



Electronic Components Industry Association



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# ECIA ENGINEERING PUBLICATION

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## Manual of Standards & Technology Organization and Procedure

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### EP-20-D

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# CONTENTS

1	Introduction & Scope .....	1
1.1	Essential requirements for due process .....	1
1.1.1	Openness .....	1
1.1.2	Lack of dominance.....	1
1.1.3	Balance.....	2
1.1.4	Notification of standards development .....	2
1.1.5	Consideration of views and objections .....	2
1.1.6	Consensus vote.....	2
1.1.7	Appeals .....	2
1.1.8	Written procedures .....	2
1.1.9	Compliance with normative American National Standards policies and administrative procedures .....	2
2	Definitions and Abbreviations .....	2
3	References .....	4
3.1	Normative Reference List.....	4
4	Organization.....	4
4.1	EIA S&T Department Organization .....	5
4.2	EIA S&T Committee Organization Elements .....	5
4.2.1	EIA Standards Council (ESC).....	5
4.2.2	Formulating Groups.....	5
4.2.2.1	EIA S&T Committees.....	5
4.2.2.2	EIA S&T Subcommittees .....	5
4.2.2.3	Disbanding a Formulating Group.....	5
4.2.3	Working Groups .....	5
4.2.4	Task Groups .....	5
4.2.5	Joint Committees .....	6
4.3	Appointment of Chairs and Vice Chairs .....	6
4.4	Responsibilities of a Chair .....	6
5	Membership Eligibility Criteria.....	6
5.1	Interest Categories.....	6
5.1.1	Producer.....	7
5.1.2	User .....	7
5.1.3	General Interest .....	7
5.2	Member Organizational Types .....	7
5.2.1	Companies .....	7
5.2.2	Government Entities .....	7
5.2.3	Liaison Organizations.....	7
5.2.4	Consultants.....	8
5.2.4.1	Single-Member Affiliated Consultants .....	8
5.2.4.2	Independent Consultants .....	8
5.3	EIA S&T Committee Structure Elements .....	8
5.3.1	EIA Standards Council (ESC).....	8
5.3.2	EIA S&T Committees and Subcommittees .....	8
5.4	Fees .....	8
6	Consensus Development .....	9
6.1	Voting .....	9
6.2	Obtaining Voting Status .....	9
6.3	Maintenance of Voting Status.....	9
6.4	Multiple Votes .....	9
7	Operations.....	11

7.1	General .....	11
7.2	Meetings.....	11
7.2.1	Notices .....	11
7.2.2	Agendas .....	11
7.2.3	Quorum .....	11
7.2.4	Meeting Cancellation .....	12
7.2.4.1	Notice of Cancellation.....	12
7.2.5	Conduct.....	12
7.3	Legal Issues and Intellectual Property Rights (IPR).....	12
7.3.1	Disclosure of Relevant Patents .....	12
7.3.2	General Patent Policy Guidelines.....	12
7.3.3	EIA and ANSI Patent Policies.....	13
7.3.4	Commercial Terms and Conditions.....	14
7.3.5	Copyrighted Material .....	14
7.3.6	Audio/Video Recording .....	14
7.3.7	Minutes.....	14
7.4	Program of Work .....	15
7.4.1	Scope Identification .....	15
7.4.2	Project Purpose.....	15
7.4.3	Project Initiation .....	15
7.4.4	Project Monitoring.....	16
7.4.5	Project Completion/Removal .....	16
7.5	Committee Communications .....	16
7.5.1	Distribution of Working Materials.....	16
8	Procedures for Development of EIA Standards, Bulletins, Publications and ANS Standards	16
8.1	Project Initiation .....	17
8.2	Preparation .....	17
8.3	Technical development and other actions .....	17
8.3.1	Development of an EIA or ANS document .....	17
8.3.2	Other actions regarding status of a standard .....	17
8.4	Draft Development and Review .....	17
8.5	Release for Formulating Group Vote .....	18
8.5.1	Meeting Vote.....	18
8.5.2	Ballot .....	18
8.6	Voting .....	18
8.7	Approval by the formulating group consensus body .....	20
8.7.1	For EIA Bulletins, Guidelines and Publications.....	20
8.7.2	For ANS and EIA Standards.....	20
8.7.3	Comments.....	20
8.7.4	Negative Votes With Comments for ANS and EIA Standards .....	21
8.8	Voting Tally .....	21
8.9	Recirculation Ballot Vote.....	22
8.9.1	Recirculation Vote Approval.....	22
8.10	Re-balloting.....	22
8.11	One Company (Organization)/One Vote Rule.....	23
8.12	Editorial Revision.....	23
8.13	Maintenance of EIA and ANS Standards and EIA Bulletins and Publications .....	23
9	ANS Standardization Procedures .....	23
9.1	Submission to ANSI for Public Review.....	23
9.2	Public Review Comments .....	23
9.3	Public Review Commenter Response.....	24
9.4	Results Scenarios .....	24
10	Legal Approval.....	24
10.1	ANSI Approval .....	24

11	Adopting International Standards .....	25
12	Appeals.....	25
12.1	Right of Appeal.....	25
12.2	Criteria for Appeals Mechanism .....	25
12.3	Appeals Procedures .....	25
12.3.1	Complaints.....	25
12.3.2	Response .....	25
12.3.3	Hearing .....	26
12.3.4	Appeals Panel.....	26
12.3.5	Conduct of the Hearing .....	26
12.3.6	Decision .....	26
12.4	Actions Pending Appeal Resolution .....	26
13	Interpretations .....	26
14	Metric Policy .....	27
15	Record Retention.....	27
15.1	Minutes.....	27
15.2	Ballots .....	27
15.3	Published and Draft Standards and Bulletins.....	27
15.4	Voting Maintenance Records and Sign-In Sheets .....	27
15.5	Appeals .....	27
15.6	Agendas .....	27
15.7	Public Review Comments .....	27
15.8	Withdrawal Actions .....	27
16	Revisions to this document .....	27
	Annex A ECIA Organization.....	28
	Figure 1 - FG Participants – Determining Quorum .....	10





# Electronic Components Industry Association

## MANUAL OF STANDARDS & TECHNOLOGY OPERATIONS AND PROCEDURE

### 1 Introduction & Scope

The Electronic Components Industry Association (ECIA) is a nonprofit industry organization representing manufacturers and distributors of electronic products and providers of services to manufacturers and consumers. Its purpose is to promote the legitimate and lawful interests of its members and the industry-at-large.

In promoting these interests, ECIA engages in numerous activities conducted through its Board of Directors, groups, divisions, and departments. A major function of ECIA is the development and maintenance of voluntary industry standards and related documents, formulation of positions for presentation on behalf of the United States in international standards fora, and preparation of technical information and reports for use by industry and government.

These activities are carried out by the members of ECIA formulating groups operating under the authority of the EIA Standards Council (ESC) established by the ECIA. The EIA Standards & Technology (EIA S&T) Department resides within ECIA, administers and supports the activities of the ESC, is responsible for EIA standardization activities and provides other appropriate technical and engineering services within the scope of ECIA by-laws.

This manual describes the manner in which EIA S&T activities are organized and the manner in which these activities are conducted. A further purpose of this manual is to provide policy, rules, and procedures for the formulation and conduct of engineering committees, subcommittees, and working groups. It specifies how such entities are formed or disbanded; how leadership is chosen and maintained; membership requirements; program of work development and implementation; conduct of meetings; administrative processing of contributions, drafts, and correspondence; relations with other Standards Development Organizations (SDOs); and officer responsibilities. These activities are conducted under strict policies designed to promote and stimulate our free enterprise system and to ensure that laws for maintaining and preserving the system are vigorously followed.

All activities shall be conducted in accordance with appropriate legal guidance and the provisions of this document as appropriate.

#### 1.1 Essential requirements for due process

ECIA, through its EIA S&T Program follows the ANSI Essential Requirements for its standards development. Due process means that any person (organization, company, government agency, individual, etc.) with a direct and material interest has a right to participate by: a) expressing a position and its basis, b) having that position considered, and c) having the right to appeal. Due process allows for equity and fair play. The following constitute the minimum acceptable due process requirements for the development of consensus:

##### 1.1.1 Openness

Participation is open to all persons who are directly and materially affected by the activity in question. There shall be no undue financial barriers to participation. Voting membership on the consensus body shall not be conditional upon membership in any organization, nor unreasonably restricted on the basis of technical qualifications or other such requirements.

##### 1.1.2 Lack of dominance

The standards development process shall not be dominated by any single interest category, individual or organization. Dominance means a position or exercise of dominant authority, leadership, or influence by reason of superior leverage, strength, or representation to the exclusion of fair and equitable consideration of other viewpoints. Unless it is claimed in writing by a directly and a materially affected party, no test for dominance is required.

### 1.1.3 Balance

The standards development process should have a balance of interests. Participants from diverse interest categories shall be sought with the objective of achieving balance. Presently the EIA S&T default categories are: User, Producer, and General Interest.

### 1.1.4 Notification of standards development

Notification of standards activity shall be announced in suitable media as appropriate to demonstrate an opportunity for participation by all directly and materially affected persons. Timely and adequate notice of actions to create, revise, reaffirm, or withdraw a standard, and the establishment of a new consensus body is accomplished through multiple methods (e.g., include press releases, ECIA Newsletter, announcements through the ECIA website, through the publications distributor, and through ANSI *Standards Action*).

### 1.1.5 Consideration of views and objections

Prompt consideration shall be given to the written views and objections of all participants, including those commenting on the ANSI PINS announcement or public comment listing in ANSI's *Standards Action*. EIA S&T fosters joint standardization activities with other organizations where there is potential harmonization.

### 1.1.6 Consensus vote

Evidence of consensus in accordance with ANSI requirements and the EIA S&T accredited procedures shall be documented.

### 1.1.7 Appeals

Written procedures of EIA S&T contain an identifiable, realistic, and readily available appeals mechanism for the impartial handling of procedural appeals regarding any action or inaction. Procedural appeals include whether a technical issue was afforded due process.

### 1.1.8 Written procedures

Written procedures govern the methods used for standards development and are available to any interested person.

### 1.1.9 Compliance with normative American National Standards policies and administrative procedures

ECIA, as an ANSI-Accredited Standards Developer (ASD), complies with the normative policies and administrative procedures established by the ANSI Executive Standards Council or its designee.

## 2 Definitions and Abbreviations

The following definitions are used within this document.

**ANS** — American National Standard. A designation granted by ANSI for a standard developed having met specific criteria. In this document, ANS indicates an EIA Standard that has obtained the designation of an American National Standard.

**ANSI** — American National Standards Institute, the national accreditation body. ([www.ansi.org](http://www.ansi.org))

**BSR** — The Board of Standards Review is the ANSI body responsible for the approval of American National Standards (with the exception of those proposed American National Standards submitted by ANSI Audited Designators).

**Bulletin** — A document that, although not a standard, is of informative value to industry and users. Use of a bulletin is not required to comply with the normative elements of a standard.

**NOTE**--Throughout this manual, the term "bulletin" refers generically to documents that may carry various titles (e.g., Guideline, Recommended Practice, Bulletin, Technical Publication).

**ECIA** — Electronic Components Industry Association represents the electronics industry sector comprised of distributors, manufacturers and producers of passive and active electronic components, component assemblies, and commercial and industrial electronic materials and supplies.

**Errata** — A list of technical error(s) in a published standard or bulletin, discovered after publication, and shown with its (their) correction(s).

**Formulating Group** — EIA S&T committee or subcommittee with responsibility for formulation and adoption of standards or specifications.

NOTE — EIA S&T committees and subcommittees are consensus bodies, as defined in the ANSI Essential Requirements. Specifically, “Consensus body: The group that approves the content of a standard, and whose vote demonstrates evidence of consensus.”

**IEC** — International Electrotechnical Commission ([www.iec.ch](http://www.iec.ch))

**ISO** — International Organization for Standardization ([www.iso.ch](http://www.iso.ch))

**Meeting** — Includes face-to-face meetings, audio-, video-, or web teleconferences.

**Member (ECIA)** — An eligible company that has paid current association membership dues.

**Member (EIA Standards Group)** — A company, government agency, liaison or other representative that has requested membership in an EIA S&T committee or subcommittee, complied with the appropriate eligibility criteria, and received confirmation of appointment. Member (EIA Standards Group) does not have to be a member of ECIA.

NOTE — A member (EIA Standards Group) may participate on a voting or non-voting basis.

**Publication** — A document that provides general engineering information on products, procedures, or services within the scope of the EIA S&T Dept, a formulating group, or other ECIA group, or division that is not necessarily appropriate for standardization. This information may concern materials, parts, accessories, installation, maintenance or test procedures, application, reliability, quality assurance, etc. The document also may provide background information concerning the technical processes or ancillary regulatory requirements that are the subject of a standard.

**Recommended Practice** — A type of bulletin that provides information related to a process or procedure that, in some circumstances, may assist the user of a standard in achieving compliance.

NOTE — Compliance with a recommended practice shall not be required to achieve compliance with a standard.

**Representative** — An individual, designated by a member of a formulating group or sub element, to participate in that formulating group or sub element, on that member’s behalf.

**Relevant Patent** — A patent that is or may be required for compliance with the normative elements of a standard.

**Standard** — A document that establishes engineering and technical requirements for processes, procedures, practices and methods that have been decreed by authority or adopted by consensus. Standards may also be established for selection, application and design criteria for material.

NOTE — Throughout this manual, the term “standard” refers generically to documents that may be titled as either “Standard” or “Specification.”

**Standards Proposal (ANSI)** — A document that is submitted for ANSI public review prior to approval as an American National Standard.

**Specification** — A type of standard prepared specifically to facilitate procurement that clearly and accurately describes the essential technical requirements for the procurement of components, sub-assemblies, or materials. Procedures necessary to determine that the requirements for the purchased material covered by the specification have been met shall also be referenced or included.

**Stabilized Standard (EIA)** — An EIA standard that is not currently an ANS and will no longer be maintained on the regular 5-year cycle of review or reaffirm, may either be rescinded or designated as a Stabilized Standard (EIA). This designation is used when it is felt the standard still is useful to the industry, as is typically the case in mature technology or practices.

**Stabilized Standard (ANSI)** — A standard that is maintained under the stabilized maintenance option shall satisfy the following eligibility criteria:

- a) the standard addresses mature technology or practices, and as a result, is not likely to require revision and;
- b) the standard is other than safety or health related and;
- c) the standard currently holds the status of American National Standard and has been reaffirmed at least once and;
- d) at least ten years have passed since the approval or last revision of the standard as an ANS and;
- e) the standard is required for use in connection with existing implementations or for reference purposes.

**Substantive Change** — A substantive change in a proposed EIA Standard or an American National Standard is one that directly and materially affects the use of the standard. Examples of substantive changes are below:

- “shall” to “should” or “should” to “shall”;
- the addition, deletion or revision of requirements, regardless of the number of changes;
- the addition of mandatory compliance with referenced standards.

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**Voting Member** — Formulating Group Voting members are the business organizations (See 6.1). There are two categories of voting members: Active Attendee Voting Members and Remote Active Voting Members. Active Attendee Voting Members generally attend formulating group meetings and are used to determine a quorum for a meeting. Remote Active Voting Members, while encouraged to attend meetings, generally do not, thus they are not used in calculation of a quorum unless present at a meeting.

Both categories of voting members shall maintain a qualifying voting record (See 6.3) to maintain voting status. An Active Attendee Voting Member will eventually drop off the quorum determination elements through non-attendance. They will automatically be designated as a Remote Active Voting Member as long as they maintain voting status requirements. (See 6.3)

### 3 References

#### 3.1 Normative Reference List

These procedures contain provisions that, through reference in the text, constitute normative references of these procedures. All standards are subject to revision, and parties to agreements based on these procedures are encouraged to investigate the possibility of applying the most recent editions of this document and those listed here in 3.1.

*ANSI Essential Requirements: Due process requirements for American National Standards* American National Standards Institute, New York, NY Internet: [www.ansi.org](http://www.ansi.org)

Robert’s Rules of Order Newly Revised  
[www.robertsrules.com](http://www.robertsrules.com)

### 4 Organization

The EIA S&T Department is organized to conduct standardization and to provide other appropriate technical and engineering services within the scope of ECIA’s by-laws or subject to policies established by the ECIA Board of Directors. All activities shall be conducted within the legal guidelines published in ECIA’s *Legal Guides*.

ECIA delegates the authority to organize and administer its standards activities to the EIA Standards Council (ESC). The Chair is elected by the ESC and is responsible for the conduct of the activities assigned to the department. The Chair, with the advice of the ESC, may establish such department committees as required to conduct the engineering activities of the Department.

#### **4.1 EIA S&T Department Organization**

The EIA S&T Dept is headed by a Vice President who is responsible for carrying out the activities of the department.

#### **4.2 EIA S&T Committee Organization Elements**

**Annex A**, EIA S&T Committee Organization, is an illustrative organization chart reflecting the relationship of various elements within the Committee organization.

##### **4.2.1 EIA Standards Council (ESC)**

The ESC should consist of technical personnel and is responsible for EIA standardization programs, providing input to ECIA on technology issues, and advising on standards policy matters. The ESC is responsible for approving creation of new EIA S&T committees and their scopes, maintenance and revision of EP-20, as well as appointment of committee Chairs. The ESC is responsible for disbanding committees.

##### **4.2.2 Formulating Groups**

A formulating group is a committee or subcommittee with responsibility for formulation of standards or specifications also known as a consensus body.

###### **4.2.2.1 EIA S&T Committees**

The primary responsibility of a committee is to develop voluntary industry standards. Committees have no fixed term of existence and are intended to continue to exist until there is no need. A committee may establish subcommittees, working groups, or task groups, and, when doing so, shall approve an associated scope. The establishment of a subcommittee, working group or task group and definition of a scope shall be approved by a majority vote. The ESC may disband a committee, and reassign that committee's program of work to another formulating group, when the committee is no longer required.

###### **4.2.2.2 EIA S&T Subcommittees**

EIA S&T subcommittees normally are formed when it is desirable to divide responsibility for the subject matter falling within the scope of a committee. Subcommittees, like their parent committees, have no fixed term of existence and are intended to continue to exist until there is no need. A subcommittee may establish working groups or task groups, and, when doing so, shall approve an associated scope. The establishment of a working group or task group and definition of a scope shall be approved by a majority vote. The Chair of the parent committee may disband the subcommittee when the subcommittee is no longer required. At that time, the subcommittee's program of work shall be reassessed, and responsibility for each project reassigned to another formulating group.

###### **4.2.2.3 Disbanding a Formulating Group**

Prior to the dissolution of a formulating group, responsibility for the maintenance of existing standards shall be transferred to the ESC.

NOTE--In the case of joint committees and their subordinate units, procedures for reassignment shall be established in accordance with the Memorandum of Understanding.

##### **4.2.3 Working Groups**

Working groups are established by a formulating group for specific purposes. When a working group is established, the parent body shall also approve a scope for the effort, such as (but not limited to) developing a draft of a specific standard or specification. The Chair of the parent body should disband the working group when its function is no longer required. The Chair of the working group is appointed by the Chair of the parent body. Working Groups may meet informally but are reportable to the formulating group.

##### **4.2.4 Task Groups**

Task groups are ad hoc bodies that are formed by a committee, subcommittee, or working group to address a specific problem as part of the larger body. Task groups meet informally and do not have a standard-formulating mission. They are dissolved by the Chair of the parent body when the purpose for which they were formed has been completed. Appointment of a task group Chair (where appropriate) and dissolution of the task group are functions of the Chair of the parent body.

#### **4.2.5 Joint Committees**

In some instances, formulating groups may engage in joint standardization efforts with other organizations. Agreements shall be set out in a Memorandum of Understanding (MOU) or similar type document.

If the other organization is also a standards developing organization, then a determination shall be made upon initiation of the effort concerning the process of standards development.

If the other organization is not a standards developing organization, then the standardization activity shall be conducted in accordance with the procedures contained in this manual.

#### **4.3 Appointment of Chairs and Vice Chairs**

The Chair of a committee is appointed by the ESC Chair and the EIA S&T Dept Vice President. Subcommittee Chairs shall be appointed by the Chair of the parent body and EIA S&T Dept Vice President. The Chair, in conjunction with EIA S&T Dept staff, may appoint a Vice Chair, other officers or the Chair of a subordinate group. All appointments may be ratified by the formulating group.

Candidates for these appointments should be selected from among formulating group members with voting status. Candidates should demonstrate a high level of activity consistent with the formulating group scope. In limited cases, the ESC, in consultation with the EIA S&T Dept Vice President, may elect to consider other candidates for committee appointments, and the Chair of the parent body and staff may elect to do so for subcommittee appointments.

Appointment as Chair or Vice Chair attaches to a specific individual rather than a company. There are no limits on the length of time an individual can serve as formulating group Chair; however, the appointment may be withdrawn at any time by the ESC Chair and the EIA S&T Dept Vice President. If the Chair is unable to continue to perform this role, the Vice Chair shall assume responsibilities until a new chair is appointed.

#### **4.4 Responsibilities of a Chair**

The Chair of an EIA S&T formulating group is responsible for the conduct of formulating group activities in accordance with the procedures prescribed herein and the ECIA Legal Guides, and consistent with the formulating group scope. Additionally, each Chair is responsible for overseeing subcommittees and working groups operating under the auspices of that formulating group. Chairs of all formulating groups are appointed to the ESC.

Chairs of formulating groups and staff are encouraged to obtain representation of affected interest categories in formulating groups under their jurisdiction and to avoid domination by any one group.

### **5 Membership Eligibility Criteria**

Membership in formulating groups is open to companies, organizations, or individuals (including independent consultants) with a direct and material interest in a matter within the respective jurisdiction of the formulating groups. Membership in ECIA is not a requirement for participation. Government representatives may also participate as described in 5.2.2, and liaison representatives may participate as described in 5.2.3.

Participating individuals should be technical personnel. Under some circumstances, eligibility for membership may be limited by circumstances beyond ECIA control, such as government regulations, etc. Any questions concerning eligibility shall be referred to EIA S&T Dept staff.

Any company or organization desiring to participate on a formulating group shall either directly notify EIA S&T Dept staff in writing (including electronic methods) or the committee chair or secretary who will forward on the request to the EIA S&T Dept staff. EIA S&T Dept staff shall then inform the interested party of any fees that may be involved, and the procedure to follow for participation. The requirements to maintain voting rights shall also be provided.

#### **5.1 Interest Categories**

For a formulating group to work effectively, all interest categories should be represented, and no interest category shall be intentionally excluded. Because standards development depends on consensus rather

than the will of a majority, participation in the consensus-building process is of far greater significance than the final act of voting in a formulating group.

Interest categories are defined relative to each standards activity and the minimum categories are: producer; user; and general interest. Additional categories may be added as determined by the project.

#### **5.1.1 Producer**

Producers are formulating group members that supply electronic products, equipment or services covered by the standard.

#### **5.1.2 User**

Users are members that utilize electronic products, equipment or services covered by the standard to provide services to an end user.

#### **5.1.3 General Interest**

General Interest members are neither producers nor users. This category includes, but is not limited to, regulatory agencies (state and federal), researchers, academia, other organizations and associations, end users and consumers.

### **5.2 Member Organizational Types**

Formulating group member organizations may be companies, government agencies or trade associations, professional societies, technical or educational institutions, or consumer interests.

#### **5.2.1 Companies**

Membership in formulating groups is vested in companies or organizations regardless of ECIA membership. Companies that are not members of ECIA may be charged a non-member participation fee per individual per formulating group per year. A company is placed on the formulating group list upon written request by an individual representing that company, and enjoys full formulating group membership privileges after the company has satisfied any attendance requirements. EIA S&T Dept staff shall maintain each formulating group list.

Companies that have met eligibility and fee requirements shall designate appropriate participating representatives (as shown on the formulating group list) to receive formulating group information. Representatives who attend a formulating group meeting are considered to be acting for their respective companies (organizations) in developing an industry position on issues before such formulating groups. Any company or organization is limited to one vote on any single formulating group.

#### **5.2.2 Government Entities**

ECIA encourages the active participation in its standards-developing activities of all parties having a direct and material interest in its standards, including U.S. (or other) federal, state, and local government entities.

Contribution to the standards development process may take the form of liaison with appropriate formulating groups, participation in the ANSI public review process, and active participation in formulating groups.

Agencies at all levels of federal, state, and local government are encouraged to observe standards development activities when they have a direct and material interest in the standards work and are willing and able to commit to full and consistent participation. When a government entity chooses to participate in a formulating group as an observer, entitling those representatives to all formulating group-related correspondence, all directly-related fees are normally waived. The level of active participation by such government representatives shall be reviewed periodically, and the representatives may be removed for non-participation.

When a government entity or independent agency requests voting status on a formulating group in writing, such status will be granted, subject to the provisions for maintaining voting eligibility (See 6.3), and fees may be waived with the prior approval of the EIA S&T Dept Vice President. The number of such memberships shall be limited to not more than 25% of the total voting membership on any formulating group.

#### **5.2.3 Liaison Organizations**

Formulating group Chairs may appoint liaison representatives from other trade associations, professional societies or technical institutions, such as universities and independent research centers, when

appropriate. Liaison arrangements are usually made on a reciprocal basis. A liaison representative has full privileges of participation in formulating group activities and may be designated as an observer or voting member at the discretion of the EIA S&T Dept Vice President. Non-ECIA member participation fees may be waived.

#### **5.2.4 Consultants**

Consultants who participate in a formulating, working or task group, shall, upon joining, declare an affiliation from among the following options:

- a) single-member affiliated; OR
- b) independent

##### **5.2.4.1 Single-Member Affiliated Consultants**

Those consultants representing a single company or organization for purposes of all of the consultant's work related to a single formulating group are considered as a representative of that single company or organization for attendance and voting privileges.

##### **5.2.4.2 Independent Consultants**

Those consultants who represent multiple companies or organizations, or on occasion, themselves, for purposes of their work related to any formulating or working group are designated as independent consultants. An independent consultant, if determined eligible to vote, shall cast a maximum of one vote, and it may not be cast representing a company or organization that is also casting a vote in the same tally.

### **5.3 EIA S&T Committee Structure Elements**

The committee structure consists of a number of different types of organizational units. Unique membership eligibility criteria for specific units follow.

#### **5.3.1 EIA Standards Council (ESC)**

The ESC consists of the ESC Chair, ESC Vice Chair, and Chairs of the EIA S&T committees and subcommittees, as well as the EIA member Chairs of joint committees and subcommittees. These members represent the committee or subcommittee interests on the ESC. The ESC may also vote to accept at-Large members. Quorum requirements (see 7.2.3) shall apply to ESC activities. Voting eligibility requirements (see 6) do not apply to ESC activities.

For purposes of determining quorum, each committee and each subcommittee is counted as a single member, and may cast one vote. In addition, each at-large member is counted as a single member, and may cast one vote. In the case of members representing a formulating group, the Chair, or the Vice Chair (or other authorized representative) at the formulating group Chair's discretion, may cast the vote. In cases where a formulating group is represented by Co-Chairs, the formulating group receives one vote, cast at the Co-Chairs' discretion, reflecting formulating group interests.

#### **5.3.2 EIA S&T Committees and Subcommittees**

Committees and subcommittees are made up of members of the industry and other interested parties.

### **5.4 Fees**

ECIA member companies may designate a maximum of three representatives per formulating group per year without charge and may designate additional representatives upon payment of a fee per representative per formulating group per year.

Those companies who are not members of ECIA may designate representatives upon payment of a fee per representative per formulating group per year. Much of ECIA's costs of supporting standards activities in its committees requires support in the form of meeting/teleconference costs and staff support services. To more fairly equalize the cost burden between ECIA member companies (who help defray these costs through their ECIA membership dues) and participating non-member companies/organizations, and to make the process more self-sustaining, a non-member participation fee is assessable to companies that are not members of ECIA.

The EIA S&T Dept Vice President may, on a case-by-case basis, waive this fee (or may hold payment of all fees in abeyance). This fee is typically waived on a reciprocal basis. Where EIA S&T formulating groups receive reciprocal participation, for example, in another Standards Developing Organization's (SDO's)



efforts, the other organization's representatives may participate in EIA S&T activities, on the same basis as do ECIA members, without additional fee, and with eligibility to gain voting rights.

## **6 Consensus Development**

Standards, specifications and bulletins shall be produced by consensus, i.e., work shall continue until substantial agreement is reached by the formulating group members. Although unanimity is desirable, it is not required to produce a work product. Consensus is achieved through a process of discussion, correspondence, draft contributions, and revision, all leading to the final result.

### **6.1 Voting**

Any employee or representative of a formulating group member is considered as designated by his or her organization to exercise formulating group membership privileges, including voting, on behalf of that organization. However, only one vote will be counted per organization. It is the organization's responsibility to coordinate its multiple attempted votes, should that occur. A formulating group member organization may designate a primary representative. The primary representative's vote or ballot would take precedence over other representatives from that organization. If the primary representative is not in attendance at a meeting or does not vote on a ballot, a vote may be cast by any employee or representative of that organization. A majority of eligible members with voting rights present at a meeting where a quorum has been attained shall determine the outcome of all votes, except where otherwise noted herein. For example, a two-thirds majority is required to adopt a standard, specification, or bulletin.

### **6.2 Obtaining Voting Status**

To obtain voting status on a formulating group, a member shall request registration in the electronic Workspace (eWorkspace) system and voting status in a formulating group from the EIA S&T Dept staff and upon approval attend the next face-to-face meeting or through teleconference, if provided, or official formulating group teleconference to activate the voting right.

### **6.3 Maintenance of Voting Status**

Maintenance of voting status depends upon the formulating group member's active participation in the work program.

The criterion for removal of a formulating group member from voting status is failure to vote on at least 50% of the formulating group ballots for which the member was listed on the roster with a voting status over the previous 24 months period.

Reinstatement of voting privileges requires completing the reactivation process (See 6.2).

Formulating group Chairs, with the assistance of EIA S&T Dept staff, shall enforce the rules governing maintenance of voting status.

### **6.4 Multiple Votes**

No individual may vote or cast a ballot on behalf of more than one formulating group member. No proxy ballots shall be allowed. Independent consultants are subject to the provisions of 5.2.4. Members who are unable to participate in formulating group meetings may provide non-binding comments in advance of the meeting.

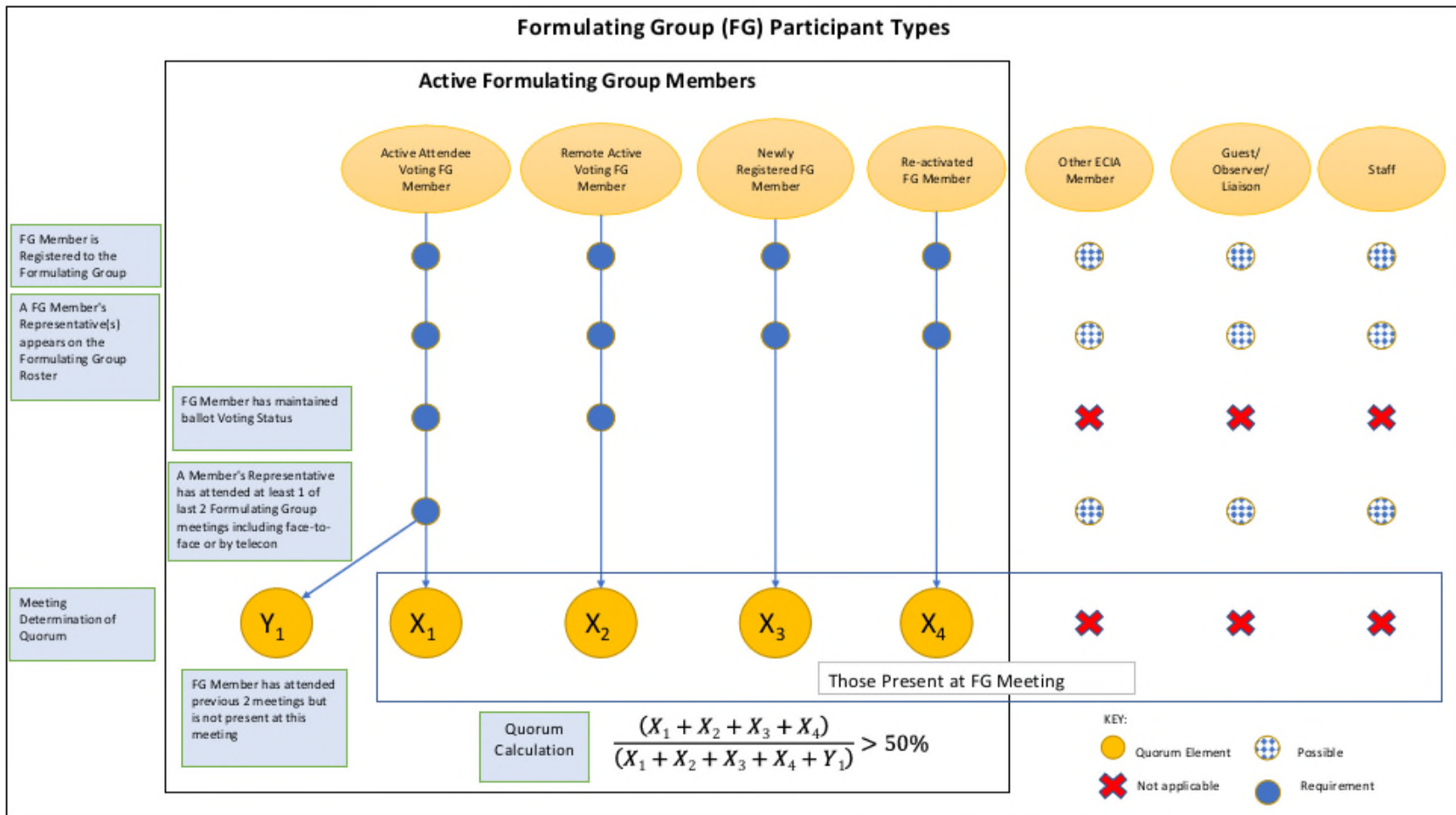


Figure 1 - FG Participants – Determining Quorum

## **7 Operations**

### **7.1 General**

The standardization program of the EIA S&T Dept is conducted through its formulating groups with the assistance of EIA S&T Dept staff. Efforts shall be made to encourage member participation, conduct the work of these groups in an efficient fashion, and maintain due process as defined in ANSI Essential Requirements.

It is the responsibility of the formulating group Chair and staff to maximize productivity during each meeting. This includes following the agenda and keeping discussion on point.

When any formulating group, working group, or task group has become inactive, the group's continued existence shall be reviewed by the parent body.

The business of formulating groups is encouraged to be conducted via electronic means to the extent practical.

### **7.2 Meetings**

#### **7.2.1 Notices**

Every effort should be made to provide notice of a formulating group meeting to formulating group members sufficiently in advance to allow maximum member participation.

In the case of face-to-face formulating group meetings, EIA S&T Dept staff should issue meeting notices at least four weeks prior to the meeting date.

In the case of audio- or video- teleconferences, or virtual meetings, EIA S&T Dept staff should issue meeting notices at least one week prior to the meeting date.

#### **7.2.2 Agendas**

The formulating group or subsidiary unit Chair is responsible for generating the preliminary agenda and providing it to EIA S&T Dept staff in sufficient time for advance distribution.

The final meeting agenda shall include, at a minimum, the following elements:

- a) Time and place of the meeting or teleconference;
- b) For formulating groups, determination of whether or not a quorum is present;
- c) Review of any action items from the previous meeting;
- d) Any proposed voting items identified at the time the agenda is issued;
- e) Significant items to be discussed;
- f) Other business; and
- g) Determination of the next meeting date and location.

A preliminary agenda, subject to revision, should be distributed with the meeting notice. Participants, chairs and staff are encouraged to make reasonable efforts to identify agenda items prior to the start of meeting, and present those to participants in advance of a meeting. A preliminary agenda for advanced distribution purposes does not need to list all items of a formal agenda but should, at a minimum, include major topics planned for discussion.

#### **7.2.3 Quorum**

See Figure 1 to determine presence of a quorum of the formulating group active voting members for the purpose of conducting business at a formulating group meeting. A formulating group meeting may be either a face-to-face meeting (which may be supplemented by teleconference) or a teleconference meeting. If a quorum is not present, no final action may be taken. While discussion may take place, and those present may make recommendations and develop material, such recommendations are subject to subsequent affirmation by a quorum of the formulating group. This may be accomplished through the use of the eWorkspace via electronic ballot.

#### **7.2.4 Meeting Cancellation**

EIA S&T Dept staff may cancel a scheduled meeting if:

- a) it is anticipated, with cause, that a quorum for conducting business will not be present due to insufficient attendance;
- b) no Chair or Vice Chair will be available to conduct the meeting; or,
- c) an emergency or act of nature precludes attendance.

##### **7.2.4.1 Notice of Cancellation**

Notice of cancellation of a meeting should be announced 14 days prior to the date of a face-to-face meeting, or one day prior to a teleconference date, except in cases where an emergency or act of nature precludes attendance.

#### **7.2.5 Conduct**

Meetings shall be conducted in a manner accommodating due process considerations, the need to expedite the work of formulating groups, efforts to use group member and staff resources efficiently, and relevant legal considerations as defined in the current ECIA Legal Guides. For meeting procedures not covered herein, a formulating group should be conducted following Robert's Rules of Order.

For participation in meetings, appropriate electronic alternatives may be adopted with the approval of the EIA S&T Dept Vice President and EIA Legal Counsel.

### **7.3 Legal Issues and Intellectual Property Rights (IPR)**

All formulating groups shall adhere to the general rules applicable to all EIA S&T activities, noting specifically Intellectual Property Rights (IPR) in accordance with ECIA Legal Guides in all matters pertaining to EIA standardization programs. When developing an ANS standard, ANSI's legal guidelines in the ANSI Essential Requirements shall also be followed. American National Standards shall be developed in accordance with applicable antitrust and competition laws and meetings amongst competitors to develop American National Standards are to be conducted in accordance with these laws.

The ECIA Legal Guides shall govern all standards development activities conducted by formulating groups. Copies of the ECIA Legal Guides are available upon request from EIA S&T Dept staff or on the ECIA engineering web site.

#### **7.3.1 Disclosure of Relevant Patents**

There is no objection in principle to drafting a proposed EIA standard or American National Standard in terms that include the use of a patented item, if it is considered that technical reasons justify this approach. If the formulating group receives notice that a proposed standard may require the use of a patented invention, the patent holder shall, prior to approval, provide the IP proffer to an EIA S&T Dept staff representative.

The standards development and approval process is made more efficient if the existence of relevant patents (and relevant pending patents) is made known as early as possible in the development work. Conversely, the discovery at the final stages of standards development of a relevant patent (or pending patent) that is not available for licensing under reasonable terms and conditions may result in the loss of years of formulating group effort. It is therefore required that formulating group members disclose any knowledge they may have of existing relevant patents (or an intent to patent items whenever appropriate) affecting the work. Chairs and EIA S&T Dept staff should remind formulating group members of this responsibility.

#### **7.3.2 General Patent Policy Guidelines**

Discussion of a pending or existing patent does not constitute an acknowledgment of the validity of the patent since validity is based on prior art and determination of who first made application or discovered the technique or process. Discussion, if any, shall concern whether the patent's technical content is suitable for, or applies to, the standardization effort at hand.

By its terms, the ECIA patent policy applies with equal force to situations involving (1) the discovery of relevant patents that may be required for use of a standard subsequent to its adoption and (2) the initial issuance of a relevant patent after adoption. Once disclosure is made, the holder is obligated to provide the same assurance to ECIA as is required in situations where relevant patents exist or are known prior to approval of a proposed standard as an EIA standard.

Thus, if notice is given of a patent that may be required for use of an already approved EIA standard, a standards developer may wish to make it clear to its participants that the EIA Standards procedures require the patent holder to provide the assurances contained in the patent policy or suffer the withdrawal of EIA Standards approval of the document as an EIA standard and ultimately as an American National Standard.

### **7.3.3 EIA and ANSI Patent Policies**

Reasonable efforts shall be made to notify participants that they are required to identify relevant essential patent claims at the earliest point in standards development. These efforts shall include a call for intellectual property (IP) proffers on all draft standards. In addition, calls for disclosure may be made during meetings

EIA S&T procedures follow the ANSI Patent Policies as stated in the ANSI Essential Requirements:

ANSI patent policy - Inclusion of Patents in American National Standards

There is no objection in principle to drafting an American National Standard (ANS) in terms that include the use of an essential patent claim (one whose use would be required for compliance with that standard) if it is considered that technical reasons justify this approach. If an ANSI-Accredited Standards Developer (ASD) receives a notice that a proposed ANS or an approved ANS may require the use of such a patent claim, the procedures in this clause shall be followed.

The ASD shall receive from the patent holder or a party authorized to make assurances on its behalf, in written or electronic form, either:

- a) assurance in the form of a general disclaimer to the effect that such party does not hold and does not currently intend holding any essential patent claim(s); or
- b) assurance that a license to such essential patent claim(s) will be made available to applicants desiring to utilize the license for the purpose of implementing the standard either:
  - i) under reasonable terms and conditions that are demonstrably free of any unfair discrimination; or
  - ii) without compensation and under reasonable terms and conditions that are demonstrably free of any unfair discrimination.

Such assurance shall indicate that the patent holder (or third party authorized to make assurances on its behalf) will include in any documents transferring ownership of patents subject to the assurance, provisions sufficient to ensure that the commitments in the assurance are binding on the transferee, and that the transferee will similarly include appropriate provisions in the event of future transfers with the goal of binding each successor-in-interest.

The assurance shall also indicate that it is intended to be binding on successors-in-interest regardless of whether such provisions are included in the relevant transfer documents.

A record of the patent holder's statement shall be retained in the files of both the ASD and ANSI

When the ASD receives from a patent holder the assurance set forth above, the standard shall include a note substantially as follows:

NOTE – The user's attention is called to the possibility that compliance with this standard may require use of an invention covered by patent rights.

By publication of this standard, no position is taken with respect to the validity of any such claim(s) or of any patent rights in connection therewith. If a patent holder has filed a statement of willingness to grant a license under these rights on reasonable and nondiscriminatory terms and conditions to applicants desiring to obtain such a license, then details may be obtained from the standards developer.

Neither the ASD nor ANSI is responsible for identifying patents for which a license may be required by an American National Standard or for conducting inquiries into the legal validity or scope of those patents that are brought to their attention.

The statement from the patent holder should be stated in exactly the words prescribed above or in alternative language approved by the ECIA Legal Counsel. ECIA will not accept statements which are conditional or which reveal the terms of licensing.

A patent holder, under no circumstances, is required to permit the use of its technology for free or on reasonable terms and conditions. If the patent holder chooses not to make its technology available and the technology is relevant to implementation of the EIA or ANS standard, then it may be necessary to revise or withdraw the standard. A copy of all identified statements from patent holders received by ECIA shall be forwarded to ANSI.

#### **7.3.4 Commercial Terms and Conditions**

EIA S&T fully subscribes to the ANSI commercial terms and conditions for its standards development. As excerpted from the ANSI Essential Requirements:

Provisions involving business relations between buyer and seller such as guarantees, warranties, and other commercial terms and conditions shall not be included in an American National Standard. The appearance that a standard endorses any particular products, services or companies must be avoided. Therefore, it generally is not acceptable to include manufacturer lists, service provider lists, or similar material in the text of a standard or in an annex (or the equivalent). Where a sole source exists for essential equipment, materials or services necessary to comply with or to determine compliance with the standard, it is permissible to supply the name and address of the source in a footnote or informative annex as long as the words "or the equivalent" are added to the reference. In connection with standards that relate to the determination of whether products or services conform to one or more standards, the process or criteria for determining conformity can be standardized as long as the description of the process or criteria is limited to technical and engineering concerns and does not include what would otherwise be a commercial term.

#### **7.3.5 Copyrighted Material**

If, in developing a standard, a formulating group proposes to incorporate verbatim material from a publication copyrighted by another organization, a formulating group member or EIA S&T Dept staff shall obtain written permission from the owner of the copyright for ECIA to reprint the material, forward the letter granting permission to the EIA S&T Dept staff member, and include an appropriate reference to such permission in the standard as a footnote.

If a formulating group proposes to incorporate verbatim material, in whole or in part, from an ISO/IEC standard, the Chair shall consult appropriate EIA S&T Dept staff for appropriate procedures and further details.

#### **7.3.6 Audio/Video Recording**

By opening meetings to non-members, formulating groups are in no way relinquishing their rights to privacy. For this reason, communication with either internal or external organizations on behalf of a formulating group should emanate from the appropriate Chair. See 7.5.

Audio or video recording of any portion of a meeting shall not be permitted without the prior knowledge and consent of *all* meeting attendees.

#### **7.3.7 Minutes**

At the beginning of each meeting or teleconference, an individual shall be designated to serve as recording secretary for that meeting. The minutes should include, at a minimum:

- a) a list of all individuals (and their respective affiliations) present;
- b) for formulating groups, an indication of whether the members of the group that is meeting are present or absent, and their voting status for this meeting;
- c) a list of action items developed at the meeting and assigned individual(s);
- d) for formulating groups, an indication of whether or not a quorum is present;
- e) a statement of all significant matters discussed; and
- f) a description of any actions taken with any reasons for such actions.
- g) evidence of recorded votes for consensus approval of a document or a portion thereof. All members of the consensus body shall have the opportunity to vote. When recorded votes are taken at meetings, members who are absent shall be given the opportunity to vote before or after the meeting.

EIA S&T formulating groups and sub elements do not enter into confidentiality agreements. All statements made or material presented in a meeting becomes a matter of record and subject to recording in meeting minutes.

Whenever possible, those providing reports or making presentations during a meeting are encouraged to provide an electronic version of this information to the recording secretary on-site, or immediately following the meeting. This practice facilitates electronic distribution of minutes.

Draft minutes should be approved by the Chair and responsible EIA S&T Dept staff prior to formulating group distribution.

## **7.4 Program of Work**

### **7.4.1 Scope Identification**

When a formulating group or a working group is established, its parent body shall clearly define the new group's scope. Revisions to a formulating or working group's scope require the approval of the Chair of the parent body, and should be affirmed as soon as practical by a quorum of the parent body. Revisions in a standards project scope do not require formulating group approval, since the final standard is subject to formulating group adoption.

### **7.4.2 Project Purpose**

ECIA does not encourage or exclude the possibility of multiple standards for the same purpose, but identifies the purpose of standards as follows:

"EIA standards are designed to serve the public interest by eliminating misunderstandings between manufacturers and purchasers, facilitating interchangeability and improvement of products, and assisting the purchaser in selecting and obtaining with minimum delay the proper product for this particular need. Existence of such standards shall not in any respect preclude any member or non-member of ECIA from manufacturing or selling products not conforming to such standards."

Situations may occur in which more than one standard covering one technical area becomes possible. These situations might result, for example, from a new technology in which more than one approach is supported.

When one or more formulating group(s) is/are considering the development of duplicative standards, several factors should be considered:

- a) Is there significant provider/user support for each of the proposed standards?
- b) How much overlap of purpose will result from separate standards? For example, will there be uniqueness in application? Are there unique groups of potential users or providers?
- c) Is the nature of the standard such that the standards accomplish the same purpose, do not increase confusion or reduce economies of scale (e.g., a measurement procedure)?
- d) Is it best to permit independent development of duplicative standards first, then to harmonize them after they are completed, perhaps resulting in a better, more comprehensive standard?

With respect to harmonization, formulating groups, and where appropriate, their parent body should always attempt harmonization whenever possible.

### **7.4.3 Project Initiation**

To formally initiate a project, either: 1) a majority of voting formulating group members present during a meeting with a quorum established shall be necessary to approve project initiation; or 2) by ballot. Between regularly scheduled meetings, the formulating group chair or his/her designee may informally initiate a project with subsequent formulating group approval scheduled as soon as practical.

EIA S&T Dept staff shall coordinate with the Chair to complete a Project Initiation Form for standards, and bulletins and an ANSI Project Initiation Notification System (PINS) form for ANS standards. Once the project has been formally initiated, staff will submit the ANSI PINS to ANSI as soon as practical.

#### **7.4.4 Project Monitoring**

At a minimum, on a biannual basis, each formulating group shall review the progress of the standards projects under its auspices. This review shall include those standards due for reaffirmation, revision or rescission, as well as any standards that are approaching their five-year life span. Formulating groups should consider the extent of their current program of work, and evaluate proposed work items, in light of the formulating group and staff resources available to accomplish such work, and the extent of industry need for such work.

#### **7.4.5 Project Completion/Removal**

During its biannual review, or at other times, a formulating group may delete an item from its program of work.

### **7.5 Committee Communications**

#### **7.5.1 Distribution of Working Materials**

Draft standards, bulletins, and other development materials are controlled distribution documents and shall only be distributed to outside organizations by EIA S&T Dept staff with an accompanying letter detailing limitations on further distribution. Draft EIA standards shall not be posted on any outside organization's website without expressed permission of the EIA S&T Dept staff.

Members of a formulating group or subsidiary unit are encouraged to coordinate any external distribution of materials outside the formulating group or subsidiary unit with the chair (or a designated committee liaison) and EIA S&T Dept staff.

### **8 Procedures for Development of EIA Standards, Bulletins, Publications and ANS Standards**

Development of these documents requires proper documentation of the entire process. The EIA S&T Dept uses its Electronic Workspace to facilitate and document this process. Meetings minutes, agendas, announcements, attendance records, document sharing, comment submittals and resolutions, balloting, electronic reminders to vote, group emailing and document submittals to ANSI are all able to be captured within this system and tied to projects for easy retrieval. Exceptions to the use of this tool must be approved by the EIA S&T Dept staff.

Technical standardization work within ECIA consists of at least five major milestones leading to the release of an EIA or ANS standard, specification, guideline, bulletin, or publication:

- 1) project initiation;
- 2) technical development;
- 3) approval by the consensus formulating group;
- 4) management approval; and
- 5) publication.

In the case of an ANS standard, another milestone is ANSI approval.

Examples of EIA standards and specifications:

- a) promoting interchangeability and improving products;
- b) eliminating misunderstandings or confusion between manufacturers and buyers with respect to products on which standards or specifications are adopted;
- c) providing assistance to the purchaser in selecting and obtaining, without delay, the proper product for the particular need;
- d) improving the effective usage of military and commercial products;
- e) improving the safety of electronics products;
- f) improving the quality attributes of electronic products.

The draft development process is the same whether the ultimate product will be published as an EIA Standard, an ANS Standard, or an EIA Bulletin. The main differences in the development process of a standard versus a bulletin concern the resolution of "No With Comments" at the time of vote and the procedure for voters not present at the meeting vote. ANS standards are also submitted to ANSI for public review. The draft development process is defined in this section.



## **8.1 Project Initiation**

The provisions of 7.4.3 concerning project initiation apply to all standards and bulletin projects. A formulating group initiates a project by completing a Project Initiation Form and submitting it to EIA S&T Dept staff. For ANS standards, EIA S&T Dept staff also submits an ANSI PINS Form to ANSI (ANSI does not require a PINS form for a reaffirmation or withdrawal). Once the EIA number has been assigned, the formulating group Chair shall be informed. The draft EIA designation identifies drafts through each stage of the development process.

The formulating group shall assign a project to a subcommittee, a working group, or itself for implementation.

## **8.2 Preparation**

When initiating a project, it is often helpful to accomplish the following tasks early in the process:

- a) Identify and involve likely participants as early in the process as possible;
- b) Review the project time line and agree, as a group, to milestones;
- c) Obtain relevant IPR and copyright releases;
- d) Assign a project editor and writers for each section of the draft;
- e) Establish a regular meeting schedule.

## **8.3 Technical development and other actions**

During the technical development phase of a project, the main task of a formulating group is to develop a document (from draft stage to final product), attempt to accommodate informal comments generated by reviews of the draft document, resolve formal comments generated by internal and external reviews of the draft (either first or subsequent versions), decide on the continuation or cancellation of a project, and vote on whether the final draft document should become an EIA standard or other document and/or an ANS standard.

Technical development may mean not only the development of a new standard, specification, guideline bulletin, or publication but the reaffirmation, revision, rescission or stabilization of the same. The formulating group also may decide to develop an EIA document and subsequently proceed to develop it into an ANS standard at any time within the development process (or at some later date).

### **8.3.1 Development of an EIA or ANS document**

Upon assignment of a project to the formulating group, the chair shall designate an individual or a group responsible for developing a draft. Contributions to a draft may include collections of basic data, suggested drafts of text, candidate standards, and other submissions. To minimize the number of editorial comments, all drafts should comply, to the extent practical, with the editorial guidance contained in EP-7 ("Style Manual for Standards and Publications of EIA and JEDEC" and any applicable Memorandum of Understanding.)

### **8.3.2 Other actions regarding status of a standard**

In the course of the review of a project or pre-existing EIA standard, specification, guideline, bulletin, or publication or ANS standard, the formulating group may be required to vote on the continuation or cancellation of the project, the reaffirmation, revision, or rescission of a standard, or designating it as a stabilized standard. Such action is undertaken by either ballot or meeting vote, as permitted.

## **8.4 Draft Development and Review**

The draft development and review process is conducted on an informal basis. The purpose of this process is to ensure that a document submitted for vote to the formulating group and, where appropriate, the committee chair, reflects resolution of outstanding comments to the extent practical.

Informal review may include, but not be limited to, meeting discussions, ad hoc editing groups appointed by the chair, circulation of revised drafts, and surveys. It is recommended that draft documents be prudently controlled and identified with a date and/or version designation to minimize confusion between any differing circulating copies.

It is recommended that if an informal review process is initiated, the initial review of the draft document shall consider all sections of the document.

The document may be circulated through multiple iterations of the electronic voting process to keep better control of comment resolutions and maintaining document control. At some point, in these cycles, the document may be deemed ready for a formal ballot by the formulating group.

### **8.5 Release for Formulating Group Vote**

A draft document may be released by the Chair for formulating group vote either for vote during a formulating group meeting or via ballot.

#### **8.5.1 Meeting Vote**

Formulating groups may vote on a proposed standard, bulletin or publication during a formulating group meeting particularly when it is deemed that substantial consensus on a draft document has been achieved. It is highly desirable that this voting item be included when the agenda for the subject formulating group meeting is developed.

In addition, in the case of a proposed ANS standard the formulating group motion to vote shall include that the standard is being submitted to ANSI. As an alternative, the voting item shall be included on a subsequent, revised agenda circulated to formulating group members a minimum of 14 days prior to the subject formulating group meeting for a vote.

In addition, a draft of the proposed standard or bulletin shall be made available to formulating group members.

Voting members not present at the time of the vote shall be given the opportunity to vote on the standard after the meeting they missed and will have their comments, if any, addressed per section 8.7.4. Any absent voting members that fail to respond shall be listed as Not Returned on the final submittal for approval to ANSI.

#### **8.5.2 Ballot**

Upon review of a proposed document by EIA S&T Dept staff, a ballot shall be added to the document and the ballot shall be circulated for vote to all formulating group members, both voting and non-voting, with a minimum response period of fourteen days (in cases where this is the first formulating group ballot on a proposed standard or bulletin) or fourteen days.

NOTE--At the discretion of the formulating group chair, the balloting period may be established with a longer initial period of time, or may be extended for an additional two weeks to achieve response from a quorum of voting formulating group members. If a quorum of voting formulating group members does not respond by the end of this two-week period, the ballot fails, and the document may be resubmitted, with or without revision, for ballot, or the project may be eliminated. The formulating group Chair may elect to shorten the minimum response period, at his or her discretion, absent any objection from any formulating group member.

To encourage intra-company coordination, EIA S&T Dept staff may identify and refer individual representatives from within the same company or organization to others from that same company or organization, and indicate formulating group member's voting status.

NOTE--For ballot purposes, quorum shall be determined based on the number of voting members of a formulating group as of the date the ballot closes.

If all votes are accounted for prior to official closing date, the ballot may be closed by the EIA S&T Dept staff prior to that official closing date.

### **8.6 Voting**

At a meeting where a quorum is present at the time of the vote, a majority of those voting members present is sufficient to act in all matters except as shown in the voting list below requiring specific voting method(s) and the criteria for approval. When a vote in a formulating group is for the purpose of approving a document for publication as an American National Standard, a ballot summary shall be completed and included in the minutes identifying the position cast by each voting member. The Interest Category is normally determined by the formulating group member when joining the group. It may be reselected for any ballot upon request to the EIA S&T Dept staff.

<b>Action Required</b>	<b>Method (calendar days)</b>	<b>Approval Criteria</b>
<b>Process PINS for EIA ANS Project</b>		
By Meeting Vote	During meeting	With meeting quorum, Majority present voting affirmative (less any abstentions and non-votes)
By Ballot	14 day minimum	With eligible voter majority of returns, affirmative majority of returns (less any abstentions)
<b>Approval to proceed to ANSI BSR8 (Public Review)</b>		
By Meeting Vote	During meeting	With meeting quorum, Majority present voting affirmative (less any abstentions and non-votes)
By Ballot	14 day minimum	With eligible voter majority of returns, affirmative majority of returns (less any abstentions)
<b>Approval to proceed to publish as an ANS</b>		
By Meeting Vote	During meeting and eligible voting absentees contacted after meeting for their votes	With quorum, 2/3 voting affirmative (less any abstentions but including any absentee votes)
By Ballot	14 day minimum	With eligible voter majority of returns, 2/3 voting affirmative (less any abstentions)
<b>Approval of the content of the Proposed EIA ANS</b>		
By Meeting Vote	During meeting and eligible voting absentees contacted after meeting for their votes	With quorum, 2/3 voting affirmative (less any abstentions but including any absentee votes)
By Ballot	Minimum of 14 days	With eligible voter majority of returns, 2/3 voting affirmative (less any abstentions)
<b>EIA Standard, Guideline, Bulletin Project initiation</b>		
By Meeting Vote	During meeting	With quorum, Majority present voting affirmative (less any abstentions)
By Ballot	14 day minimum	With quorum, Majority voting affirmative (less any abstentions)
<b>Approval of content and to publish EIA Standard, Guideline, Bulletin</b>		
By Meeting Vote	During meeting having been announced on the preliminary agenda	With quorum, 2/3 present voting affirmative (less any abstentions)
By Ballot	Minimum of 14 days	With eligible voter majority of returns, 2/3 voting affirmative (less any abstentions)

## **8.7 Approval by the formulating group consensus body**

For a project or document to be approved it must receive approval by the formulating group consensus body. This shall be done either by meeting vote or ballot, as permitted (see 8.6), and by the required number of votes.

### **8.7.1 For EIA Bulletins, Guidelines and Publications**

If a formulating group uses a meeting vote in the approval process, voting options shall be “yes,” “no,” or “abstain.” The minutes of the meeting shall note the comments voiced during discussions and any resolutions thereof.

If a formulating group uses a ballot (either in paper or electronic form) in the approval process, voting options shall reflect “yes,” “yes, with comments,” “no,” “no, with comments,” or “abstain.” The formulating group shall not be required to address any “no” vote not accompanied by comments.

When a meeting vote or a ballot on a document closes and receives the requisite number of votes for passage, the chair (and responsible EIA S&T Dept staff as appropriate) will review any meeting discussion comments or comments accompanying the ballot. The chair then can either: 1) determine that the vote/ballot passed by consensus, editorial comments will not change consensus, the votes with comments already have received formulating group discussion or review, and therefore, the document is to be forwarded for approval for publishing; or 2) determine that even though the ballot passed by consensus, comments accompanying either “yes” or “no” votes are significant enough to warrant reconsideration by the formulating group and the document is to be re-circulated to the formulating group for further review and re-balloting.

If a ballot fails, the document is returned to the formulating group for further resolution or cancellation.

In all cases, comments accompanying a ballot shall be maintained by the chair and the appropriate EIA staff for future use when the document is reviewed for reaffirmation, revision, or withdrawal or the document is to become a possible ANS standard.

### **8.7.2 For ANS and EIA Standards**

Where the draft document is a proposed ANS or EIA standard:

- a) Yes: Indicating approval of the substance of the draft;
- b) Yes with Comment: Indicating approval of the substance of the draft with the option of providing a comment; and
- c) No with Comment: Indicating disapproval of the substance of the draft with the option of providing a comment; and
- d) Abstain: Indicating acknowledgement of the vote and expressing no opinion regarding the outcome.

In addition to the provisions above, for an ANS, if the formulating group vote is taken during a meeting, the name of the company, the individual representatives from that company attending the meeting, the vote cast, and the interest category shall be recorded for future submission to ANSI. For EIA Standards and other publications, a unanimous vote less any abstentions is sufficient to be noted in the minutes.

### **8.7.3 Comments**

As applicable, formulating groups shall attempt to resolve all comments generated in the course of either a ballot or public review prior to publication of a document as an EIA standard or an ANS standard (or ANSI-designated publication). The chairs or their designees, upon receipt of a comment, should acknowledge its receipt to the originator, regardless of its nature. In the case of any received unresolved objections from the consensus body, the submitter shall be informed in writing of the right to appeal.

The only comments normally addressed by a formulating group are editorial or substantive in nature. Substantive comments should be accompanied with wording that would aid the formulating group in addressing the comments. Other comments may be handled in the following manner on behalf of the formulating group:

- legal concerns are referred to ECIA General Counsel for response;

- standards development process concerns are addressed by the appropriate EIA S&T Dept staff;
- scope concerns are addressed with appropriate formulating group and EIA S&T Dept staff input; and
- vague comments are returned to the commenter requesting expeditious clarification.

In all cases, copies of all correspondence must be sent to the responsible ECIA staff to become part of the record of action with regard to the particular project under development.

Problems arising from votes cast with comments that are not substantive or editorial in nature or that are not germane to the document being balloted will be reviewed by ECIA General Counsel on behalf of the formulating group and a response will be prepared and forwarded to the commenter as part of the resolution process. Minor technical changes include, but are not limited to, the correction of obvious errors that make a statement, drawing, or equation inappropriate or technically incorrect. This procedure shall be used only in case of editorial or minor technical changes and not for substantive changes such as the addition or change of dimensions, functions, or electrical characteristics. Where substantive changes are called for, a ballot is required.

#### **8.7.4 Negative Votes With Comments for ANS and EIA Standards**

The formulating group shall also ask any voting members who vote No to provide comments during the meeting or with the formulating group ballot. These comments will be recorded in the meeting minutes along with the formulating group's attempt to resolve the comments. If the comments cannot be resolved, the written reason for the objection, as recorded in the meeting minutes, shall be used as the basis for a recirculation ballot to recirculate the negative vote. The chair of the formulating group shall have the option to defer addressing No with Comments received during the meeting vote until after the meeting. No with Comments received as the result of a ballot shall be addressed by the chair or staff. The provisions of 8.7.2 and 8.8 shall apply to the recirculation ballot.

For meeting votes, any absent voting members who vote No with Comment by the deadline given to them shall have their comment addressed by the formulating group chair and be sent a written disposition of their objection and the reason for that disposition via EIA S&T Dept staff. Any unresolved negative votes with comments shall be re-circulated.

The provisions of 8.7 shall apply to all recirculation ballots.

The document shall be sent to ANSI for public review or published as an EIA standard. The formulating group may either authorize the responsible working group to address public review comments, or choose to do so itself.

In accordance with Clause 2.6 of ANSI Essential Requirements, the objector shall be advised in writing (including electronic communications) of the disposition of the objections and the reasons therefor.

#### **8.8 Voting Tally**

A document is accepted and approved if the voting tally indicates that:

- a) a quorum of voting formulating group members has responded; and
- b) 2/3 or more of those voting approve;

Abstentions are included when calculating compliance with item (a). Abstentions are excluded when calculating compliance with item (b).

To calculate a vote tally:

- For a proposed EIA bulletin, guideline or publication: [#Yes/(#Yes + #No)]
- For a proposed ANSI/EIA or EIA standard: [(#Yes+ #Yes w/comments)/(#Yes+ #Yes w/comment + #No w/comments)]

Depending on the nature of the vote (specifically, whether the document was proposed for publication as a EIA or ANS standard, an EIA bulletin, etc.), the document is accepted and submitted for further processing as an EIA standard or bulletin, or as an ANS standard. If the standard is designated as a prospective ANS standard, then the provisions of Section 9 also apply. The formulating group formal ballot may be conducted

to approve the document content and simultaneously approve the document to proceed to ANSI for Public Review with the understanding that should the formal ballot close and subsequently receive Public Comments from the open period of the Public Review, they will have to be addressed in accordance with EP-20 and will have to again be formally balloted by the formulating group for approval and forwarding to ANSI for final publication. If no comments are received from the ANSI Public review, then the vote of the formulating group stands even though it closed prior to the closing of the ANSI Public Review.

### **8.9 Recirculation Ballot Vote**

A recirculation ballot is issued:

- a) whenever substantive changes are made to a proposed document for any reason, not only in order to resolve a negative vote; or
- b) when all reasonable efforts have been exhausted without success to resolve a negative vote with comment, and yet a clear consensus is believed to exist
- c) for all unresolved comments resulting from public review

Recirculation ballots shall be accompanied by documentation of attempted resolutions. Negative votes received without comments shall not require recirculation.

Recirculation voting requires voting formulating group members:

- a) to reaffirm a previous vote;
- b) change their response based on the changes made or the statement of objections; or
- c) respond if they did not vote on the previous ballot.

Comments shall not be accepted regarding issues outside the scope of the recirculation vote/ballot. Failure to respond to a recirculation/reconsideration vote/ballot shall not be considered an approval and any original vote shall stand as cast.

Recirculation is not required for Yes with Comments.

### **8.9.1 Recirculation Vote Approval**

A recirculation vote/ballot shall be considered to have been approved when it meets the criteria regarding voting tally in 8.8. Evidence of attempts to resolve negative votes or comments shall be submitted to ANSI with the BSR-9 request for approval.

### **8.10 Re-balloting**

A re-ballot is considered as an entirely new ballot and therefore any prior votes will not count. In any of the following cases,

- a) A quorum of voting formulating group members does not vote;
- b) Fewer than 2/3 of those voting approve; or
- c) The committee chair does not approve (in cases where the formulating group is a subcommittee).

The draft document shall be processed as follows.

If a quorum of voting formulating group members does not vote, then the document shall be:

- a) Revised and resubmitted for vote;
- b) Resubmitted for vote without change; or
- c) the project shall be eliminated.

If fewer than 2/3 of those voting approve, then the document shall be:

- a) Revised and resubmitted for vote; or
- b) The project shall be eliminated.

If the committee chair does not approve, then the document shall be referred back to the responsible committee or if the vote was taken at the subcommittee level, referred to the parent committee, and processed as the committee indicates.

### **8.11 One Company (Organization)/One Vote Rule**

Voting on draft documents is limited to one vote per formulating group member.

### **8.12 Editorial Revision**

Full editorial privilege shall be accorded to the formulating group Chair, the Chair's designated representative, and EIA S&T Dept staff. Editorial revisions may be incorporated into an EIA standard, specification, or an EIA bulletin or publication following vote without further formulating group review.

### **8.13 Maintenance of EIA and ANS Standards and EIA Bulletins and Publications**

All EIA Standards, EIA Bulletins and Publications should be reaffirmed, revised, or withdrawn by the formulating group not more than five years from their dates of publication. Since the document is already published, circulation of the document is not required.

Prior to the five-year anniversary of publication of an EIA- or ANS-standard or EIA bulletin or publication, the formulating group shall initiate action to:

- a) Reaffirm the content is valid with subsequent review every five years thereafter
- b) Rescind following a determination that the technical content is no longer valid
- c) Revise if the technical content is valid and needs to be updated or otherwise revised
- d) Designate the document as an EIA Stabilized Standard.

If the document is designated as an ANS Standard, then the above cycles shall be followed. A standard that is maintained under the stabilized maintenance option for an American National Standard shall satisfy the following eligibility criteria (details are in Section 4.7.3 of ANSI Essential Requirements):

- a) the standard addresses mature technology or practices, and as a result, is not likely to require revision; and
- b) the standard is other than safety or health related; and
- c) the standard currently holds the status of American National Standard and has been reaffirmed at least once; and
- d) at least ten years have passed since the approval or last revision of the standard as an ANS; and
- e) the standard is required for use in connection with existing implementations or for reference purposes.

Note: In accordance with the provisions of Sections 2.4, 3.3, and 4.7 of the ANSI Essential Requirements concerning "stabilized maintenance" of an American National Standard, archiving EIA standards or ANS standards is also feasible.

The provisions of 7.4.3 and 8.1 concerning project initiation apply to the maintenance of all standards and bulletins.

## **9 ANS Standardization Procedures**

For those documents that are intended for publication as EIA ANS standards, the provisions of this section apply. Approval as an ANS refers to an action to approve a new document or reaffirm or revise an existing ANS.

### **9.1 Submission to ANSI for Public Review**

Responsible EIA S&T Dept staff shall submit the proposed ANS to ANSI or indicate where the document may be procured to initiate public review and provide appropriate documentation to ANSI.

Responsible EIA S&T Dept staff shall receive, collect and acknowledge receipt of public review comments. In addition, responsible EIA S&T Dept staff shall forward all public review comments to the formulating group for review and response. The response to each commenter shall be in writing and include a notation of the EIA S&T and ANSI appeals processes.

NOTE—A proposed ANS is subject to comment only (not for vote) during public review and by any and all materially or directly affected parties.

### **9.2 Public Review Comments**

EIA S&T Dept staff shall acknowledge receipt of a public review comment, by either postal mail or email regardless of its nature.

The only comments normally addressed by a working group or formulating group are editorial or technical in nature. Technical comments should be accompanied with wording that would aid the formulating group in addressing the comments.

Other comments may be handled in the following manner on behalf of the formulating group:

- The ECA Legal Counsel shall respond to comments relating to legal concerns;
- EIA S&T Dept staff shall respond to comments relating to concerns regarding the standards development process;
- The formulating group with input from EIA S&T Dept staff shall address scope concerns;
- The reason for non-acceptance shall be sent regarding editorial or technical concerns;
- Vague comments shall be returned to the respondent requesting expeditious clarification.

EIA S&T Dept staff shall retain copies of response to commenters.

### **9.3 Public Review Commenter Response**

EIA S&T will provide a public review commenter with a written disposition of their objection and the reasons for that disposition, including appropriate notification of right to appeal, with language that states that the commenter should inform EIA S&T within 14 days whether the commenter accepts the resolution of comments or EIA S&T will consider the objection to be resolved.

All correspondence showing the formulating group's effort to address the comments, noting a lack of response when appropriate, shall be included in any package of materials provided to ANSI.

### **9.4 Results Scenarios**

Results scenario #1: If no comments are received after the close of public review, the document shall be forwarded to ANSI with a request for approval.

Results scenario #2: If editorial comments are received by the close of public review, the document editor, editing group, or chair shall address the comments. The document, with edits, if any, shall be forwarded to ANSI for approval.

Results scenario #3: If substantive comments are received from public review, the working group or formulating group shall review these comments, and attempt to resolve them, and notify each commenter in writing of said action (see 9.3), along with a notification of the EIA S&T and ANSI appeals processes. Subsequently:

- a) If no substantive changes are made, the document is forwarded to ANSI for approval.
- b) If substantive changes are made to the proposed document, then the formulating group shall conduct a recirculation vote/ballot and "second" public review (see 8.7).
- c) If negative, substantive comments remain unresolved from public review, the formulating group shall conduct a recirculation vote/ballot, and, if necessary, a "second" public review (see 8.7).

## **10 Legal Approval**

All EIA standards, bulletins and publications, and all those receiving the ANS designation shall receive EIA S&T legal approval before publication.

In all cases where EIA S&T Legal Counsel has disapproved the document, the negative comments shall be resolved either by EIA S&T Dept staff, the formulating group chair, the formulating group, or the ESC.

### **10.1 ANSI Approval**

If ANSI/BSR approves, responsible EIA S&T Dept staff is notified and in turn publishes the document.

If ANSI/BSR does not approve, comment resolution issues will be dealt with by the formulating group and process-related issues will be dealt with by EIA S&T Dept staff. If the ANSI/BSR comments are resolved and the document is approved, responsible EIA S&T Dept staff publishes the document.

If the comments cannot be resolved, the document is returned to the formulating group for further resolution or cancellation. The formulating group may appeal the actions of the ANSI/BSR.



## **11 Adopting International Standards**

It is the policy of the U.S. National Committee (USNC) of the International Electrotechnical Commission (IEC) to work toward commonality between IEC Standards and U.S. National Standards. Commonality between IEC Standards and EIA standards shall also be an objective. During the development of an EIA standards proposal, the EIA S&T formulating group should conduct a review and compare the standards proposal with any similar IEC or ISO standard. When similar IEC or ISO standards are found to exist, a determination should be made regarding the extent to which the EIA standards proposal is based on an existing international standard. When similar IEC or ISO standards do not exist, it shall be recognized during the development of the EIA standards proposal that the resulting standard may represent a basis for a U.S. position in the development of an international standard.

## **12 Appeals**

All appeals related to standard, bulletin or publication development are initially directed to the EIA S&T Dept staff. The provision for appeals is important for the protection of all parties involved within the EIA Standards development process. An appeals mechanism safeguards both those who are directly and or materially affected by the process and the Standards Developing Organization. The following appeals procedures shall be used for actions taken within the EIA standards process for the development of EIA or ANS standards, bulletins and publications.

### **12.1 Right of Appeal**

Persons who have directly and or materially affected interests and who have been or will be adversely affected by a standard or bulletin within the ECIA jurisdiction have the right to appeal procedural actions or inactions of EIA S&T formulating groups or the EIA S&T Dept staff.

The burden of proof to show an adverse effect shall be on the appellant. Appeals shall be directed to the EIA S&T Dept Vice President in accordance with the appeals procedure as defined in this section.

ANSI will not normally hear an appeal of an action or inaction by EIA until the procedures have been completed as prescribed in this section. Such appeals shall be directed to ANSI in accordance with the procedures of the appropriate ANSI entity (e.g., Board of Standards Review, Executive Standards Council, etc.).

### **12.2 Criteria for Appeals Mechanism**

The following general criteria are encompassed in these appeals procedures:

- a) Appeals shall be addressed promptly and a decision made expeditiously;
- b) The right of the involved parties to present their cases shall not be denied;
- c) These procedures shall provide for participation by all parties concerned without imposing an undue burden on them;
- d) Consideration of appeals shall be fair and unbiased and shall fully address the concerns expressed; and
- e) Records of appeals shall be kept and made available upon request. The EIA S&T Dept may levy an appropriate charge to cover the cost of reproduction, handling, and distribution for requests received from other than the involved parties.

### **12.3 Appeals Procedures**

#### **12.3.1 Complaints**

The appellant shall file a written complaint with the EIA S&T Dept (attention Vice President) within 30 calendar days after the date of notification of the action being appealed or at any time with respect to inaction. The complaint shall state the nature of the objection(s) including any adverse effects, the section(s) of these procedures or the standard(s) that are at issue, action(s) or instances of inaction 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.

#### **12.3.2 Response**

Within 30 calendar days after receipt of the complaint, the respondent (formulating group chair or EIA S&T Dept representative) shall respond in writing to the appellant, specifically addressing each allegation of fact in the complaint to the extent of the respondent's knowledge.

### **12.3.3 Hearing**

If the appellant and the respondent are unable to resolve the written complaint informally in a manner consistent with these procedures within 15 calendar days, the EIA S&T Dept Vice President shall schedule a hearing with an appeals panel on a date agreeable to all participants but within 30 calendar days, giving notice of at least 10 calendar days.

### **12.3.4 Appeals Panel**

The appeals panel shall consist of three individuals who have not been directly involved in the matter in dispute, and who (knowingly in good faith) 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 EIA S&T Dept. In the event the appellant does not wish to select a panelist or a third panelist cannot be agreed upon, the EIA S&T Dept shall appoint these individuals to the panel (noting this action in the findings) in order to hold a hearing.

### **12.3.5 Conduct of the Hearing**

The appeals panel shall convene in ECIA offices unless another mutually agreed site or teleconference method is chosen. The appeals panel shall select a presiding officer from among its three members.

The appellant has the burden of demonstrating adverse effects, improper actions or inactions, and the efficacy of the requested remedial action. The EIA S&T Dept has the burden of demonstrating that the ECIA entity in question took all actions in compliance with its operating 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.

### **12.3.6 Decision**

The appeals panel shall render its decision in writing within 30 calendar days following the close of the hearing, stating findings of fact and conclusions, with reasons therefore, based upon a preponderance of the evidence. Decisions shall be determined by a two thirds majority of the appeals panel. A record of the appeals shall be kept by ECIA and made available to the involved parties.

Consideration may be given to the following positions, among others, in formulating the decision:

- a) Finding for the appellant, remanding the action to the responsible EIA S&T entity 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 demonstrates fair and suitable 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 responsible ECIA entity for appropriate reconsideration.

If, for whatever reason(s), the appellant chooses to forego the process detailed above, the EIA S&T Dept shall maintain all documents pertaining to attempts to resolve the matter at hand. These documents may be used in any further appeals proceedings.

### **12.4 Actions Pending Appeal Resolution**

While an appeal is pending, no action shall be taken to publish the document. The formulating group may continue, however, the development process to remedy defects in or improve the quality of the document, subject to normal approval process.

## **13 Interpretations**

Official interpretations involving technical matters pertaining to EIA or ANS standards, and bulletins shall be made by the chair or designated member(s) of the working or formulating group responsible for the standard or bulletin in question, and responsible EIA S&T Dept staff shall arrange legal review prior to issuing an official interpretation. Interpretations shall be made available upon written request. Interpretations on file should be considered during the next revision of the standard.

## **14 Metric Policy**

Units of the International System of Units (SI), the modernized metric system, are the preferred units of measurement in EIA and ANS standards.

## **15 Record Retention**

Records associated with standards development shall be maintained, as provided in this section. All standards-related records will be kept on file for one standards cycle or until the standard is revised in compliance with clause 3.3 of the *ANSI Essential Requirements*. Such records include, but are not necessarily limited to the following:

### **15.1 Minutes**

Minutes of formulating group meetings and working group meetings shall be retained for a minimum of five years or for one complete standards cycle (or until the standard is revised) whichever is longer.

### **15.2 Ballots**

Individual ballots and associated comments shall be retained for a minimum of five years or for one complete standards cycle (or until the standard is revised) whichever is longer. At that time, the ballots and associated individual comments may be discarded.

### **15.3 Published and Draft Standards and Bulletins**

Published standards and bulletins, as well as related IP proffers, shall be retained for a minimum of five years after withdrawal.

Any draft standard or bulletin accompanying a ballot or vote shall be retained for a minimum of five years or for one complete standards cycle (or until the standard is revised) whichever is longer. Preliminary drafts may be discarded one year following withdrawal or revision of the subject standard or bulletin.

Records for standards maintained under the ANSI stabilized maintenance option shall be retained until the standard is reaffirmed, revised, or subsequently reviewed in connection with the stabilized maintenance of the standard as an American National Standard (ANS).

### **15.4 Voting Maintenance Records and Sign-In Sheets**

Voting maintenance records and sign-in sheets shall be retained for a minimum of five years or for one complete standards cycle whichever is longer.

### **15.5 Appeals**

Materials associated with the conduct of appeals shall be retained for a minimum of five years, or until such time as the standard (revision) that was the subject of the appeal has been withdrawn whichever is longer.

### **15.6 Agendas**

Agendas shall be retained for a minimum of five years or for one complete standards cycle whichever is longer.

### **15.7 Public Review Comments**

Public review comments shall be retained for a minimum of five years or for one complete standards cycle (or until the standard is revised) whichever is longer.

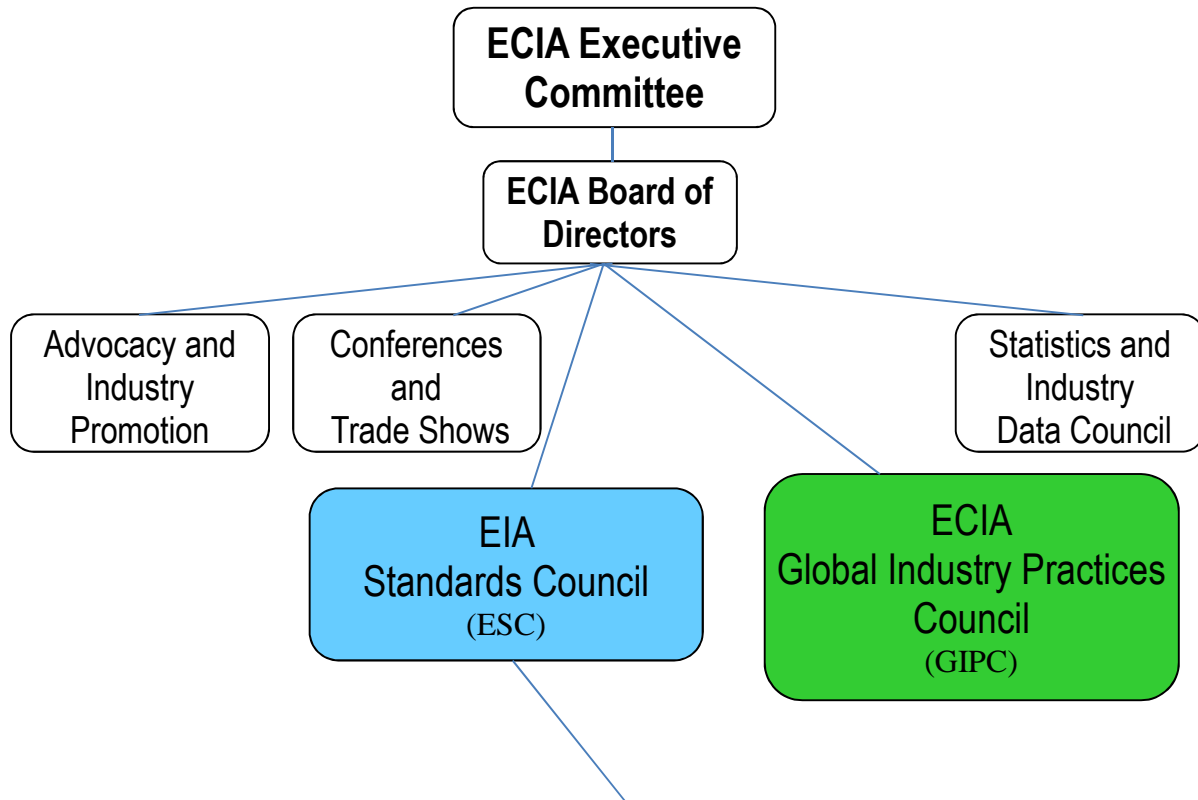
### **15.8 Withdrawal Actions**

Evidence of withdrawal actions shall be retained for a minimum of five years from the date of withdrawal following the action.

## **16 Revisions to this document**

Suggestions for changes to, or questions concerning the content of this document should be directed to the EIA S&T Dept Vice President.

**Annex A ECIA Organization**



**EIA Standards Committees**

- Steering Committee S-1
- Automated Component Handling ACH
- Connectors and Sockets CE-2.0
- Racks, Panels, & Enclosures CE-5.0
- Solid Electrolytic Capacitors P-2.5
- Ceramic Dielectric Capacitors P-2.1
- Film & Mica Capacitors P-2.2
- Inductive Components P-3
- Dependability D-1
- Resistive Devices P-1
- Flat Panel Displays FP-1.0
- Mechanical Outlines P-4
- Soldering Technology Committee STC

**Administered US TAGs to IEC**

- Switches SC23J
- Miniature Fuses SC32C
- Connectors SC48B
- Mechanical Structures SC48D
- Capacitors and Resistors TC40
- Components & Mechanical Structures TC48
- Piezoelectric & Dielectric Devices TC49
- Magnetic Components and Ferrite Materials TC51
- Dependability TC56
- All-or-Nothing Relays TC94
- Test Methods TC104
- Flat Panel Displays TC110
- Printed Electronics TC119





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