

**Operating Procedures for Accredited Standards Committee
C63[®]—Electromagnetic Compatibility (EMC)**

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C63[®]

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Annex A: Agreement between the IEEE Standards Association and ASC C63®—Electromagnetic Compatibility

**Procedures for
Accredited Standards Committee C63[®] —
Electromagnetic Compatibility (EMC)
Revision TBD**

1. General

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*. Annex A contains the: **Accredited Standards Committee (ASC) Agreement between the IEEE Standards Association and ASC C63[®]—Electromagnetic Compatibility.**

2. Organization of C63

The ANSI Accredited Standards Committee C63[®] (C63) shall consist of its Main Committee, Steering Committee, and Secretariat. C63 shall have a title, scope, and an interest classification system for its members, as shown in the following three paragraphs. The Main Committee membership shall be sufficiently diverse to ensure reasonable balance without dominance by a single interest category in accordance with 1.2 and 1.3 of the *ANSI Essential Requirements* January.

2.1 – Title – Electromagnetic Compatibility

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

2.3 – Interest Classification – See 5.4.

3. Responsibilities

3.1 Main Committee

The Main Committee shall be responsible for:

- a) Proposing American National Standards within the scope of C63;
- b) Developing proposed American National Standards within the scope of C63;
- c) Maintaining the standards developed by C63 in accordance with 4.7 of the *ANSI Essential*

Requirements January – 2016;

- d) Revising existing standards as part of the required maintenance in accordance with the *ANSI Essential Requirements*. Revisions may include Amendments, Technical Corrigenda, or Addendums.
- e) Adopting current C63 policy and procedures for interpretations of the standard(s) (see Clause 11);
- f) Responding to requests for interpretations of the standard(s) (see 10.3);
- g) Adopting current C63 procedures and revisions thereof;
- h) Other matters requiring Main Committee action as provided in these procedures.

3.2 Steering Committee

There shall be a Steering Committee for C63. The Steering Committee shall consist of the Main Committee Chair, Vice Chair, the Secretary, the Treasurer, the immediate past Chair, plus the Subcommittee Chairs (see Clause 6), and additional members of the Main Committee designated by the Chair with the approval of the Steering Committee. The Chair of the Main Committee shall be the Chair of the Steering Committee.

The responsibilities of the Steering Committee shall be to:

- a) Manage the administrative affairs of C63;
- b) Manage the financial affairs of C63;
- c) Provide an ongoing strategic plan for C63, and make it available on the C63 website;
- d) Coordinate Subcommittee activities;
- e) Review policies and procedures to ensure ongoing suitability;
- f) Allocate resources in addition to established responsibilities;
- g) Review the C63 meeting agenda to ensure critical items are covered.

3.3 Secretariat

The Secretariat shall be responsible for:

- a) Maintaining C63 accreditation in accordance with ANSI requirements;
- b) Overseeing the Main Committee in compliance with these procedures;
- c) Maintaining a roster of Main Committee members and a list of standards for which the Main Committee is responsible;
- d) Coordination with the Secretary to perform administrative work, including secretarial services; preparation of meeting notices and the handling of meeting arrangements; preparation and distribution of meeting agendas, minutes, and maintenance of adequate records;
- e) Submitting PINs forms and candidate standards approved by the Main Committee for approval with supporting documentation for ANSI review and approval as American National Standards;
- f) Conducting ballots on new or revised standards and reporting of the results;
- g) Performing other administrative functions as required by these procedures.

4. Officers of the Main Committee

4.1 Officers

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

The term of elected officers shall be three (3) years. Each elected officer is eligible for a single additional three (3) year term. As their term expires, there shall be a vote of the Main Committee to elect the Chair and Vice Chair.

Voting members in good standing shall nominate one or more voting members for the Chair and Vice Chair Offices to be filled. Nominees shall be eligible to hold the office for which they are elected. Any primary or alternate member of the Main Committee is eligible to hold office. A person shall be nominated for no more than one office. Each Main Committee voting member may cast one vote for each of as many nominees for an office as the voting member chooses. The nominee with the highest number of votes shall win the election, provided ballots are returned by a majority of the eligible voters for that election and that the number of returned ballots meets the definition of a quorum (see 8.3).

All Officers are subject to approval by the Secretariat. Should the Secretariat disapprove of any elected officer(s) or the Secretary or Treasurer, the Secretariat shall provide adequate justification for such disapproval. Subsequent elections shall be held until such time as elected officers are approved by the Secretariat.

4.2 Chair

The responsibilities of the Chair shall include:

- a) Leading the meetings according to all the relevant policies and procedures.
- b) Forming ad hoc groups, as necessary.
- c) Being impartial.
- d) Entertaining motions, but not making motions.
- e) No bias in the performance of the duties of the Chair.
- f) Delegating necessary functions.
- g) Ensuring that all parties have the opportunity to express their views.
- h) Setting goals and deadlines and enforcing them.
- i) Being knowledgeable in standards processes and parliamentary procedures and ensuring that the processes and procedures are followed.
- j) Seeking consensus of C63 (simple majority) as a means of resolving issues.
- k) Prioritizing work to best serve C63 and its goals.
- l) Ensuring the submission of an annual financial report(s) for the operation of C63.
- m) Appoint the Chair and members of the Membership Committee.
- n) Appoint the Chair of ad hoc Committees.

4.3 Vice Chair

The responsibilities of the Vice Chair shall include:

- a) Carrying out the Chair's duties if the Chair is temporarily unable to do so or chooses to recuse himself/herself.
- b) Carrying out those duties specifically delegated by the Chair to the Vice Chair.
- c) Being knowledgeable in standards processes and parliamentary procedures and assisting the Chair in ensuring that the processes and procedures are followed.

4.4 Appointed Officers of the Main Committee

4.4.1 General

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

4.4.2 Secretary

The responsibilities of the Secretary shall include:

- a) Scheduling meetings in coordination with the Chair and distributing a meeting notice at least thirty (30) calendar days before the meeting.
- b) Distributing the agenda at least fourteen (14) calendar days before the meeting—notification of the potential for action shall be included on any distributed agendas for meetings.
- c) Recording minutes of each meeting according to 8.5 and publishing them within sixty (60) calendar days of the end of the meeting.
- d) Creating and maintaining the participant roster.
- e) Being responsible for the management and distribution of C63 documentation.
- f) Maintaining lists of unresolved issues, action items, and assignments.
- g) Recording attendance of all attendees.
- h) Maintaining a current list of the names of the voting members and distributing it to the members upon request.
- i) Forwarding all changes to the roster of voting members to the Chair.
- j) Handling interpretations.
- k) Attention should be given to post most, if not all, of the above that is public record on the C63 website for ease of retrieval.

4.4.3 Treasurer

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

limited to:

- a) Maintain a budget.
- b) Be responsible for the financial interest of the Committee.
- c) Administer all funds, including any into and out of the Committee's bank account.
- d) Provide a written financial and budgetary report to the Main Committee at each Main Committee meeting including a fiscal year-end financial report.

4.5 Term Limits for Subcommittee Officers

The Chairs of the Subcommittees each serve a three-year (3) term. It is possible, upon approval of the Main Committee for the Chairs of the Subcommittees to renew for a second three-year (3) term to complete the six (6) year maximum term of office.

5. Membership

5.1 General

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

5.2 Application

5.2.1 General

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

5.2.2 Approval criteria

In approving membership applications, the Main Committee shall consider for membership approval the:

- a) Need for the active participation by each interest;
- b) Potential for imbalance and dominance by a single interest category;
- c) Extent of interest expressed by the applicant and the applicant's willingness to participate actively;
- d) The representative identified by the applicant organization, company, or government agency.

5.2.3 Diverse interests

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

5.2.4 Combined interest

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

5.3 Review of membership

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

- a) For an organization or individual to remain a member of the Main Committee, in-person attendance by the primary (or alternate) representative at Main Committee meetings and voting on procedural votes is required. Failure to attend at least one meeting per year or respond to two consecutive remote administrative/procedural votes will place membership at risk.
- b) Repeated failure to participate in the technical document balloting groups indicates a lack of interest in the activities of C63 and will place membership at risk.
- c) Where a member is found in continual default of these obligations, the Secretariat shall direct the matter to the Main Committee for appropriate action, which may include termination of membership.

5.4 Observers and individual expert members

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

5.5 Interest categories

All appropriate interests that are directly and/or materially affected by the standards activities of C63 shall have the opportunity for fair and equitable participation without dominance by any single interest category, individual, or organization. Each member of C63 shall identify its own proposed interest category as appropriate, and in accordance with the Main Committee's established categories, when the member becomes a member of a Balloting Group for a particular standard, as specified in 9.9.

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

The interest categories appropriate to the development of consensus in any given standards activity are a function of the nature of the standards being developed. Interest categories shall be defined, cover all materially affected parties, and differentiate each category from the other categories. Such definitions shall be available on the C63 website. In defining the interest categories appropriate to a standards activity, consideration shall be given to at least the following:

- a) Manufacturer
- b) Government
- c) General Interest
- d) Professional Society
- e) Trade Association
- f) Calibration Laboratory
- g) Test Laboratory
- h) Other

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

5.6 Balance

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

5.7 Membership roster

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

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

6. Subcommittees created by the Main Committee

6.1 General

When one or more Subcommittees are formed to expedite the work of the Main Committee, their formation (and subsequent disbandment) requires approval by a majority vote of the Main Committee, and appropriate public notice, e.g., via the C63 website (<http://www.c63.org>). The scope and duties delegated to the Subcommittee shall be approved at the time it is formed, and reapproved annually by the Main Committee. The charge to the Subcommittee shall clearly state that the Subcommittee is responsible for the definitive content of one or more standards, if applicable, and for responding to views and objections thereon. Such Subcommittees shall

maintain a membership roster in accordance with 5.7, and should comply with the provisions of 5.6.

6.2 Chair and members of Subcommittees

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

For an individual to remain a voting member of a Subcommittee, active participation in Subcommittee meetings and regular responses to Subcommittee email votes is required. Should a member fail to attend at least one of three consecutive scheduled meetings (in person, teleconferences, or webinar) or respond to at least one of every two consecutive Subcommittee email votes, their membership in that Subcommittee will be at risk. The person shall be notified by the Subcommittee Secretary of being at risk where the Subcommittee can take action to remove the person from the Subcommittee.

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

6.3 Groups reporting to the Subcommittees

6.3.1 General

Working Groups and Task Groups reporting to the Subcommittees shall be formed by the Subcommittee Chair and be approved by a majority vote of the Subcommittee. The Working Group or Task Group mission and timetable shall also be approved by the Subcommittee. The default timetable for a Working Group shall be that the Working Group is dissolved when the standard it has developed is published.

The Chair of the Working Group or Task Group shall be appointed by the Chair of the Subcommittee. Membership of the Working Group or Task Group shall be open (members need not be members of the Main Committee or parent Subcommittee) and shall be approved by the Subcommittee. The membership of the Working Group or Task Group shall be reported to the parent Subcommittee and to the Main Committee for informational purposes. The working group roster and related information shall be available on the Subcommittee website.

For an individual to remain a member of a Working Group, active participation is required. Should a member fail to attend at least one of three consecutive scheduled meetings (in person, teleconferences or webinar) their membership in that Working Group will be at risk. Individual Working Groups may establish additional participation criteria.

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

6.3.2 Descriptions of Groups reporting to Subcommittees

- a) **Working Group (WG)**—A committee of a Subcommittee that normally reports to the Subcommittee where it resides administratively and it is usually responsible for the development of a specific standard of the Main Committee.
- b) **Task Group (TG)**—A committee of a Working Group that is delegated one or more assignments to aid in the development of one of the Main Committee's standards.
- c) **Special (select or ad hoc) Committee**—A committee appointed, as the need arises, to carry out a specified task, at the completion of which - that is, on presentation of its final report to the Main Committee - it automatically ceases to exist.

7. Overview of C63 standards development process

7.1 General

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

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

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

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

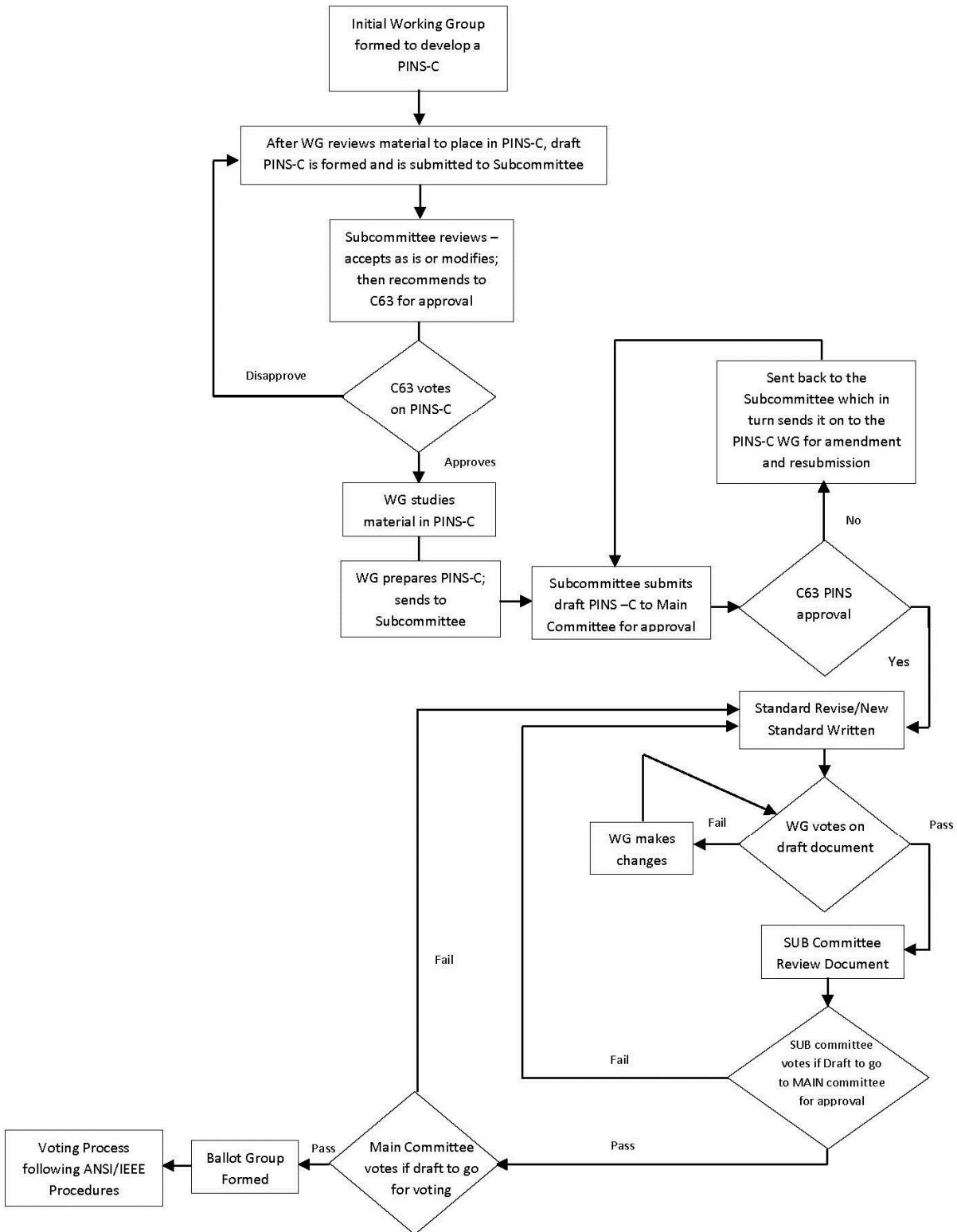


Figure 1—Standards development and approval using PINS-C

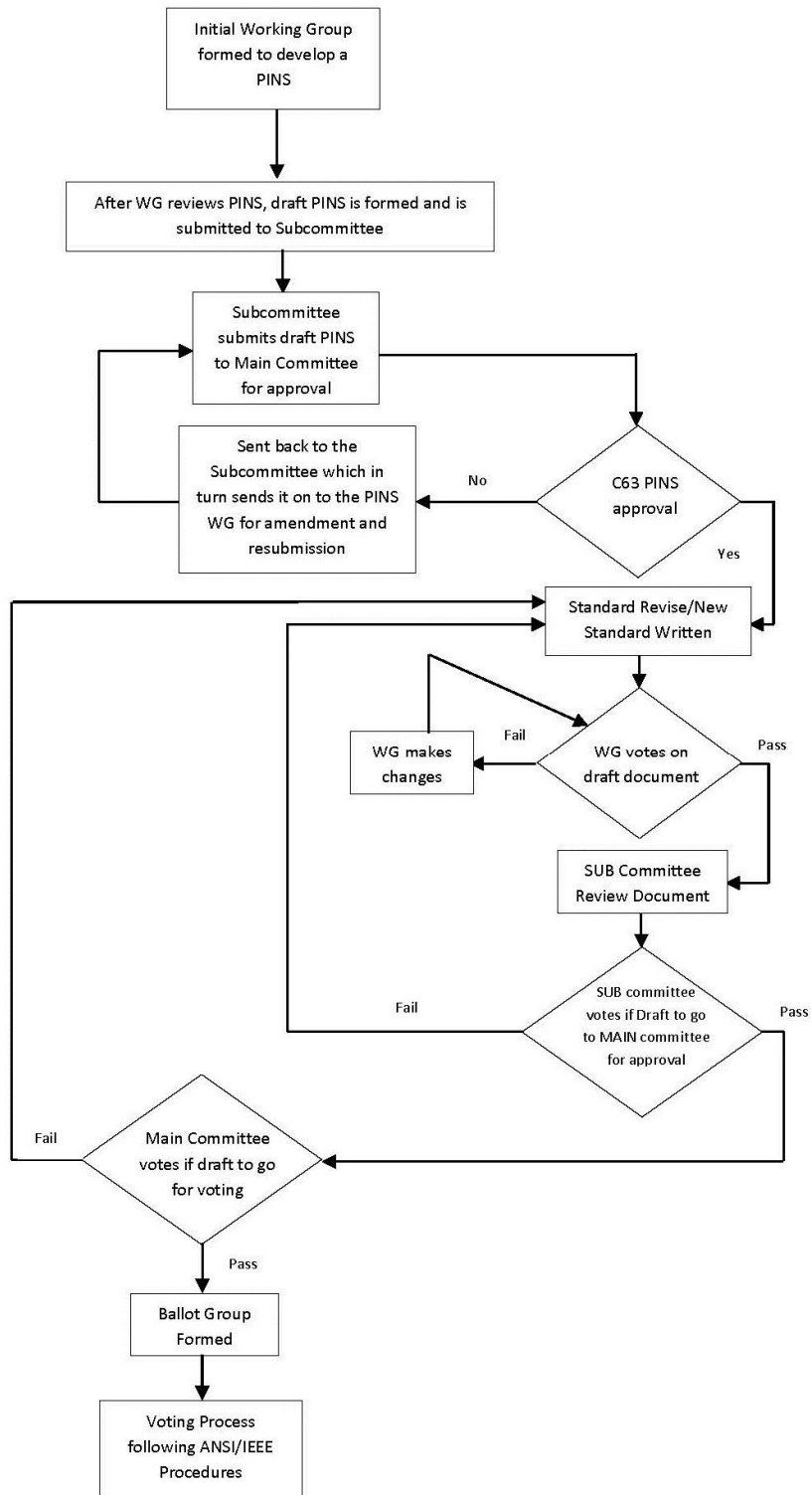


Figure 2—Standards development and approval using PINS

7.2 Approval of standards

7.2.1 Proposed by a Subcommittee

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

7.2.2 Proposed by Committees reporting to Subcommittees

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

8. Meetings

8.1 General

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

Meetings of subcommittees and committees reporting to the subcommittees may be held as decided upon by the members or Chair of the subcommittee or other committee chairs.

The objective of C63 standards development meetings is to develop and produce standards consistent with the Scope specified in 2.2. All C63 Standards meeting participants are encouraged to produce standards that address the technical needs of their industry and that are feasible, timely, and of high quality.

8.2 Open meetings

Meetings of the Main Committee, Subcommittees and committees reporting to the subcommittees shall be open to all members and others having a direct and material interest in C63 activities. At least four (4) weeks' notice of regularly scheduled meetings of the Main Committee shall be given on the C63 web page. The notice shall describe the purpose of the meeting and shall identify a readily available source for further information. An agenda shall be available two (2) weeks in advance of the meeting to members and to others expressing interest. The Secretariat may maintain a mailing list of other interests and should share that list with the Main Committee Secretary as the meeting information is uploaded to the website.

8.3 Quorum

A simple majority of the total membership of the Main Committee or Subcommittee present shall constitute a quorum for performing business activities at a meeting. If a quorum is not present, actions shall only be taken subject to subsequent confirmation by electronic ballot or vote at a future meeting. The Main Committee or Subcommittee vote must include a quorum and it must be recorded in the meeting minutes.

8.4 Conduct

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

8.5 Minutes

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

- a) Name of Committee
- b) Date and location of meeting
- c) Officer presiding, including the name of the Secretary who wrote the minutes
- d) Attendance, including affiliation
- e) Call to order, Chair's remarks
- f) Approval of minutes of previous meeting
- g) Approval of agenda
- h) Technical topics
 - 1) Brief summary of discussions and conclusions
 - 2) Motions, including the names of mover and seconder and those that want their names recorded when objecting or abstaining
- i) Next meeting--date and location

Copies of handouts and subcommittee reports shall be included in the minutes.

9. Voting

9.1 Evidence of consensus and Main Committee vote

- a) Evidence of consensus in accordance with these procedures for the approval of a document or portion thereof shall be documented. Consensus is demonstrated by a vote of the Main Committee. The criteria for consensus includes a requirement that a majority of the Main Committee cast a vote (counting abstentions) *and* at least two-thirds of those voting approve (not counting abstentions). The Main Committee vote shall be conducted and reported in accordance with the rules set forth herein. Votes for the approval of a document or portion thereof as a candidate standard, amendment, or revision may be obtained by voting at a meeting or by electronic means. All members of the Main Committee shall have the

opportunity to vote. For votes taken during a face to face or virtual meeting those not in attendance shall have the opportunity to vote, before or after the meeting.

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

9.2 Changing votes

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

9.3 Recording and consideration of negative votes

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

9.4 Negative votes out of scope or without comments

C63 is not required to consider negative votes accompanied by comments not related to the proposal under consideration, or negative votes without comments. C63 shall indicate conspicuously on the ballot that negative votes must be accompanied by comments related to the proposal and that votes unaccompanied by such comments will be recorded as “negative without comments” without further notice to the voter. If comments not related to the proposal are submitted with a negative vote, the comments shall be documented and considered in the same manner as submittal of a new proposal. If clear instructions are provided on the ballot, and a negative vote unaccompanied by comments related to the proposal is received notwithstanding, the vote may be counted as a “negative without comment” for the purposes of establishing a quorum and reporting to ANSI. However, such votes, i.e., a negative vote without comment or a negative vote accompanied by comments not related to the proposal, shall not be factored into the numerical requirements for consensus. C63 is not required to solicit any comments from the negative voter, nor is C63 required to conduct a recirculation ballot of the negative vote. However, C63 is required to report the “no” vote as a “negative without comment” when making their final submittal to the BSR unless C63 has been granted the authority to designate its standards as American National Standards without approval by the BSR.

9.5 Records keeping on changed votes

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

9.6 Vote

9.6.1 General

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

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

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

9.6.2 Vote of alternate

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

9.6.3 Single vote

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

9.6.4 Voting period

9.6.4.1 Standards balloting

The voting period for the initial circulation of a new or revised (including a partial revision) standards document¹ to a Ballot Group for approval (see 9.9) shall be at least four (4) calendar weeks. An extension of the voting period may be granted at the Main Committee Chair's option when warranted (e.g., to encourage additional ballot returns to make the ballot valid). The length of the voting period may be terminated early if, and only if, all members of the Ballot Group have responded prior to the ballot closing date.

¹ The term "standards document" is used generically to refer to a Standard, Recommended Practice, Guide, or similar document requiring formation of a Ballot Group for review and approval.

9.6.4.2 Other than standards balloting

The voting period for all other electronic ballots should be three (3) weeks unless otherwise specified by the entity authorizing the ballot (see 9.10). In all cases, an extension of the ballot period may be granted at the Main Committee Chair's option, when warranted. The ballot period may be shortened when:

- a) a sufficient number of affirmative votes have been received to approve the subject of the ballot (e.g., a majority or two-thirds, as appropriate, see 9.7 and 9.8), or
- b) a sufficient number of negative votes have been received to disapprove the subject of the ballot or
- c) the subject of the ballot is not complex and can then be reviewed and balloted in short order.

9.6.4.3 Ballot follow-up

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

9.7 Actions other than standards requiring approval by two-thirds of those voting

The following actions require a ballot or an equivalent formal recorded vote with approval by at least a majority of the membership and at least two-thirds of those voting, excluding abstentions:

- a) Adoption of Main Committee procedures, interest categories, or revisions thereof;
- b) Approval for submission to ANSI of change of the Main Committee scope.

9.8 Voting on standards

- a) For voting on proposed American National Standards within the scope of C63, a Balloting Group, which will include at a minimum the members of the Main Committee which wish to be in the balloting group for approval of that standard, shall be formed as follows:
 - 1) An invitation to ballot on a particular standard shall be sent to all C63 Main Committee members by the Secretariat. Those responding affirmatively shall specify their interest category for that standard.
 - 2) Those responding affirmatively shall comprise the balloting group, subject to review by the Secretariat to ensure balance among the interest groups. No single group of common interest shall comprise more than 50% of the balloting group. If necessary, the Secretariat will invite additional specific parties to join the balloting group, in order to provide satisfactory balance.
 - 3) After the balloting group is formed, the standard to be balloted shall be distributed to each member of the balloting group.
- b) Approval of standards requires an electronic ballot with a majority of the ballot group cast a vote *and* at least two-thirds of those voting approve; excluding abstentions. This procedure applies to:

- 1) A new standard;
- 2) Revision, amendment, reaffirmation or withdrawal of an existing standard.

9.9 Authorization of ballots

An electronic ballot shall be authorized by any of the following:

- a) Majority vote of those present at a Main Committee meeting;
- b) The Chair;
- c) The Steering Committee;
- d) The Secretariat;
- e) Petition of five or more members of the Main Committee.

9.10 Other review

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

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

Views and objections resulting from the above shall be dealt with in accordance with 9.11. Any substantive change (see Annex A of the *ANSI Essential Requirements*) made in the proposed American National Standard shall be relisted in accordance with 9.11.

9.11 Disposition of views and objections

When the balloting has been closed, the Secretariat shall forward the ballot tally to the Chair of the Main Committee, SC Chair and WG Chair; the Chair of the Main Committee shall then determine whether the expressed views and objections shall be considered by correspondence (e.g., email, fax, letter, etc.) or at a face-to-face meeting of the Working Group that developed the standard.

Prompt consideration shall be given to the expressed views and objections of all participants, including those commenting on the listing in the Standards Action. An effort to resolve all expressed objections shall be made, and each objector shall be advised in writing of the disposition of the objection and the reasons therefor. In addition, each objector shall be informed in writing that an appeals process exists within procedures used by the standards developer.

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

When the above process is completed, in accordance with procedures of the standards developer,

the standards developer may consider any comments received subsequent to the closing of the public review and comment period, or shall consider them at the next review.

9.12 Report of final result

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

10. Submittal of standard

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

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

11. Communications

11.1 General

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

11.2 Formal internal communication

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

11.3 External communication

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

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

11.4 Requests for interpretation of standards

Written inquiries requesting interpretation of C63's approved American National Standards shall be responded to in accordance with Clause 12. Revisions to the standard resulting from requests for interpretations shall be processed in accordance with these procedures.

12. Interpretations

12.1 General

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

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

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

Amendments or revisions to published standards are not made via an interpretation, but rather by the formal procedure for such amendments and revisions (see Clause 7).

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

Official interpretations shall be prepared and published only by C63 on its website. Requests for interpretations shall be first submitted to the Secretary of C63. Only requests submitted using the official request form shall be accepted. The Secretary of C63 is the official repository of such requests and is responsible for ensuring that such responses are posted on the Main Committee web site in a timely manner.

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

12.2 Formation of an Interpretation Task Group

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

12.3 Responsibilities of the Interpretation Task Group

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

12.4 Official approval of interpretations

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

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

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

Negative votes and comments received with a vote may be considered and can either result in a revised version of the interpretation or be deferred to a new revision of the subject standard. Voting members who do not return a vote will be automatically counted as abstentions. Abstentions will be subtracted from the number of members eligible to vote, to arrive at the final number of voters. A simple majority of the final number of voters shall determine approval or rejection of the interpretation.

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

12.5 Publication of interpretations

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

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

12.6 Maintenance

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

13. Patent policy - inclusion of patents in ANSI-approved C63 Standards

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

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

14. Commercial terms and conditions

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

15. Antitrust policy

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

16. Evidence of compliance

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

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

17. Metric policy

The International System of Units (SI) is the preferred units of measurement in standards developed by C63.

18. Termination of C63

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

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

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

19. Appeals

19.1 General

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

19.2 Right to appeal

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

19.3 Appeal

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

19.4 Response

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

19.5 Hearing

19.5.1 General

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

19.5.2 Appeals panel

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

19.5.3 Conduct of the hearing

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

19.5.4 Decision

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

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

20. Parliamentary procedures

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

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

Annex A
NORMATIVE ANNEX

Accredited Standards Committee (ASC)
Agreement Between the
IEEE Standards Association and
ASC C63[®], Electromagnetic Compatibility

ANSI Operating Procedures, ANSI Executive Standards Council, recommend a written agreement between a Secretariat and a consensus body addressing the following operational items. The IEEE and ASC C63 have incorporated the following clarifications regarding the respective roles and responsibilities of the Secretariat and the C63 Committee into the C63 procedures as a Normative Annex.

- 1. The nature of the accreditation and under what circumstances the secretariat and the consensus body can separate. If they separate, include the status of the accreditation.**

The Secretariat and consensus body, ASC C63, jointly hold the accreditation of the C63 Committee. Any change in the Secretariat-Consensus Body Relationship within an ANSI-Accredited Standards Committee shall be in accordance with ANSI Operating Procedures, ANSI Executive Standards Council, Annex A.

- 2. The specifics of any co-secretariat arrangements.**

The IEEE is the sole secretariat to the ASC C63 committee; there is no co-secretariat arrangement.

- 3. The procedures by which an ASC is terminated.**

See Clause 16. Termination of ASC, of these ASC C63 procedures, as follows:

Clause 16. Termination of ASC.

A proposal to terminate an Accredited Standards Committee may be made by a directly and materially affected interest. The proposal shall be submitted in writing to the ASC and to ANSI and shall include at least the following:

a. Reasons why the ASC should be terminated;

b. The name(s) of the organization(s) that will assume responsibility for maintenance of any existing American National Standard(s) that is (are) the responsibility of the consensus body.

If it appears that the desired objectives can best be reached by termination, the proposal and supporting documentation shall be submitted to the committee with a letter ballot to terminate the committee and transfer responsibility, as appropriate, for the affected standards. The proposal for termination of the ASC shall be announced for comment in Standards Action.

4. Responsibility for revisions to the ASC procedures, title and scope.

ASC C63 Procedures, Clause 8.3 Actions requiring approval by two-thirds of those voting, state that a letter ballot or an equivalent formal recorded vote with approval by at least a majority of the membership and at least two-thirds of those voting, excluding abstentions, shall be required for a vote of approval of:

- a. Adoption of ASC procedures, interest categories, or revisions thereof;*
- b. Approval for submission to ANSI of change of ASC scope*

5. Responsibility for and decisions regarding the publishing of the standards, revisions, and addenda (see clauses 4.2 and 4.3 of the ANSI Procedures);

Publication for ASC C63 standards, revisions, and addenda are published by the IEEE Standards Association in accordance with ANSI Essential Requirements, Clause 4.5, Publication of American National Standards. As Secretariat to the ASC C63, the IEEE is the sole publisher of ASC C63 standards.

ASC C63 may elect to request expedited publishing services from the IEEE on an individual standards project basis. Terms for this will be covered in a separate business agreement between the IEEE and ASC C63; see item 9 below.

6. Who holds the copyright on contributions, drafts and approved American National Standards, and determines any royalty or exploitation rights arrangements or licensing arrangements.

ASC C63 is subject to the IEEE Standards Copyright Policy as it is amended from time to time. Under the policy, the copyright for all drafts and published American National Standards developed by ASC C63 is owned by the IEEE.

ASC C63 agrees that any contributions submitted for a C63 draft or published standard is submitted with the understanding that the IEEE has an irrevocable right to use the contributions royalty free, and that the contributions can be modified in any way in the draft or published standard.

7. Whether the Secretariat or consensus body will or will not, and to what extent, provides indemnification in connection with potential liabilities arising out of their standards development process and any approved American National Standards resulting therefrom.

The IEEE does not provide indemnification to the membership of ASC C63. IEEE Bylaw I300.3 affords the opportunity for indemnification only for duly authorized volunteers for duly authorized IEEE activities (i.e., an activity that follows IEEE policies and procedures, including those for the development of standards). As such, IEEE indemnification does not extend to ASC C63 activities.

8. Who determines the scheduling of consensus body meetings (i.e., frequency and location) and the review/revision cycle of American National Standards.

See Clause 7, Meetings, of ASC C63 procedures, as follows:

7. Meetings

Consensus body meetings shall be held, as decided upon by the consensus body, the chair, the

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

9. How the ASC's activities will be funded.

In the course of developing and publishing standards, ASC C63 incurs expenses for IEEE secretariat services. To cover costs, ASC C63 charges participation fees for its organizational and individual members. ASC C63 is solely responsible for the management of its finances and its membership fees and shall be financially and legally responsible for all of expenses, liabilities and attorney's fees resulting from or attributable to management of its finances or membership fees.

Funding activities are covered in a separate business agreement between the IEEE and ASC C63.

10. The conditions under which an ASC accepts proprietary standards for consensus approval (i.e. copyright, maintenance, funding, etc.).

The ASC C63 Committee may accept other standards (e.g., CISPR, IEC) for consensus approval as American National Standards.

A separate business agreement covering items including but not limited to copyright, royalty payments, maintenance, etc., for adoption of any other organization's proprietary standard by ASC C63, between the IEEE and the authorized organization, is required.

11. Dispute resolution (i.e., utilize a neutral mediator or forum, such as ANSI; meetings between the secretariat and members of the consensus body; etc.).

If a dispute arises, a meeting between the secretariat and members of the consensus body may be called to provide resolution.