

1 **Operating Procedures for American**
2 **National Standards Committee C63®—**
3 **Electromagnetic Compatibility (EMC)**

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C63®

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32 **Procedures for American National Standards Committee**
33 **C63® - Electromagnetic Compatibility (EMC) -Revision**
34 **2023**

35 **1. General**

36 The procedures included in this document meet the requirements for due process and development
37 of consensus for approval of American National Standards (ANS) as given in the ANSI Essential
38 Requirements: Due process requirements for American National Standards - latest edition.

39 **2. Organization of C63**

40 The American National Standards Committee C63® Electromagnetic Compatibility (herein
41 referred to as C63) shall consist of its Main Committee, Steering Committee, and Secretariat. C63
42 shall have a title, scope, and an interest classification system for its members, as shown in the
43 following three paragraphs. The Main Committee membership shall be sufficiently diverse to ensure
44 reasonable balance without dominance by a single interest category in accordance with 1.2 and
45 1.3 of the ANSI Essential Requirements (Latest Edition).

46 **3. Scope of American National Standards Committee C63®**
47 **Electromagnetic Compatibility (EMC)**

48 Development of definitions, test equipment specifications and methods of measurement of
49 electromagnetic interference (radiated and conducted), levels of unwanted sources, limiting ratio
50 of noise (and/or unwanted sources) to signals and development of procedures for compliance
51 testing, including testing of wireless devices. It also addresses the development of guidelines for
52 the influence of electromagnetic coupling, including immunity. Where subjects dealt with overlap
53 with those of other national committees, appropriate liaison will be established.

54 **3.1 Interest Classification**

55 See 6.2.7

56 **4. Responsibilities**

57 **4.1 Main Committee**

58 The Main Committee shall be responsible for:

- 59 a) Proposing American National Standards within the scope of C63;
60 b) Developing proposed American National Standards within the scope of C63;
61 c) Maintaining the standards developed by C63 in accordance with 4.7 of the ANSI Essential
62 Requirements.
63 d) Revising existing standards as part of the required maintenance in accordance with the
64 ANSI Essential Requirements. Revisions may include Amendments, Technical
65 Corrigenda, or Addendums.
66 e) Adopting current C63 policy and procedures for interpretations of the standard(s) (see
67 Clause 13);
68 f) Responding to requests for interpretations of the standard(s) (see 13);
69 g) Adopting current C63 procedures and revisions thereof.
70 h) Other matters requiring Main Committee action as provided in these procedures.

71

72 **4.2 Steering Committee**

73 There shall be a Steering Committee for C63. The Steering Committee shall consist of the Main
74 Committee Chair, Vice Chair, the Secretary, the Treasurer, the immediate past Chair, plus the
75 Subcommittee Chairs (see Clause 5), and additional members of the Main Committee designated
76 by the Chair with the approval of the Steering Committee. The Chair of the Main Committee shall
77 be the Chair of the Steering Committee.

78 The responsibilities of the Steering Committee shall be to:

- 79 a) Manage the administrative affairs of C63 through a Memorandum of Understanding with
80 the United States EMC Standards Corporation – an ANSI-Accredited Standards
81 Developer;
 - 82 b) Manage the financial affairs of C63 through a Memorandum of Understanding with the
83 United States EMC Standards Corporation – an ANSI-Accredited Standards Developer
 - 84 c) Provide an ongoing strategic plan for C63, and make it available on the C63 website;
 - 85 d) Coordinate Subcommittee activities;
 - 86 e) Review policies and procedures to ensure ongoing suitability;
 - 87 f) Allocate resources in addition to established responsibilities;
 - 88 g) Review the C63 meeting agenda to ensure critical items are covered.
- 89

90 **4.3 Secretariat**

91 The Secretariat shall be responsible for:

- 92 a) Maintaining C63 in accordance with ANSI requirements;
 - 93 b) Overseeing the Main Committee in compliance with these procedures;
 - 94 c) Maintaining a roster of Main Committee members and a list of standards for which the Main
95 Committee is responsible;
 - 96 d) Coordination with the Secretary to perform administrative work,
 - 97 e) Submitting Project Initiation Notifications (PINs) forms
 - 98 f) Submitting candidate standards approved by the Main Committee with supporting
99 documentation for ANSI review and approval as American National Standards;
 - 100 g) Conducting ballots on new or revised standards and reporting of the results;
 - 101 h) Performing other administrative functions as required by these procedures.
 - 102 i) Obtaining copyright releases for use of definitions sourced from other national or
103 international standardization bodies for both C63® subcommittee standards development
104 WGs and concurrently for inclusion in ANSC C63.14
- 105

106 An annual Contract is signed between the IEEE Standards Association and the US EMC Standards
107 Corporation for Professional Services as the Committee's Secretariat. The Contract is signed by
108 the Chairman of the Board of the USEMCSC and an appropriate Senior Executive from the IEEE
109 Standards Association.

110 **4.4 Membership Committee**

111 A Membership Committee will be formed and maintained by the C63 Steering Committee.

112 The Chair of the Membership Committee will be nominated by the Chair of the Main Committee
113 and approved by the C63 Steering Committee by a majority vote.

114 Members of the Membership Committee will be nominated by the Chair of the Main Committee and
115 approved by the C63 Steering Committee by a majority vote.

116 The duties of the Membership Committee are to review new member applications to the Main
117 Committee and recommend appropriate action to the Main Committee.

118 **5. Officers of the Main Committee**

119 **5.1 Officers**

120 The Main Committee shall have four officers. The elected Officers will consist of a Chair and Vice-
121 Chair, who shall be members of the Main Committee, and are elected by a majority vote of the
122 Main Committee. The appointed Officers are selected by the Chair of the Main Committee; they
123 include the Secretary and the Treasurer.

124 In order to maintain impartiality on issues addressed by the Main Committee, the Chair and the
125 Vice-Chair shall not represent the same organization on the Main Committee.

126 The term of elected officers shall be three (3) years. Each elected officer is eligible for a single
127 additional three (3) year term. Before their term expires, there shall be a vote of the Main Committee
128 to either re-elect the Chair and Vice Chair or elect the next Chair and Vice Chair. Appointed Officers
129 serve until a new officer is appointed.

130 Voting members in good standing shall nominate one or more voting members for the Chair and
131 Vice Chair Offices to be filled. Any primary or alternate member of the Main Committee is eligible
132 to hold office. A person shall be nominated for no more than one office. Each Main Committee
133 voting member may cast one vote for each of as many nominees for an office as the voting member
134 chooses. The nominee with the highest number of votes shall win the election, provided votes are
135 returned by a majority of the eligible voters for that election.

136 Extensions of the terms of elected officers beyond two terms requires a 2/3 majority vote of approval
137 by the Main Committee¹.

138 **5.2 Chair**

139 The responsibilities of the Chair shall include:

- 140 a) Leading the meetings according to all the relevant policies and procedures.
- 141 b) Forming ad hoc groups, as necessary and appointing the chair of such groups.
- 142 c) Being impartial.
- 143 d) Entertain motions, **but not making motions.**
- 144 e) Delegating necessary functions.
- 145 f) Ensuring that all parties have the opportunity to express their views.
- 146 g) Setting goals and deadlines and enforcing them.
- 147 h) Being knowledgeable in standards processes and parliamentary procedures and ensuring
148 that the processes and procedures are followed.
- 149 i) Seeking consensus (see 10.1) of C63 as a means of resolving issues.
- 150 j) Prioritizing work to best serve C63 and its goals.
- 151 k) Ensuring the submission of an annual financial report(s) for the operation of C63 to the
152 Main Committee for their Review.
- 153 l) Nominate the Chair and members of the Membership Committee.

¹ The option to extend leadership beyond the two terms is only for special circumstances where new leadership is not yet identified or in the event of environmental circumstances that prevent the election of new leadership.

154

155 **5.3 Vice Chair**

156 The responsibilities of the Vice Chair shall include:

- 157 a) Carrying out the Chair's duties, as specified in 5.2, if the Chair is temporarily unable to do
- 158 so or chooses to recuse himself/herself.
- 159 b) Carrying out those duties specifically delegated by the Chair to the Vice Chair.
- 160 c) Being knowledgeable in standards processes and parliamentary procedures and assisting
- 161 the Chair in ensuring that the processes and procedures are followed.
- 162 d) Being impartial.
- 163

164 **5.4 Appointed Officers of the Main Committee**

165 The appointed Positions of Secretary and Treasurer, subject to the approval of the Main
166 Committee, are either hired or appointed by the Chair with consideration of any Memorandum of
167 Understanding (MOU) or other legally binding agreements in place. Terms and conditions not
168 otherwise specified in this document related to hired or appointed positions shall be approved by
169 the Steering Committee. Terminations of appointed Officer Positions are subject to the approval of
170 the Main Committee.

171 **5.4.1 Secretary**

172 The responsibilities of the Secretary shall include:

- 173 a) Scheduling meetings in coordination with the Chair and distributing a meeting notice at
- 174 least thirty (30) calendar days before the meeting.
- 175 b) Distributing the agenda at least fourteen (14) calendar days before the meeting—
- 176 notification of the potential for action shall be included on any distributed agendas for
- 177 meetings.
- 178 c) Recording minutes of each meeting according to 9.5 and publishing them within 45 (forty-
- 179 five) calendar days of the end of the meeting.
- 180 d) Creating and maintaining the participant roster.
- 181 e) Being responsible for the management and distribution of C63 documentation.
- 182 f) Maintaining lists of unresolved issues, action items, and assignments.
- 183 g) Recording attendance of all attendees.
- 184 h) Maintaining a current list of the names of the voting members and distributing it to the
- 185 members upon request.
- 186 i) Forwarding all changes to the roster of voting members to the Chair.
- 187 j) Handle the administrative aspects of interpretation requests.
- 188 k) Attention should be given to post most, if not all, of the above that is public record on the
- 189 C63 website for ease of retrieval.
- 190 l) The Secretary Position is normally a paid position as well as other Secretaries of the
- 191 Committee. These paid positions are negotiated by Chair of the Main Committee and
- 192 approved by the C63 Steering Committee.
- 193

194 **5.4.2 Treasurer**

195 The Treasurer shall keep a full and accurate account of receipts and disbursements of the C63
196 Committee. It may also include other financial duties as may be assigned, including but not limited
197 to:

- 198 a) Maintain a budget.

- 199 b) Be responsible for the financial interest of the Committee.
200 c) Administer all funds, including any into and out of the Committee's bank account.
201 d) Provide a written financial and budgetary report to the Main Committee at the first Main
202 Committee meeting of the calendar year.
203

204 **5.5 Term Limits for Subcommittee Officers**

205 The Chairs of the Subcommittees each serve a three-year (3) term. Normally, it is recommended,
206 upon approval of the Main Committee, for the Chairs of the Subcommittees to renew for a second
207 three-year (3) term.

208 Extensions of the terms of elected officers beyond two terms require a 2/3 majority vote of approval
209 by the Subcommittee and the Main Committee².

210 **6. Membership**

211 **6.1 General**

212 Members of the Main Committee shall consist of industry organizations (preferably national in
213 scope), companies, government agencies, and individual consultants having a direct and material
214 interest in the activities of C63.

215 NOTE: An individual consultant is a legally recognized consultant independent of any other
216 organization.

217 There is a Membership Fee to join the Main Committee for Organizations and Individuals. There is
218 also a Membership Fee for an individual consultant to join a Subcommittee if they are not a member
219 of a Main Committee Organization.

220 There is no Membership Fee to join a "Working Group."

221 **6.2 Application**

222 **6.2.1 Main Committee Applications**

223 A request for membership on the Main Committee shall be addressed to the Membership
224 Committee and shall indicate the applicant's direct and material interest in C63's work,
225 qualifications, and willingness to participate actively. In addition, if the applicant is an organization,
226 company, or government agency; it shall identify a representative (and an alternate, if desired).
227 The Membership Committee will perform the initial review of the membership applications. If the
228 Membership Committee recommends the acceptance of the application, they will initiate a Motion
229 to the Main Committee to approve the membership application. The addition of new members,
230 along with their interest categories, shall be subject to approval by a majority vote of the Main
231 Committee.

232 **6.2.2 Approval criteria**

233 In approving membership applications, the Main Committee shall consider the:

- 234 a) Need for the active participation by each interest category;

² The option to extend leadership beyond the two terms is only for special circumstances where new leadership is not yet identified or in the event of environmental circumstances that prevent the election of new leadership.

- 235 b) Potential for imbalance and dominance by a single interest category;
236 c) Extent of interest expressed by the applicant and the applicant's willingness to participate
237 actively;
238 d) The qualifications and experience of the representative(s) identified by the applicant
239 organization, company, or government agency.
240

241 **6.2.3 Diverse interests**

242 If distinct divisions of an organization demonstrate independent interests and authority to make
243 separate decisions on the activities of C63, each is permitted to apply for membership noting
244 explicitly which division they represent.

245 **6.2.4 Combined interest**

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

249 **6.2.5 Review of membership**

250 The Steering Committee shall review the Main Committee membership list annually in terms of the
251 following criteria. Members are expected to fulfill obligations of active participation.

- 252 a) For an organization or individual consultants to remain a member of the Main Committee,
253 in-person attendance by the primary (or alternate) representative at Main Committee
254 meetings and voting on procedural matters is required. Failure to attend at least one
255 meeting per year or respond to two consecutive remote administrative/procedural votes
256 will place membership at risk.
257 b) Repeated failure to participate in the technical document voting or IEEE balloting groups
258 indicates a lack of interest in the activities of C63. Lack of participation in three consecutive
259 votes, including IEEE ballots, indicates a lack of interest in the activities of C63 and will
260 place membership at risk.
261 c) Where a member is found in continual default of the obligations in a) or b), the Steering
262 Committee shall direct the matter to the Main Committee for appropriate action, which may
263 include termination of membership.
264 d) Members may be removed from the Main Committee only by a 2/3rds Majority Vote of the
265 Main Committee.
266

267 **6.2.6 Observers and individual expert members**

268 Individuals and organizations having an interest in C63's work may request to be an observer.
269 Individual expert members are selected by the Main Committee to assist it with special projects.
270 Individual expert members shall serve for a term of one (1) year and shall be subject to approval
271 by a vote of the Steering Committee. Observers and individual expert members shall be advised of
272 C63's activities, may attend meetings at no cost, and may submit comments for consideration, but
273 shall have no vote.

274 **6.2.7 Interest categories**

275 All appropriate interests that are directly and/or materially affected by the standards activities of
276 C63 shall have the opportunity for fair and equitable participation without dominance by any single
277 interest category, individual, or organization (Association, Society, Business). Each member of C63
278 shall identify its own proposed interest category as appropriate, and in accordance with the Main

279 Committee's established categories, when the member becomes a member of a Balloting Group
280 for a particular standard, as specified in the list below.

281 The interest categories shall be established or revised by a vote of the Main Committee, and
282 submitted to ANSI as part of the accreditation requirements.

283 The interest categories appropriate to the development of consensus in any given standards activity
284 are a function of the nature of the standards being developed. Interest categories shall be defined,
285 cover all known materially affected parties, and differentiate each category from the other
286 categories. Such definitions shall be available on the C63 website ([Interest Category Definitions.pdf](https://www.c63.org)
287 [c63.org](https://www.c63.org)). In defining the interest categories appropriate to a standards activity, consideration shall
288 be given to at least the following:

- 289 a) Manufacturer
- 290 b) Government
- 291 c) General Interest
- 292 d) Professional Society
- 293 e) Trade Association
- 294 f) Calibration Laboratory
- 295 g) Service Provider - Testing (e.g. Test Laboratory)
- 296 h) Other

297
298 Appropriate, representative user views shall be actively sought and fully considered in standards
299 activities. The interest categories may change depending on the standard being addressed.
300

301 **6.2.8 Balance**

302 Balance for balloting purposes must meet the criterion that no single interest category may
303 constitute more than one-third of the membership of the Balloting Group.

304 **6.2.9 Membership roster**

305 The Secretary shall maintain a current and accurate Main Committee roster (Members List)
306 available on the Main Committee's website. The roster shall include the following:

- 307 a) Organizational Members: name of organization or agency, its representative and alternate
308 (as applicable), addresses and business affiliations; or
- 309 b) Individual Members: Name and address of individual consultant member(s).

310
311

312 **6.3 Membership Applications for Subcommittees and Working Groups**

313 **6.3.1 Subcommittees**

314 The application for membership shall be submitted to the Subcommittee Chair.

315 The application for membership must be endorsed by three (3) members of the Subcommittee for
316 which the applicant is seeking membership. These individuals must provide a written endorsement
317 to the subcommittee chair.

318 The application shall be approved by the Subcommittee before the individual is considered an
319 active member of the Subcommittee.

320 The application can be found at
321 https://www.c63.org/documents/c63/Main_Committee_Application_Form_20220118.pdf.

322 **6.3.2 Working groups**

323 The application for membership shall be submitted to the working group chair or the Subcommittee
324 Chair to which the working group reports.

325 The application shall be approved by the working group chair before the individual is considered
326 an active member of the working group.

327 The application can be found at
328 [https://www.c63.org/documents/misc/Application_Form_for_Working_Group_Membership_20230](https://www.c63.org/documents/misc/Application_Form_for_Working_Group_Membership_20230224.pdf)
329 [224.pdf](https://www.c63.org/documents/misc/Application_Form_for_Working_Group_Membership_20230224.pdf).

330 **7. Subcommittees created by the Main Committee**

331 **7.1 General**

332 When one or more Subcommittees are formed to expedite the work of the Main Committee, their
333 formation (and subsequent disbandment) requires approval by a majority vote of the Main
334 Committee, and appropriate public notice, e.g., via the C63 website ([ANSC C63@ Home](#)).

335 The scope and duties delegated to the Subcommittee shall be approved at the time it is formed. by
336 the Main Committee and reviewed by the Main Committee at least once per calendar year.” The
337 charge to the Subcommittee shall clearly state that the Subcommittee is responsible for the
338 definitive content of one or more standards, if applicable, and for responding to views and
339 objections thereon. Such Subcommittees shall maintain a membership roster in accordance with
340 6.2.9 and should comply with the provisions of 6.2.8.

341 **7.2 Chair and members of Subcommittees**

342 The Chair of a Subcommittee shall be elected by the Subcommittee with a majority vote and
343 confirmed by a majority vote of the Main Committee. The Vice Chair and Secretary shall be
344 appointed by the Chair of the Subcommittee. The scope, duties, and membership of all
345 Subcommittees shall be approved by the Main Committee annually. The officers and members of
346 a Subcommittee need not be members of the Main Committee.

347 For an individual to remain a voting member of a Subcommittee, active participation in
348 Subcommittee meetings and regular responses to remote Subcommittee votes is required. Should
349 a member fail to attend at least one of three consecutive scheduled meetings (in person,
350 teleconferences, or webinar) or respond to at least one of every two consecutive remote
351 Subcommittee votes, their membership in that Subcommittee will be at risk. The person shall be
352 notified by the Subcommittee Secretary of being at risk. The Subcommittee Member may be
353 removed from the Subcommittee only by a majority vote of the Subcommittee.

354 NOTE—Abstentions meet the requirements for responding to email votes.

355 **7.3 Groups reporting to the Subcommittees**

356 **7.3.1 General**

357 In general, groups reporting to Subcommittees are Working Groups and Maintenance Groups.

358 **7.3.1.1 Working Group (WG)**

359 Working Groups are committees of a Subcommittee that normally reports to the Subcommittee
360 where it resides administratively, and it is usually responsible for the development of a specific
361 standard of the Main Committee. Working groups reporting to the Subcommittees shall be formed
362 by the Subcommittee Chair and be approved by a majority vote of the Subcommittee. The Chair of
363 the Working Group shall be appointed by the Chair of the Subcommittee. The Working Group's
364 mission and timetable shall also be approved by the Subcommittee.

365 After the standard is published, the WG is converted to a maintenance group, see 7.3.1.2.

366 Application for membership of a Working Group shall be open (members need not be members of
367 the Main Committee or any Subcommittee). Members are preapproved by the Working Group
368 Chair, who shall submit a complete membership list annually to the Subcommittee for final
369 approval, preferably at the spring meeting of the Subcommittee. The membership of the Working
370 Group shall be reported to the Main Committee for informational purposes. The working group
371 roster and related information shall be available on the Subcommittee website.

372 For an individual to remain a member of a Working Group, active participation is required. Should
373 a member fail to attend at least one of three consecutive scheduled meetings (in person,
374 teleconferences or webinar) their membership in that Working Group will be at risk. Members of
375 the Working Group may be removed from the Working Group only by a majority vote of the Working
376 Group.

377 NOTE—Abstentions meet the requirements for responding to email votes.

378 **7.3.1.2 Maintenance Group (MG)**

379 Maintenance groups consist of the original Working Group, with the exception that the chair of the
380 MG defaults to the Subcommittee Chair.

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

383 **7.3.2 Guidelines for secretaries of Subcommittees or Working Groups**

384 It is recommended that secretaries of Subcommittees and Working groups provide timely delivery
385 of minutes, agendas, and meeting invitations:

- 386 a) Draft Minutes of a meeting are to be sent to the SC or WG chair within 14 business days
387 after the close of a meeting for approval.
 - 388 b) Draft Minutes of meetings are to be sent out to WG or SC and posted to the C63 FTP within
389 7 business days after SC/WG chair approval.
 - 390 c) Agendas are to be sent to SC or WG chair for approval/changes at least 1 week prior to a
391 scheduled meeting.
 - 392 d) Agendas are to be sent to WG or SC within 2 days of a scheduled meeting after chair
393 approval.
 - 394 e) It is preferred that meeting invitations, for the next meeting, be sent within 2 business days
395 of the close of a meeting, however meeting invitations shall always be sent within five
396 business days from the close of a meeting.
 - 397 f) Meetings should be started at least 15 minutes prior to the scheduled start time.
 - 398 g) Meetings reminder invites should be sent out 15 min prior to a meeting (launch meeting
399 and send reminders).
- 400

401 **8. Overview of C63 standards development process**

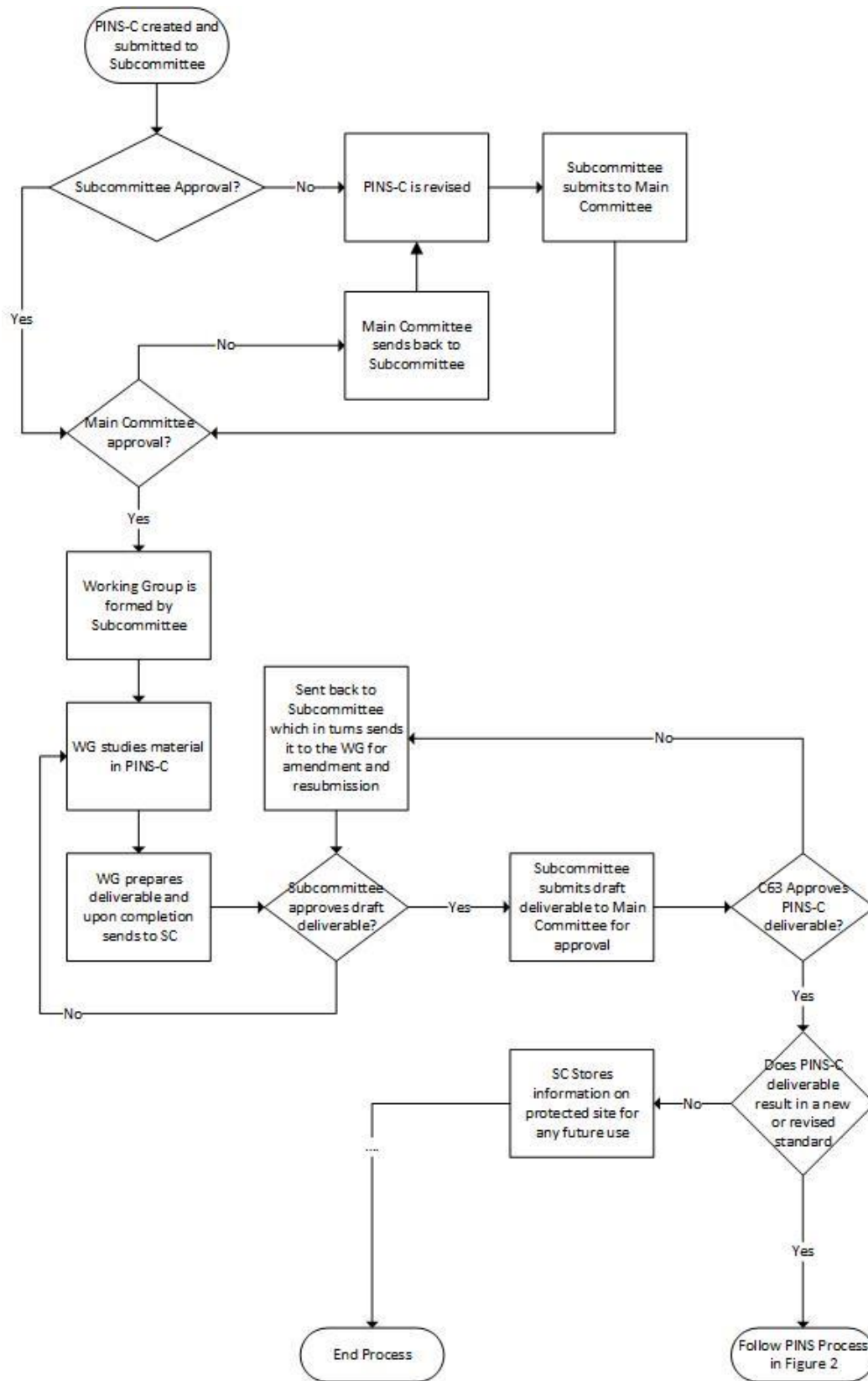
402 **8.1 General**

403 Two paths are used in the development of C63 standards. One is to prepare a PINS (ANSI Project
404 Initiation and Notification System) and then to form a working group to follow the PINS to: publish
405 a new standard, amend an existing standard by amendment or corrigendum or open an existing
406 entire standard for a new revision.

407 The other approach is using a PINS-C (PINS-Committee), which is a PINS for committee use only,
408 because it is not submitted to ANSI for public view. The PINS-C approach is used to open study
409 questions as to what might be needed in the future, which when decided would then be formalized
410 with a PINS. Hence the use of a PINS-C, which is approved by the Main Committee, is a preliminary
411 step on the way to having subsequent PINS as used for the formal standards development process.

412 The flowchart in Figure 1 shows the process to be used when a standards project needs research
413 and study about what should be done, i.e., a PINS-C is approved by the Main Committee. The
414 PINS-C has no specific time line, although there may be some urgency for prioritizing the study of
415 a specific topic or topics. This is the recommended process. However, the Main Committee may
416 choose to go immediately to the PINS process.

417 If the Main Committee decides not to use the PINS-C sub-process as part of the overall process,
418 the flowchart of Figure 2 starts with the working group being formed and then a PINS is sent to the
419 subcommittee and so on.



420

421

Figure 1 - Standards development and approval using PINS-C

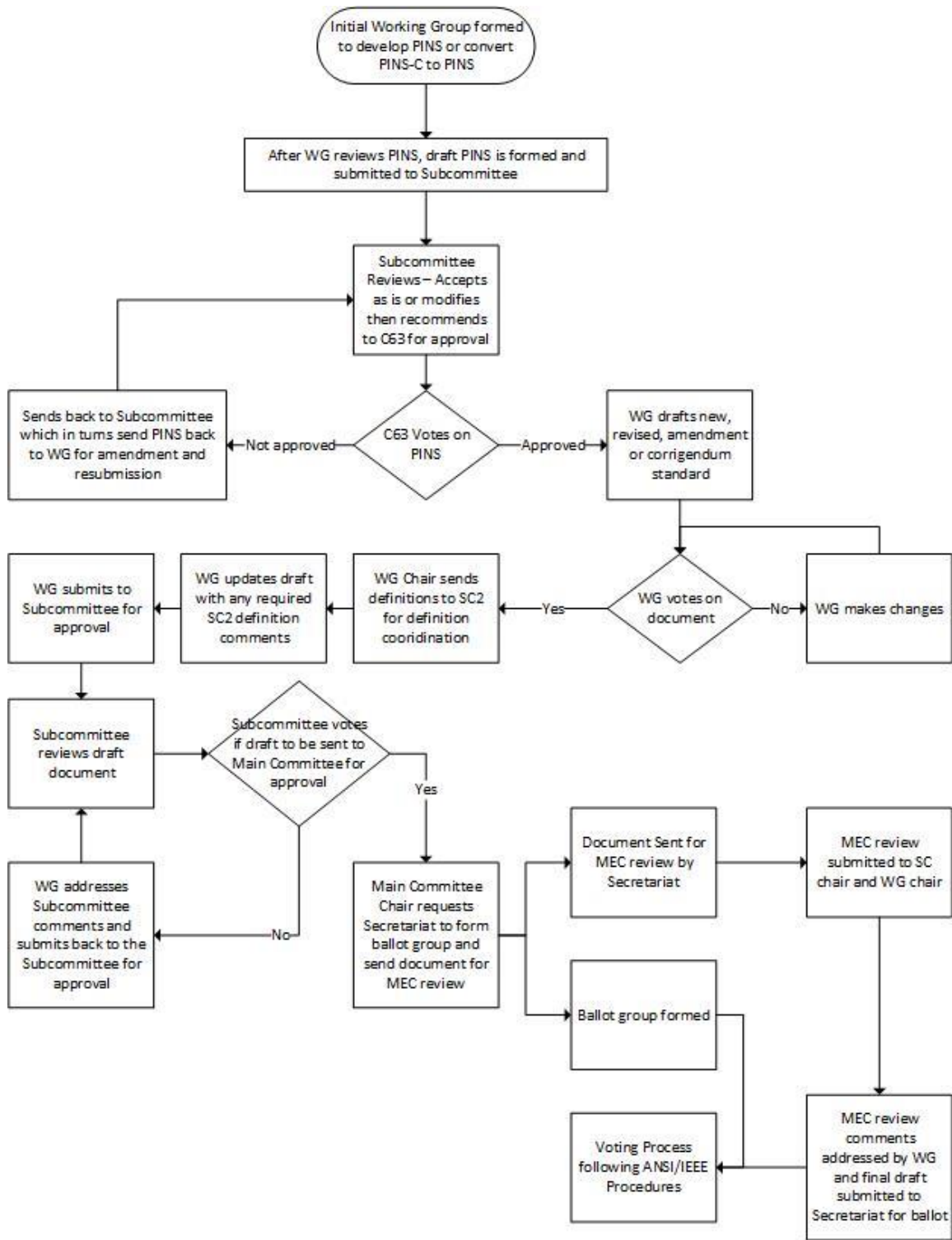


Figure 2 - Standards development and approval using PINS

422
423
424

425 **8.2 Approval of standards**

426 **8.2.1 Proposed by a Subcommittee**

427 Draft standards and any substantive change (see Annex A of the ANSI Essential Requirements) in
428 the content of a standard proposed by a Subcommittee shall be referred to the Main Committee for
429 majority approval to form an IEEE balloting group.

430 **8.2.2 Proposed by Subgroups reporting to Subcommittees**

431 Draft standards and any substantive change (see Annex A of the ANSI Essential Requirements) in
432 the content of a standard (including amendments) proposed by a Working Group shall be referred
433 to the Subcommittee for review and recommendation to forward to the Main Committee. The
434 submittal to the Main Committee shall be based on a majority vote of the responsible
435 Subcommittee. If the recommendation is positive, it shall be submitted to the Main Committee for
436 majority approval to form an IEEE balloting group.

437 **9. Meetings**

438 **9.1 General**

439 Main Committee meetings shall be held, as decided upon by the Main Committee, the Chair, or by
440 petition of five or more members. The purpose is to perform the business of the Main Committee,
441 such as making assignments, receiving reports of work, considering draft standards, resolving
442 differences among subcommittees, and considering views and objections from any source.

443 The Steering Committee shall meet upon the call of the Chair of the Main Committee. Normally,
444 the Steering Committee meets before each Main Committee meeting.

445 The Membership Committee shall meet as often as necessary to review applications to the Main
446 Committee in a timely manner.

447 Meetings of subcommittees and working groups reporting to the subcommittees may be held as
448 decided upon by the Chair of the subcommittee or, respectively, the Chair of the working group.

449 The objective of C63 standards development meetings is to develop and produce standards
450 consistent with the Scope specified in **Error! Reference source not found.** All C63 Standards
451 meeting participants are encouraged to produce standards that address the technical needs of their
452 industry and that are feasible, timely, and of high quality.

453 Meetings of the Main Committee shall be face-to-face. In the event that there are environmental
454 circumstances that would prevent the Main Committee from meeting face-to-face, the Chair has
455 the option to either hold the meeting virtually or wait until such a time that face-to-face meetings
456 can be held. Meetings of Subcommittees may be face-to-face, hybrid (face-to-face and electronic),
457 or solely electronic (video-conferencing or similar means).

458 **9.2 Open Meetings**

459 Meetings of the Main Committee, Subcommittees and Working Groups reporting to the
460 subcommittees shall be open to all members and others having a direct and material interest in
461 C63 activities. At least four (4) weeks' notice of regularly scheduled meetings of the Main
462 Committee shall be given on the C63 web page. The notice shall describe the purpose of the
463 meeting and shall identify a readily available source for further information. An agenda shall be
464 available two (2) weeks in advance of the meeting to members and to others expressing interest.

465 The Secretariat may maintain a mailing list of other interests and should share that list with the
466 Main Committee Secretary as the meeting information is uploaded to the website.

467 **9.3 Quorum**

468 A simple majority (50%) of the total membership of the Main Committee or a Subcommittee shall
469 be present to constitute a quorum for performing business activities at a meeting. If a quorum is
470 not present, actions shall only be taken subject to subsequent confirmation by electronic vote or
471 vote at a future meeting. The Main Committee or Subcommittee in-person or electronic vote must
472 include a quorum and it must be recorded in the meeting minutes.

473 **9.4 Conduct**

474 In accordance with the IEEE Code of Conduct, available on the IEEE website, meeting attendees
475 shall demonstrate respect and courtesy toward each other and shall allow each participant a fair
476 and equal opportunity to contribute to the meeting without interrupting while members are speaking.

477 **9.5 Minutes**

478 The Secretary shall record the essential minutes of the meetings in concise format, including the
479 following minimum content:

- 480 a) Name of Committee.
- 481 b) Date and location of meeting.
- 482 c) Officer presiding, including the name of the Secretary who wrote the minutes.
- 483 d) Attendance, including affiliation.
- 484 e) Call to order, Chair's remarks.
- 485 f) Approval of minutes of previous meeting.
- 486 g) Approval of agenda.
- 487 h) Technical topics;
- 488 i) Brief summary of discussions and conclusions
- 489 j) Motions, including the names of mover and seconder and those that want their names
490 recorded when objecting or abstaining.
- 491 k) Next meeting--date and location.

492
493 Copies of handouts and subcommittee reports shall be included in the minutes. Alternatively, these
494 documents shall be uploaded to the corresponding folder in the C63 restricted ftp area and linked
495 into the minutes.

496 Copies of approved minutes and the meetings associated approved agenda are to be stored on
497 the C63 website in the Members Area for the Subcommittee or Working Group within 30 days of
498 the approval of the meeting minutes and agenda.
499

500 **10. Voting**

501 **10.1 Evidence of consensus and Main Committee vote**

- 502 a) Evidence of consensus in accordance with these procedures for the approval of a
503 document or portion thereof shall be documented. Consensus is demonstrated by a vote
504 of the Main Committee. The criterion for consensus includes a requirement that a majority
505 of the Main Committee cast a vote (counting abstentions) and at least two-thirds of those
506 voting approve (not counting abstentions). The Main Committee vote shall be conducted
507 and reported in accordance with the rules set forth herein. Votes for the approval of a

508 document or portion thereof as a candidate standard, amendment, or revision may be
509 obtained by voting at a meeting where quorum is met (see 9.3) or by electronic means..

510
511 b) A Main Committee vote taken on administrative matters shall be conducted and reported
512 consistent with Roberts Rules of Order. Specifically, a majority vote of the Main Committee
513 is sufficient to pass the administrative matter. Abstentions shall be included in the count of
514 votes (recorded votes at a meeting or votes via an electronic vote) to assure that a majority
515 of the Main Committee has cast a vote. As soon as a majority of votes has been recorded
516 for a positive vote (or a negative vote), the administrative decision may be announced by
517 the Chair of the Main Committee without waiting for all the members of the Main Committee
518 to record their vote.
519

520 **10.2 Changing votes**

521 C63 shall not change a vote unless instructed to do so by the voter. If the change of vote was not
522 submitted in writing or electronically by the voter, then written confirmation of such a vote change
523 shall be sought from the voter by the developer. All negative votes that are not changed at the
524 request of the voter shall be recorded and reported on the ANSI BSR 9 form as unresolved
525 negatives by C63.

526 **10.3 Recording and consideration of negative votes**

527 C63 shall record and consider all negative votes accompanied by any comments that are related
528 to the proposal under consideration. This includes negative votes accompanied by comments
529 concerning potential conflict or duplication of the draft standard with an existing American National
530 Standard and negative votes accompanied by comments of a procedural or philosophical nature.
531 These types of comments shall not be dismissed because they do not necessarily provide
532 alternative language or a specific remedy to the negative vote.

533 **10.4 Negative votes out of scope or without comments**

534 C63 is not required to consider negative votes accompanied by comments not related to the
535 proposal under consideration, or negative votes without comments. C63 shall indicate
536 conspicuously on the IEEE ballot that negative votes must be accompanied by comments related
537 to the proposal and that votes unaccompanied by such comments will be recorded as “negative
538 without comments” without further notice to the voter. If comments not related to the proposal are
539 submitted with a negative vote, the comments shall be documented and considered in the same
540 manner as submittal of a new proposal. If clear instructions are provided on the IEEE ballot, and a
541 negative vote unaccompanied by comments related to the proposal is received notwithstanding,
542 the vote may be counted as a “negative without comment” for the purposes of establishing a
543 quorum and reporting to ANSI. However, such votes, i.e., a negative vote without comment or a
544 negative vote accompanied by comments not related to the proposal, shall not be factored into the
545 numerical requirements for consensus. C63 is not required to solicit any comments from the
546 negative voter, nor is C63 required to conduct a recirculation of the IEEE ballot of the negative vote.
547 However, C63 is required to report the “no” vote as a “negative without comment” when making
548 their final submittal to the BSR.

549 **10.5 Records keeping on changed votes**

550 The C63 Secretary shall maintain records of evidence regarding any change of an original vote.

551 **10.6 Vote**

552 **10.6.1 General**

553 Except concerning votes on membership and officer-related issues, each member shall vote one
554 of the following positions:

- 555 a) Affirmative
- 556 b) Affirmative, with comment;
- 557 c) Negative, with reasons (the reasons for a negative vote shall be given and if possible,
558 should include specific wording or actions that would resolve the objection);
- 559 d) Abstain, with reasons.

560
561 For votes on membership and officer-related issues, the yes/no/abstain method of voting shall be
562 used.
563

564 **10.6.2 Vote of alternate**

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

566 **10.6.3 Single vote**

567 Generally, no representative shall have more than one vote. However, if two or more organizations
568 appoint the same individual to represent each of them, that individual may cast a separate vote for
569 each organization represented. The organizations shall confirm in writing to the Secretary that they
570 are aware of and will accept the results. Additionally, representation of more than one organization
571 by the same individual shall require approval by a majority of the Main Committee, excluding the
572 vote of that individual. This shall be done prior to the vote being taken.

573 **10.6.4 Voting period**

574 **10.6.4.1 Standards voting**

575 The voting period of the Main Committee for the initial circulation of a new or revised (including a
576 partial revision) standards document to form an IEEE Ballot Group for approval shall be at least
577 four (4) calendar weeks. An extension of the voting period may be granted at the Main Committee
578 Chair’s option when warranted (e.g., to encourage additional voting returns to make the vote valid).
579 The length of the voting period may be terminated early if, and only if, all members of the Main
580 Committee have responded prior to the vote closing date.

581 When multiple standard documents are being voted on, the voting period shall be shifted such that
582 no more than three standard documents will be simultaneously circulated in total across all of the
583 Main Committee, Subcommittee, or IEEE for the ballot stage. If there are already three active
584 votes, the next votes shall be scheduled to start as the existing active votes conclude, such that
585 there are no more than three active votes at any given time. The Subcommittee Chairs shall work
586 with the Main Committee Chair and the IEEE Secretariat to ensure this process is maintained.

587 **10.6.4.2 Other than standards voting**

588 The voting period for all other electronic votes should be three (3) weeks unless otherwise specified
589 by the entity authorizing (see 10.9) the vote. In all cases, an extension of the voting period may be
590 granted at the Main Committee Chair’s option, when warranted. The voting period may be
591 shortened when:

- 592 a) a sufficient number of affirmative votes have been received to approve the subject of the
593 vote (e.g., a majority), or
594 b) a sufficient number of negative votes have been received to disapprove the subject of the
595 vote or
596 c) the subject of the vote is not complex and can then be reviewed and voted on in short
597 order.
598

599 **10.6.4.3 Voting follow-up**

600 Follow-up emails requesting immediate return of the vote should be sent, as appropriate, to
601 members and alternate members whose votes have not been received one (1) week prior to the
602 scheduled voting close date and again one day prior to the scheduled close date.

603 **10.7 Actions other than standards requiring approval by two-thirds of those voting**

604 The following actions require a formal recorded vote with approval by at least a majority of the
605 membership, including abstentions and at least two-thirds of those voting, excluding abstentions:

- 606 a) Adoption of Main Committee procedures, interest categories, or revisions thereof;
607 b) Approval for submission to ANSI of change of the Main Committee scope.
608 c) Extensions of the terms of elected officers beyond two terms.
609

610 **10.8 Voting on standards**

611 For voting on proposed American National Standards within the scope of C63, an IEEE Balloting
612 Group, which will include at a minimum the members of the Main Committee which wish to be in
613 the balloting group for approval of that standard, shall be formed by the secretariat as follows:

- 614 a) An invitation to an IEEE ballot on a particular standard shall be sent to all C63 Main
615 Committee members by the Secretariat. Those responding affirmatively shall specify their
616 interest category for that standard.
617 b) Those responding affirmatively shall comprise the IEEE balloting group, subject to review
618 by the Secretariat to ensure balance among the interest groups. No single group of
619 common interest shall comprise more than 50% of the IEEE balloting group. If necessary,
620 the Secretariat will invite additional specific parties to join the IEEE balloting group, in order
621 to provide satisfactory balance.
622 c) After the IEEE balloting group is formed, the standard to be balloted shall be distributed to
623 each member of the IEEE balloting group.
624

625 Approval of standards requires an electronic ballot with a majority of the IEEE ballot group casting
626 a vote and at least two-thirds of those voting, excluding abstentions, cast a vote to approve. This
627 procedure applies to:

- 628 a) A new standard;
629 b) Revision, amendment, reaffirmation or withdrawal of an existing standard.
630

631 **10.9 Initialization of votes**

632 In-person or electronic votes shall be authorized by any of the following:

- 633 a) Majority vote of those present at a Main Committee meeting;
634 b) The Chair;
635 c) The Steering Committee;
636 d) The Secretariat;

637 e) Petition of five or more members of the Main Committee.
638

639 **10.10 Other review**

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

642 The Secretariat shall determine whether listing of the proposed standard in the Standards Action
643 shall be concurrent with the final Balloting Group's electronic ballot and whether announcement in
644 other suitable media is appropriate.

645 Views and objections resulting from the above shall be dealt with in accordance with 10.11. Any
646 substantive change (see Annex A of the ANSI Essential Requirements) made in the proposed
647 American National Standard shall be relisted in accordance with this section.

648 **10.11 Disposition of views and objections**

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

653 Prompt consideration shall be given to the expressed views and objections of all participants,
654 including those commenting on the listing in the Standards Action. An effort to resolve all expressed
655 objections shall be made, and each objector shall be advised in writing of the disposition of the
656 objection and the reasons therefor.

657 In addition, each objector shall be informed in writing that an appeals process exists within
658 procedures used by the standards developer.

659 Substantive changes (see Annex A of the ANSI Essential Requirements) required to resolve
660 objections, other substantive changes, unresolved objections and attempts at resolutions of
661 negative comments shall be reported to the IEEE Balloting Group members in order to afford all
662 members an opportunity to respond to them or to reaffirm or change their votes within three (3)
663 weeks.

664 When the above process is completed, in accordance with procedures of the standards developer,
665 the standards developer may consider any comments received subsequent to the closing of the
666 public review and comment period or shall consider them at the next review.

667 **10.12 Report of final result**

668 The final result of the voting shall be reported to the IEEE Balloting Group.

669 **11. Submittal of standard**

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

672 The information supplied to ANSI by the Secretariat shall include all relevant material required by
673 ANSI as outlined in 4.2 of the ANSI Essential Requirements. If the Secretariat does not submit the
674 proposal to ANSI within a reasonable period of time, any member(s) of the Main Committee may
675 make the submittal.

676 **12. Communications**

677 **12.1 General**

678 All correspondence on behalf of C63 shall contain identification of C63 as the source of the
679 correspondence.

680 **12.2 Formal internal communication**

681 If correspondence between Subcommittees or between Working Groups of different
682 Subcommittees or different Subcommittees involve issues or decisions (i.e., non-routine matters)
683 affecting other Subcommittees, copies shall be sent to all affected Subcommittee Chairs, the C63
684 Steering Committee, and the Secretariat.

685 **12.3 External communication**

686 Inquiries relating to the Main Committee should be directed to the Chair. All replies to inquiries shall
687 be made through the Chair.

688 Individuals making public statements that have not been approved by C63 shall state that they are
689 speaking as individuals, and their views do not necessarily represent the views of C63.

690 **12.4 Requests for interpretation of standards**

691 Written inquiries requesting interpretation of C63's approved American National Standards shall be
692 responded to in accordance with Clause 13. Revisions to the standard resulting from requests for
693 interpretations shall be processed in accordance with these procedures.

694 **13. Interpretations**

695 **13.1 General**

696 An interpretation provides meaning or clarification to a portion of a standard when it:

- 697 a) is open to more than one viewpoint, or
698 b) is ambiguous, or
699 c) appears to be contradicted in normative references or other clauses in the standard.

700
701 Requests for interpretations shall be submitted in writing on the official form that is available on the
702 C63 web page. It shall also be identified on the interpretation request form, which of the above
703 listed criteria is being applied for the interpretation request.

704 Amendments or revisions to published standards are not made via an interpretation, but rather by
705 the formal procedure for such amendments and revisions (see Clause 8).

706 Interpretations are to be developed using the process outlined below. Requests for the review,
707 withdrawal or amendment of previously published interpretations, based on new information or
708 requirements, and as long as they do not amend or revise the applicable standard, are also to be
709 addressed using the process outlined below.

710 Official interpretations shall be prepared and published only by C63 on its website. Requests for
711 interpretations shall be first submitted to the Secretary of C63. Only requests submitted using the
712 official request form shall be accepted. The Secretary of C63 is the official repository of such

713 requests and is responsible for ensuring that such responses are posted on the Main Committee
714 web site in a timely manner.

715 After the request for an interpretation is received in writing the Secretary of C63 shall forward the
716 request to the Chair of the subcommittee (SC) responsible for the standard to which the request
717 applies.
718

719 **13.2 Formation of an Interpretation Task Group**

720 Upon receipt of the request for an interpretation from the Secretary of C63, the Subcommittee Chair
721 shall inform the subcommittee membership of the request by email and solicit members for a Task
722 Group to prepare a draft response to the interpretation request. The subcommittee chair also
723 assigns a TG chair.

724 **13.3 Responsibilities of the Interpretation Task Group**

725 The TG shall prepare the response. Responses shall be developed as determined by the SC Chair.
726 Disputes in the TG shall be resolved by a simple majority. Once a response has been prepared by
727 the TG, the SC Chair shall submit this response to the SC membership for review, discussion, and
728 approval. Approval will be by a majority vote of the SC. After approval by the SC, the approved
729 response will be sent to the Secretary of C63.

730 **13.4 Official approval of interpretations**

731 Upon receipt from an SC Chair of an SC approved response to an interpretation request, the
732 Secretary of C63 shall inform the C63 membership that the response has been prepared and shall
733 circulate the SC approved response.

734 If after fourteen (14) calendar days from the day of the announcement no Main Committee member
735 has expressed a desire to call for a Main Committee vote, the submitted interpretation will be
736 considered approved and placed on the C63 website.

737 If any member wants to have the particular interpretation made subject to a Main Committee vote,
738 the member shall notify within the 14 day timeline and provide an explanation for the requested
739 motion to the Secretary of C63. The Chair of the Main Committee shall initiate a vote within the
740 Main Committee in a timely manner. The voting process will assume a Motion has been made to
741 accept the interpretation; a second to that Motion will be required. A two-week (2) discussion period
742 will take place from the time a second to the assumed motion has been received. The Chair of the
743 Main Committee will then initiate the vote with votes being counted by both the Chair and the
744 Secretary in parallel.

745 Negative votes and comments received with a vote may be considered and can either result in a
746 revised version of the interpretation or be deferred to a new revision of the subject standard.

747 Voting members who do not return a vote will be automatically counted as abstentions. Abstentions
748 will be subtracted from the number of members eligible to vote, to arrive at the final number of
749 voters. A simple majority of the final number of voters shall determine approval or rejection of the
750 interpretation.

751 If a majority of the voters reject the interpretation, comments from voters shall be referred back to
752 the TG that prepared the initial response. The TG shall perform an evaluation and decide the
753 disposition or resolution of the comments in the same manner as it did for the original request. The
754 result, after being reviewed and approved by the appropriate Subcommittee, shall be forwarded to
755 the Secretary of C63 for another Main Committee approval process following the procedures
756 specified above.

757 **13.5 Publication of interpretations**

758 After a response is approved by Main Committee vote or Main Committee consent (i.e., with or
759 without a vote, as decided by the Main Committee), the Secretary of C63 shall post the
760 interpretation on the C63 web site as the official Main Committee response within five (5) calendar
761 days of finalization of the interpretation and the response shall be conveyed to the enquiring party
762 in writing or electronically in writing within the same timeframe.

763 The date of the application of an interpretation shall be documented on the response form and shall
764 be identical to the date the interpretation is posted on the C63 web site. A copy of the approved
765 response shall be retained by the Secretary of C63, together with a list of members of the TG, for
766 the C63 committee records.

767 **13.6 Maintenance**

768 A review of published interpretations shall be performed by each SC Chair during the initiation of a
769 new project related to a standard for which there are published interpretations. Applicable
770 interpretations shall be considered for inclusion in the next edition of the standard. Published
771 interpretations may be amended or withdrawn if initiated by a motion, seconded, and voted by the
772 C63 Main Committee to amend or withdraw. Amendment of an interpretation shall follow the
773 procedures specified in the subclauses above. Withdrawn interpretations shall still be made
774 available on the C63 web site but their status shall be updated to indicate that they have been
775 "withdrawn" and are no longer applicable.

776 **14. Patent policy - inclusion of patents in ANSI-approved C63 Standards**

777 At the beginning of each standards development meeting, a call shall be made to allow participants
778 to provide notice that a proposed ANS or an approved ANS may require the use of a patent claim,
779 and to identify the holder of the patent claim. The meeting agenda and minutes shall reflect the call
780 and that there is none stated if in fact there is none presented. The Working Group Chair shall
781 request an assurance on the approved C63 Patent Form from the holder of the patent claim.

782 Accredited Standards Committee C63 shall comply with the ANSI Patent Policy, which is available
783 on the ANSI website.

784 **15. Commercial terms and conditions**

785 C63 shall comply with ANSI's commercial terms and conditions policy provided in the ANSI
786 Essential Requirements which are available on the ANSI website.

787 **16. Antitrust policy**

788 ANS shall be developed in accordance with applicable antitrust and competition laws and meetings
789 amongst competitors to develop ANS are to be conducted in accordance with these laws.

790 **17. Evidence of compliance**

791 Records shall be prepared and maintained to provide evidence of compliance with these
792 procedures. Records concerning new, revised, or reaffirmed Standards developed by C63 shall be
793 retained for a minimum of five (5) years or until approval of the subsequent revision or reaffirmation
794 of the complete standard.

795 Records concerning withdrawals of all Standards developed by C63 shall be retained for at least
796 five (5) years from the date of withdrawal.

797 **18. Metric policy**

798 The International System of Units, universally abbreviated SI (from the French Le Système
799 International d'Unités), is the modern metric system of measurement. Metric units of measure are
800 to be used in standards developed by C63.

801 **19. Termination of C63**

802 A proposal to terminate the Main Committee may be made by a directly and materially affected
803 interest group. The proposal shall be submitted in writing to the Main Committee Secretariat and
804 shall include at least the following:

- 805 a) Reasons why the Main Committee should be terminated;
- 806 b) The name(s) of the organization(s) that will assume responsibility for maintenance of any
807 existing American National Standard(s) that is (are) the responsibility of the Main
808 Committee.

809
810 If it appears, after review and discussion among the proponents of the action, the Secretariat, and
811 the Steering Committee, shall decide if the desired objectives can best be reached by termination.
812 The proposal and supporting documentation shall be submitted to the Main Committee with a
813 request to vote to terminate the committee. The proposal for termination of the Main Committee
814 shall be announced for comment in the *Standards Action*.
815

816 **20. Appeals**

817 **20.1 General**

818 Persons who have directly and materially affected interests and who have been or may be
819 adversely affected by a procedural action or inaction of the Main Committee or the Secretariat shall
820 have the right to appeal.

821 **20.2 Right to appeal**

822 Persons who have directly and materially affected interests and who have been or will be adversely
823 affected by any procedural action or inaction by a standards developer with regard to the
824 development of a proposed ANS or the revision, or withdrawal of an existing ANS, have the right
825 to appeal. Procedural complaints include whether a technical issue was afforded due process. The
826 burden of proof to show adverse effect shall be on the appellant. Appeals shall be directed to the
827 Main Committee responsible for the action or inaction in accordance with the appeals procedures
828 of the Main Committee.

829 **20.3 Appeal**

830 The appellant shall file a written appeal with the Secretariat within thirty (30) days after the event
831 (action or inaction). The appeal shall state the nature of the objection(s) including any adverse
832 effects, the clause(s) of these procedures or the standard that is at issue, actions or inactions that
833 are at issue, and the specific remedial action(s) that would satisfy the appellant's concerns.
834 Previous efforts to resolve the objection(s) and the outcome of each shall be noted.

835 **20.4 Response**

836 Within thirty (30) days after receipt of the appeal, the respondent (Chair or Secretariat) shall
837 respond in writing to the appellant, specifically addressing each allegation of fact in the complaint
838 to the extent of the respondent's knowledge.

839 **20.5 Hearing**

840 **20.5.1 General**

841 If the appellant and the respondent are unable to resolve the written appeal informally in a manner
842 consistent with these procedures, the Secretariat shall schedule a hearing with an appeals panel
843 on a date agreeable to all participants, giving at least ten (10) working days' notice.

844 **20.5.2 Appeals panel**

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

849 **20.5.3 Conduct of the hearing**

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

857 **20.5.4 Decision**

858 The appeals panel shall render its decision in writing within thirty (30) days, stating findings of fact
859 and conclusions, with reasons therefore, based on a preponderance of the evidence presented to
860 the appeals panel. Consideration shall be given to the following positions, among others, in
861 formulating the decision:

- 862 a) Finding for the appellant, remanding the action to the Main Committee or the Secretariat
863 with a specific statement of the issues and facts in regard to which fair and equitable action
864 was not taken;
- 865 b) Finding for the respondent, with a specific statement of the facts that demonstrate fair and
866 equitable treatment of the appellant and the appellant's objections;
- 867 c) Finding that new, substantive evidence has been introduced, and remanding the entire
868 action to the Main Committee or the Secretariat for appropriate reconsideration.
869

870 **21. Parliamentary procedures**

871 On questions of parliamentary procedure not covered in these procedures, Robert's Rules of

872 Order (latest edition) may be used to expedite due process. This applies to all foregoing clauses
873 where such rules are needed or used.

874

875 **Annex A**

876 **United States EMC Standards Corporation**

877 The United States EMC Standards Corporation (USEMCSC) is the administrative and financial
878 organization of the C63 Committee. It is a Not-for-Profit Corporation and it is the ANSI-Accredited
879 Standards Developer for C63 Committee standards.

880 There are Memorandums of Understanding between the C63 Committee and the USEMCSC which
881 define the responsibilities of the USEMCSC to the C63 Committee.

882 The Officers and Members of the USEMCSC Board of Directors are either Members of the C63
883 Committee or former members of the C63 Committee.