Bob DeLisi’s major comments:

5.3.1 – Third Paragraph - Add: “Members are approved by the Working Group Chair. The Chair of the Working Group will submit a complete list annually at the Subcommittee spring meeting for approval by the Subcommittee.”

5.3.2 – Add the following:

c) Maintenance Group (MG) – A committee of a Subcommittee that normally reports to the Subcommittee where it resides administratively, and it is usually responsible for the maintenance of a specific standard of the Main Committee.

Maintenance includes development of Amendments or Corrigenda and keeping track of future changes to a standard through interpretation requests and updates in technology or test methods.

5.3.3 – Add the following:

Guidelines for secretaries of Subcommittees or Working Groups

Secretaries of Subcommittees and Working Groups should try and follow the following guidelines to ensure timely delivery of minutes, agendas and meeting invitations.

1. Draft Minutes of a meeting sent to the SC or WG chair for approval within 5 business days after the close of the meeting.
2. Draft Minutes of meetings to be sent out to the WG or SC and posted to FTP within 7 business days after SC/WG chair approval.
3. Agendas sent to SC or WG chair for approval/changes at least 1 week prior to a scheduled meeting.
4. Agendas sent to WG or SC within 2 days of a scheduled meeting after chair approval.
5. Webex invites to next meeting sent within 2 business days after the close of a meeting.
6. Webex should be started at least 15 minutes prior to the scheduled start time.
7. Webex reminder invites sent out 15 minutes prior to a meeting (launch meeting and send/remind sent).
8. Meeting invites for next meeting sent out within 2 business days of the close of the meeting.

7.1 – General

Add the following italicized words to sixth paragraph:

Meetings of the Main Committee shall be face-to-face. *In the event that there are environmental circumstances that would prevent the Main Committee from meeting face-to-face, the Chair has the option to either hold the meeting virtually or wait until such a time that face-to-face meetings can be held.*

7.5 Minutes – Add a new paragraph at the end of the section:

Copies of approved minutes and the meetings associated approved agenda are to be stored on the C63 website in the Members Area for the Subcommittee or Working Group within 30 days of the approval of the meeting minutes and agenda.

* 1. – Disposition of Views and Objections

Add the following italicized words:

When the balloting has been closed, the Secretariat shall forward the ballot tally to the Chair of the Main Committee, the SC Chair, and the WG Chair. *The expressed views and objections shall be considered by the Working Group that developed the standard, corrigendum or amendment either electronically or face-to-face.*