



# **ASIS INTERNATIONAL**

## **STANDARDS DEVELOPMENT PROCEDURES**

***THIRD EDITION, JANUARY 2010  
APPROVED BY ANSI, MARCH 2010***

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## **1. INTRODUCTION**

The purpose of this document is to describe the Standards Development Procedures that apply to ASIS International. These Standards Development Procedures have been developed to assist leadership, participants and secretariat staff. ASIS International is an ANSI accredited standards developer and in a continuing effort to advance and improve security performance, ASIS International develops security management standards and guidelines that will provide access to current information and practices in today's evolving and demanding security environment. By addressing specific concerns and issues inherent to the security industry, security standards and guidelines will better serve the needs of security professionals by increasing the effectiveness and productivity of security practices and solutions as well as enhance the professionalism of the industry.

ASIS International is the largest global organization for security professionals, with more than 37,000 members. ASIS International has 213 chapters in 52 countries. Additionally, ASIS International works with standards bodies around the world to promote consensus-based standards and training to increase the effectiveness and productivity of security professionals.

## **2. ORGANIZATION**

In general, the standards work of ASIS International is accomplished in various Standards Committees ("Committee"). Committees are established by the Commission on Standards and Guidelines. Committees shall be formed as necessary to carry out the work of standards development and may form working groups as needed, based on work programs. Ad hoc groups may be created to accomplish a definitive objective, usually within a defined period of time.

### **2.1 Commission**

The Commission is the promulgating body within ASIS International to develop security management standards and guidelines that will advance the security profession worldwide. The Commission is responsible for establishing committees in conjunction with the Commission on Standards and Guidelines Policy and Procedures as defined in ASIS International Policies and Procedures Manual.

### **2.2 Council**

In a concerted effort to bridge the many disciplines of specialized security, the Commission seeks the experience and expertise of ASIS International Councils in the development of security standards. These Councils consist of security practitioners and suppliers that serve the membership through the identification of information regarding security issues in their specific areas of concentration. ASIS International Councils provide a vital link between the security practitioners and the Commission, ensuring that the most relevant and current information on security practices is made available for ASIS International members and the security industry.

### **2.3 Committee Officers and Duties**

Where not appointed by the Commission Chairman to serve a one-year term, the Chairman and Vice Chairman of each Committee shall be elected by the Commission to serve a one-year term, and their terms of office shall begin at the close of the meeting at which they are elected. The Chairman and Vice Chairman may be reappointed for multiple terms. Candidates should come from Committee participants and should have previous Committee and industry experience.

The Committee Chairman shall preside at all meetings of the Committee and shall perform such duties and exercise such other powers as prescribed from time-to-time by the Committee. The Committee Vice Chairman shall, in the absence or disability of the Committee Chairman, perform the duties and exercise the powers of the Committee Chairman, and shall perform such other duties and exercise such other powers as the committee may from time-to-time prescribe. The Committee Chairman and Committee Vice Chairman presiding over a Committee, have the responsibility to ensure that these Standards Development Procedures are followed and that the meetings are

conducted in a fair and efficient manner. The Committee Chairman and Committee Vice Chairman should remain neutral in all discussions and should not influence decisions based on his/her leadership position.

Should the office of Committee Chairman or Committee Vice Chairman become vacant for reasons other than expiration of term of office, or should the office be occupied by an incumbent due to failure to elect a successor, a special election shall be conducted to fill the unexpired term.

Nominations, where not appointed by the Commission Chairman, for Committee Chairman and Vice Chairman shall be provided by the ASIS Secretariat to the Commission. Each nomination shall be accompanied by a letter from the management of the candidate's corporation, association or organization committing that entity to provide support for the candidate's performing the duties and responsibilities of the office. Elections should be announced at a meeting prior to the election, but must be announced at least 30 calendar days in advance of the election. The election is by secret ballot, unless there is one candidate in which the election may be by acclamation.

A Committee Chairman and Vice Chairman are approved by simple majority of the Commission. For purposes of determining the simple majority, abstentions are not counted. If there are multiple candidates and no one candidate receives a simple majority on the first vote, a second vote is held between the top two receiving candidates.

## **2.4 Secretariat**

ASIS International shall act as Secretariat and be responsible to:

2.4.1 Organize the Committee(s).

2.4.2 Oversee compliance with these procedures, including legal review as necessary.

2.4.3 Apply for accreditation by ANSI and maintain accreditation in accordance with ANSI requirements.

2.4.4 Maintain rosters of all Committees and Working Groups.

2.4.5 Submit candidate draft American National Standards approved by Committees with supporting documentation for ANSI review and approval as American National Standards.

2.4.6 Ensure adherence to periodic maintenance of Standards to include taking action to revise, reaffirm or withdraw a document as an American National Standard by the fourth year of its approval or other time frame.

2.4.7 Maintain all records pertaining to the Committees.

2.4.8 Provide administrative support, and secretarial services as necessary, for the Committees.

2.4.9 Publish approved Standards and revisions.

2.4.10 Perform other functions as required.

## **3. RECORDS**

Material associated with the development of a Standard (including revisions, reaffirmations and withdrawals) shall be retained for one complete Standards cycle, or until the Standard is revised. Records regarding the withdrawal of all Standards shall be retained for at least five years from the date of withdrawal.

## **4. MEMBERSHIP**

Voting representation in ASIS International Committees is open to ASIS International principal and alternate members in good standing and includes a broad range of industry representation, such as organizations, companies, government agencies, individuals and academia. Voting membership on the consensus body shall not be conditional upon ASIS membership, nor unreasonably restricted on the basis of technical qualifications or other such requirements. Participation is open to any materially and affected interested party. Committee members will represent the broad interests of the security industry. Participants will be sought from the following: supervisors or persons in charge of the day-to-day security operations or systems, equipment manufacturers/suppliers, academia, members of

ASIS Councils and ASIS members with appropriate expertise. Representation shall also include, but not be limited to: security directors and managers, equipment manufacturers and suppliers, owners, and end users of security systems, insurers, professional consultants, service providers, police, government agencies, branches of the military, private individuals and not-for-profit trade or professional associations.

An individual seeking to participate as a Committee member that is not an ASIS member may be assessed a non ASIS member Committee participation administrative fee.

The membership of the ASIS International Committees shall be sufficiently diverse to ensure reasonable balance without dominance by any single interest group. Participants from diverse interest categories shall be sought with the objective of achieving balance. Unless it is claimed by a directly and materially affected party that a single interest category dominated the standards development process, no test for dominance is required. ASIS accepts ANSI's historical definition for balance that "Historically the criteria for balance are that a) no single interest category constitutes more than one third of the membership of a consensus body dealing with safety-related standards or b) no single interest category constitutes a majority of the membership of a consensus body dealing with other than safety-related standards."

#### **4.1 Request for Membership**

A request for membership shall be addressed to the ASIS Secretariat, should 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). The organization, company or government agency may change its identified representative (or alternate) by notifying the Secretariat in writing. No organization, company or government agency shall designate as a representative (or alternate) any individual who is already designated as the representative (or alternate) for another organization, company or government agency. Each member shall propose its own interest category as appropriate and in accordance with the ASIS established categories.

In recommending membership requests, the ASIS Secretariat shall consider the following:

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

The ASIS Secretariat may consider reasonable limits on Committee size.

#### **4.2 Membership Participation**

The ASIS Secretariat shall notify, in writing, committee voting members which fail to attend two consecutive meetings. (A member represented at a meeting shall be considered in attendance.) If a member so notified fails to attend the next meeting, that member shall be reclassified as an observer. A member reclassified as an observer may obtain reinstatement as a voting member pursuant to attending two consecutive meetings upon request.

The ASIS Secretariat shall notify in writing, committee voting members which fail to respond to two letter ballots. If a member so notified fails to respond to two letter ballots, that member shall be reclassified as an observer. A member reclassified as an observer, may obtain reinstatement as a voting member pursuant to responding to two consecutive letter ballots upon request. As observer members do not vote, such responses are noted for verification and record keeping purposes, and not included in the committee vote tally.

#### **4.3 Membership Resignation**

A committee voting member or observer may resign by written correspondence.

## **5. INTEREST CATEGORIES**

For purposes of developing an American National Standard, all members of Standards Committees shall be classified as:

User/Managers - supervisors or persons in charge of the day-to-day security management, operations or systems.

Producer/Service Providers – consultants, service firms, and equipment manufacturers and suppliers.

General Interest - members of ASIS Councils, government, not-for-profits, academia and other interested parties.

## **6. MEMBERSHIP ROSTER**

The ASIS Secretariat in conjunction with the Commission shall prepare and maintain a membership roster documenting the classification of each Committee member.

## **7. MEETINGS**

Committee meeting locations and dates shall be selected through the Committee Chairman and ASIS International. The purpose of these meetings is to conduct committee business.

### **7.1 Frequency**

The Committees will meet to develop American National Standards on an as-needed basis.

### **7.2 Notification**

All meetings, where possible, shall be announced through e-mail communication and posted to the ASIS International Web Site no less than 30 calendar days prior to the meeting date. All other meetings, including virtual meetings and conference calls, should be announced via e-mail and posted to the ASIS International Web Site no less than 15 calendar days prior to the meeting date. Special exceptions for extraordinary circumstances may be made on an as-needed basis. When an exception for extraordinary circumstances is necessary, the Committee Chairman or Vice Chairman will announce the meeting as soon as practicable. A draft agenda shall be prepared and distributed with the meeting notice.

### **7.3 Open Meetings**

All meetings of ASIS International Committees shall be open and attendance by any interested party is welcome, subject to any relevant membership requirement such as registration, meeting fee if required etc. Attendance may be limited based on practical considerations such as meeting room size. Non ASIS International Committee members shall not have the right to vote.

### **7.4 Meeting Notes**

Meeting notes shall include at a minimum:

- Date(s), type of meeting (i.e. virtual, conference call, face-to-face), leadership, person taking the notes;
- Attendance list;
- Approved agenda;
- Identification of matters discussed and their status;
- Identification of corrections/additions made to previous meeting record;
- Points noted/alternates discussed including opposing viewpoints;
- Agreements reached;
- Action items indicating responsible party and due date;
- Copies of presentations made during the meeting or, a reference to where the documentation is available.

## **7.5 Quorum**

Participation, by either physical presence or via teleconference or electronically, of a simple majority of the voting members of the Committee, and a majority of the voting members of each interest category shall constitute a quorum for conducting business at a meeting. If a quorum is not present, actions on agenda items may be taken but shall be subject to ratification by the Committee.

## **7.6 Parliamentary Procedures**

For any procedural issues not covered under these procedures, “Robert’s Rules of Order” (latest edition) shall apply on questions of parliamentary procedure.

## **8. NOTIFICATION OF STANDARDS DEVELOPMENT AND HARMONIZATION**

Notification of Standards activity shall be announced in suitable media as appropriate to demonstrate provision of opportunity for participation by all directly and materially affected persons. At the initiation of a project to develop or revise a Standard, notification shall be transmitted to ANSI using the Project Initiation Notification System (PINS) form, or its equivalent, for listing in “Standards Action”. A PINS form may be submitted, but is not required, at the initiation of a project to reaffirm or withdraw a Standard. Any resulting comments and deliberation will be addressed in accordance with 2.5 of the ANSI Essential Requirements.

Committees shall convene a stakeholder or joint requirements planning meeting as part of the standards development process in order to maximize coordination and harmonization with other standards development organizations, particularly if any conflict has been identified. These meetings provide a venue for interested and affected parties to provide relevant and timely information. Input from stakeholder meetings may aid the Committees to better understand the business problem or rules of business relevant to their particular committee scope. These types of meetings enable business owners, decision makers and other interested or materially affected parties to participate initially as stakeholders and to the Committees efforts. ASIS Secretariat shall announce stakeholder meetings in a timely manner sufficient to maximize public input and participation.

## **9. PUBLIC REVIEW AND COMMENT**

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 ASIS Secretariat shall determine whether listing of proposed standards actions shall be concurrent with the final Committee letter ballot. 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. All received comments shall be considered by the Committee and the commenter shall be notified, in writing of the Committee decision and response.

## **10. SUBSTANTIVE CHANGE**

A substantive change in a Standard is one that directly and materially affects the use of the Standard. Examples of substantive changes are:  
“shall” to “should” or “should” to “shall”;  
the addition, deletion or revision of requirements, regardless of the number of changes; or  
the addition of mandatory compliance with referenced standards.

## **11. VOTING PROCEDURES FOR LETTER BALLOTS**

All documentation associated with American National Standards will undergo the letter ballot process. Substantive changes to and interpretations of all Standards shall be approved by letter ballot of the Committee.

### **11.1 Voting**

Each Committee member shall vote either:

Affirmative.

Affirmative, with comment.

Negative, with reasons (the reasons for a negative vote shall be given and if possible should include specific wording or actions that would resolve the objection).

Abstain.

### **11.2 Voting Rights**

A Committee member's representative shall ordinarily cast that member's vote. The member's alternate representative shall cast that member's vote only if the member's representative fails to vote.

### **11.3 Proxies**

Proxies are not permitted.

### **11.4 Voting Period**

The voting period for letter ballots shall end 30 calendar days from the date of issue. An extension may be granted at the Committee Chairman's option, when warranted. A follow-up letter requesting immediate return of the ballot shall be sent, as appropriate, to the representative and alternate representative of members whose votes have not been received within 10 calendar days before the ballot closes.

### **11.5 Approved Actions**

Approvals of, substantive changes to, and interpretations of all American National Standards shall be considered approved where a majority of the Committee membership returns ballots and at least two-thirds of those voting, including abstentions, approves the action.

### **11.6 Reporting Votes**

The results of each vote on all American National Standards shall be reported as follows:

Number of members.

Number of members voting affirmatively.

Number of members voting negatively with reasons.

Number of members voting negatively without reasons.

Number of members abstaining.

Number of members not returning ballots.

### **11.7 Negative Votes**

A negative ballot shall be required to be accompanied by a reason and, if possible, should include specific wording or actions that would resolve the objection. A negative ballot not supported by a reason is not required to be recirculated but is recorded as a negative without comment on the BSR9 submittal to ANSI. The ballot shall be counted as returned for the purpose of establishing a quorum.

### **11.8 Considering of Views and Objections**

When a ballot has been closed, the ASIS Secretariat shall forward the ballot tally to the Committee Chairman; the Committee Chairman 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". A concerted effort to resolve all expressed comment(s) shall take place, and each objector shall be advised, in writing, of the disposition of the objection and the reasons therefore.

Unresolved objections from negative ballots and public review, attempts at resolution and any substantive changes will be recirculated giving the consensus body member the opportunity to respond, reaffirm, or change their vote. Additionally, all members of the Committee will have the opportunity to respond, reaffirm or change their vote. In the case of public review comments, which are not votes, these comments with the accompanying responses will be circulated.

When the above process is completed, comments received subsequent to the closing of the public review and comment period may be considered, or they shall be considered at the next review.

All substantive changes shall be submitted to ANSI via the BSR8 for further public review.

Voting members or public review participants who have unresolved negative votes (comments) shall be notified in writing of their right to appeal and of the appeals process.

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.

## **12. WITHDRAWAL AND DISCONTINUANCE OF A STANDARDS PROJECT**

When a Committee determines that a project should be terminated or an American National Standard withdrawn, the Committee shall prepare a proposal to the Commission to close the project and/or withdraw the American National Standard stating in writing the reasons for their request. If the Commission approves the request, the project is closed and the American National Standard will undergo the letter ballot process for withdrawal, including subsequent submittal to ANSI via a BSR9. A written justification for such an action shall be made available upon receipt of any written received request within 60 calendar days of the date of the final action.

## **13. INTERPRETATIONS**

An interpretation is the answer to a question on the meaning of a standard. Interpretation requests of American National Standards under the purview of ASIS International must be submitted in writing to the ASIS Secretariat and shall be forwarded the Commission and appropriate Committee Chairman and Vice Chairman. Proposed interpretations may be prepared by a Committee member with particular expertise on the subject in question. All proposed interpretations shall be prepared in writing and shall be submitted to the ASIS Secretariat for a letter ballot of the Committee. Interpretations shall be approved in accordance with section 10. Notification of approved interpretations shall be sent in writing to the requester. Notifications shall also be given to other users of the Standards via the appropriate ASIS International Committee email list and posted on the ASIS International web site.

## **14. METRIC POLICY**

Where applicable, ASIS International accepts ANSI's Metric Policy which states that, "*Units of the International System of Units (SI), the modernized metric system, are the preferred units of measurement in American National Standards.*" Not all ASIS American National Standards are measurement sensitive.

## **15. PATENT POLICY**

ASIS International has adopted the most current version of the ANSI Patent Policy in connection with the development of American National Standards, as outlined in the ANSI Essential Requirements.

## **16. COPYRIGHT**

In order that ASIS International may disseminate the work of its Committees, it is necessary that each contributor grant ASIS International the rights necessary to adapt, copy, and publicly distribute any contribution or submittal made to an ASIS Committee.

All ASIS International standards are copyrighted by ASIS International. Except as expressly permitted by ASIS International, no standard or other ASIS International deliverable; or any portion thereof, may be reproduced or distributed in any form, without the prior written permission of ASIS. The following copyright notice shall be included in all standards, or other ASIS International deliverables.

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## **17. COMMERCIAL TERMS AND CONDITIONS**

ASIS International has adopted the most current version of the ANSI Commercial Terms and Conditions Policy in connection with the development of American National Standards, as outlined in the ANSI Essential Requirements.

## **18. CORRESPONDENCE**

### **18.1 Committee Correspondence**

The ASIS International Secretariat, in consultation with the Committee Chairman, will screen and distribute received correspondence from a Committee member to the entire membership of the Committee. All official Committee correspondence, including meeting notices, agendas, reports and letter ballots, shall be distributed by the ASIS International Secretariat. Copies of all other correspondence between Committee or Committee members, relating to ASIS International standards activities, shall be forwarded to the ASIS International Secretariat.

### **18.2 External Correspondence**

All official Committee correspondence to external parties must be approved by the Committee or its delegated representative and distributed by the ASIS International Secretariat. Inquiries relating to the Committee and Standards shall be directed to the Secretariat.

## **19. APPEALS**

### **19.1 Complaint**

Persons who have been or may be affected by any Committee action or inaction shall have the right to appeal such action or inaction. The appellant shall file a written complaint with the Secretariat within 30 calendar days after the date of notification of any action, or at any time with respect to inaction. The complaint shall state the nature of the 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. Previous efforts to resolve the objections and the outcome of each shall be noted.

### **19.2 Response**

Within 30 calendar days after receipt of the complaint, the ASIS International Secretariat shall respond in writing to the appellant, specifically addressing each allegation in the complaint to the extent possible. Attempts shall be made to resolve, informally, the complaint of the appellant.

### **19.3 Appeals Panel and Hearing**

If the ASIS International Secretariat is unable to informally resolve the complaint, it shall appoint an appeals panel to hold a hearing on a date agreeable to all participants, and notice shall be within 15 calendar days. 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. At least two members of the panel shall be acceptable to the appellant and at least two shall be acceptable to the ASIS International Secretariat.

#### **19.4 Conduct of Hearing**

The appellant has the burden of demonstrating adverse effects, improper actions or inactions, and the efficacy of the requested remedial action. The ASIS International Secretariat has the burden of demonstrating that the Committee took all actions in question in compliance with these procedures.

#### **19.5 Decision**

The appeals panel shall render its decision in writing within thirty calendar days, stating findings of fact and conclusions, with reasons thereof, based on a preponderance of the evidence. The ASIS International Secretariat shall notify the appellant and the Committee of the decision of the appeals panel, which shall be binding and final on all concerned.

Further appeal may be made directly to ANSI. If the appellant give notice to ASIS that such a further appeal to ANSI is intended, all relevant materials, including the decision made by the appeals panel set forth above, shall be submitted to ANSI by ASIS International.

### **20. REVISIONS TO PROCEDURES**

These procedures for American National Standards development are maintained by ASIS International. Proposed revisions to these procedures may be submitted in writing by any ASIS International Committee member along with the supporting rationale for the proposed change. The ASIS International Secretariat will present proposed revisions as appropriate to the Commission for review and consideration. ASIS International may reject a proposed procedural revision. The revised procedures are then submitted to ANSI for public comment, and ANSI review and approval. Questions or comments concerning these procedures are to be directed in writing to the Director of Standards and Guidelines at [standards@asisonline.org](mailto:standards@asisonline.org) ASIS International, 1625 Prince Street, Alexandria, VA 22314.