

LEONARDO ACADEMY INC.

ANSI STANDARDS DEVELOPMENT CONSTITUTION

PROCEDURES FOR THE DEVELOPMENT AND MAINTENANCE OF ANSI STANDARDS BY LEONARDO ACADEMY INC. APPROVED AUGUST 9, 2011

1.0 General

- 1.1 **Intent** – These procedures apply to developing, revising, approving, reaffirming and withdrawing standards developed by the Leonardo Academy Inc. (LEONARDO). LEONARDO may create a number of different Standards Committees to develop and maintain different ANSI standards using these procedures. Each such LEONARDO Standards Committee created will follow the procedures spelled out in this document.
- 1.2 **Scope** – The development of sustainability standards for measuring the overall sustainability performance and reduced environmental impacts of individuals, families, businesses, government, other organizations, vehicles, events; and standards for emission reductions actions. The scope of these standards include:
- 1.2.1 **Standards for Sustainable Organizations** (Sustainability Achievements of Organizations) that provide a scale for measuring the achievement of businesses, governments, government agencies and other organizations in reducing their negative impacts and increasing their positive impacts on the environment, the economy and society. Components of sustainable organization performance include both direct and indirect impacts on the land, water, and atmosphere, including the environmental impacts of supply chains for the goods and services purchased and/or produced by the organization.
- 1.2.2 **Standards for Sustainable Vehicles** that provide a scale for measuring the achievements of manufacturers of vehicles and others in reducing the negative impacts of vehicles on the environment, the economy and society. Components of sustainable vehicle performance include both direct and indirect environmental impacts on the land, water, and atmosphere during all phases of the vehicle life, including manufacturing, operation, and end-of-life disposal.
- 1.2.3 **Standards for Sustainable Events** that provide a scale for measuring the achievements of events organizers and participants in reducing the negative impacts of events on the environment, the economy and society. Components of sustainable event performance include both the direct and indirect impacts of the event on the land, water, and atmosphere as related to the goods and

services consumed during the planning, implementation, and clean up phases of the event and other event-related activities.

- 1.2.4 **Standards for Emissions Reductions** that quantify the emissions caused by individuals, businesses, government, and other organizations; quantify and credit emissions reductions; quantify and credit emission sequestration and offsets; quantify emissions retirements; and quantify and credit the net emissions caused by individuals, businesses, government, and other organizations. This includes standards for emission reduction and emission allowance registries, banks and retirement programs.
- 1.3 **Standards Maintenance** – All standards shall be reaffirmed, revised, or withdrawn within 5 years from the original standard approval date, and every five years thereafter.
- 1.4 **American National Standards** – LEONARDO shall conform with the *American National Standards Institute (ANSI) Essential Requirements* and submit all ANSI required forms when developing and maintaining American National Standards.

2.0 Organization

- 2.1 **Standards Committees** – Standards Committees shall be established by LEONARDO and will be responsible for developing, maintaining, approving and achieving consensus on LEONARDO standards.
 - 2.1.1 *Membership* – Membership on any LEONARDO Standards Committee is open to all interested parties and shall be sufficiently diverse to ensure reasonable balance without dominance by any single interest group. Membership is held by the individual selected and not by the company or organization the individual is affiliated with. There is no fee or charge for membership on a LEONARDO Standards Committee.
 - 2.1.2 *Application* – Individuals seeking membership on a LEONARDO Standards Committee shall submit a written request to the Secretariat:
 - 2.1.2.1 Stating their interest in the work of the Standards Committee and a willingness to participate.
 - 2.1.2.2 Stating their qualifications:
 - 2.1.2.2.1 A description of their personal qualifications and the role or roles they have played in the subject area of the standard development committee, actions they have taken to increase their organizations sustainability and the sustainability of its supply chain and of its customers or audience.

- 2.1.2.2.2 A description of their company or organization and the role or roles it plays in the subject area of the standard development committee, actions their organization has taken to increase its own sustainability and the sustainability of its supply chain and of its customers or audience.
- 2.1.2.2.3 Any other affiliations that might affect their interest category classification.
- 2.1.2.3 Applicants shall identify the interest category they believe they represent. (See Section 2.1.3 Interest Categories).
- 2.1.3 *Interest Categories* – All members of LEONARDO Standards Committees shall be classified as representatives of Producers, Users, Environmentalists, Academic or Government, or General Interest in accordance with the following definitions:
 - 2.1.3.1 **Producers** – This category includes individuals and representatives of entities that produce or supply goods or services.
 - 2.1.3.2 **Users** – This category includes individuals and representatives of entities that use goods or services.
 - 2.1.3.3 **Environmentalists** – This category includes individuals and representatives of entities that are focused on preserving and improving the environment.
 - 2.1.3.4 **Academic & Government** – This category includes individuals and representatives of entities that are Academic or Government. This category includes, but is not limited to, educators and researchers and representatives of government entities.
 - 2.1.3.5 **General Interest** – This category includes individuals and representatives of entities that are not primarily Producers, Users, Environmentalists or Academic & Government. This category includes, but is not limited to, technical societies, consumer groups, and non-profit organizations.
- 2.1.4 *Appointing Standards Committee Members* – The Secretariat shall appoint the initial members of all new Standards Committees. For existing Standards Committees, the Secretariat shall appoint new members as necessary based on the items in 2.1.4.1-2.1.4.3. When filling an open seat on an existing Committee, the Secretariat shall issue an announcement of the vacancy and a call for applications within the interest category where the vacancy occurs. Both new applicants as well as applicants that were not appointed in earlier Committee member selection processes shall be considered equally for the open seat, based on the items in 2.1.4.3-2.1.4.6. When appointing Committee members to both new and existing Standards Committees, consideration shall

be given to the items in 2.1.4.1-2.1.4.6. Non-selected applicants and other interested parties shall have the right to appeal the selection of Committee members on procedural grounds in accordance with Section 6 Appeals.

2.1.4.1 Need for additional members on the Committee

2.1.4.2 Need for active participation by members of each interest category.

2.1.4.3 Maintaining balance among the interest categories and avoiding dominance by a single interest category, individual or organization.

2.1.4.4 Extent of interest expressed by the applicant and willingness to participate.

2.1.4.5 Qualifications:

2.1.4.5.1 Their personal qualifications and the role or roles they have played in the subject area of the standard development committee, actions they have taken to increase the sustainability of their organization, their organization's supply chain, and the sustainability awareness of its customers or audience.

2.1.4.5.2 The role or roles their company or organization plays in the subject area of the standard development committee, actions their company or organization has taken to increase its own sustainability, the sustainability of its supply chain, and the sustainability awareness of its customers or audience.

2.1.4.5.3 Any other affiliations that might affect their interest category classification.

2.1.4.6 Ability to materially contribute to the work of the Standards Committee.

2.1.5 *Balance*

2.1.5.1 *For Standards Committee Voting, Committee Balance* is defined as:

2.1.5.1.1 For safety-related standards:

2.1.5.1.1.1 No single interest category shall constitute more than one-third of the membership of a LEONARDO Standards Committee that is dealing with safety-related standards.

2.1.5.1.1.1.1 However, temporary imbalance can exist due to committee start up or membership resignations. No ballots will be issued during periods when this balance for voting requirement is not met.

2.1.5.1.2 For standards that are not safety-related:

2.1.5.1.2.1 No single interest category shall constitute more than one-half of the membership of a LEONARDO Standards Committee that is not dealing safety-related standards.

2.1.5.1.2.1.1 However, temporary imbalance can exist due to committee start up or membership resignations. No ballots will be issued during periods when this balance for voting requirement is not met. .

2.1.5.2 *For Standards Committee Member Selection:* Balance is defined as the interest categories (Producer, User, Environmentalist, Academic & Government, and General Interest) each having the same number of members to the extent practical.

2.1.6 *Standards Committee Size* – The Secretariat shall consider and may set the size of any Standards Committee. The suggested minimum is 9 and the suggested maximum is 31.

2.1.7 *Members per Organization* – There shall be a limit of one voting member from each company or organization on any Standards Committee, unless it can be demonstrated that a company or organization has interests in more than one category.

2.1.8 *Member Alternates* – Each Standards Committee member may designate an alternate to attend meetings and/or to vote on issues under consideration by the Standards Committee in the event that the Committee member is unable to participate.

2.1.9 *Standards Committee Officers: Chair, Vice-Chair, Secretary and Vice-Secretary* – The Secretariat shall recruit and appoint the Chair and Vice Chair of the Standards Committee. The Chair and Vice Chair of the Standards Committee may be recruited from outside of the Standards Committee, from Standards Committee members, from Standards Committee applicants or from individuals who have not applied to serve on the Standards Committee. The Secretariat may choose to have the Chair and Vice Chair of the Standards Committee elected by a vote of the Standards Committee. The Chair and Vice Chair of the Standards Committee are voting members of the Standards Committee and serve at the pleasure of the Secretariat. The Committee Secretary and Vice-Secretary shall be appointed by the Secretariat. The Secretary and Vice-Secretary need not be members of the Committee, and, if not Committee members, will not vote on Committee decisions (see Section 2.2 Secretariat). Standards Committee Officers shall serve until a successor is selected and ready to serve.

- 2.1.9.1 If the Secretariat chooses to have the Standards Committee elect the Chair and Vice Chair of the Committee, the voting process for each position may be as follows: The initial candidates for each position can be self-nominated or nominated by members of the Standards Committee. The Committee members first narrow the candidate pool for each position to the top two candidates with a plurality vote. The Chair and Vice Chair are then be elected by a majority vote of the Standards Committee.
 - 2.1.9.1.1 Voting for the Chair and Vice Chair can be held at a Committee meeting where there is a quorum or by electronic ballot, allowing at least seven days in each voting cycle for responses if carried out by electronic ballot.
- 2.1.10 *Review of Membership* – The Secretariat shall establish and review the membership roster annually for each Standards Committee and report to each Standards Committee documenting the classification of each member and the achievement of balance. Members of any Standards Committee may be terminated under two conditions:
 - 2.1.10.1 Automatic termination for failure to return two successive letter ballots (see Section 4.2 Letter Ballots), or
 - 2.1.10.2 Automatic termination for failure to participate in at least 33 percent of the conference calls and meetings held by the Standards Committee, or
 - 2.1.10.3 Termination subject to Standards Committee approval if a member habitually, and after receiving prior warning, is in default of obligations including attending meetings and completing correspondence.
 - 2.1.10.4 The Secretariat may set reasonable lengths for each term of membership on each Standards Committee and when such terms are completed the committee membership for the each affected member will end. Committee members who reached the end of their term may reapply for Committee membership.
 - 2.1.10.5 The Secretariat may set reasonable limits on the number of terms a Committee member may serve on each Standards Committee and when any such term limits are reached committee membership for the affected members will end. Committee members who have reached the end of their limit in number of terms served may reapply for Committee membership after an absence of at least one term.
- 2.1.11 *Changes in Employment or Business Relationships* – Standards Committee members shall notify the Secretariat of any changes in employment or business

relationships affecting the interest category represented by the member and shall submit a new application if continued membership on the Standards Committee is desired.

2.1.12 *Subcommittees, Task Groups, Advisory Groups, and Resource Groups* – Subcommittees, Task Groups, Advisory Groups and Resource Groups may be established by the Chair, Secretariat or Standards Committee for the purpose of assisting the Standards Committee in drafting standards, considering comments or negative votes on portions of the standards, interpretations, considering appeals and other advisory functions.

2.1.12.1 Membership on Subcommittees, Task Groups, Advisory Groups and Resource Groups may include persons who are not members of a main Standards Committee.

2.1.12.2 Balance is not required for Subcommittees, Task Groups, Advisory Groups and Resource Groups. A roster of all Subcommittees, Task Groups, Advisory Groups and Resource Groups shall be maintained by the Secretariat.

2.1.12.3 Each Subcommittee shall have two Co-Chairs. One Co-Chair must be a Standards Committee member and the other Co-Chair may or may not be a Standards Committee member. The Secretariat may appoint these Co-Chairs or the Secretariat may ask the Standards Committee to elect one Co-Chair from among the Committee membership, and ask the Subcommittee to elect the other Co-Chair from among the membership of that particular Subcommittee.

2.1.12.4 Membership on the Subcommittees is open to all interested parties. If the membership of a particular Subcommittee reaches the size where it proves difficult to be productive, the Subcommittee Co-Chairs may request that the Standards Committee Chair or the Secretariat divide the Subcommittee into Task Groups, Advisory Groups and/or Resource Groups, as appropriate, with the concurrence of the Secretariat.

2.2 **Secretariat** – LEONARDO shall be responsible for providing and maintaining the Secretariat for all Standards Committees. The Secretariat shall:

2.2.1 Organize the Standards Committees.

2.2.2 Oversee compliance with these procedures.

2.2.3 Maintain rosters of any Standards Committees, Subcommittees, Task Groups, Advisory Groups and Resource Groups and a list of their specific responsibilities.

- 2.2.4 Perform administrative work including arranging meetings, preparation and distribution of agendas, minutes, ballots, draft standards and maintaining adequate records.
- 2.2.5 Submit candidate standards approved by the Standards Committee and any other required information to ANSI for review and approval as an American National Standard.
- 2.2.6 Publish approved standards and subsequent revisions.
- 2.2.7 Perform other administrative functions as required.

3.0 Meetings

- 3.1 **Frequency and Location** – Standards Committee meetings shall be held as frequently as decided upon by the committee, the chair, the secretariat, or by petition of five or more members. Meetings by conference calls will be the most common type of meeting for Standards Committees in order to make these meetings convenient for the Committee members. When face to face meetings are scheduled, the locations shall be convenient for all members and may include participation by conference call for those who cannot participate in person. Subcommittee meetings may be called by the Chair of the Subcommittee with approval of Standards Committee Chair and the Secretariat.
- 3.2 **Notification** – At least 30 days written notice shall be given for meetings of all LEONARDO Standards Committees. An agenda shall be prepared and distributed before the commencement of each meeting.
- 3.3 **Quorum** – One half of a Standards Committee’s members or their alternates shall constitute a quorum. Both members and alternates are allowed to vote on any committee matter, with an alternate’s vote counting only if the member does not vote. In such cases, the alternate will be recorded as the voting party. If a quorum is not present, the committee can still vote on actions, with these votes becoming official only when votes have been received from at least half of the Committee (constituting a quorum) before, during, or after the meeting.
- 3.4 **Executive Sessions** – Executive sessions shall be permitted for the purpose of considering administrative, financial and similar sensitive issues not related to the technical content of standards and consideration of ballots and public comments.
- 3.5 **Parliamentary Procedures** – Robert’s Rules of Order (revised) shall apply on questions of meeting procedure.

4.0 Voting

- 4.1 **Administrative Ballots** – Editorial changes to a standard and other committee business may be decided by a majority of the members present at a meeting or by a

majority vote through an electronic ballot. Additional uses of Administrative Ballots are as follows:

4.1.1 All committee votes on the development of a draft new standard or on the development of draft modifications to an existing standard are considered administrative ballots until the committee votes with an administrative ballot that the draft new standard or the draft modifications to an existing standard are ready to be considered for release for public comment.

4.1.1.1 Once it have been decided by an administrative ballot that a draft new standard or the draft modifications to an existing standard are ready to be considered for release for public comment, the draft new standard or the draft modifications to an existing standard must be approved by a Letter Ballot (see Section 4.2) before it is released for public comment.

4.2 **Letter Ballots** – Approval, revision, reaffirmation, withdrawal, substantial changes and interpretations of standards shall be approved by written letter (including electronic) ballot.

4.2.1 **Vote** – Each member of the Committee shall vote one of the following positions:

4.2.1.1 Affirmative;

4.2.1.2 Affirmative with comment;

4.2.1.3 Negative with reasons (if possible should include specific wording or action that would resolve the objection);

4.2.1.4 Abstain

4.2.2 **Voting Period** – Closing date for letter ballots is 30 days after mailing of the ballots. The Committee Chair may grant extensions.

4.2.3 **Approved Actions** – Actions identified in Section 4.2 Letter Ballots shall be considered approved when all of the following conditions have been met:

4.2.3.1 At least one half of the members have returned their letter ballot.

4.2.3.2 The at least 60 percent of the votes cast, excluding abstentions and negatives without reasons, are affirmative.

4.2.3.3 All negative votes with reasons have been addressed in accordance with Section 4.2.5.

4.2.4 **Reporting Votes** – The results of each vote on standards shall be reported as follows:

4.2.4.1 Number of voting members

4.2.4.2 Number of affirmative votes

4.2.4.3 Number of negative votes with reasons

- 4.2.4.4 Number of negative votes without reasons
- 4.2.4.5 Number of abstentions
- 4.2.4.6 Number of unreturned ballots
- 4.2.5 **Negative Votes With Reasons** – All negative votes with reasons shall be referred by the Secretariat to the Standards Committee Chair or the Subcommittee responsible for the part of the standard in question. The Secretariat shall provide the Committee with draft proposed resolutions for each negative vote with reasons. The following procedure shall then be used by the Committee or Subcommittee in attempting to resolve negative votes:
 - 4.2.5.1 The Committee or Subcommittee will review each negative vote with reasons and the draft proposed resolution and modify as necessary to finalize the proposed resolution. The response/resolution to negative ballots will be presented to the original objector, who will then be given the opportunity to change his or her vote based on the response/resolution.
 - 4.2.5.2 In cases where negative comments remain unresolved or substantial revisions are made to the Standards as part of the proposed resolution, all members of the consensus body will be given the opportunity to respond, reaffirm, or change their vote. Committee members will be presented with the original version of the relevant section of the standard, an explanation of this section the standard, the objector’s comments, and the proposed response/resolution.
 - 4.2.5.3 If resolution with negative voters cannot be reached through the activities described in Sections 4.2.5.1 and 4.2.5.2, they shall be notified of their right to appeal in writing via the process described in Section 6.
- 4.2.6 **Negative Votes Without Reasons** – Any negative vote not accompanied by reasons shall be recorded as “negative without reason” and reported to ANSI via BSR-9 submittals. No committee or subcommittee actions to pursue resolution of negative votes without reasons are required.
- 4.2.7 **Comments Accompanying Affirmative Votes or Abstentions** – The Standards Committee shall receive copies of all comments accompanying affirmative votes and abstentions, and shall review these comments to determine what, if any, actions will be taken by the Committee to address these comments.
- 4.2.8 **Committee Member Resignation During a Balloting Period** - If a member of the Standards Committee resigns from the Standards Committee during a balloting period before voting, the member shall be removed from the Standards Committee and not be included in the ballot calculations. If a member votes and then resigns, the vote shall be recorded and counted.

4.2.9 **Addressing Public Review Comments** – When a proposed new American National Standard is announced in *Standards Action* for formal ANSI public review in accordance with Section 8.2, the public comments received shall be addressed as follows:

4.2.9.1 **Public Review Comments Containing Objections** – All public comments with objections shall be referred to the Standards Committee Chair or the Subcommittee responsible for the part of the standard in question to attempt resolution. The Committee may request the Secretariat to obtain further information from the commentator or attempt to correspond with the commentator directly. If substantial changes to the standard are required, then the changes are subject to letter ballot and, once approved by the Standards Committee, an additional round of public review. If changes are not made to the standard, then the response to the negative comment is subject to approval by vote of the Standards Committee. Any such unresolved public review objections shall be handled in the same manner as those resulting from the vote of the consensus body (Section 4.2.5 Negative Votes with Reasons).

4.2.9.2 **Public Review Comments without Objections** – The Standards Committee shall receive copies of all Public Review Comments that do not contain objections and shall review these comments to determine what, if any, actions will be taken by the Committee to address these comments.

5.0 Interpretations

5.1 **Processing Interpretations** – Requests for interpretations of Standards shall be submitted in writing to the Secretariat and shall be forwarded by the Secretariat to the Chair, Secretary and Vice-Secretary. Proposed interpretations may be prepared by the Chair, Secretary, Vice-Secretary or any other Standards Committee member with particular expertise on the subject in question. All proposed interpretations shall be prepared in writing and shall be submitted to the Secretariat for a letter ballot of the Standards Committee. Interpretations shall be approved in accordance with Section 4.2.3 Approved Actions.

5.2 **Notification of Interpretations** – Notification of approved interpretations shall be sent in writing to the requester. Other users of the standard will also be notified through a LEONARDO website or other means.

6.0 Procedural Appeals

6.1 **Procedural Appeals** – Persons who have been or may be affected by any Secretariat or Committee action or inaction shall have the right to appeal such action or inaction.

- The appellant shall file a written appeal with the Secretariat within 30 days after the date of notification of any action, or at any time with respect to inaction. The appeal shall state the nature of the procedural objection, the procedures or the sections of the Standards that are at issue, the action or inaction at issue, and the specific remedial action(s) that would satisfy the appellant's concerns. There is no filing fee for an appeal.
- 6.2 **Response and Informal Appeal Resolution Process** – Within 30 days after receipt of the appeal, the Secretariat shall respond in writing to the appellant, specifically addressing each procedural issue in the appeal to the extent possible. The Secretariat shall attempt to resolve the appeal informally with the appellant within 90 days after receipt of the appeal.
- 6.3 **Request for a Hearing Before an Appeals Panel** – If, at the end of the 90 day informal appeal resolution process period, the appellant believes that a satisfactory resolution to their concern(s) has not been met, the appellant shall have 30 days to file a request with the Secretariat for a hearing before an appeals panel.
- 6.4 **Procedural Appeals Panel and Hearing** – At the request of the appellant per Section 6.3, the Secretariat shall appoint an appeals panel to hold a hearing on a date agreeable to all participants, with at least 15 working days notice. Appeals hearings may be held by conference call. The appeals panel shall consist of three individuals who have not been directly involved in the dispute and who will not be materially affected by any decision made in the dispute. The Secretariat will maintain a three person appeals panel so that appeals can be addressed expeditiously.
- 6.5 **Conduct of the Procedural Appeals Hearing**
- 6.5.1 The appellant has the responsibility of demonstrating improper action or inaction relative to these procedures, the adverse effects there from, and the efficacy of the requested remedial action.
- 6.5.2 The Secretariat has the responsibility to demonstrate that the Secretariat and the Committee took all actions in question in compliance with these procedures.
- 6.5.3 The Appeals Panel has the responsibility to determine whether (a) the procedural standards in this document were followed or (b) the procedural standards in this document were not followed. If the Appeals Panel determines that the procedural standards in this document were not followed, it shall identify the specific procedural standards in this document that were not followed and direct the Secretariat and Standards Committee to correct these procedural errors and repeat the portion of the standard development and approval process that was affected by these procedural errors.
- 6.6 **Decision** – The appeals panel shall render its decision in writing within 30 days of the hearing, based upon a preponderance of the evidence, stating its findings of fact and conclusions, with reasons therefore and citing the evidence. The Secretariat shall

notify the appellant and the Committee of the decision of the appeals panel, which shall be binding and final on all concerned.

6.7 **Further appeal** – If the appeals process at the Secretariat has been exhausted, further appeal may be made directly to ANSI. The appeals process at the Secretariat must be exhausted before appeals will be considered by ANSI. If the appellant gives notice to LEONARDO that it has made such a further appeal to ANSI, all relevant materials, including the decision made by the appeals panel set forth above, shall be submitted to ANSI by LEONARDO.

7.0 **Records** – Standards Committee records concerning new, revised, or reaffirmed standards shall be retained for at least one complete standards cycle (until the standard is revised, withdrawn or reaffirmed). Records concerning withdrawn standards shall be retained for at least five years from the date of withdrawal.

8.0 Public Review

8.1 **Notification that a Standard will be Developed, Revised or Reaffirmed** – At the initiation of a project to develop, revise or reaffirm an American National Standard, the Secretariat shall notify ANSI using the Project Initiation Notification System Form (PINS). In accordance with the ANSI Essential Requirements, this will include an explanation of the need for the standard and an identification of the affected stakeholders. All comments resulting from the filing of PINS (Project Initiation Notification System) with ANSI shall be addressed in accordance with clause 2.5 (Notification of standards development and coordination) of the current version of the *ANSI Essential Requirements*. The Secretariat shall announce the activity related to this standard in suitable media as appropriate to demonstrate the opportunity for participation by all directly and materially affected parties.

8.2 **Public Review of a Standard** – When the Standards Committee has completed the development of a proposed new American National Standard there shall be an opportunity for public comment. When a proposed new American National Standard is ready for public comment, the Secretariat shall notify ANSI using the BSR-8 (Standards Action Public Review Request Form). The Secretariat shall announce this opportunity for public comment in suitable media as appropriate to demonstrate the opportunity for participation by all directly and materially affected parties.

8.2.1 **Processing Public Comments** – All comments on the content of a standard will be addressed according to Section 4.2.8 Addressing Public Review Comments.

9.0 Correspondence

9.1 **Internal Committee Correspondence** – All official Standards Committee correspondence shall be distributed by the secretariat. All correspondence distributed

by the secretariat may be in the form of emails, web postings, faxes, hard copies or other suitable means selected by the secretariat. Correspondence from a Standards Committee or Subcommittee member to the entire membership of the Standards Committee or Subcommittee shall be forwarded to the Secretariat for approval and distribution.

9.2 **External Correspondence** – Inquires relating to the Standards Committee and Standards shall be directed to the Secretariat. Standards Committee members should advise individuals who contact them that responses to all inquires are handled by the Secretariat.

10.0 Metric Policy – Any units found in LEONARDO standards will be either U.S. customary units plus International System of Units (SI) or SI units alone.

11.0 Patent Policy – If any LEONARDO standard requires the use of a patented invention, the Standards Committee will follow ANSI's patent policy that clearly defines the influence a patent holder shall have on users of the standard (ANSI Essential Requirements Section 3.1).

12.0 Commercial Terms and Conditions – LEONARDO will follow the requirements of the ANSI Essential Requirements (Section 3.2) regarding commercial terms and conditions.

13.0 Revisions to These Procedures – These Operating Procedures may be revised by LEONARDO. Any such proposed revisions shall be submitted by LEONARDO to ANSI for review and approval. Any revisions to these Operating Procedures shall be effective upon approval by ANSI.

14.0 Leonardo Academy Draft Standards for Trial Use

14.1 The Secretariat or a Standards Committee may choose to issue a Leonardo Academy Draft Standard for Trial Use (Leonardo Academy DSTU).

14.2 A Leonardo Academy Draft Standard for Trial Use (Leonardo Academy DSTU) provides an opportunity for users to pilot test the draft standard and to provide feedback to the Secretariat and to the Standards Committee regarding the effectiveness and utility of the draft standard.

14.3 A Leonardo Academy Draft Standard for Trial Use (Leonardo Academy DSTU) has no recognized status with ANSI.

14.4 The Secretariat shall include the following language on the front cover of the draft standard: "Leonardo Academy has approved the publication of this draft standard for trial use and comment. This Leonardo Academy Draft Standard for Trial Use (Leonardo Academy DSTU) is not an ANSI standard and has no recognized status under ANSI. Please direct any comments or suggestions for revisions to this draft standard to Leonardo Academy."

14.5 All comments received on a Leonardo Academy Draft Standard for Trial Use (Leonardo Academy DSTU) will be provided by the Secretariat to the Standards Committee for consideration in the development of the final standard.

14.6 All Draft Standards for Trial Use (DSTU) issued by Leonardo Academy under the previously existing Annex B Draft American National Standard for Trial Use that appeared in the pre-2009 versions of the ANSI Essential Requirements will continue as Leonardo Academy Draft Standards for Trial Use (Leonardo Academy DSTU) as defined in Section 13 of the Leonardo Academy ANSI Standards Development Constitution. PLEASE NOTE that, as of October 2, 2008, Annex B is no longer included in the ANSI Essential Requirements as an option for announcing documents through ANSI. All Leonardo Academy DSTUs are LEO documents only and have no recognized status with ANSI.

15.0 National Adoption of ISO or IEC Standards as American National Standards - If LEONARDO decides to adopt ISO or IEC standards as ANSI standards, LEONARDO shall comply with the ANSI expedited procedures for the process specified in the “Procedures for National Adoption of ISO or IES Standards as American National Standards” and this LEONARDO procedures document.