The ANSI Process
Part 2: Working Together

Michael Arny
President, Leonardo Academy
Overview

• Meetings
  – Committee
  – Subcommittee
• Voting
• Timeline
Overview

- **Meetings**
  - Committee
  - Subcommittee
- Voting
- Timeline
Meetings

• Overview
  – Frequency and Location
  – Notification
  – Quorum
  – Parliamentary Procedures
Meetings: Frequency and Location

• Frequency will be decided upon by the Standards Committee, the Chair, the Secretariat, or by petition of five or more members.
  – Currently anticipated to take place 4 times a year
  – Subcommittees can meet more often and will be called by the Chair of the Subcommittee with approval of Standards Committee and LEO

• Meetings will be conducted primarily by teleconference or web conference.
Meetings: Notification

• At least 30 days written notice will be provided for Standards Committee meetings.
  – Notice will include agenda

• Subcommittee meetings will be set by the individual subcommittees, so notification may vary.
Meetings: Quorum

• One half of the Standards Committee will constitute a quorum.
  – Members and alternates may vote, with alternate votes counted only if a member does not vote.
Meetings:
Parliamentary Procedures

• Robert’s Rules of Order (newly revised) shall apply on questions of meeting procedure.
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Voting: Overview

• Ballots
• Votes and Voting Period
• Approved Actions
• Reporting Votes
• Reasons (comments on vote)
Voting: Ballots

- All voting will occur in writing, primarily by email.
- Editorial changes and other committee business may be decided by a majority of the members present at a meeting.
Voting: Votes and Voting Period

- Affirmative
- Affirmative with comment
- Negative with reason – should include specific wording or action that would resolve the objection
- Abstain
- Closing date for ballots is 30 days after delivery of ballots
Voting: Approved Actions

• Actions will be considered approved if:
  – At least one-half of members have returned their ballots
  – The majority of the votes cast, excluding abstentions and negative without reasons, are affirmative
  – All negative votes with reasons have been addressed
Voting: Reporting Votes

- Leonardo Academy will report votes to all members, including:
  - Number of voting members
  - Number of affirmative votes
  - Number of negative votes with reasons
  - Number of negative votes without reasons
  - Number of abstentions
  - Number of unreturned ballots
Voting: Reasons and Comments

• All negative votes with reasons will be referred to the Committee Chair

• Resolving negative votes:
  – Committee Chair may request input from subcommittees or advisory groups responsible for the part of the Standard in question in seeking to develop a resolution.
  – Committee will review and approve draft proposed resolution. The proposed resolution will be sent to voter, who can then change his/her vote.
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# Stakeholder Meetings to Date

<table>
<thead>
<tr>
<th>When</th>
<th>What</th>
</tr>
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<tbody>
<tr>
<td>Monday, Dec 3, 2007</td>
<td>Teleconference with interested stakeholders to discuss the Draft Standard.</td>
</tr>
<tr>
<td>10-11am Pacific</td>
<td></td>
</tr>
<tr>
<td>Monday, Jan 7, 2008</td>
<td>Teleconference with interested stakeholders to discuss the Draft Standard.</td>
</tr>
<tr>
<td>10-11am Pacific</td>
<td></td>
</tr>
<tr>
<td>Monday, Feb 4, 2008</td>
<td>Teleconference with interested stakeholders to discuss the Draft Standard.</td>
</tr>
<tr>
<td>10-11am Pacific</td>
<td></td>
</tr>
<tr>
<td>Feb 29, 2008</td>
<td>Second of two kick-off meetings. Held in Arlington, VA</td>
</tr>
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Additional Outreach

• Press Announcements
• Articles in Trade Publications
• Presentations at Conferences, Meetings and Workshops to Industry and Non-Industry Stakeholder Audiences
• Direct Outreach
# Moving Forward: Overview

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Friday, May 23, 2008</td>
<td>Applications from stakeholders due to Leonardo Academy.</td>
</tr>
<tr>
<td>Monday, June 16, 2008</td>
<td>Notification to applicants by LEO.</td>
</tr>
<tr>
<td>June/July, 2008</td>
<td>Standards Committee meetings will begin.</td>
</tr>
<tr>
<td>July, 2008</td>
<td>Subcommittee meetings will begin.</td>
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Application to Participate: Standards Committee and Subcommittees

If you are interested in being a Standard Committee member, or participating on a subcommittee, please apply.

An application is in your binder. Standards Committee applications are due on Friday, May 23, 2008.

– State your interest and willingness to participate
– Identify the stakeholder interest category you represent
– State your qualifications
  • Personal qualifications
  • Description of your company
  • Role as it applies to Standard
  • Actions organization has taken to increase sustainability
  • Any other affiliations that might affect interest category classification
Contacts for Additional Information

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Web: www.leonardoacademy.org