

# **Operating Procedures for Standards Committee C63®—Electromagnetic Compatibility (EMC)**

**Date of Preparation: June - 2024**

**Date of ANSI Approval: February 23, 2026**

**C63®**

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## **Procedures for Standards Committee C63® - Electromagnetic Compatibility (EMC) -Revision 2025**

34

### **1. General**

35

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

36  
37

## 38 **2. Organization of C63**

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

## 45 **3. Scope of Standards Committee C63® Electromagnetic Compatibility** 46 **(EMC)**

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

## 53 **4. Responsibilities**

### 54 **4.1 Main Committee**

55 The Main Committee shall be responsible for:

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

### 69 **4.2 Steering Committee**

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

75 The responsibilities of the Steering Committee shall be to:

- 76 a) Manage the administrative affairs of C63 through a Memorandum of Understanding with  
77 the United States EMC Standards Corporation(USEMCSC)— an ANSI-Accredited  
78 Standards Developer (ANSI-ASD);
- 79 b) Manage the financial affairs of C63 through a Memorandum of Understanding with the  
80 United States EMC Standards Corporation – an ANSI-Accredited Standards Developer

- 81 c) Provide an ongoing strategic plan for C63, and make it available on the C63 website;
- 82 d) Coordinate Subcommittee activities;
- 83 e) Review policies and procedures to ensure ongoing suitability;
- 84 f) Allocate resources in addition to established responsibilities;
- 85 g) Review the C63 meeting agenda to ensure critical items are covered.
- 86

### 87 **4.3 Secretariat**

88 The Secretariat shall be responsible for:

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

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

### 108 **4.4 Membership Committee**

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

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

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

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

## 116 **5. Officers of the Main Committee**

### 117 **5.1 Officers**

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

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

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

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

134 Extensions of the terms of elected officers beyond two terms requires a 2/3 majority vote of approval  
135 by the Main Committee<sup>1</sup>.

## 136 **5.2 Chair**

137 The responsibilities of the Chair shall include:

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

## 153 **5.3 Vice Chair**

154 The responsibilities of the Vice Chair shall include:

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

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<sup>1</sup> 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 circumstances that prevent the election of new leadership.

162 **5.4 Appointed Officers of the Main Committee**

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

169 **5.4.1 Secretary**

170 The responsibilities of the Secretary shall include:

- 171 a) Scheduling meetings in coordination with the Chair and distributing a meeting notice at  
172 least thirty (30) calendar days before the meeting.
- 173 b) Distributing the agenda at least fourteen (14) calendar days before the meeting—  
174 notification of the potential for action shall be included on any distributed agendas for  
175 meetings.
- 176 c) Recording minutes of each meeting according to 9.5 and publishing them within 45 (forty-  
177 five) calendar days of the end of the meeting.
- 178 d) Creating and maintaining the participant roster.
- 179 e) Being responsible for the management and distribution of C63 documentation.
- 180 f) Maintaining lists of unresolved issues, action items, and assignments.
- 181 g) Recording attendance of all attendees.
- 182 h) Maintaining a current list of the names of the voting members and distributing it to the  
183 members upon request.
- 184 i) Forwarding all changes to the roster of voting members to the Chair.
- 185 j) Handling the administrative aspects of interpretation requests.
- 186 k) Posting most, if not all, of the above that is public record on the C63 website for ease of  
187 retrieval.
- 188

189 **5.4.2 Treasurer**

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

- 193 a) Maintaining a budget.
- 194 b) Being responsible for the financial interest of the Committee.
- 195 c) Administering all funds involved with the Committee's bank account.
- 196 d) Providing a written financial and budgetary report to the Main Committee at the first Main  
197 Committee meeting of the calendar year.
- 198

199 **5.5 Term Limits for Subcommittee Officers**

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

203 Extensions of the terms of elected officers beyond two terms require a 2/3 majority vote of approval  
204 by the Subcommittee and the Main Committee<sup>2</sup>.

## 205 **6. Membership**

### 206 **6.1 General**

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

210 NOTE: An individual consultant is a legally recognized consultant independent of any other  
211 organization.

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

215 There is no Membership Fee to join a “Working Group.”

### 216 **6.2 Application**

#### 217 **6.2.1 Main Committee Applications**

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

#### 227 **6.2.2 Approval criteria**

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

- 229 a) Need for the active participation by each interest category;
- 230 b) Potential for imbalance and dominance by a single interest category;
- 231 c) Extent of interest expressed by the applicant and the applicant’s willingness to participate  
232 actively;
- 233 d) The qualifications and experience of the representative(s) identified by the applicant  
234 organization, company, or government agency.  
235

#### 236 **6.2.3 Diverse interests**

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

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<sup>2</sup> 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 circumstances that prevent the election of new leadership.

240 **6.2.4 Combined interest**

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

244 **6.2.5 Review of membership**

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

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

262 **6.2.6 Observers and individual expert members**

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

269 **6.2.7 Interest categories**

270 All appropriate interests that are directly and materially interested parties affected by the standards  
271 activities of C63 shall have the opportunity for fair and equitable participation without dominance  
272 by any single interest category, individual, or organization (Association, Society, Business). Each  
273 member of C63 shall identify its own proposed interest category as appropriate, and in accordance  
274 with the Main Committee's established categories, when the member becomes a member of a  
275 Balloting Group for a particular standard, as specified in the list below.

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

278 The interest categories appropriate to the development of consensus in any given standards activity  
279 are a function of the nature of the standards being developed. Interest categories shall be discretely  
280 defined, actively sought and fully considered, and differentiate each category from the other  
281 categories. Such definitions shall be available on the C63 website ([Interest Category Definitions.pdf](#)  
282 [c63.org](#)). In defining the interest categories appropriate to a standards activity, consideration shall  
283 be given to at least the following:

- 284 a) Producer

- 285 b) Government
- 286 c) General Interest
- 287 d) Professional Society
- 288 e) Trade Association
- 289 f) User
- 290 g) Service Provider - Testing (e.g. Test Laboratory); Calibration (e.g. Calibration Laboratory)
- 291 h) Other

292  
293 Appropriate, representative user views shall be actively sought and fully considered in standards  
294 activities. The interest categories may change depending on the standard being addressed.  
295

### 296 **6.2.8 Balance**

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

### 299 **6.2.9 Membership roster**

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

- 302 a) Organizational Members: Name of organization or agency, its representative and alternate  
303 (as applicable), addresses and business affiliations; or
  - 304 b) Individual Members: Name of individual consultant member(s).
- 305  
306

## 307 **6.3 Membership Applications for Subcommittees and Working Groups**

### 308 **6.3.1 Subcommittees**

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

310 The application for membership shall be endorsed by at least one (1) member of the Subcommittee  
311 for which the applicant is seeking membership. The member shall provide a written endorsement  
312 to the subcommittee chair.

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

315 The application can be found at  
316 [https://www.c63.org/documents/c63/Main\\_Committee\\_Application\\_Form\\_20220118.pdf](https://www.c63.org/documents/c63/Main_Committee_Application_Form_20220118.pdf).

### 317 **6.3.2 Working groups**

318 The application for membership shall be submitted to the Working Group chair or the Subcommittee  
319 Chair to which the Working Group reports.

320 The application shall be approved by the Working Group chair before the individual is considered  
321 an active member of the Working Group.

322 The application can be found at  
323 [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)  
324 [224.pdf](https://www.c63.org/documents/misc/Application_Form_for_Working_Group_Membership_20230224.pdf).

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

326 **7.1 General**

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

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

336 **7.2 Chair and members of Subcommittees**

337 The Chair of a Subcommittee shall be elected by the Subcommittee with a majority vote and  
338 confirmed by a majority vote of the Main Committee. The Vice Chair and Secretary shall be  
339 appointed by the Chair of the Subcommittee. The scope, duties, and membership of all  
340 Subcommittees shall be approved by the Main Committee annually. The officers and members of  
341 a Subcommittee need not be members of the Main Committee.

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

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

350 **7.3 Groups reporting to the Subcommittees**

351 **7.3.1 General**

352 In general, groups reporting to Subcommittees are Working Groups.

353 **7.3.1.1 Working Group (WG)**

354 Working Groups are committees of a Subcommittee that normally report to the Subcommittee  
355 where it resides administratively, and it is usually responsible for the development of a specific  
356 standard of the Main Committee. Working Groups reporting to the Subcommittees shall be formed  
357 by the Subcommittee Chair and be approved by a majority vote of the Subcommittee. The Chair of  
358 the Working Group shall be appointed by the Chair of the Subcommittee. The Working Group’s  
359 scope and timetable shall also be approved by the Subcommittee.

360 After the standard is published, the WG may remain active in a maintenance mode..

361 Application for membership of a Working Group shall be open (members need not be members of  
362 the Main Committee or any Subcommittee). Members are preapproved by the Working Group  
363 Chair, who shall submit a complete membership list annually to the Subcommittee for final  
364 approval, preferably at the spring meeting of the Subcommittee. The membership of the Working

365 Group shall be reported to the Main Committee for informational purposes. The working group  
366 roster and related information shall be available on the Subcommittee website.

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

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

### 373 **7.3.1.2 Maintenance Mode for Working Groups**

374 Maintenance activities may be handled by Working Groups.

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

### 377 **7.3.2 Guidelines for Secretaries of Subcommittees or Working Groups**

378 It is recommended that Secretaries of Subcommittees and Working groups provide timely delivery  
379 of minutes, agendas, and meeting invitations:

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

## 395 **8. Overview of C63 standards development process**

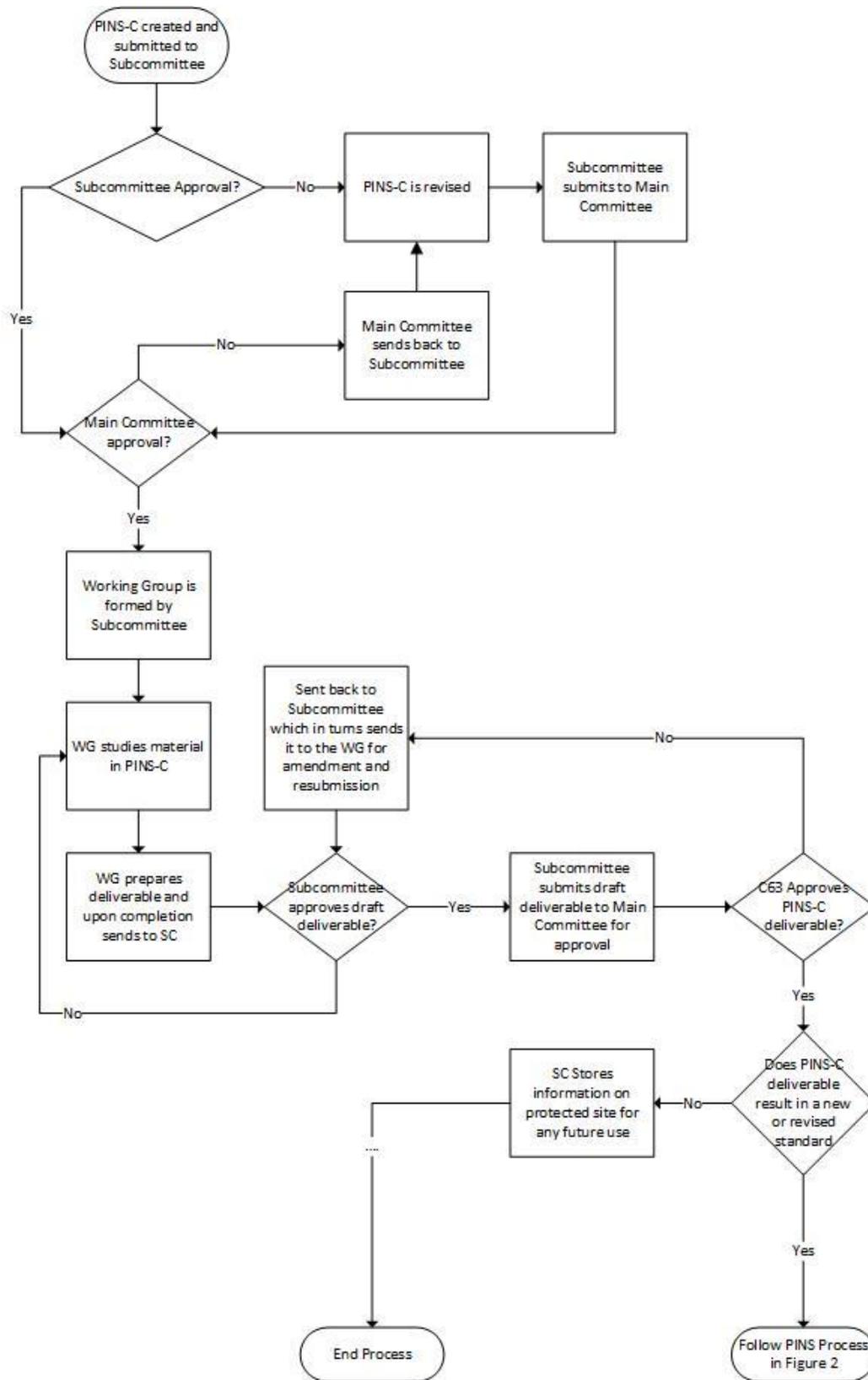
### 396 **8.1 General**

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

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

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

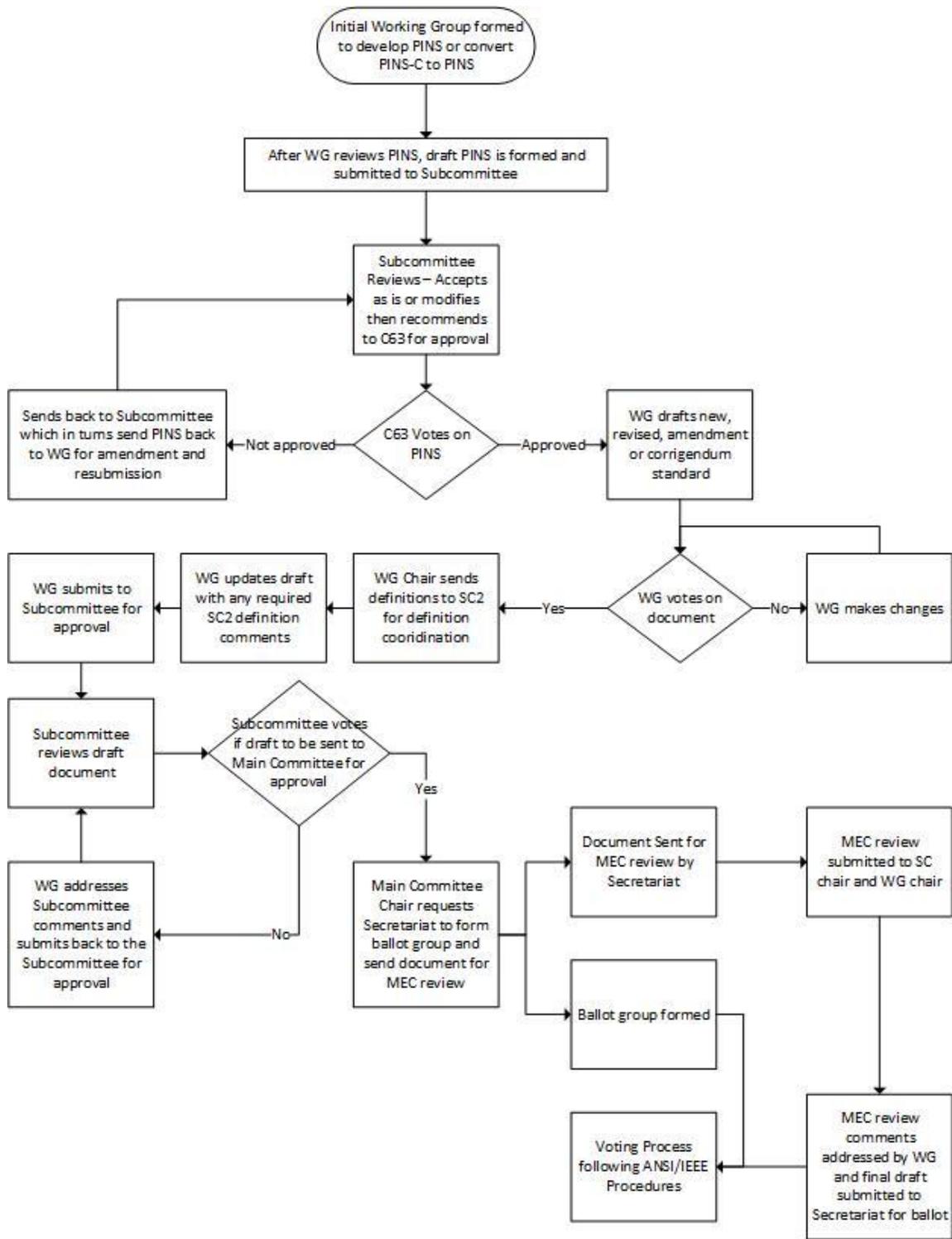
411 If the Main Committee decides not to use the PINS-C sub-process as part of the overall process,  
412 the flowchart of Figure 2 starts with the working group being formed and then a PINS is sent to the  
413 subcommittee and so on.



414

415

**Figure 1 - Standards development and approval using PINS-C**



416  
417  
418

**Figure 2 - Standards development and approval using PINS**

419 **8.2 Approval of standards**

420 **8.2.1 Proposed by a Subcommittee**

421 Draft standards and any substantive change (see Annex A of the ANSI Essential Requirements) in  
422 the content of a standard proposed by a Subcommittee shall be referred to the Main Committee for  
423 majority approval to form a final consensus balloting group.

424 **8.2.2 Proposed by Subgroups reporting to Subcommittees**

425 Draft standards and any substantive change (see Annex A of the ANSI Essential Requirements) in  
426 the content of a standard (including amendments) proposed by a Working Group shall be referred  
427 to the Subcommittee for review and recommendation to forward to the Main Committee. The  
428 submittal to the Main Committee shall be based on a majority vote of the responsible  
429 Subcommittee. If the recommendation is positive, it shall be submitted to the Main Committee for  
430 majority approval to form a final consensus balloting group.

431 **9. Meetings**

432 **9.1 General**

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

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

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

441 Meetings of Subcommittees and Working Groups reporting to the Subcommittees may be held as  
442 decided upon by the Chair of the Subcommittee or, respectively, the Chair of the Working Group.

443 The objective of C63 standards development meetings is to develop and produce standards  
444 consistent with the Main Committee's scope.. Meeting participants are encouraged to produce  
445 standards that address the technical needs of their industry and that are feasible, timely, and of  
446 high quality.

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

452 **9.2 Open Meetings**

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

459 The Secretariat may maintain a mailing list of other who expressed interest and should share that  
460 list with the Main Committee Secretary as the meeting information is uploaded to the website.

### 461 **9.3 Quorum**

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

### 467 **9.4 Conduct**

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

### 471 **9.5 Minutes**

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

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

486  
487 Copies of handouts and subcommittee reports shall be included in the minutes. Alternatively, these  
488 documents shall be uploaded to the corresponding folder in the C63 restricted website area and  
489 linked into the minutes.

490 Copies of approved minutes and the meetings associated approved agenda are to be stored on  
491 the C63 website in the Members Area for the Subcommittee or Working Group within 30 days of  
492 the approval of the meeting minutes and agenda.  
493

## 494 **10. Voting**

### 495 **10.1 Evidence of consensus and Main Committee vote**

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

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

504  
505 b) A Main Committee vote taken on administrative matters shall be conducted and reported  
506 consistent with Roberts Rules of Order. Specifically, a majority vote of the Main Committee  
507 is sufficient to pass the administrative matter. Abstentions shall be included in the count of  
508 votes (recorded votes at a meeting or votes via an electronic vote) to assure that a majority  
509 of the Main Committee has cast a vote. As soon as a majority of votes has been recorded  
510 for a positive vote (or a negative vote), the administrative decision may be announced by  
511 the Chair of the Main Committee without waiting for all the members of the Main Committee  
512 to record their vote.  
513

## 514 **10.2 Changing votes**

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

## 520 **10.3 Recording and consideration of negative votes**

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

## 527 **10.4 Negative votes out of scope or without comments**

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

## 543 **10.5 Records keeping on changed votes**

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

545 **10.6 Vote**

546 **10.6.1 General**

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

- 549 a) Affirmative
- 550 b) Affirmative, with comment;
- 551 c) Negative, with reasons (the reasons for a negative vote shall be given and if possible,  
552 should include specific wording or actions that would resolve the objection);
- 553 d) Abstain, with reasons.

554  
555 For votes on membership and officer-related issues, the yes/no/abstain method of voting shall be  
556 used.  
557

558 **10.6.2 Vote of alternate**

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

560 **10.6.3 Single vote**

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

567 **10.6.4 Voting period**

568 **10.6.4.1 Standards voting**

569 The voting period of the Main Committee for the initial circulation of a new or revised (including a  
570 partial revision) standards document to form a final consensus balloting group for approval shall be  
571 at least four (4) calendar weeks. An extension of the voting period may be granted at the Main  
572 Committee Chair's option when warranted (e.g., to encourage additional voting returns to make the  
573 vote valid). The length of the voting period may be terminated early if, and only if, all members of  
574 the Main Committee have responded prior to the vote closing date.

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

581 **10.6.4.2 Other than standards voting**

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

- 586 a) a sufficient number of affirmative votes have been received to approve the subject of the  
587 vote (e.g., a majority), or  
588 b) a sufficient number of negative votes have been received to disapprove the subject of the  
589 vote or  
590 c) the subject of the vote is not complex and can then be reviewed and voted on in short  
591 order.  
592

#### 593 **10.6.4.3 Voting follow-up**

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

#### 597 **10.7 Actions other than standards requiring approval by two-thirds of those voting**

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

- 600 a) Adoption of Main Committee procedures, interest categories, or revisions thereof;  
601 b) Approval for submission to ANSI of change of the Main Committee scope.  
602 c) Extensions of the terms of elected officers beyond two terms.  
603

#### 604 **10.8 Voting on standards**

605 For voting on proposed American National Standards within the scope of C63, a final consensus  
606 balloting group, which will include at a minimum the members of the Main Committee which wish  
607 to be in the balloting group for approval of that standard, shall be formed by the secretariat as  
608 follows:

- 609 a) An invitation to a final consensus ballot on a particular standard shall be sent to all C63  
610 Main Committee members by the Secretariat. Those responding affirmatively shall specify  
611 their interest category for that standard.  
612 b) Those responding affirmatively shall comprise the final consensus balloting group, subject  
613 to review by the Secretariat to ensure balance among the interest groups. No single group  
614 of common interest shall comprise more than 1/3 of the final consensus balloting group. If  
615 necessary, the Secretariat will invite additional specific parties to join the final consensus  
616 balloting group, in order to provide satisfactory balance.  
617 c) After the final consensus balloting group is formed, the standard to be balloted shall be  
618 distributed to each member of the final consensus balloting group.  
619

620 Approval of standards requires an electronic ballot with a majority of the final consensus balloting  
621 group casting a vote and at least two-thirds of those voting, excluding abstentions, cast a vote to  
622 approve. This procedure applies to:

- 623 a) A new standard;  
624 b) Revision, amendment, reaffirmation or withdrawal of an existing standard.  
625

#### 626 **10.9 Authorization of votes**

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

- 628 a) Majority vote of those present at a Main Committee meeting;  
629 b) The Chair;  
630 c) The Steering Committee;

- 631 d) The Secretariat;  
632 e) Petition of five or more members of the Main Committee.  
633

#### 634 **10.10 Other review**

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

637 The Secretariat shall determine whether listing of the proposed standard in the Standards Action  
638 shall be concurrent with the final consensus balloting group's electronic ballot and whether  
639 announcement in other suitable media is appropriate.

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

#### 643 **10.11 Disposition of views and objections**

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

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

652 In addition, each objector shall be informed in writing that an appeals process exists within  
653 procedures used by C63.

654 Substantive changes (see Annex A of the ANSI Essential Requirements) required to resolve  
655 objections, other substantive changes, unresolved objections and attempts at resolutions of  
656 negative comments shall be reported to the final consensus balloting group members in order to  
657 afford all members an opportunity to respond to them or to reaffirm or change their votes within  
658 three (3) weeks.

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

#### 662 **10.12 Report of final result**

663 The final result of the voting shall be reported to the final consensus balloting group.

### 664 **11. Submittal of standard**

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

667 The information supplied to ANSI by the Secretariat shall include all relevant material required by  
668 ANSI as outlined in 4.2 of the ANSI Essential Requirements.

669

670 **12. Communications**

671 **12.1 General**

672 All correspondence on behalf of C63 shall contain identification of C63 as the source of the  
673 correspondence.

674 **12.2 Formal internal communication**

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

679 **12.3 External communication**

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

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

684 **12.4 Requests for interpretation of standards**

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

688 **13. Interpretations**

689 **13.1 General**

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

- 691 a) is open to more than one viewpoint, or  
692 b) is ambiguous, or  
693 c) appears to be contradicted in normative references or other normative clauses in the  
694 standard.  
695

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

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

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

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

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

710 After the request for an interpretation is received in writing the Secretary of C63 shall forward the  
711 request to the Chair of the subcommittee (SC) responsible for the standard to which the request  
712 applies.  
713

### 714 **13.2 Formation of an Interpretation Task Group**

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

### 719 **13.3 Responsibilities of the Interpretation Task Group**

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

### 725 **13.4 Official approval of interpretations**

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

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

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

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

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

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

752 **13.5 Publication of interpretations**

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

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

762 **13.6 Maintenance**

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

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

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

777 Accredited Standards Committee C63 shall comply as outlined in 3.1 of the ANSI Essential  
778 Requirements, which is available on the ANSI website.

779 **15. Commercial terms and conditions**

780 C63 shall comply with ANSI's commercial terms and conditions policy provided in the ANSI 3.2 of  
781 the Essential Requirements which is available on the ANSI website.

782 **16. Antitrust policy**

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

785 **17. Evidence of compliance**

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

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

## 792 **18. Metric policy**

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

## 796 **19. Termination of C63**

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

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

804  
805 If, after review and discussion among the proponents of the action, the Secretariat and the Steering  
806 Committee shall decide if the desired objectives can best be reached by termination. The proposal  
807 and supporting documentation shall be submitted to the Main Committee with a request to vote to  
808 terminate the committee. The proposal for termination of the Main Committee shall be announced  
809 for comment in the *Standards Action*.  
810

## 811 **20. Appeals**

### 812 **20.1 General**

813 Persons who are directly and materially interested in and who have been or will be adversely  
814 affected by a procedural action or inaction of the Main Committee or the Secretariat shall have  
815 the right to appeal.

### 816 **20.2 Right to appeal**

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

### 824 **20.3 Appeal**

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

830 **20.4 Response**

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

834 **20.5 Hearing**

835 **20.5.1 General**

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

839 **20.5.2 Appeals panel**

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

844 **20.5.3 Conduct of the hearing**

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

852 **20.5.4 Decision**

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

- 857 a) Finding for the appellant, remanding the action to the Main Committee or the Secretariat  
858 with a specific statement of the issues and facts in regard to which fair and equitable action  
859 was not taken;
- 860 b) Finding for the respondent, with a specific statement of the facts that demonstrate fair and  
861 equitable treatment of the appellant and the appellant’s objections;
- 862 c) Finding that new, substantive evidence has been introduced, and remanding the entire  
863 action to the Main Committee or the Secretariat for appropriate reconsideration.

867 **21. Parliamentary procedures**

868 On questions of parliamentary procedure not covered in these procedures, Robert’s Rules of Order  
869 (latest edition) shall be used to expedite the process. This applies to all foregoing clauses where  
870 such rules are needed or used.

871 **Annex A**

872 **United States EMC Standards Corporation**

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

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

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