



ASIS INTERNATIONAL

ANSI ACCREDITED STANDARDS DEVELOPMENT PROCEDURES

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1. INTRODUCTION

The purpose of this document is to describe the Standards Development Procedures that apply to ASIS International as it relates to the development of American National Standards Institute (ANSI) standards. ASIS International is an ANSI accredited standards developer and in a continuing effort to advance the security profession ASIS International develops security management standards and guidelines that set best practices in today's evolving and demanding security environment.

Founded in 1955, ASIS International is the largest membership organization for security management professionals crossing all industry sectors, embracing every discipline along the security spectrum from operational to cybersecurity. With hundreds of chapters across the globe, ASIS is recognized as the premier source for learning, networking, certification, standards and guidelines, and research. ASIS is dedicated to increasing the effectiveness of security professionals at all levels and ensures its members and the security community have access to the intelligence and resources necessary to protect their people, property, and information assets. Learn more about the work we do at asisonline.org. 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 Technical Committees ("Committee"). Committees are established as necessary to carry out the work of standards development. Working groups within Committees are formed as needed, based on work programs. Ad hoc groups may be created to accomplish a definitive objective related to the development or revision of a standard as preparatory work, and usually within a defined period of time. Preparatory work within ad hoc groups typically takes place prior to the establishment of a Committee and is intended to provide direction and/or a starting point for Committee work.

2.1 Professional Standards Board

The Professional Standards Board (PSB) is the governing body within ASIS International that oversees the development of security management standards and guidelines that will advance the security profession worldwide. The PSB, in conjunction with the ASIS Program Office, is responsible for initiating standards projects and establishing Committees as defined in ASIS International Policies and Procedures.

2.2 Committee Officers and Duties

Committee officers (i.e., chair, co-chairs, vice-chair, etc.) shall be appointed by the PSB Chair and/or Vice-chair to serve the term of the project. Candidates may come from the PSB or Committee participants and should have previous Committee and industry experience.

Committee officers should preside at all meetings of the Committee and perform its duties and exercise such other powers as prescribed from time-to-time by the Committee. Officers shall be responsible for ensuring that these Standards Development Procedures are followed and that the meetings are conducted in a fair and efficient manner. Officers should remain neutral in all discussions and should not influence decisions based on his/her leadership position.

2.3 Program Office

ASIS International shall act as the Program Office and be responsible for:

- 2.4.1 Organizing Committees.
- 2.4.2 Overseeing compliance with these procedures, including legal review as necessary.
- 2.4.3 Applying for accreditation by ANSI and maintain accreditation in accordance with ANSI requirements.
- 2.4.4 Maintaining rosters of all Committees and Working Groups.
- 2.4.5 Submitting candidate draft American National Standards approved by Committees with supporting documentation for ANSI review and approval as American National Standards.
- 2.4.6 Ensuring adherence to periodic maintenance of Standards to include taking action to revise, reaffirm or withdraw a document as an American National Standard before the fifth year of its approval or other time frame.
- 2.4.7 Maintaining all records pertaining to the Committees.
- 2.4.8 Providing project management and other support as necessary, to the Committees.
- 2.4.9 Publishing approved Standards and revisions.
- 2.4.10 Performing other functions as required.

2.4 Communities

In a concerted effort to bridge the many disciplines of specialized security, the PSB seeks the experience and expertise of ASIS International Communities in the development of security standards. These Communities 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 Communities provide a vital link between the security practitioners and the PSB, ensuring that the most relevant and current information on security practices is made available for ASIS International members and the security industry.

3. RECORDS

Material associated with the development of a Standard (including revisions and reaffirmations) 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 or for a duration consistent with the audit schedule.

4. MEMBERSHIP

Participation on ASIS International Committees shall be open to any directly and materially affected individual with the capability and willingness to participate in the work of the Committee. Voting representation includes a broad range of industry representation, such as organizations, companies, government agencies, educational institutions, and individuals. 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. Participants will be sought from the following: supervisors or persons in charge of the day-to-day security operations or systems, equipment manufacturers/suppliers, government, academia, members of ASIS subject matter communities and other ASIS members with appropriate expertise. Representation typically includes, but is not 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 fee may be waived or reduced upon sufficient evidence of hardship.

The membership of the ASIS International Committees shall be sufficiently diverse to ensure reasonable balance without dominance by any single interest category. 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.

4.1 Request for Membership

Any individual wishing to join a Committee must apply for committee membership. A completed application form should be submitted to the ASIS Program Office for review and approval. Consideration shall be given to any applicant with a direct and material interest in the Committee's work who has the capacity and willingness to participate actively. If the applicant is an organization, company, or government agency, it shall identify a representative (and an alternate, if desired). An organization, company or government agency may change its identified representative (or alternate) by notifying the Program Office 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 self-declare its own interest category as appropriate and in accordance with the ASIS established categories.

In recommending membership requests, the ASIS Program Office shall consider the following:

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

The ASIS Program Office may consider reasonable limits on Committee size (up to 50 members, and no less than 10).

4.2 Conflict of Interest

Applicants shall disclose any potential conflicts of interest. A conflict of interest exists where a person has a private or personal interest sufficient to appear to influence the objective exercise of his or her duties; a situation in which a person has competing interests or loyalties.

A potential conflict of interest does not necessarily disqualify an applicant from independent voting status on a consensus body.

4.3 Membership Participation

Committee members are expected to attend and participate in meetings so as to allow for maximized standards development progression. The ASIS Program Office shall notify, in writing, committee voting members who fail to attend meetings. If a member so notified fails to attend future meetings, that member may be removed from the Committee and/or working group. In special circumstances, a

member may be reclassified as an observer. Upon written request, a member reclassified as an observer may obtain reinstatement as a voting member pursuant to attending three consecutive meetings.

4.4 Code of Conduct

Committee members shall comply with ASIS International standards development code of conduct. A Committee member found to be in violation of the code of conduct shall be notified in writing of the requirements to adhere to the code. A member so notified in writing who continues to violate the code of conduct may be removed from the Committee.

4.5 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 Communities, government, not-for-profits, academia and other interested parties.

6. MEMBERSHIP ROSTER

The ASIS Program Office 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 Chair and ASIS International. The purpose of these meetings is to conduct committee business. Virtual meetings are conducted wherever possible.

7.1 Frequency

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

7.2 Notification

All meetings, including virtual meetings and conference calls, should be announced via e-mail and/or through the Committee's project portal. Special exceptions for extraordinary circumstances may be made on an as-needed basis. When an exception for extraordinary circumstances is necessary, the Committee Chair or Vice-chair in conjunction with the ASIS Program Office will announce the meeting as soon as practicable. A draft agenda is typically distributed with the meeting notice.

7.3 Meeting Notes

Meeting notes shall include at a minimum:

- Date(s), type of meeting (i.e. virtual, conference call, face-to-face), leadership;

- Attendance list;
- Approved agenda;
- Identification of matters discussed and their status;
- Identification of corrections/additions made to previous meeting record;
- Points noted/discussed including opposing viewpoints;
- Agreements reached; and
- Action items indicating responsible party and due date.

7.4 Quorum

Participation, by either physical presence, teleconference, virtual means, of a simple majority of the voting members of the Committee shall constitute a quorum for conducting business at a meeting. If a quorum is not present, action items may be subject to ratification by the Committee.

7.5 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.

7.6 Guests

Requests for meeting attendance by non-committee members shall be made in writing to the ASIS Program Office in advance of the meeting. Attendance may be subject to relevant requirements such as registration, meeting fee if required, etc. Attendance may be limited based on practical considerations such as meeting room size (if conducted in-person). Guests in attendance at meetings may participate in discussions, however, at the discretion of the Committee officer(s), it is permissible to limit comments to members.

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 Program Office 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 Program Office 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, reasons therefore 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 should include specific wording or actions that would resolve the objection).

Abstain.

Abstention, with comment.

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 14 calendar days from the date of issue unless the Committee concludes a 30-calendar day voting period is warranted. An extension may be granted at the Committee Chair’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 5 calendar days before the ballot closes. Additional follow-

up notices may be sent, as necessary. Where a recirculation letter ballot is authorized, the voting period shall end 7 calendar days from the date of issue.

11.5 Approved Actions

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

Committee members of the consensus body shall exercise their voting privileges within the prescribed time limits and meet the defined participation requirements.

The ASIS Program Office shall notify in writing, committee voting members who fail to respond to letter ballots. If a member so notified fails to respond to future letter ballots, that member may be reclassified as an observer and reported as such in the letter ballot closing report.

11.9 Confidentiality

The ASIS International Program Office shall report voting results as outlined in section 11.6. All other information pertaining to the votes shall remain confidential.

11.10 Considering of Views and Objections

Prompt consideration shall be given to the written views and objections of all participants, including those commenting on the listing in "Standards Action". A concerted effort to resolve all comment(s) shall take place.

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

In connection with an objection articulated during a public comment period, or submitted with a vote, an effort to resolve all expresses objections accompanied by comments related to the proposal under consideration shall be made, and each such objector shall be advised in writing (including electronic

communications) of the disposition of the objection and the reasons therefor. If resolution is not achieved, each such objector shall be informed in writing that an appeals process exists within procedures used by the standards developer.

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

Submitter of unresolved negative votes (from consensus body members) and unresolved comments (from public reviewers) shall be notified in writing of their right to appeal and of the appeals process.

When the above process is completed, comments received after the closing of the public review may be considered, or they shall be considered 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.

12. WITHDRAWAL CRITERIA

12.1 Administrative Withdrawal

Per ANSI *Essential Requirements*, an American National Standard shall be withdrawn five years following approval, if the standard has not been revised or reaffirmed, unless an extension has been granted by the ExSC or its designee. An American National Standard that has not been reaffirmed or revised within the five-year period, and that has been recommended for withdrawal by the ExSC or its designee, shall be withdrawn at the close of a 30-day public review notice in *Standards Action*. American National Standards that have not been revised or reaffirmed within ten years from the date of their approval as American National Standards shall be withdrawn, and such action shall be announced in *Standards Action*.

12.2 Withdrawal by ANSI-Accredited Standards Developer

Per ANSI *Essential Requirements*, an American National Standard must be supported by an ANSI-Accredited Standards Developer. If an accredited standards developer wishes to withdraw its approval of one or more of its American National Standards, it may do so without a vote of the relevant consensus body. If an accredited standards developer does withdraw one or more of its American National Standards, then the standards developer shall notify ANSI immediately and the standard shall be withdrawn as an ANS and announced in *Standards Action*.

12.3 Discontinuance of a Standards Project

ASIS International may decide to abandon the processing of a proposed new or revised American National Standard or portion thereof at its own discretion and without a vote of the relevant Committee. ANSI is to be notified immediately of any such action which will be announced in *Standards 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 Program Office and shall be forwarded to the PSB. Proposed interpretations may be prepared by an individual who served on the Committee with particular expertise on the subject in question. All

proposed interpretations shall be prepared in writing and shall be submitted to the ASIS Program Office for a letter ballot of the Committee. In the event that the Committee has been disbanded, the letter ballot shall be sent to the PSB. Interpretations shall be approved in accordance with section 11.5. 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.

"Copyright ©[date of publication] ASIS International. All rights reserved."

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. APPEALS

18.1 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 Program Office within 15 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. ASIS may assess an administrative fee for the processing of an appeal; the appellant is responsible for said fees. The fee may be waived or reduced upon sufficient evidence of hardship.

18.2 Response

Within 30 calendar days after receipt of the complaint, the ASIS International Program Office 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.

18.3 Appeals Panel and Hearing

If the ASIS International Program Office is unable to informally resolve the complaint, it shall appoint an appeals panel to hold a hearing on a date agreeable to all participants, giving at least 15 calendar days' notice. The hearing may be conducted in-person or virtually if acceptable to all parties. 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.

18.4 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 Program Office has the burden of demonstrating that the Committee took all actions in question in compliance with these procedures.

18.5 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 Program Office shall notify the appellant and the Committee a written copy of the decision of the appeals panel, which shall be binding and final on all concerned.

19. 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 Program Office 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 ASIS International, 1625 Prince Street, Alexandria, VA 22314.