be conditional upon membership in IACET or any other organization, with the exception of the ICSD Chair and Vice-Chair who will be members of IACET.

2.3.1-Diverse Interests

If distinct divisions of a company or an organization demonstrate independent interests and the authority to make independent decisions in the area of the activity in question, each distinct division is permitted to apply for membership. Evidence of “independent interests and authority to make independent decisions in the area of activity” shall be provided to the satisfaction of a majority of the ICSD membership with the Chair having veto power.

In no case shall the representation from various divisions of any company or organization, as described in the paragraph above, be more than one-third (1/3) of the total Council membership.

2.4-Written Procedures

All procedures governing the methods used for standards development shall be written and shall be available to any person with a directly and materially affected interest.

2-Operating Procedure for ANSI Activities, Continued

2.5-Interest Categories

The interest categories appropriate to the development of consensus in any given standards activity are a function of the nature of the standards being developed. Interest categories shall be defined and such definitions shall be available upon request. In defining the interest categories appropriate to a standards activity, consideration shall be given to any individual representative of one of the following:

- 1) **Government** - That is either Federal, State, Local government entity or agency.
- 2) **Non-Profit** - That is defined as a legally constituted organization whose objective is to support or engage in CE/T activities of public or private interest without commercial or monetary profit. Included are, but not limited to, CE/T associations, societies, community groups, and non-government organizations.
- 3) **For-Profit** - That is neither government, non-profit or general interest/other.
- 4) **General Interest/Other** - That in some way or manner, maintains an interest in the ANSI/IACET 1-2013 Standard for Continuing Education and Training.

Where appropriate, additional interest categories will be considered. Appropriate, representative user views shall be actively sought and fully considered in standards activities. Whenever possible, user participants shall be those with the requisite technical knowledge, but other users may also participate. User participation shall come both from individuals and representatives of organized groups.

2.6-Notification of Standards Development and Coordination

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

Developers are encouraged to consult any relevant international or regional guides that may impact the proposed standard and shall advise the relevant ANSI-Accredited U.S. TAG(s) if the standard is intended to be submitted for consideration as an ISO, IEC or ISO/IEC JTC-1 standard.

2-Operating Procedure for ANSI Activities, Continued

2.6.1-Project Initiation Notification (PINS)

At the initiation of a project to develop or revise an American National Standard, notification shall be transmitted to ANSI using the Project Initiation Notification System (PINS) form, or its equivalent, for announcement in *Standards Action*. Comments received in connection with a PINS announcement shall be handled in accordance with these procedures.

A statement shall be submitted and published as part of the PINS announcement that shall include:

- a) an explanation of the need for the project, including, if it is the case, a statement of intent to submit the standard for consideration as an ISO, IEC or ISO/IEC JTC-1 standard; and
- b) identification of the stakeholders (e.g., telecom, consumer, medical, environmental, etc.) likely to be directly impacted by the standard.

If the response to sub-section (b) changes substantively as the standard is developed, a revised PINS shall be submitted and published.

2.6.2-PINS Exceptions

A PINS is not required for revisions of an American National Standard that is maintained under continuous maintenance and (1) is registered as such on the ANSI website, (2) has a notice in the standard that the standard is always open for comment and how to submit comments, and (3) has information on IACET's website that the standard is under continuous maintenance and how to submit comments. A PINS is also not required in connection with the decision to maintain an ANS under the stabilized maintenance option. A PINS form may be submitted, but is not required, at the initiation of a project to reaffirm or withdraw an American National Standard.

2.6.3-Assertions of conflict or duplication

If a developer receives written comments within thirty (30) calendar 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 (or concurrently) in *Standards Action*, a mandatory deliberation of representatives from the relevant stakeholder groups shall be held within ninety (90) calendar days from the comment deadline. Such a deliberation shall be organized by IACET and the commenter and shall be concluded before IACET may submit a proposed standard for public review. If the deliberation does not take place within the ninety (90) calendar day period and IACET can demonstrate that it has made a good faith effort to

2-Operating Procedure for ANSI Activities, Continued

schedule and otherwise organize it, then IACET 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.

2.6.4-PINS Deliberation Report

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

While the outcome is not binding, unless binding provisions are agreed to by IACET, participants are encouraged to develop a consensus on whether and how the standards development project should proceed. *See* also 4.3 in the most current version of the ANSI Essential Requirements.

2.6.5-Public Review

In addition, proposals for new American National Standards and proposals to revise, reaffirm, or withdraw approval of existing American National Standards 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. If it is the case, then a statement of intent to submit the standard for consideration as an ISO, IEC or ISO/IEC JTC-1 standard shall be included as part of the description of the scope summary that is published in

Standards Action. The comment period shall be one of the following:

ICSD Procedures for American National Standards

- A minimum of thirty (30) calendar days if the full text of the revision(s) can be published in *Standards Action*;

2-Operating Procedure for ANSI Activities, Continued

- A minimum of forty-five (45) calendar 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 (60) calendar 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 IACET, 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*.

2.7-Consideration of Views and Objections

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

In connection with an objection articulated during a public comment period, or submitted with a vote, an effort to resolve all expressed objections accompanied by comments related to the proposal under consideration shall be made. Each such objector shall be advised in writing (including electronic communications) of the disposition of the objection and the reasons therefor. If resolution is not achieved, each such objector shall be informed in writing that an appeals process exists within procedures used by IACET. In addition, each objection resulting from public review or submitted by a member of the consensus body, which is not resolved, must be reported to the ANSI BSR.

When this process is completed in accordance with these written procedures, ICSD may consider any comments received subsequent to the closing of the public review and comment period, or shall consider them in the same manner as a new proposal. Timely comments that are not related to the proposal under consideration shall be documented and considered in the same manner as submittal of a new proposal. The submitter of the comments shall be notified.

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Each unresolved objection and attempt at resolution, and any substantive change made in a proposed ANS shall be reported to the consensus body in order to afford all members of the consensus body an opportunity to respond, reaffirm, or change their vote.

2-Operating Procedure for ANSI Activities, Continued

2.8-Evidence of Consensus and Consensus Body Vote

Evidence of consensus in accordance with these ICSD procedures shall be documented.

Consensus is demonstrated, in part, by a vote of the consensus body. Such a vote shall be conducted and reported in accordance with the rules set forth herein. Votes for the approval of a document or portion thereof as a candidate ANS may be obtained by letter, fax recorded votes at a meeting, or through electronic means. 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, but must vote within ten (10) calendar days of the meeting.

As an ANSI Standards Developer, ICSD shall not change a vote unless instructed to do so by the voter. If the voter did not submit the change of vote in writing, then written confirmation of such a vote change shall be provided to the voter by ICSD. It is never appropriate for an ANSI Standards Developer to inform voters that if they are not heard from, their negative vote will be considered withdrawn and their vote will be recorded as an abstention or an affirmative. All negative votes that are not changed at the request of the voter shall be recorded and reported to the BSR as outstanding negatives.

ICSD shall record and consider all negative votes accompanied by any comments that are related to the proposal under consideration including comments concerning potential conflict or duplication of the proposed standard with an existing ANS and those of a procedural or philosophical nature. These types of comments shall not be dismissed due to the fact that they do not necessarily provide alternative language or a specific remedy to the negative vote.

The ICSD shall indicate conspicuously on all letter ballots that negative votes must be accompanied by comments related to the proposal, and that votes unaccompanied by such comments will be recorded as “negative without comments” without further notice to the voter. Likewise, the ICSD is not required to consider negative votes accompanied by comments not related to the proposal under consideration, or negative votes without comments. If comments not related to the proposal are submitted with a negative vote, the comments shall be documented and considered in the same manner as a submittal of a new proposal.

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If clear instruction is provided on an electronic ballot, and a negative vote unaccompanied by comments related to the same proposal is received, the vote may be counted as a “negative without comment” for the purposes of establishing a quorum and reporting to ANSI. Such votes shall not be factored into the numerical requirements for consensus.

Consensus in all cases for approval or rejection by the Council is 51% of the entire consensus body.

2-Operating Procedure for ANSI Activities, Continued

The ICSD is not required to solicit any comments from the negative voter nor conduct a re-circulation ballot of the negative vote. The ICSD is required to report the “no” vote as a “negative without comment” when making their final submittal to the BSR. The ICSD shall maintain records of evidence regarding any change of an original vote.

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

1. Affirmative
2. Affirmative, with comment
3. Negative, with comments (the reasons for a negative vote shall be given and if possible should include specific wording or actions that would resolve the objection)
4. Abstain

For votes on membership and officer-related issues, the above voting procedure shall be followed without comments or reasons.

2.9-Appeals

Appeals shall be addressed promptly and followed by an expeditious decision. These appeals procedures provide for participation by all parties concerned without imposing an undue burden on them. The ICSD shall make every effort that appeals be considered in a fair and unbiased manner that fully addresses the concerns expressed.

The provision for appeals is required as a part of due process and is important for the protection of directly and materially affected interests of standards developers. The following sections give general criteria regarding the right to appeal, to whom appeals are made, and what may be appealed.

2.9.1-Right to Appeal

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Persons who have directly and materially affected interests and who have been or will be adversely affected by any procedural action or inaction by the ICSD with regard to the development of a proposed ANS or the revision, reaffirmation, or withdrawal of an existing ANS, have the right to appeal. The burden of proof to show adverse effect shall be on the appellant. Appeals of actions shall be made within thirty (30) calendar days of notification; appeals of inactions may be made at any time. Appeals shall be directed to the ICSD for the action or inaction in accordance with these appeals procedures.

2-Operating Procedure for ANSI Activities, Continued

2.9.2-Special Note-Right of Appeals at ANSI

Further appeal may be directed by written request to the IACET BOD.

2.9.3-Written Objection

The appellant shall file a written complaint to the ICSD Chair within thirty (30) calendar days after the date of notification of an action by the ICSD. An appeal may be filed at any time if it is based on the inaction of the Council. The written complaint shall state 1) the nature of the objection(s), 2) any adverse effects resulting or perceived from the Council's action or inaction, 3) the section of the standard which is at issue, and 4) proposed remedial actions which would satisfy the appellant's concerns. Any previous efforts to resolve the objection(s) should also be noted.

2.9.4-Acknowledgement

Within thirty (30) calendar days after receipt of the written complaint, the ICSD shall respond in writing to the appellant, acknowledging the complaint, identifying the actions which will be undertaken to resolve each allegation of the complaint, and providing an estimate of the time required for Council resolution based upon the Council meeting schedule. If the standard is published, no action will be taken to withdraw the standard pending the outcome of the appeal. If the standard is not published and in a draft format, no further action will be taken on the standard until the appeal is resolved.

2.9.5-Resolution

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The ICSD shall review the written complaint at its next scheduled meeting and make every attempt to resolve the issues in a manner consistent with the intent of the standard and the policies and procedures of both the ICSD and ANSI. The appellant may attend the Council meeting and participate in that portion of the meeting during which his appeal will be discussed. The burden of proof will be upon the appellant to demonstrate that proper procedures were not followed; that the standard, action or inaction has or will adversely affect the appellant; that due process or openness was obstructed; or that the standard or action is not in the best interest of the public.

2-Operating Procedure for ANSI Activities, Continued

2.9.6-Continuing Appeal

The ICSD shall notify the appellant of the decision and actions of the Council within ten (10) calendar days following the ICSD meeting. If the appellant is not satisfied with the resolution of the complaint, a written appeal may then be made to the IACET Board of Directors (BOD) within thirty (30) calendar days following notification for consideration and resolution of the complaint at their next formal meeting. The BOD will only consider information previously submitted. If new information is introduced, the appeals issue will be referred back to the ICSD for reconsideration.

2.9.7-Final Appeals

If after appeal to the ICSD and appeal to the IACET BOD, the appellant is still dissatisfied with the resolution of the complaint(s), the appellant may then appeal directly to ANSI following ANSI's appeal procedures.

3-Normative ANSI Policies

Introduction

This section outlines ANSI standard policies and practices.

3.1-Patent Policy - Inclusion of Patents in American National Standards

IACET agrees to comply with the current ANSI Patent Policy.

3.2 – Antitrust Policy

American National Standards shall be developed in accordance with applicable antitrust and competition laws and meetings amongst competitors to develop American National Standards are to be conducted in accordance with these laws.

3.3-Commercial Terms and Conditions

IACET agrees to comply with the current ANSI Commercial Terms and Conditions.

3-Normative ANSI Policies, Continued

3.4-Evidence of Compliance

Records shall be prepared and maintained by the ICSD to provide evidence of compliance with these procedures. Records concerning new, revised, or reaffirmed ANS maintained under the periodic maintenance option shall be retained for one complete standards cycle, or until the standard is revised.

Records concerning actions on an ANS or a part(s) of an ANS maintained under the continuous maintenance option shall be retained for a minimum of five years or until approval of the subsequent revision or reaffirmation of the complete standard.

Records concerning withdrawals of all ANS shall be retained for at least five years from the date of withdrawal.

These records shall be made accessible to those having a direct and material interest under reasonable conditions of time, location, cost, and convenience to all concerned. Such records will be maintained by the ICSD and shall include, but not be limited to:

1. Draft standards
2. Minutes of meetings including attendance, decisions, ballots, summary of discussions, and pertinent appendices
3. Records of all appeals to and withdrawals from ANSI
4. Documents pertaining to the Council's work
5. Copies of all standards

3.5-IACET Metric Policy-System of Measurement

The ICSD places all technical measurements in the SI System of Measurement. Education and training is typically measured in hours, which may be converted into Continuing Education Units. Relevancy will determine the measurement used.

3-Normative ANSI Policies, Continued

3.6-IACET Standards Interpretations Policy

According to the ANSI Essential Requirements, each ANSI-accredited standards developer shall have an interpretations policy on file at ANSI. Official interpretations of each ANS shall be made only by IACET who is responsible for maintenance of that standard. ANSI shall not issue, nor shall any person have the authority to issue, an interpretation of an ANS in the name of ANSI. Requests for interpretations addressed to ANSI shall be referred to the ICSD for interpretation. The ICSD Interpretation Policy is included in these procedures (see Section 12, “The Interpretation of IACET Developed Standards”).

4-IACET Council on Standards Development Organization

Introduction

This section outlines the organization and structure of the ICSD.

4.1-Organization of the IACET Council on Standards Development (ICSD)

Membership of the ICSD shall be sufficiently diverse to ensure reasonable balance without dominance by a single interest category, individual or organization.

The ICSD Chair shall have the primary responsibility to verify and confirm that all appropriate IACET, ICSD, and ANSI policies and procedures have been properly followed by the ICSD in developing a proposed standard. The ICSD Chair is also responsible for coordinating all ICSD standards groups and activities.

The establishment of consensus lies within the ICSD whose membership represents a cross-section of the industry that is directly and materially affected by the standards. Members of the Council may or may not be members of IACET (i.e., representatives from IACET member organizations, Authorized Providers (APs), or at large members of the general public); however, the Chair and Vice-Chair shall be IACET members in good standing at the time of nomination and appointment and during their tenure.

The IACET BOD manages the affairs of the IACET organization subject to the Articles of Incorporation, the IACET by-laws and policies and procedures, and applicable laws. The ICSD operates under the jurisdiction of the BOD and is empowered to consider, develop, and propose standards pursuant to the objectives of the organization; to appoint subcommittees; to perform duties prescribed in the By-laws and Articles of Incorporation; and other duties prescribed by the BOD. Specific duties of the ICSD include: to catalog, develop, improve, and propose standards; to consult freely with other constituent groups and organizations; to draft and distribute proposed standards; and to consider proposed revisions to said standards.

4-IACET Council on Standards Development Organization, Continued

4.1.1-IACET Board Responsibilities

The responsibilities of the IACET BOD shall include:

1. Approval of the “ICSD Procedures for American National Standards” as submitted to ANSI.
2. Resolution of IACET membership issues if the ICSD is unable to resolve the matter or if the member wishes to appeal the ICSD action.
3. Approval of all standards prior to submittal to ANSI.
4. Consideration and resolution of appeals concerning standards when the appellant is dissatisfied with the resolution by the ICSD to whom the complaint was directed.
5. Appointment of all voting members of the ICSD.
6. Final approval on all financial matters.

4.1.2-Council Responsibilities

The ICSD shall be responsible for the following:

1. Maintain and develop effective practice standards for continuing education and training.
2. Analyze and keep current with research that aids in the development of new standards for continuing education and training or revision of existing standards.
3. Analyze application and interpretation data collected by IACET on Standards and any other relevant Continuing Education and Training (CE/T) topic areas.
4. Engage in a continuous process of review and revision for each set of standards by starting the review process during year three (3) in order to update the standard by the five (5) year anniversary.
5. Assist and engage in regular ANSI audits once every five years.
6. The review and consideration of proposals for standards development made by any directly and materially affected person, through requests by ANSI, or through other sources.
7. The development and review of standards that will be implemented by other IACET entities as directed by the Board.
8. The development of proposed ANS or international standards within the assigned scope of the ICSD and liaison with the appropriate USA Technical Advisory Groups for international standards efforts.
9. Establishing consensus approval by vote of proposed ANS within its scope of operation.

4-IACET Council on Standards Development Organization, Continued

10. The publication, maintenance, and support of standards developed by the ICSD in accordance with the ANSI Essential Requirements document.
 11. Responding to and implementing “The Interpretation of ICSD Standards Policy” for requests for interpretation of standards within the scope of the ICSD.
 12. Providing ICSD records, membership lists, and minutes of meetings.
 13. Providing continuity of its administrative oversight of its standards and appeals activities.
 14. Advising ANSI on standards planning and coordination activities of mutual interest.
 15. Complying with these procedures and any revisions thereof.
 16. Addressing other matters requiring ICSD action as provided in these procedures, the individual ICSD charter, the ANSI Essential Requirements, or IACET By-laws and Policies.
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4.1.3-Responsibilities of the Council Chair

The ICSD Chair shall:

1. Represent the best interests of the continuing education and training community at all times.
 2. Perform or delegate the performance of administrative tasks to ensure adequate and efficient functioning of the Council.
 3. Perform other administrative functions as needed and required by these procedures, ANSI, ICSD, and IACET Policies.
 4. Work closely with Association staff to ensure effective and efficient completion of designated tasks and activities.
 5. Assure Council’s compliance with Association policies and procedures.
 6. Monitor national trends in continuing education and training and related matters.
 7. Preside at Council meetings.
 8. Approve all correspondence from the Council.
 9. Prepare and submit to the Board of Directors required and requested reports of Council activity.
 10. Represent IACET as appropriate, at national, regional, and local meetings related to continuing education and training standards matters.
 11. Preside over Council nominations and appointments.
 12. Be responsible for staying within the approved budget.
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4-IACET Council on Standards Development Organization, Continued

13. Provide all final standards to the Board of Directors for approval or disapproval prior to publication and submittal to the standards approving agency.
 14. Participate as a non-voting member of the Board of Directors and Executive Committee.
 15. Organize each ICSD activity according to the requirements given in 4.1.2 above.
 16. Maintain accreditation in accordance with the ANSI Essential Requirements, and provide administrative support and direction for ICSD.
 17. Assure ICSD compliance with these procedures.
 18. Maintain and review annually a roster of each ICSD membership, interest category, and a list of standards for which the ICSD is responsible.
 19. Properly announce and call official ICSD and sub-committee meetings, conduct letter (or electronic) ballots, publish ICSD minutes, and maintain appropriate records.
 20. Submit to ANSI candidate standards with supporting documentation approved by the ICSD for review and approval as ANS.
 21. Publish its standards, revisions, and addenda according to the ANSI Essential Requirements or arrange to do so with ANSI.
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4.1.4-Responsibilities of the Council Vice-Chair

The ICSD Vice-Chair shall:

1. Represent the best interests of the continuing education and training community at all times.
 2. Assume responsibility of the Chair as required.
 3. Participate in Council nominations and appointment recommendations.
 4. Work with Chair on all Council activities in preparation for assuming the Chair's position.
 5. Attend and actively participates in the meetings and activities of the Council.
 6. Monitor and alert the Council chairperson to trends and ideas relating to continuing education and training standards.
 7. Complete tasks requested by the Chairperson within established time frames.
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4-IACET Council on Standards Development Organization, Continued

4.1.5-Responsibilities of the Council Members

The ICSD Members shall:

1. Represent the best interests of the continuing education and training community at all times.
 2. Attend and actively participates in the meetings and activities of the Council.
 3. Represent the needs and views of their constituent groups.
 4. Report on the activities of the Council to their respective constituent groups.
 5. Review reports and materials as assigned.
 6. Monitor and alert the Council chairperson to trends and ideas relating to continuing education and training standards.
 7. Complete tasks requested by the Chairperson within established time frames.
 8. Obligated to follow IACET Bylaws, Policies and Procedures.
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4.2-Officers

The ICSD shall have a Chair and a Vice-Chair selected by the IACET BOD for a term not to exceed two years unless reappointed at the pleasure of the BOD. The Vice-Chair shall carry out the Chair's duties if he/she is temporarily unable to do so. The Chair shall appoint a "recording secretary" for a term of one year to record and publish minutes and actions at each ICSD meeting.

4.3-Membership

Membership in the ICSD shall consist of organizations, educational institutions, not-for-profit and for-profit companies, government agencies, individuals, and the like; all of which shall have a direct and material interest in the activities of the ICSD and shall consist of no fewer than eight voting members and no more than thirteen voting members at any one time. No more than two IACET Board members and two Commission members may serve on the ICSD at any given time. In addition, current members of the IACET Board of Directors and Commission cannot be appointed as Chair of the ICSD. Non-voting liaisons from the IACET Board of Directors may be assigned to the ICSD at the discretion of the Board.

ICSD Procedures for American National Standards

In establishing and organizing the ICSD, IACET shall provide a balanced membership based on the items listed in these procedures. Later addition or termination of members shall be subject to policies set by the ICSD.

4-IACET Council on Standards Development Organization, Continued

4.3.1-Application

A nomination for membership shall be addressed to ICSD and shall indicate the applicant's direct and material interest in the work of the ICSD, qualifications, and willingness to participate actively and perform the duties of the ICSD.

4.3.2-Membership Assessment

In considering applications for membership, ICSD being petitioned shall consider the:

1. Need for active participation by each interest.
 2. Potential for dominance and imbalance by a single interest category.
 3. Extent of interest expressed by the applicant, and the applicant's willingness to participate actively.
 4. The representative identified by the applicant organization, company, or government agency.
 5. Reasonable limits on ICSD size.
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4.3.3-Diverse Interests

If distinct divisions of an organization can demonstrate independent interests and authority to make autonomous decisions in the area of the activity of the ICSD, each may apply for membership.

4.3.4-Combined Interest

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

4.4-Review of Membership

The ICSD Chair shall review the membership on a regular basis with respect to the criteria of these procedures and the ICSD policy on membership. Members are expected to fulfill

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obligations of active participation. When a member is found in habitual default of these obligations, the ICSD shall take appropriate action. If the ICSD is unable to resolve the matter, or if said member wishes to appeal the Council action, the matter shall be brought to the attention of the IACET BOD. The ICSD Chair has the responsibility to review ANSI's historical criteria for balance.

4-IACET Council on Standards Development Organization, Continued

4.5-Observers and Individual Experts

Individuals and organizations having an interest in the ICSD's work may request to be observers. The ICSD may also select individual experts for assistance. Individual experts shall serve for a renewable term of one year and shall be subject to approval by vote of the ICSD upon recommendation by the ICSD Chair. Observers and individual experts shall be advised of ICSD activities, may attend meetings and submit comments for consideration, but shall be considered non-voting members.

4.6-Interest Categories

All appropriate interests that might be directly and materially affected by the standards activity of the Council shall have the opportunity for fair and equitable participation without dominance by any single interest category, individual or organization. Each member company shall propose its own interest category as appropriate and in accordance with the Council's established categories. (See the ANSI Essential Requirements.)

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

4.7-Membership Roster

ICSD shall maintain a current and accurate roster of each ICSD member; provide the roster to the ICSD officers at least bi-annually and otherwise upon request. The roster shall include the following:

1. Title of the Council and its designation
 2. Scope of the Council
 3. Name, address, telephone number, fax number, and e-mail address of the ICSD Chair assigned to the IACET BOD
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4. Officers of the ICSD
5. For each member: name of organization or agency, his/her representative and alternate (as applicable), addresses, and business affiliations; or name, address, e-mail addresses and business affiliation of individual member(s)
6. Classification of interest group category of each member (See Section 2.5)
7. Tally of classifications, total of voting members, and subtotals for each interest category
8. For each subgroup: title, chair, names, and addresses of all members

5-Subgroups Created by ICSD

Introduction

This section outlines the operation of sub-committees under ICSD control.

5.1-Forming Sub-Committees

When one or more subgroups (sub-committees, working groups, task groups, writing groups, and the like) are formed to expedite the work of the ICSD, their formation (and later disbandment) requires approval by a majority vote of the ICSD and appropriate public notice (at least four weeks). The scope and duties delegated to the subgroup shall be approved at the time it is formed, and subsequent changes in scope or duties shall also require approval. The charge to the subgroup shall clearly state whether:

1. The subgroup is responsible for the definitive content of one or more standards and for responding to views and objections thereon. Such subgroups shall maintain a membership roster in accordance with these procedures and shall comply with the provisions concerning interest categories, open meetings, and voting on the standard; or
 2. The subgroup is responsible for assisting the ICSD (for example, drafting all or a portion of a standard, drafting responses to comments, drafting positions on international standards, or other purely advisory functions).
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5.2- The Chair and Members of Subgroups

The Chair and members of a subgroup shall be appointed by the Chair of the ICSD and confirmed by the ICSD. The scope, duties, and membership of all subgroups shall be reviewed by the ICSD annually. The Chair of a subgroup will be a member of the ICSD.

5.3-Approval of Standards

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Draft standards and any substantive change (see Section 13 for definition) in the content of a standard proposed by a subgroup shall be referred to the ICSD for approval. Establishment of consensus shall be made by the ICSD. After consensus is reached, the draft standard shall be submitted for public review. All comments shall be addressed or resolved prior to a final consensus vote by the ICSD. The draft standard will then be submitted to the ICSD Chair for review and progression according to Section 1.1 and Section 1.2.

5-Subgroups Created by ICSD, Continued

5.4-Termination of a Council Sub-Committee

A proposal to terminate an ICSD sub-committee may be made by the ICSD itself or by any directly and materially affected interest. The proposal shall be submitted in writing (or electronic communication) to the ICSD Chair and shall include at least the following:

1. Reasons why the ICSD sub-committee should be terminated.
2. Notification that the IACET BOD will assume responsibility for maintenance of any existing ANS that are the responsibility of the ICSD.

If it appears, after review by the ICSD and discussion among the proponents of the action, the desired objectives can best be reached by termination, the proposal and supporting documentation shall be submitted to the entire ICSD, the ICSD Chair, and the IACET BOD with an electronic ballot to terminate the sub-committee and transfer responsibility, as appropriate, for the affected standards. The proposal shall concurrently be announced for comment in *Standards Action*.

6-Meetings

Introduction

This section discusses meetings held by the ICSD.

6.1-Meetings

ICSD meetings shall be held at least bi-annually, as decided upon by the ICSD, the Chair, IACET, or by petition of five or more members to conduct business, such as making assignments, receiving reports of work, considering draft standards, resolving differences among subgroups, and considering views and objections from any source. Meetings of subgroups may be held as decided upon by the members or the Chair of the subgroup.

6.2-Open Meetings

Meetings of the ICSD shall be open to all members and any others having direct and material interests. At least four weeks notice of regularly scheduled meetings shall be given by the ICSD Chair in suitable media designed to reach directly and materially affected persons. 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 others expressing interest. The ICSD may optionally maintain a permanent mailing list of individuals affected by or interested in the work of the ICSD.

6.3-Quorum

More than fifty percent (50%) of voting members of the ICSD members constitute a quorum for conducting business at a meeting. If a quorum is not present, actions may be taken subject to confirmation by electronic ballot.

7-Voting

Introduction

This section defines the voting process.

7.1-Vote

Each member shall vote one of the following positions as described in “Evidence of Consensus and Consensus Body Vote” (Section 2.8).

7.1.1-Single Vote

No representative on the ICSD shall have more than one vote or represent more than one constituent interest.

7.1.3-Voting Period

The voting period for letter or electronic ballots shall end ten (10) calendar days 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 request, when warranted.

7.2-Actions Requiring Approval by a Majority

The following actions require approval by a majority (51%) of the membership of the ICSD either at a meeting or by letter or electronic ballot:

1. Formation of a subgroup, including its procedures, scope, and duties
 2. Election of subgroup officers
 3. Disbandment of subgroup
 4. Request for addition of new ICSD members and designation of their interest categories
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7-Voting, Continued

The following actions, by ICSD vote at a meeting, require approval by a majority of the members present:

1. Approval of minutes
 2. Authorization of an electronic ballot
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7.3-Actions Requiring Approval by Two-Thirds of Those Voting

The following actions require an electronic ballot or an equivalent formal recorded vote with approval by at least a majority of the membership and at least two-thirds of those voting, excluding abstentions: (Note: All members will be given the opportunity to vote, even if they cannot attend a meeting. See section 2.8).

1. Approval of a new standard or reaffirmation of an existing standard
 2. Approval of a revision or addendum to part or all of a standard
 3. Approval of withdrawal of an existing standard
 4. Approval to recommend to the ICSD Chair a change of ICSD scope
 5. Approval of termination of the ICSD for which the IACET BOD will have final approval
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7.4-Authorization of Letter (or Electronic) Ballots

The ICSD Chair for purposes of conducting ICSD business may authorize an electronic ballot.

7.5-Other Review

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

The ICSD shall determine whether a listing of proposed standards in ANSI's *Standards Action* shall be concurrent with the final ICSD letter ballot and whether announcement in other suitable media is appropriate. The ICSD Chair may, at his/her discretion, transmit a copy of the proposed new, revised, or reaffirmed standard to the administrator(s) of the appropriate USA Technical Advisory Group at the same time.

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Views and objections resulting from the above shall be dealt with in accordance with section 2.7. Any substantive change (see Section 13, Definitions) made in the proposed ANS shall be re-listed in accordance with this section.

7-Voting, Continued

7.6-Criteria for Withdrawal of Standard

American National Standard shall be withdrawn five (5) years following approval, if the standard has not been revised or reaffirmed, unless an extension has been granted by the ExSC or its designee. An American National Standard that has not been reaffirmed or revised within the 5-year period, and that has been recommended for withdrawal by the ExSC or its designee, shall be withdrawn at the close of a 30-day public review notice in *Standards Action*. American National Standards that have not been revised or reaffirmed within ten years from the date of their approval as American National Standards shall be withdrawn and such action shall be announced in *Standards Action*.

7.7-Withdrawal by IACET

If IACET wishes to withdraw its approval of one or more of its American National Standards, IACET may do so without a vote of the relevant consensus body. If IACET does withdraw one or more of its American National Standards, then IACET shall notify ANSI immediately and the standard shall be withdrawn as an American National Standard and announced in *Standards Action*.**7.8- Disposition of Views and Objections**

Section 2.7 discusses the “Consideration of Views and Objections.” This section describes ICSD actions for final disposition of objections in writing. When the public review period or balloting has been closed, the ICSD Chair shall acknowledge each comment or objection in writing (including electronic communications) and shall forward all comments and objections to the Chairperson of the subgroup, if appropriate.

A concerted effort to resolve all expressed objections shall be made, and each objector shall be advised in writing of the disposition of the objection and the reasons therefore. Resolution may be achieved by agreement of the objector to a proposed solution, by a compromise interim solution, or by other appropriate means. If resolution is not achieved, the objector shall be advised in writing of the ICSD appeals process, and the unresolved objection shall be reported to the ANSI Board of Standards Review (BSR). Objections received after the cut-off date for comments will be considered in relation to the next version of the standard.

ICSD Procedures for American National Standards

Unresolved objections along with attempts at resolution and any substantive changes shall be provided to the consensus body in order to afford all members the opportunity to respond, reaffirm or change their votes within ten (10) calendar days.

7.9-Report of Final Result

The final results of the ballot or electronic voting shall be reported by interest categories to the Council by the ICSD Chair.

8-Submittal of Standard

Introduction

This section describes the submittal process for a standard.

8.1-Submittal Process

Upon completion of the ICSD procedures for voting, public review and comment, disposition of views and objections, and appeals, the ICSD Chair should submit documentation of consensus to ANSI (using the ANSI BSR-9 Form and other supporting documentation) within four weeks after the final vote of the ICSD. Submittal of the proposed standard itself is no longer required.

8.2-Criteria for Approval of an ANS

With respect to any proposal to approve, revise, or reaffirm an ANS (including the national adoption of an ISO or IEC standard as an ANS) for which one or more unresolved objections have been reported, the ICSD shall ensure the following:

1. The standard was developed in accordance with the procedures upon which IACET was granted accreditation, with particular attention given to whether due process was followed; consensus was achieved, and an effort was made to resolve any objections to the standard
 2. Any appeal to IACET with respect to the standard was completed
 3. Notice of the development process for the standard was provided to ANSI in accordance with the Project Initiative Notification System (PINS) or its equivalent
 4. Any identified significant conflict with another ANS was resolved
 5. Other known national standards were examined with regard to harmonization and duplication of content if duplication exists
 6. There is a compelling need for the standard
 7. ANSI's patent policy is met, if applicable
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ICSD Procedures for American National Standards

8. ANSI's policy on commercial terms and conditions is met if applicable

8-Submittal of Standard, Continued

8.2-Criteria for Approval of an ANS, Continued

In addition, the ICSD shall provide the following or evidence thereof:

1. Title and designation of the proposed American National Standard;
 2. Indication of the type of action requested (that is, approval of a new American National Standard or reaffirmation, revision, or withdrawal of an existing American National Standard);
 3. Declaration that applicable procedures were followed;
 4. A declaration that the proposed standard is within the scope of the previously registered standards activity;
 5. A declaration that conflicts with another American National Standard have been addressed in accordance with these procedures;
 6. A roster of the consensus body that indicates: the vote of each member including abstentions and unreturned ballots, if applicable; the interest category of each member; and a summary thereof;
 7. A declaration that all appeal actions related to the approval of the proposed standard have been completed;
 8. A declaration that the criteria contained in the ANSI patent policy have been met, if applicable; and
 9. Identification of all unresolved negative views and objections, with names of the objector(s), and a report of attempts toward resolution.
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8.2-Criteria for Approval of an ANS, Continued

If the BSR determines, based on the weight of the evidence presented, that the above-stated criteria have been satisfied, the standard shall be approved as an American National Standard. The BSR shall deny approval, if, based on the weight of the evidence presented, the BSR determines that the American National Standard:

- a) Is contrary to the public interest;
- b) Contains unfair provisions;
- c) Is unsuitable for national use;
- d) Or that the ASD has failed to make a good faith effort to resolve conflicts.

Standards approved as American National Standards shall be designated, published, and maintained in accordance with the procedures contained herein. A substantive change that has not been afforded due process in accordance with these procedures may not be made in an approved American National Standard.

The BSR shall not approve standards that duplicate existing American National Standards unless there is a compelling need.

ICSD Procedures for American National Standards

Notice of the BSR's final action on all standards shall be published in Standards Action.

9-Communications

Introduction

This section describes ICSD communications.

9.1-Formal Internal Communication

If correspondence between the ICSD and a sub-committee involves issues or decisions (that is, non-routine matters) affecting other sub-committees, copies shall be sent to all affected sub-committee Chairs, the ICSD Chair, and ICSD members.

9.2-External Communication

Inquiries relating to the ICSD should be directed to the ICSD Chair and affected members should be informed of the issues involved. All replies to inquiries shall be made through the ICSD Chair.

9.3-Requests for Interpretation of Standards

Written (including electronic) inquiries requesting interpretation of the ICSD's approved ANS shall be responded to in accordance with the existing ICSD and IACET Policy, approved by ANSI and the IACET BOD (see Section 12). Revisions to the standard resulting from requests for interpretations shall be processed in accordance with these procedures.

10-Governance

10.1-Parliamentary procedures

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

11-Member Status Definitions

Introduction

This section outlines member status information for participation on the ICSD.

11.1-New Members

The IACET BOD will approve a slate and/or individuals as voting members of the ICSD based on recommendation by the current ICSD. Interested individuals may petition the ICSD for membership following a call for nominations to the ICSD.

11.2-Term of Membership

Council members shall serve for two years and may be reappointed for subsequent terms by the IACET BOD.

11.3-Inactivity Status

An individual member is determined to be inactive if he/she is absent for two consecutive meetings. The member will then be notified by the ICSD Chair of inactive status. A member obtaining the status of “inactive” will be removed from the ICSD Membership list. After notification of being moved to “inactive” status, the individual is no longer considered a voting member and can be replaced.

11.4-Change from Inactive to Active Status

A member may be returned to “active” standing by the ICSD Chair pending a review of extenuating circumstances. A request for return to “active” standing must be received by the ICSD Chair in writing within ten (10) calendar days of notification of “inactive” status.

12-The Interpretation of IACET Developed Standards

Introduction

This section outlines interpretation of IACET standards.

12.1-Policy

As an ANSI-accredited standards developing organization, the ICSD provides a method to assure that suggestions for improvement, questions from users of the standard, or requests for interpretations of a standard are handled in a fair and consistent manner. Suggestions for improvement or questions concerning a standard will be reviewed by the ICSD Chair and reviewed at the next scheduled meeting.

12.2-Definition

An “interpretation” of a standard, or provisions of a standard, is an explanation or clarification of the meaning or intent of the language or the technical content of the written standard document.

12.3-Procedures

A written request (or electronic communication) for an official interpretation of an IACET standard shall be processed in accordance with the following procedures:

1. The ICSD Chair shall promptly send an acknowledgement of the written request for interpretation stating that the request has been received, it will be processed according to these procedures, and that a substantive response will be made at a later time (approximate date to be stated).
 2. Copies of the request for interpretation shall be provided to the officers and members of the ICSD responsible for the standard in question, and to the officers and program directors of any IACET Research Program involved in the development of the standard.
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12-The Interpretation of IACET Developed Standards, Continued

3. A sub-committee shall be appointed by the ICSD to draft a response to the inquiry. The appointment of the sub-committee will rely on the judgment of the Chair as to whether the request for interpretation is a matter of interpretation of the language of the standard or is of a technical nature. The sub-committee may include members of the ICSD, the IACET staff, the ICSD Chair, program or project sponsor representatives, or other technical experts as deemed necessary by the ICSD Chair to resolve the request.
 4. In considering the inquiry, the sub-committee shall make every effort to determine the intent of the inquirer's request, ensure that the request applies only to the IACET Standard in question, and verify that the request is not an appeal for an exception.
 5. A response to a request for interpretation shall be in the form of an interpretation suitable for general understanding and use. It shall not be formulated for a particular proprietary design or circumstance.
 6. The sub-committee's proposed response to the request for interpretation shall be submitted to the ICSD for review and approval.
 7. A two-thirds majority vote of the voting members of ICSD shall be required for approval of the interpretation.
 8. Any interpretation by the ICSD that involves legal issues or questions of IACET policies and directives shall be referred to the IACET BOD for review.
 9. The ICSD shall make any judgments regarding the response to a request for interpretation of a standard.
 10. Upon completion of the above procedures, the ICSD Chair shall submit the formal decision of the ICSD along with notice of any action taken by the ICSD or IACET BOD to the inquirer in writing.
 11. In the event that the inquirer is dissatisfied with the interpretation as given by IACET, the interpretation may be appealed by written request to the IACET BOD.
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13-Definitions

Introduction

This section presents commonly used definitions.

13.1-Definitions

Affiliation: refers to the entity that the consensus body member represents which may or may not be that person's employer. If the consensus body member is serving in an individual capacity, then the name of the individual, his/her employer and sponsor, and interest category should be available. Contact information is not required.

ANSI Accreditation: The approval by the American National Standards Institute (ANSI) Executive Standards Council of the written procedures submitted by a standards developer regarding the development and documentation of consensus evidence in connection with a standard that is expected to be approved as an American National Standard (ANS). Accreditation by ANSI signifies that the procedures submitted by the standards developer satisfy the essential requirements contained herein.

ANSI Board of Standards Review (BSR): The BSR has responsibility for all new, revised, and reaffirmed standards, along with requests for withdrawing standards. It also handles appeals of most matters dealing with specific standards.

ANSI Project Initiation Notification System (PINS): PINS is the ANSI early coordination mechanism to notify all interested parties that a proposal is forthcoming and to solicit comments and questions on the proposed change(s). It further allows all interested parties to identify any potential conflicts with American National Standards and ensures that those issues go forward and are addressed prior to acceptance of the proposal/change(s).

Continuous Maintenance: Continuous maintenance is defined as the maintenance of a standard by the consideration of recommended changes to any part of the standard according to a documented schedule for consideration and action by the consensus body.

Consensus: Consensus indicates that those with directly and materially affected interests have reached a substantial agreement. This signifies the concurrence of more than a simple majority, but not necessarily unanimity. Consensus requires that all views and objections be considered, and that an effort be made toward their resolution.

13-Definitions, Continued

13.1-Definitions, Continued

Consensus Body: The group that approves of the content of a standard and whose vote demonstrates evidence of consensus.

Periodic Maintenance: Periodic maintenance is defined as the maintenance of a standard by review of the entire document and action to revise or reaffirm it on a schedule not to exceed five (5) years from the date of its *approval as an ANS.

* “Approval” as an ANS refers to an action to approve a new document or reaffirm or revise an existing ANS.

Substantive Change: A substantive change in a proposed ANS is one that directly and materially affects the use of the standard. Examples of substantive changes include: “shall” to “should” or “should” to “shall”; addition, deletion, or revision of requirements, regardless of the number of changes; addition of mandatory compliance with referenced standards.
