

**Procedures for the International Safety Equipment Association
1901 N. Moore Street, Arlington, VA 22209 USA**

**Serving as Secretariat of ANSI Accredited Standards Development Committee
Z87, Safety Standards for Eye Protection**

1 GENERAL

These procedures meet the requirements for due process and development of consensus found in *ANSI Essential Requirements: Due process requirements for American National Standards*

2 ORGANIZATION OF THE COMMITTEE

Accredited Standards Committee Z87 (“the Committee”) shall consist of its members and Secretariat. The Committee shall have a title, scope, and an interest classification system for its members. The membership shall be sufficiently diverse to ensure a reasonable balance without domination by a single interest category, individual or organization. The Committee shall not have more than one-third of the members in any single interest category.

3 RESPONSIBILITIES

3.1 Committee Membership

The Committee shall be responsible for:

- a. voting on approval of the Committee membership after it is initially organized, and on approval of changes thereto;
- b. developing proposed American National Standards within the scope of the Committee;
- c. voting on approval of proposed American National Standards within its scope;
- d. maintaining current drafts and versions of the standards developed by the Committee;
- e. adopting Committee policy and procedures for interpretations of the standard(s) developed by the Committee (See 11.3);
- f. responding to requests for interpretations of the standard(s) developed by the Committee (See 11.3);
- g. adopting Committee procedures and revisions thereof;
- h. considering and acting on proposals for termination of the Committee (See 10);
- i. other matters requiring Committee action as provided in these procedures.

3.2 Secretariat (International Safety Equipment Association)

The Secretariat shall be responsible for:

- a. organizing the Committee;
- b. applying for Committee accreditation by ANSI and maintaining accreditation in accordance with ANSI requirements, including submission of the Committee roster;
- c. overseeing the Committee's compliance with these procedures;
- d. maintaining a roster of the Committee and a list of standards for which the Committee is responsible;
- e. providing a Committee secretary to perform administrative work, including secretarial

- services; meeting notices and arrangements; preparation and distribution of meeting agendas, minutes, ballots, and draft standards; and maintenance of adequate records;
- f. submitting candidate standards approved by the Committee, with supporting documentation, for ANSI review and approval as American National Standards;
 - g. publishing its standards, revisions, and addenda;
 - h. performing other administrative functions as required by these procedures;
 - i. providing a written agreement defining explicit division of these responsibilities if composed of more than one organization (i.e., co-Secretariat).
 - j. reserving the right to institute a membership fee and/or meeting fee to assist in recovering costs associated with the Committee's activities.

4 OFFICERS

There shall be a chair and a vice-chair nominated by members of the Committee and approved by majority vote of the Committee. Each will serve until a successor is elected. The vice-chair shall carry out the chair's duties if the chair is temporarily unable to do so. The secretary shall be appointed by the Secretariat.

5 MEMBERSHIP

Members of the Committee shall consist of organizations (preferably national in scope), companies, government agencies, and individuals, having a direct and material interest in the activities of the Committee. The addition or termination of members shall be subject to approval by vote of the Committee after the application has been processed in accordance with Section 5.1 or the membership reviewed in accordance with Section 5.2.

5.1 Application

A request for membership shall be addressed to the Secretariat, shall indicate the applicant's direct and material interest in the Committee's work and qualifications and willingness to participate actively, and, if the applicant is an organization, company, or government agency, shall identify a representative (and an alternate, if desired) who shall complete a Committee application form.

5.1.1 Review

Membership applications shall be reviewed by the Secretariat in consultation with the Committee chair, considering the:

- a. need for active participation by each interest;
- b. potential for dominance by a single interest category, individual or organization;
- c. extent of interest expressed by the applicant and the applicant's willingness to participate actively;
- d. qualifications of the applicant as identified on the application form.

The Secretariat shall be permitted to establish reasonable limits on Committee size to ensure efficient conduct of meetings, that diverse interests have the opportunity to participate, that balance of interests is maintained, and that size does not preclude having a balance of participants at meetings.

5.1.2 Diverse Interests

If distinct divisions of an organization can demonstrate independent interests and authority to make independent decisions in the area of the activity of the Committee, each may apply for membership.

5.2 Review of Membership

The Secretariat shall review the membership list annually with respect to the criteria of Section 5. Members are expected to fulfill obligations of active participation. Where a member is found in habitual default of these obligations, the Secretariat shall direct the matter to the Committee for appropriate action, which may include termination of membership.

The failure of the representative(s) of a voting member to attend two successive meetings or return two successive ballots shall be considered failure to actively participate. The Secretariat shall notify the organization represented and request a response to the failure to actively participate. The Secretariat shall be permitted to recommend revocation of membership for any such member who is not actively participating.

5.3 Observers and Individual Experts

Individuals and organizations having an interest in the Committee's work may request listing as observers. The Committee may also select individual experts to assist it. Individual experts may serve on working groups. Observers and individual experts shall be advised of Committee activities, may attend meetings, and may submit comments for consideration, but shall have no vote on the Committee.

5.4 Interest Categories

All appropriate interests that might be directly and materially affected by the standards activity of the Committee shall have the opportunity for fair and equitable participation without dominance by any single interest, individual or organization. Each member shall propose its own interest category as appropriate and in accordance with the Committee's established categories.

It is the goal of the Committee to have no single interest category constitute more than one-third of the total membership. If there is an interest category constituting more than one-third of the Committee, the Secretariat shall conduct outreach to underrepresented categories.

The interest categories shall be made known to the Committee and may be revised by a vote of the Committee upon recommendation by the Secretariat. The rationale for the selection of categories shall be included in the Committee ballot and submitted to ANSI as part of the accreditation requirements.

The interest category classification of members shall include:

Manufacturer: An organization that produces the product or represents producers of the product, or components thereof, covered by this standard.

User: An organization (company, association, government agency, individual) that uses and/or purchases the product covered by this standard.

Government: A government agency or department that has an interest in the use of products covered by this standard. (Agencies or departments that use such products should select the User category).

Technical/professional: An entity (individual expert, professional society, test lab, etc.) that has specialized knowledge and expertise in the products, components or testing covered in this standard.

General Interest: An organization or individual that has a special interest in this standard due to safety, technical or other requirements with demonstrated knowledge in the area(s) covered by this standard, and does not fit under another category.

5.5 Membership Roster

The Secretariat shall maintain a current and accurate Committee roster and shall distribute it to the members and their Committee representatives at least annually, and otherwise on request. The roster shall include the following:

- a. Title of the Committee and its designation;
- b. Scope of the Committee;
- c. Secretariat - names of organizations, names of secretary, and address(es).
- d. Officers - Chair and Vice-Chair;
- e. Members - name of organization or agency, its representative and alternate (as applicable), addresses and business affiliations; or name, address and business affiliation of individual member(s);
- f. Interest category classification of each member;
- g. Tally of interest category classifications - total of voting members and sub-totals for each interest category;

6 WORKING GROUPS CREATED BY THE COMMITTEE

Working groups may be formed to expedite the work of the Committee. The Committee shall have final voting authority on any output as a result of working group activity.

7 MEETINGS

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

7.1 Open Meetings

Meetings of the Committee shall be open to all members and others having a direct and material interest. At least four weeks' notice of regularly scheduled meetings shall be given by the Secretariat in ANSI's *Standards Action*; or in other media designed to reach directly and materially affected interests; or in both. The notice shall describe the purpose of the meeting and shall identify a readily available source for further information. An agenda shall be available and shall be distributed in advance of the meeting to members and to others expressing interest. All documents, letters, assignments and other materials for discussion and/or consideration at the meeting shall be submitted to the Secretariat prior to the meeting.

7.2 Quorum

A majority of the members of the Committee shall constitute a quorum for conducting business at a meeting. If a quorum is not present, actions may be taken subject to confirmation by letter ballot.

8 VOTING

8.1 Vote

Except in regard to votes on membership, officer-related issues, and other routine administrative issues, each member shall vote one of the following positions:

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

For votes on membership, officer-related issues, and routine administrative issues, the yes/no/abstain method of voting shall be followed. Votes related to these issues do not need to be accompanied by reasons and do not need to be resolved or circulated to the Committee.

8.1.1 Vote of Alternate

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

8.1.2 Single Vote

Generally no representative shall have more than one vote. However, if two or more organizations appoint the same individual to represent each of them, that individual may cast a separate vote for each organization represented. The organizations shall confirm in writing to the Secretariat that they are aware of and will accept the results.

8.1.3 Voting Period

The voting period for letter ballots shall end 45 calendar days from the date of issue or as soon as all ballots are returned, whichever comes earlier. An extension may be granted at the chair's or Secretariat's option, when warranted.

Follow-up correspondence requesting immediate return of the ballot shall be sent, as appropriate, to members and alternate members whose votes have not been received within 10 calendar days before the ballot closes.

An abbreviated letter ballot period shall be permitted when it is clearly evident that such issue or issues can be expeditiously resolved by use of this shortened ballot.

8.2 Actions Requiring Approval by a Majority

The following actions require approval by a majority of the membership of the Committee either at a meeting or by letter ballot:

- a. election of officers;
- b. addition of new Committee members and designation of their interest categories;
- c. approval of withdrawal of an existing standard.
- d. approval of a formal interpretation
- e. representation of more than one organization by the same individual (**excluding the vote of that individual**).

The following actions, by Committee vote at a meeting, require approval by a majority of the members present:

- a. approval of minutes;
- b. authorization of a letter ballot.

8.3 Actions Requiring Approval by Two-Thirds of Those Voting

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

- a. adoption of Committee procedures, interest categories, or revisions thereof;
- b. approval of a new standard or reaffirmation of an existing standard;
- c. approval of revision or addendum to part or all of a standard;
- d. approval of change of Committee scope;
- e. approval of termination of the Committee.

When recorded votes are taken at meetings, members who are absent shall be given the opportunity to vote after the meeting.

8.4 Authorization of Letter Ballots

A letter ballot may be authorized by any of the following:

- a. majority vote of those present at a Committee meeting;
- b. the chair;
- c. the Secretariat;
- d. petition of five or more members of the Committee.

8.5 Other Review

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

- A minimum of 30 calendar days if the full text of the revision(s) can be published in *Standards Action*;
- A minimum of 45 calendar days if the document is available in an electronic format, deliverable within one day of a request, and the source (e.g., URL or an E-mail address) from which it can be obtained by the public is provided to ANSI for announcement in *Standards Action*; or
- A minimum of 60 calendar days, if neither of the aforementioned options is applicable.

The Secretariat shall determine whether listing of proposed standards actions shall be concurrent with the final Committee letter ballot and whether announcement in other suitable media is appropriate. The Secretariat shall transmit a copy of the proposed new, revised, or reaffirmed standard to the administrator(s) of the appropriate US Technical Advisory Group(s) at the same time.

Views and objections resulting from the above shall be dealt with in accordance with Section 8.6. Any substantive change made in the proposed American National Standard shall be relisted in accordance with Section 8.6.

8.6 Consideration of Views and Objections

When the balloting has been closed, the secretary shall forward the ballot tally to the chair of the Committee; the chair shall determine whether the expressed views and objections shall be considered by correspondence or at a meeting.

Prompt consideration shall be given to the expressed views and objections of all participants, including those commenting on the listing in *Standards Action*. In connection with an objection articulated during a public comment period, or submitted in connection with a vote, attempts to resolve all expressed objections shall be made, and each objector shall be advised in writing (including electronic communications) of the disposition of the objection and the reasons therefor. Responses to comments received as part of the public review shall indicate that the Committee considers the objection resolved unless the objector notifies the Secretariat in writing within 15 calendar days that the comments have not been satisfactorily addressed and that a continuing objection remains. If resolution is not achieved, the Secretariat shall inform the objector in writing that an appeals process exists within its procedures and shall provide a copy of its appeals procedure. In addition each objection resulting from public review or submitted by a member of the consensus body that is not resolved must be reported to the BSR.

Each unresolved objection and attempt at resolution, and any substantive change shall be reported to the consensus body in order to afford all members of the consensus body an opportunity respond, reaffirm, or change their vote.

When the above process is completed, the Committee may consider any comments received subsequent to the closing of the public review and comment period, or shall consider them at the next review. Timely comments that are not related to the proposal under consideration shall be documented and considered in the same manner as submittal of a new proposal. The submitter of the comments shall be so notified.

8.7 Report of Final Result

The final result of the voting shall be reported, by interest categories, to the Committee.

9 SUBMITTAL OF STANDARD

Upon completion of the procedures for voting, consideration of views and objections, and appeals, the proposed standard shall be submitted to ANSI by the Secretariat using the ANSI BSR-9 form or its equivalent. If the Secretariat does not submit the proposal to ANSI within a reasonable period of time, any member of the Committee may make the submittal.

10 TERMINATION OF COMMITTEE

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

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

If it appears, after review by ANSI and discussion among the proponent of the action, the Secretariat and the Executive Standards Council or its designee, that the desired objectives can best be reached by termination, the proposal and supporting documentation shall be submitted to the Committee with a letter ballot to terminate the Committee and transfer responsibility, as appropriate, for the affected standards. Concurrently, the proposal shall be announced for comment in *Standards Action*.

11 COMMUNICATIONS

Correspondence of Committee officers or Secretariat should be on Z87 Committee Correspondence letterhead.

11.1 External Communication

Inquiries relating to the Committee should be directed to the Secretariat, and members should so inform individuals who raise such questions. All replies to inquiries shall be made through the Secretariat.

11.2 Request for Interpretation of Standards

All inquiries requesting interpretation shall be submitted in writing and directed to the Secretariat. Requests shall be promptly acknowledged in writing by the Secretariat. When a question covers an issue of which the Secretariat has prior knowledge, the Secretariat may provide the response. If the question involves an issue of which the Secretariat does not have the necessary knowledge to respond, the question will be referred to the Committee chair who may refer the request for interpretation to the Committee. No Committee member or representative of a member shall have the authority, nor represent to any person that he or she has the authority, to issue an interpretation of the standard in the name of the Committee.

Whenever it is decided that a formal interpretation is required, the Secretariat, in consultation with the Committee chair, shall seek the input of three knowledgeable and unbiased Committee members to draft a recommended interpretation. The response shall refer to specific language in the standard or explicit technical reasoning to support the interpretation. The recommendation shall be circulated for approval by a majority vote of the Committee. All negative votes shall be considered by the Committee and a concerted effort to resolve all written objections shall be made before the interpretation is issued. Upon completion of the above, the formal response to the inquirer shall be made in writing by the Secretariat.

A request for an interpretation shall not be processed if it:

- a. involves a determination of compliance of a design, installation, or product or equivalency of protection;
- b. involves a review of plans or specifications, or requires judgment or knowledge that can only be acquired as result of on-site inspection;
- c. involves text that clearly and decisively provides the requested information;
- d. involves subjects that are not specifically addressed in the standard;
- e. involves product evaluation judgment concerning safe work practices; or
- f. involves issues in litigation in which the Secretariat is a party.

11.4 Formal Proposed Changes to Standards

Anyone may submit a formal proposal to make a substantive change to the standards under the scope of this Committee. All such proposals shall identify the section(s) of the standard to be changed, the proposed added, deleted or revised wording, and substantiation for the proposal, including a statement of the problem that the proposal will address. The proposal shall be in writing and shall be submitted to the Secretariat.

12 APPEALS

Persons who have directly and materially affected interests and who have been or will be adversely affected by a standard within the Committee's jurisdiction, or by the lack thereof, shall have the right to appeal procedural actions or inactions of the Committee or the Secretariat.

12.1 Complaint

The appellant shall file a written complaint with the Secretariat within 30 days after the date of notification of action 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, actions or inactions that are at issue, and the specific remedial action(s) that would satisfy the appellant's concerns. Previous efforts to resolve the objection(s) and the outcome of each shall be noted.

12.2 Response

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

12.3 Hearing

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

12.4 Appeals Panel

The appeals panel shall consist of three individuals who have not been directly involved in the matter in dispute, and who will not be materially or directly affected by any decision made or to be made in the dispute.

12.5 Conduct of the hearing

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

12.6 Decision

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

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

13 PARLIAMENTARY PROCEDURES

On questions of parliamentary procedure not covered in these procedures, *Robert's Rules of Order* (latest edition) may be used to expedite due process.

14 PATENT POLICY

The Committee will follow Section 3.1 of ANSI's *Essential Requirements* dealing with the patent policy.

15 METRIC POLICY

Where measurements are included in standards developed by the Committee, the US unit and corresponding SI unit are both provided.

16 COMMERCIAL TERMS AND CONDITIONS

The Committee will follow Section 3.2 of ANSI's *Essential Requirements* dealing with commercial terms and conditions.

17 RECORDS RETENTION

All records (included those in electronic format) related to the coordination of ANSI recognized standards (including BSR forms, letter ballots, etc.) shall be kept for one complete standards cycle. Studies, reference material and other technical information related to the standard may be kept on file longer than one standard revision cycle, if deemed appropriate by the Secretariat.

Records concerning withdrawals of all American National Standards shall be retained for at least five years from the date of withdrawal or until the next ANSI audit, whichever is longer.

18. ANTITRUST POLICY

All business and activity related to standards developed by the Committee will be done in accordance with applicable antitrust and competition laws.