



**Procedure(s) for American National Standards Development**  
**Revision 1.b - 2024**



**Sponsor**

The Monitoring Association (TMA)

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## Procedure(s) for American National Standards Development

### 1. Scope

This document defines the process for any American National Standards activity for which TMA is or shall be the ANSI Accredited Standards Developer of record. The processes defined herein cover the process for the creation of new American National Standards as well as updating existing standards.

### 2. General

**2.1.1.** TMA's Board of Directors (TMA BoD) has authority over TMA's standards activity. It is the responsibility of TMA's Standards Committee (TMA SC) to notify TMA's BoD and seek guidance when appropriate.

**2.1.2.** All TMA standards activity shall comply with:

- a. ANSI Essential Requirements
- b. Security Industry Standards Council - Procedures
- c. TMA Standards Development Guidelines

**2.1.3.** If standards development activity indicates a conflict exists between ANSI Essential Requirements and SISC Guidelines or TMA Guidelines, ANSI Essential Requirements shall govern.

### 3. Standards Activity Approval - New TMA American National Standard

**3.1.1.** When there is a request to have TMA serve as the Accredited Standards Developer (ASD) for a new American National Standard (ANS):

- a. The requester shall provide documentation to TMA's standards committee to support need for the proposed ANS.
- b. TMA's standards committee will evaluate the need for the proposed ANS and determine applicability of TMA acting as the ASD.
- c. If the standards committee agrees with the need for the proposed ANS, but determines TMA is not the appropriate ASD, the standards committee shall advise and assist the requester with presenting the standards proposal to an appropriate ASD. The standards committee shall determine if TMA shall seek dual ownership of the proposed ANS.
- d. If TMA's standards committee agrees with the need for the standard and that TMA is the appropriate ASD for the proposed ANS, the committee shall coordinate with TMA's CEO for TMA Executive Committee (EC) and/or Board of Directors (BoD) review and approval.
- e. Upon EC and/or BoD approval, procedures defined herein shall govern the development process for the new ANS.

### 4. TMA ANS Committee Management

**4.1.1.** TMA ANS committees shall be governed as follows, for either the creation of a new ANS or as applicable, maintenance of an existing ANS:

- a. TMA shall, through all appropriate means, publicize the initiation of standards activity, seeking committee participation from interested stakeholders.

- b. TMA's standards committee shall appoint ANS committee chairs and vice-chair(s). The ANS committee chair shall be a representative from a TMA member company. Vice-chairs may be representatives from any appropriate interest group
- c. TMA's standards committee shall oversee the creation of new ANS committees and continuity of standing ANS committees. Pursuant to activity level, ANS committees responsible for continuous maintenance of a TMA ANS may be considered standing committees.
- d. When a member of a TMA ANS committee changes employer and/or a change in their representation, the committee member will be removed from the committee and must apply for reinstatement.
- e. TMA standards committee and the ANS committee chair/vice-chairs shall review new applicants and existing committee members to establish ANS committee membership.
- f. Two committee members from companies or organizations with common ownership can participate as principal and alternate. Only one may enter a vote on any called vote.
  - i. Two voting principals from organizations with common ownership are allowed if they are in separate divisions and the TMA standards committee determines they operate independently and represent different interest groups.
- g. TMA membership is not required to serve on an ANS committee.
- h. Each ANS committee shall have a recording secretary, appointed by ANS committee chairs.
- i. TMA staff shall record and maintain accurate attendance documentation for all ANS committee meetings.
- j. At the commencement of ANS committee meetings, participants shall be asked if they have any C of I or patent policy conflict.
- k. At the discretion of the ANS committee chair and the TMA standards chair, ANS committee members who have two consecutive unexcused absences from committee meetings or have unexcused absences for more than 33% of committee meetings, can have their committee voting rights revoked.
- l. Members who have their voting rights revoked may appeal to the standard committee. Appeals deemed to have merit shall be referred to the ANS committee for member reinstatement.
- m. The ANS committee chair has the discretion to add committee members throughout the ANS creation and/or maintenance process. Membership and voting rights shall not be added once a BSR-8 is filed.
- n. Committee workflow is governed by: "TMA's Standards Committee Processes"

## 5. TMA Standards Committee Processes

**5.1.1.** This section describes the process flow for ANS committee action on new ANS activity as well as maintenance activity for an existing ANS.

- a. TMA Standards Committee shall notify SISC of the intent to:
  - i. create a new American National Standard
  - ii. review public input received for a TMA ANS designated for "Continuous Maintenance"
  - iii. open a TMA ANS designated for "Periodic Maintenance" for review or affirmation
  - iv. Publish on the TMA website, and in appropriate TMA Periodicals that this work is about to begin and interested parties can apply to committee membership

- v. For a new standard, TMA shall (in coordination with SISC) enter the project into the ANSI Project Initiation Notification System (PINS).
  - vi. The TMA Standards Committee shall review the PINS application for accuracy and completeness prior to submittal to ANSI.
- b. Unless otherwise determined by the standards committee, TMA ANS's shall be designated for "continuous maintenance."
  - c. An ANS committee shall meet regularly until such time that:
    - i. the draft language for the proposed new ANS is determined to be ready for Public Comment or;
    - ii. the ANS committee has reached consensus on public input for an ANS subject to Continuous Maintenance or;
    - iii. the process for ANS committee to review or affirm the content of an ANS designated for Periodic Maintenance has been completed.
  - d. The standards committee shall determine if a preliminary comment period is warranted,
  - e. A preliminary comment period is allowed by, but not governed by, ANSI Essential Requirements. (see ANNEX A)
  - f. The standards committee, working with SISC will complete a BSR-8 that is being filed with ANSI, which initiates the formal public comment period.
  - g. The TMA Standards Committee shall review the BSR-8 application for accuracy and completeness prior to submittal to ANSI

## 6. Public comment period

**6.1.1.** TMA shall publicize by all normal means that the public comment period for the draft standard is open for comment. (See **ANNEX B**)

- a. The announcement shall provide all necessary instruction for the accurate submittal of public comments.
- b. The initial public comment duration shall be a minimum of 60 days.
- c. SISC members shall be requested to review the draft and consider submitting individual comments as part of the ANSI public comment period.
- d. TMA staff shall record all comments that are received, log each sequentially, and assign a log number to each. Staff shall group together comments related to identical portions of the proposed standard to facilitate simultaneous review.
- e. The ANS committee shall review each comment and act on each accordingly.
- f. Upon ANS committee consensus for each comment, the agreed upon ANS committee action and committee commentary shall be recorded in the comment log.
- g. The ANS committee shall edit the draft ANS in response to comments deemed to have merit.
- h. For each logged comment, the comment submitter shall receive details of the ANS committee disposition of their comment(s). This can be by individual notification, mass mailing to all those that provided comment, or posted on a public portion of TMA website.
- i. Submitters of comments shall be made aware of the process to appeal the committee's disposition of their comment. Appeals must be received by TMA within 15 days of the notification of completion of disposition of all comments.
- j. The TMA standards committee shall have purview over appeals. Appeals deemed to have merit shall be referred to the ANS committee for reconsideration.

- k. Once any appeals are disposed of by TMA’s standards committee, the ANS committee shall finalize a new draft document.
- l. TMA’s standards committee shall determine if changes to the original draft document, as a result of public comment, have resulted in “substantial” changes to the draft document.
  - i. Substantial changes shall result in a new notification to SISC and ANSI, and the initiation of a recirculation public comment a period of 10 calendar days.
  - ii. Comments as part of the recirculation public comment period to be considered must be related to the identified substantial changes.
- m. The current draft resulting from the public comment, or after recirculation, shall be forwarded to SISC for comment and approval. SISC, as the ANSI consensus body for TMA standards, is obligated to review the standard according to the ANSI compliant SISC guidelines. (see ANNEX B)

### **Preliminary comment Appeals**

(See ANNEX A)

- a. Submitters of comments shall be made aware of the process to appeal the committee’s disposition of their comment. Appeals must be received by TMA within 15 days of the notification of completion of disposition of all comments.
- b. The TMA standards committee shall have purview over appeals. Appeals deemed to have merit shall be referred to the ANS committee for reconsideration.
- c. Once any appeals are disposed of by TMA’s standards committee, the ANS committee shall finalize a new draft document.
- d. The appellant shall be providing with a written copy of the decision of the appeals panel, which shall be binding and final on all concerned.

### **7. Reporting Successful Completion of Balloting (BSR-9)**

- 7.1 Upon the completion of balloting of an ANS, through the SISC process a BSR-9 shall be filed with ANSI.
  - a. Using the form found in ANNEX X the BSR is to be completed along with the balloting summary. The ballot summary shall include:
    - i. Balloter’s full name
    - ii. Organization Representing
    - iii. Balloter “role” as a member of the committee
    - iv. Interest Category
    - v. Vote
  - b. Prior to submission to ANSI the TMA Standards Committee shall review the BSR-9 application for accuracy and completeness prior to submittal to ANSI
  - c. TMA staff shall record the time and date the BSR-9 is submitted to ANSI along with filing a copy of the submitted form

### **7. Modification of an existing TMA American National Standard**

7.1.1. Each TMA ANS shall be designated as either a “Periodic Maintenance” or “Continuous Maintenance” Standard.

#### **Periodic Maintenance**

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- a. When a TMA ANS designated for Periodic Maintenance is opened for review or affirmation, the committee guidelines and ANS committee processes defined above shall apply.
- b. A TMA ANS designated for Periodic Maintenance, review and or affirmation shall occur at least once every five years.

## **Continuous Maintenance**

- a. An ANS identified for “Continuous Maintenance” shall include in the published standard, a clear statement of such.
- b. TMA’s website shall provide all information needed to facilitate public input to a continuous maintenance standard
- c. For continuous maintenance ANS managed by a standing ANS committee, public input shall be referred to the committee for review.
- d. For a continuous maintenance ANS not supported by a standing ANS committee, the TMA standards committee may choose to act on the proposal itself, or at their discretion, can stand-up an ANS committee to review the proposal
- e. If no revisions are issued for a period of ten years, action to reaffirm or withdraw the standard shall be taken in accordance with the procedures set-forth in the ANSI Essential Requirements

## **Withdrawn or Abandoned** (See **ANNEX B**)

- a. If it is decided by the that a standard, a proposal, and/or a revised standard should be abandoned, with or without SISC approval. ANSI will be notified immediately.
- b. If it is decided by the ASD, that a standard, a proposal, and/or a revised standard should be withdrawn, with or without SISC approval. ANSI will be notified immediately.

## **8. Administrative Functions as a Member of the SISC**

**8.1.1.** Administration for the standards that will be submitted to the SISC. The TMA-ASD administrator will be responsible for:

- a. Distributing draft standards at meetings of the SISC.
- b. Submitting proposed standards for approval by the SISC.
- c. Submitting candidate standards approved by the SISC, with supporting documentation, for ANSI review and approval as American National Standards.
- d. Publishing approved standards, revisions, and addenda.
- e. Prepare and maintain records to provide evidence of compliance with these procedures.
- f. Records concerning new, revised, or reaffirmed American National Standards maintained under the periodic maintenance option shall be retained
  - i. For one complete standards cycle: or until the standard is revised

- ii. Records concerning actions on American National Standards, or a part(s) of an American National Standard maintained under the continuous maintenance option shall be
  - a) Retained for a minimum of five (5) year: or
  - b) Until approval of the subsequent revision or reaffirmation of the complete standard.
- g. Records concerning withdrawals of all American National Standards shall be retained for at least five years from the date of withdrawal.
- h. Perform other administrative functions as required by these procedures.

### **8.1.2 Membership Roster**

TMA staff shall maintain a current and accurate roster and shall distribute it to the members and the SISC representative at least annually, and otherwise on request. The roster shall include the following:

- a. Officers - Chair and Vice-Chair

### **8.1.3 SISC Balance**

TMA staff shall audit SISC voting membership, annually, and ensure that ANSI Essential Requirements section 2.3 Balance, is being followed, as described in the SISC PROCEDURES FOR DEVELOPMENT AND MAINTENANCE OF STANDARDS.

## **9. Patent Policy**

1. TMA has no objection in principle to drafting an TMA standard in terms that include the use of an essential patent claim (one whose use would be required for compliance with that standard) if it is considered that technical reasons justify this approach. Participants in the TMA's standards development process are strongly encouraged to bring to the attention of TMA patents with claims believed to be essential. If TMA receives a notice that a proposed, revised or approved TMA standard may require the use of such a patent claim that is not already covered by an existing assurance, the procedures in this Section shall be followed.
2. TMA shall receive from the patent holder, or a party authorized to make assurances on its behalf, in written or electronic form a statement with the following:
  - a. identifying the patent registration or application number(s) of the patent(s) or published patent applications that is believed to contain essential patent claim(s);
  - b. identifying the TMA standard or proposed TMA standard and the part or section of the TMA standard or proposed TMA standard that would include the use of an essential patent claim; and
  - c. containing an assurance that a reasonable license to such essential patent claim(s) will be made available on standard terms to all applicants desiring to utilize the license for the purpose of implementing the standard either:
    - i. an assurance in the form of a general disclaimer to the effect that such party does not hold and does not currently intend holding any essential patent claim(s);
    - or

ii. an assurance that a license to such essential patent claim(s) will be made available to applicants desiring to utilize the license for the purpose of implementing the standard either:

1. under reasonable terms and conditions that are demonstrably free of any unfair discrimination; or

2. without compensation and under reasonable terms and conditions that are demonstrably free of any unfair discrimination; or

3. containing an assurance that the participant or identified party will not enforce any present and/or future essential patent claims against any person or entity making using, selling, offering to sell, importing distributing or implementing such a compliant implementation. Such assurance shall indicate that the patent holder (or third party authorized to make assurances on its behalf) shall include in any documents transferring ownership of patents subject to the assurance, provisions sufficient to ensure that the commitments in the assurance are binding on the transferee, and that the transferee shall similarly include appropriate provisions in the event of future transfers with the goal of binding each successor-in-interest.

## ANNEX A

### Preliminary comment Period (optional)

- a. The preliminary comment period is not governed by ANSI ER.
- b. TMA's standards committee may choose to have a preliminary comment period, seeking pre-comment from TMA members and stakeholders.
- c. TMA shall publicize, by all normal means available to TMA, that the preliminary comment period for the draft standard is open for stakeholders to provide comments prior to the public comment period.
- d. TMA shall host a webinar to review the preliminary comment process.
- e. The preliminary comment period shall not be less than 21 calendar days
- f. Comments submitted during the preliminary comment period may be submitted in either the traditional redline "legislative marking" format or generalized editorial opinions.
- g. TMA staff shall record all comments/proposals that are received, log each sequentially, and assign a log number to each. Staff shall group comments related to identical portions of proposed standards, enabling simultaneous review.
- h. At completion of the preliminary comment period, the ANS committee shall review all comments.
- i. The ANS committee has the discretion to modify the draft standard in whole or in-part based on received comments, or to reject individual received comments in whole or in part.
- j. All submitters of comments shall be notified of the action on their preliminary comment.

**ANNEX B**

**SECURITY INDUSTRY STANDARDS COUNCIL**

**PROCEDURES FOR  
DEVELOPMENT AND MAINTENANCE  
OF ANSI STANDARDS**

**2023**

Approved by SISC:  
March 29, 2023  
Accredited by ANSI:  
April 11, 2023

## **SECURITY INDUSTRY STANDARDS COUNCIL PROCEDURES FOR DEVELOPMENT AND MAINTENANCE OF STANDARDS**

### 1. Consensus

These procedures for development and maintenance of standards provide for due process and development of consensus standards proposed for approval by the Security Industry Standards Council (hereinafter designated as “SISC”). The current SISC Accredited Standards Developers (ASDs) are:

- The Monitoring Association (TMA) formerly Central Station Alarm Association (CSAA)
- Security Industry Association (SIA)

### 2. Organization of the Security Industry Standards Council (SISC)

The SISC shall consist of its members and Secretariat. It shall have a title, scope and an interest category/classification system for its members (see Appendix A). The SISC membership shall be sufficiently diverse to ensure reasonable balance without dominance by a single interest category, individual, or organization.

### 3. Responsibilities

#### 3.1. SISC Members

For standards submitted to it, the SISC shall be responsible for:

- (1) Approving consensus standards developed by the SISC Accredited Standards Developers (ASDs).
- (2) Notifying all members of any standards activities received from ASDs on a timely basis including proposals for new work or proposals to modify existing standards developed by SISC ASDs.
- (3) Notify all members of maintenance activities for any standards developed by SISC ASDs. The SISC ASD must complete a review of each standard within its scope at least every five (5) years and determine the appropriate recommendation for (a) reaffirmation, (b) revision, or (c) withdrawal.
- (4) Forwarding all requests for interpretations of the standards

developed by the SISC ASDs to the developing ASD on a timely basis and forwarding such requests to the Secretariat (see Section 11.2).

- (5) Adopting SISC procedures and revisions thereof.
- (6) Considering and acting on proposals for termination of the SISC.
- (7) Other matters requiring SISC action as provided in these procedures.

### 3.2. Secretariat

SIA shall act as Secretariat to the SISC and be responsible for:

- (1) Organizing the SISC (see Section 2).
- (2) Overseeing the SISC's compliance with these procedures.
- (3) Maintaining a roster of the SISC and a list of standards for which the SISC is responsible.
- (4) Preparing and distributing meeting agendas, minutes, ballots, and maintaining adequate records pertaining to the functions of the SISC.
- (5) Performing other administrative functions as required by these procedures.

### 3.3. ASD Administrative Functions

Each ASD shall act as its own administrator for the standards it shall submit to the SISC. Acting as the administrator for the standards it shall submit to the SISC, each ASD shall be responsible for:

- (1) Distributing draft standards at meetings of the SISC.
- (2) Submitting proposed standards developed by each ASD for approval by the SISC.
- (3) Submitting candidate standards approved by the SISC, with supporting documentation, for ANSI review and approval as American National Standards.
- (4) Publishing approved standards, revisions, and addenda.
- (5) Preparing and maintaining records to provide evidence of compliance with these procedures. Records concerning new, revised, or reaffirmed American National Standards maintained under the periodic maintenance option shall be retained for one complete standard's cycle, or until the standard is revised. Records concerning actions on American National Standards, or a part(s) of an American National Standard maintained under the continuous maintenance option shall be retained for a minimum of five (5) years

or until approval of the subsequent revision or reaffirmation of the complete standard. Records concerning withdrawals of all American National Standards shall be retained for at least five (5) years from the date of withdrawal.

- (6) Performing other administrative functions as required by these procedures.
- (7) Any standard approved by the SISC where each ASD serves as the developer and performs administrative functions as described in 3.3, shall be the sole property of each ASD and any proceeds from the sale of said standard shall belong to each ASD. Any and all copyrights associated with said standard shall belong to the ASD.
- (8) It is each ASD's intent to comply with the ANSI Patent Policy as described in the most recent version of *ANSI Essential Requirements*.
- (9) Units of the International System of Units (SI), the modernized metric system, are the preferred units of measurement for SISC standards.
- (10) It is each ASD's intent to comply with ANSI Commercial Terms and Conditions as described in the ANSI Commercial Terms and Conditions Policy in the most recent version of the *ANSI Essential Requirements*.
- (11) It is each ASD's intent to comply with the ANSI Antitrust Policy as described in the most recent version of the *ANSI Essential Requirements*.
- (12) It is each ASD's intent to comply with the ANSI Evidence of Compliance as described in the most recent version of the *ANSI Essential Requirements*.

#### 4. Officers

There shall be a Chair and Vice-chair elected by a majority vote of the SISC. Each Chair and Vice-chair will serve a two (2) year term in each position. If the Chair is unable to complete their term, the Vice-chair may carry out the Chair's duties of the Chair and a new Chair or Vice-chair shall be elected by a majority vote of the SISC.

#### 5. Membership

Members of the SISC shall represent interest categories as defined in Appendix A and have an interest in the activities of the SISC. Membership on the SISC is



open to all directly and materially interested persons. Members shall be designated as voting or non-voting. Voting membership shall be subject to the provisions in Appendix A.

#### 5.1. Review of Membership

The SISC Secretariat shall review the membership list annually with respect to the criteria of Appendix A. Members are expected to fulfill attendance, voting, correspondence, and other obligations. Terminated members must reapply in accordance with the provisions of Appendix A.

#### 5.2. Observers and Individual Experts

All persons having an interest in the SISC's work may request status as observers, for approval by the SISC Secretariat. The SISC may also select individual experts to assist it. Observers and individual experts shall be advised of the SISC activities, may attend meetings, and may submit comments for consideration, but shall have no vote.

#### 5.3. Interest Categories

All appropriate interests that might be affected by the standards activities of the SISC shall have the opportunity for fair and equitable participation without dominance by any single interest category, individual, or organization. The criteria for balance shall comply with the ANSI requirements of Balance in the most recent version of the *ANSI Essential Requirements*.

*... 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.*

Each member shall propose its own interest category as appropriate and in accordance with the SISC's established categories listed in Appendix A.

##### 5.3.1. Changes to Interest Categories

The interest categories shall be established or revised by a vote of the SISC upon recommendation by the SISC Secretariat to insure balance. The rationale for the selection of categories shall be included in the SISC ballot. A written notification will be provided to members who have had their Interest category changed.

#### 5.4. Membership Roster

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

- (1) Officers – Chair and Vice-chair;
- (2) Members – name of organization or agency, its representative and alternate(s) (as applicable), business affiliations; or name, and business affiliation (if applicable) of individual member(s);
- (3) Classification of each member;
- (4) Tally of classifications – total of voting members and subtotals for each interest category;

The SISC ASD's shall maintain a current and accurate ASD roster. The roster shall include the following:

- (1) Officers – Chair and Vice-chair;
- (2) Members – name of organization or agency, its representative and alternate(s) (as applicable), and business affiliations; or name, and business affiliation of individual member(s);
- (3) For each Subcommittee – its title, Chair, and names of all members.

#### 6. SISC ASD Subcommittees, Working Groups, and Subgroups

The Chair of the SISC ASD may determine a need to create one or more Subcommittees or Working Groups to expedite the work of the SISC ASD. Their formation (and later disbandment) shall be at the discretion of the Chair. The Chair of the SISC ASD may establish a Subgroup or Steering Committee on an ad hoc basis to assist the SISC ASD or a Subcommittee or Working Group. Its formation (and later disbandment) shall be at the discretion of the Chair.

### 6.1. Chair and Members of the ASD Subcommittees

The Chair of the SISC ASD shall appoint the Subcommittee or Working Group Chair and members. The scope, duties, and membership of all Subcommittees or Working Groups shall be reviewed by the SISC ASD annually. The officers and members of a Subcommittee or Working Group need not be a member of the SISC.

### 6.2. Approval of Standards

Draft standards and any substantive change in the content of a standard proposed by a Subcommittee or Working Group shall be referred to the SISC for approval.

## 7. Meetings

SISC meetings shall be held as decided upon by either the SISC, the Chair, the SISC Secretariat, or by petition of at least one third of the SISC members, to conduct business, receive reports of work, consider draft standards, resolve differences among SISC ASDs and consider views and objections from any source. There will be a minimum of two meetings per year. Meetings may also be conducted via conference calls. Meetings of ASD Subcommittees, Working Groups, or Subgroups may be held as decided upon by the Chair of the Subcommittee, Working Group, or Subgroup, its members.

### 7.1. Open Meetings

Meetings of the SISC shall be open to all members and others approved to participate (see Section 5.2). At least four weeks' notice of regularly scheduled meetings shall be given by the SISC Secretariat via e-mail and direct mail to members and previous attendees. The SISC Secretariat shall also request the members of the SISC to place a notice on the open areas of their websites (not restricted to members only) at least four weeks prior to the meeting and to keep it on their websites until such time as the meeting has concluded. For all meetings of the SISC and the ASDs the notice shall describe the purpose of the meeting and shall identify a readily available source for further information. An agenda shall be available and distributed in advance of the meeting to members, previous attendees, and to others expressing interest.

### 7.2. Quorum

A majority of the members of the SISC shall constitute a quorum for conducting business at a meeting. An alternate representing an absent member shall be deemed a member. If a quorum is not present, actions may be taken at a meeting but are not official until approved by letter ballot or at a subsequent meeting

8. Voting

8.1. Vote

Each member of the SISC shall vote one of the following positions:

- (1) Affirmative;
- (2) Affirmative, with comment;
- (3) Negative, with comment (The reasons for a negative vote shall be given and should include specific wording or actions that would resolve the objection, if possible.); or
- (4) Abstain

8.1.1. Vote of Alternate

An alternate's vote is counted only if the principal representative fails to vote or directs that the alternate may vote in his or her place.

8.1.2. Single Vote

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

8.1.3. Voting Period

The voting period for letter ballots shall end not less than thirty (30) calendar days from the date of issue or as soon as all ballots are

returned, whichever comes earlier. An extension may be granted at the Chair's option, when warranted. A follow-up email requesting immediate return of the ballot shall be sent, as appropriate, to members and alternate members whose votes have not been received within ten (10) calendar days before the ballot closes.

For consensus body recirculation votes the period may be shortened to ten (10) calendar days.

## 8.2. Actions Requiring Approval by a Majority

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

- (1) Approval of withdrawal of an existing standard.

Other actions requiring a SISC vote may be approved by a majority of the members present at a meeting, including:

- (1) Approval of minutes; or
- (2) Authorization of a letter ballot.

## 8.3. Actions Requiring Approval by Two-Thirds of Those Voting

The following actions require a letter ballot or an equivalent formal recorded vote where a majority of the membership returns ballots and at least two-thirds of those voting, excluding abstentions, approves the action:

- (1) Adoption of SISC procedures, categories of interests, or revisions thereof;
- (2) Approval of a new standard or reaffirmation of an existing standard;
- (3) Approval of revision or addendum to part or all of a standard.

For votes taken in accordance with clause 8.3, the voting member unable to attend a meeting may submit their formal recorded vote after the meeting.

## 8.4. Authorization of Letter Ballots

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

- (1) Majority vote of those present at a SISC meeting;
- (2) The Chair;
- (3) The SISC Secretariat;
- (4) Petition of at least one third of the SISC members.

#### 8.5. Other Review

Proposals for new SISC approved ASD standards or reaffirmation, revision, or withdrawal of existing standards which are intended as American National Standards shall be transmitted to ANSI for listing in *ANSI Standards Action* in order to provide an opportunity for public comment. The proposals shall be posted on the ASD websites in accordance with the following:

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

##### 8.5.1. Notification of Standard

The SISC and SISC ASD's shall determine whether listing of proposed standard actions shall be concurrent with the final SISC letter ballot and whether announcement in other suitable media is appropriate.

##### 8.5.2. Changes to Standard

Views and objections resulting from the above shall be addressed in accordance with Section 8.6. Any substantive change made in the proposed standard shall be posted in accordance with Section 8.5.

## 8.6. Disposition of Views and Objections

When the balloting has been closed, the SISC Secretariat shall forward the ballot tally to the SISC Chair or, if appropriate, to the SISC ASD. The Chair or SISC Secretariat shall determine whether the written views and objections shall be considered by correspondence or at a meeting.

### 8.6.1. Consideration of Comments

Prompt consideration shall be given to the written views and objections of all participants including those responding to the public review in the *ANSI Standards Action*. A concerted effort to resolve all written objections shall be made, and each objector shall be advised in writing of the disposition of the objection and the reasons therefore. 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. In addition, each objector shall be informed in writing, that an appeals process exists within procedures used by the SISC ASD to develop and maintain standards.

### 8.6.2. Response to Changes

All substantive changes and unresolved objections and attempts at resolution, shall be reported to the SISC members in order to afford all members an opportunity to respond to them or to reaffirm or change their votes within thirty (30) calendar days.

A substantive change in a standard is one that directly and materially affects the use of the standard.

Examples of substantive changes include:

- “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.

If the SISC approval results in a negative vote with comments, the ASD will be given an opportunity to respond to them and the SISC members will be provided the response to reaffirm or change their votes within ten (10) calendar days.

Substantive changes as defined in Annex A in the most recent version of the *Requirements ANSI Essential Requirements* shall be balloted to the SISC under the procedures in 8.1. Unresolved negatives can be ruled as non-persuasive, if a majority of the membership returns ballots and at least two-thirds of those voting, excluding abstentions, concur with the position within the balloting time required, but not less than thirty (30) calendar days. Editorial changes and changes requiring no action need not be balloted.

#### 8.6.3. Disposition of Late Comments

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

#### 8.7. Report of Final Result

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

### 9. Submittal of Standard

Upon completion of the procedures for voting, disposition of views and objections, and appeals, the proposed Standard shall be submitted to ANSI by the SISC ASD.

#### 9.1. Information Submitted

The information supplied to ANSI by SISC ASD shall include all relevant material required and requirements by ANSI in Approval Actions in Connection with ANS in the most recent version of the *ANSI Essential Requirements*.

### 10. General Procedures on Standards

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## 10.1. Notification of Standards Development

At the initiation of a project to develop or revise a standard intended as an American National Standard, the ASD shall submit a Project Initiation Notification System (PINS) form, or its equivalent to ANSI, for listing in *ANSI Standards Action*. The SISC 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. These types of meetings enable materially affected parties to participate early on in the standards development process. If written comments are received that assert duplication or conflicts with an existing American National Standard (ANS) or a candidate ANS, deliberation will be undertaken in accordance with the *Assertions of Conflict or Duplication* in the most recent version of the *ANSI Essential Requirements*.

## 10.2. Revisions to Standards

Revisions can be proposed at any time by those directly and materially affected by the standard and shall be considered by the SISC as part of its review process.

### 10.2.1. Proposing Changes

The appropriate SISC ASD shall review a proposed revision to a standard and shall submit its recommendation regarding the revision to the SISC.

### 10.2.2. Editorial Revisions

Revisions that are editorial may be made at any time by the SISC ASD or the SISC Secretariat.

### 10.2.3. Required Forms

The SISC Secretariat may issue forms for proposing revisions to standards in the interest of expediency. If the SISC Secretariat issues such forms, they shall be made available to all parties expressing an interest in making proposals. No proposal shall be rejected for failure to use the form.

#### 10.2.4. SISC Action on Proposals

The SISC ASD shall compile all proposed changes and transmit them to the SISC in a timely fashion for action.

#### 10.3. Withdrawal and Discontinuance of a Standard

When an ASD may decide to abandon the processing of a proposed new or revised American National Standard and without a vote of the SISC and follow the Criteria for Withdrawal in the most recent version of the ANSI Essential Requirements. The ASD will immediately notify ANSI of such decisions.

#### 10.4. Frequency of Review

Standards shall be reviewed by the SISC and the ASD on a schedule that will allow an entire standard to have been completely reviewed no less than every five (5) years. This review will be considered a maintenance action (i.e. reaffirmation, revision or withdrawal) of a standard and will be completed within the five (5) year period requirement.

#### 10.5. Standards with Identical International Standard

When an identical international standard exists, the ANSI Procedures for the National Adoption of ISO and IEC Standards as American National Standards will be followed.

### 11. Communications

#### 11.1. External Communication

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

#### 11.2. Requests for Interpretation of Standards

Written inquiries requesting interpretation of the SISC's approved ASD standard(s) shall be responded to in accordance with the Policies and Procedures for Interpretation of Standards listed in Appendix B.

### 12. Appeals

#### 12.1. Appeals Process

Those parties who are directly and materially interested and who have been or will be adversely affected by a standard, or by the lack thereof, within the SISC's jurisdiction shall have the right to appeal actions or inactions of the SISC, the SISC Secretariat, or the ASD.

#### 12.2. Complaint

The appellant shall file a written complaint with the SISC, the SISC Secretariat, or the ASD within thirty (30) calendar days after the date of notification of action or at any time with respect to inaction. The complaint shall state the nature of the objection(s) including any adverse effects, the section(s) of these procedures or the standard that is at issue, actions or inactions that are at issue, and the specific remedial action(s) that would satisfy the appellant's concerns. Previous efforts to resolve the objection(s) and the outcome of each shall be noted.

##### 12.2.1. Determination of Validity

Within ten (10) calendar days of receipt, the ASD shall examine the complaint and determine the validity of the appeal. If there is no response from the ASD within ten (10) calendar days, then the appeal will be considered valid.

##### 12.2.2. Response

Within thirty (30) calendar days after receipt of the complaint, the ASD shall respond in writing to the appellant, specifically

addressing each allegation of fact in the complaint to the extent of the ASD's knowledge. If the appellant still disagrees, they may request a hearing. If there is no response from appellant within fifteen (15) calendar days from receiving the response, the complaint will be considered closed.

### 12.3. Hearing

If the appellant and the ASD are unable to resolve the written complaint informally in a manner consistent with these procedures, the SISC Secretariat shall schedule a hearing with an appeals panel on a date agreeable to all participants, giving at least ten (10) calendar days' notice. Efforts shall be made to resolve the appeal within a reasonable time limit. In the event the appellant refuses to cooperate with the SISC Secretariat to establish a mutually agreeable hearing date and if the SISC believes that the appellant is using this process as a means of delaying the standard development process, the appeal can be dismissed without the hearing by a two-thirds vote of the SISC membership.

### 12.4. Appeals Panel

The appeals panel shall consist of three individuals who have not been directly involved in the matter in dispute, and who will not be materially or directly affected by any decision made, or to be made in the dispute. At least two members shall be acceptable to the appellant and at least two shall be acceptable to the SISC. If the parties to the appeal cannot agree on an appeals panel within six weeks, the matter shall be referred to the SISC Chair, which shall appoint the members of the appeals panel.

### 12.5. Conduct of the Hearing

The appellant has the burden of demonstrating adverse effects, improper actions or inactions, and the efficacy of the requested remedial action. The SISC Secretariat has the burden of demonstrating that the SISC and the SISC Secretariat took all actions in question in compliance with these procedures and that the requested remedial action would be ineffective or detrimental. Each party may adduce other pertinent arguments, and members of the appeals panel may address questions to individuals.

*Robert's Rules of Order* (latest edition) shall apply to questions of parliamentary procedure for the hearing not covered herein.

## 12.6. Decision

The appeals panel shall render its decision in writing within thirty (30) days, stating findings of fact and conclusions, with reasons thereof, based on a preponderance of the evidence. The SISC Secretariat shall notify the appellant and the SISC, by providing them with a written copy of the decision of the appeals panel, which shall be binding and final on all concerned. Consideration may be given to the following positions, among others, in formulating the decision:

- (1) Finding for the appellant, remanding the action to the SISC, the SISC Secretariat, or the ASD with a specific statement of the issues and facts in regard to which fair and equitable action was not taken;
- (2) Finding for the SISC, the SISC Secretariat, or the ASD with a specific statement of the facts that demonstrate fair and equitable treatment of the appellant and the appellant's objections;
- (3) Finding that new, substantive evidence has been introduced, and remanding the entire action to the SISC, the SISC Secretariat, or the ASD for appropriate reconsideration.

## 13. Parliamentary Procedures

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

# ***Appendix A.***

## TITLE:

Security Industry Standards Council (SISC)

## SCOPE:

To oversee electronic security industry standards activities, including those activities related to all products and services associated with the design, production, distribution, installation, monitoring, maintenance, and other treatments or aspects of electronic security equipment, including alarm and non-alarm equipment such as law enforcement response and telecommunications signaling. To task the most qualified Accredited Standards Developer (ASD) with the development of said standards.

## INTEREST CATEGORIES:

A given member will have one voting representative and one alternate voting representative on the SISC. Upon receipt of an application for voting membership on the SISC, the applicant shall declare their interest segment classification from the following classifications and shall identify one voting representative and one alternate voting representative:

(1) Producer – Manufacturer – An individual or organizational representative, is involved in the commercial production of equipment or solutions covered in the scope of the technical documents developed. Examples of this interest category include manufacturers, software developers, etc.

(2) Producer – Service Provider/Dealer – An individual or organizational representative, is involved in the installation, servicing, integration, and sales of equipment or solutions covered in the scope of the technical documents developed. Examples of this interest category include monitoring stations, integrators, installers, dealers, distributors, etc.

(3) General Interest – An individual or organizational representative, has a general material interest in the materials, products, systems, or services covered in the scope of the technical documents developed and who does not fit into any other categories. Examples of this interest category would include subject matter experts, specifiers, academicians, researchers, consumer advocates, representatives of accrediting

organizations or other organizations, etc.

(4) User – An individual or organizational representative, purchases, utilizes or receives the materials, products, systems, or services covered in the scope of technical documents developed. Examples of this interest category would include government agencies, security personnel, building owners and operators, etc.

A representative of a prospective voting member shall initially attend a meeting without voting privileges and reaffirm interest in the work of the SISC. Voting privileges become effective immediately after attendance at one of the next two successive meetings.

Failure to attend one of those two successive meetings constitutes withdrawal of the application for voting membership.

Voting membership shall be terminated after the principal and all alternate representative(s) fail to:

- (1) attend two out of three successive meetings, in that case the membership shall be terminated if not represented at the next meeting; or
- (2) return two out of three successive letter ballots.

A member fails to perform the above action when none of the member's representatives performs the action after having been warned in writing by the Secretariat.

# ***Appendix B.***

## ***POLICY AND PROCEDURES FOR INTERPRETATION OF STANDARDS***

- a. Requests for clarifications or interpretations of SISC ASD Standards shall be submitted in writing to the ASD or the SISC Secretariat.
- b. If, in the judgment of the ASD and the SISC Secretariat, the answer to the posed question is clear and obvious (based on the records of development for the standard), the ASD or the SISC Secretariat shall provide the answer in writing to the party making the request, with a copy to the SISC and the ASD responsible for the standard.
- c. If, in the judgment of the ASD and the SISC Secretariat, the answer to the posed question is not clear and obvious (based on the records of development for the standard), a consultation with the ASD shall occur. If the consultation provides an answer that the ASD, the SISC Secretariat, and the Chair believe is clear, the ASD or the SISC Secretariat shall provide the answer in writing to the party making the request, with a copy to the SISC and the ASD for the standard.
- d. If the consultation does not provide an answer that the ASD, the SISC Secretariat, and the Chair believe is clear, a meeting of the ASD responsible for the standard shall be called to discuss the request for clarification or interpretation. The ASD or the SISC Secretariat shall provide the answer and voting results (approval or disapproval) in writing to the party making the request, with a copy to the SISC and the ASD responsible for the standard.
- e. All Clarifications and Interpretations to SISC ASD standards shall be included in a non-binding appendix of the applicable standard.
- f. All Clarifications and Interpretations to SISC ASD standards shall be posted on the ASD's website for public viewing.
- g. Accumulated Clarifications and Interpretations listed in a SISC ASD standard shall be considered for changes to the body of the standard in its next revision.



- h. All Clarifications and Interpretations posted on the ASD’s website will remain until either the ASD standard has been updated to include the interpretation or at least five (5) years from publication of the clarification or interpretation.

# ***Appendix C.***

## **POLICY AND PROCEDURES FOR INTERPRETATION OF STANDARDS**

1. Requests for clarifications or interpretations of SISC ASD Standards shall be submitted in writing to the ASD or the SISC Secretariat.
2. If, in the judgment of the ASD and the SISC Secretariat, the answer to the posed question is clear and obvious (based on the records of development for the standard), the ASD or the SISC Secretariat shall provide the answer in writing to the party making the request, with a copy to the SISC and the ASD responsible for the standard.
3. If, in the judgment of the ASD and the SISC Secretariat, the answer to the posed question is not clear and obvious (based on the records of development for the standard), a consultation with the ASD shall occur. If the consultation provides an answer that the ASD, the SISC Secretariat, and the Chair believe is clear, the ASD or the SISC Secretariat shall provide the answer in writing to the party making the request, with a copy to the SISC and the ASD for the standard.
4. If the consultation does not provide an answer that the ASD, the SISC Secretariat, and the Chair believe is clear, a meeting of the ASD responsible for the standard shall be called to discuss the request for clarification or interpretation. The ASD or the SISC Secretariat shall provide the answer and voting results (approval or disapproval) in writing to the party making the request, with a copy to the SISC and the ASD responsible for the standard.
5. All Clarifications and Interpretations to SISC ASD standards shall be included in a non-binding appendix of the applicable standard.
6. All Clarifications and Interpretations to SISC ASD standards shall be posted on the ASD's website for public viewing.
7. Accumulated Clarifications and Interpretations listed in a SISC ASD standard shall be considered for changes to the body of the standard in its next revision.
8. All Clarifications and Interpretations posted on the ASD's website will remain until either the ASD standard has been updated to include the interpretation or at least five (5) years from publication of the clarification or interpretation.

## ANNEX C.

### POLICY FOR COMMERCIAL TERMS AND CONDITIONS

All ASDs will follow the Commercial terms and conditions referenced in the currently applicable version of the ANSI Essential Requirements.

#### 3.2 Commercial terms and conditions

Except as otherwise permitted by these *Essential Requirements*, ANS shall not include terms or conditions that are primarily contractual or commercial in nature, as opposed to technical, engineering or scientific in nature. Thus, for example, an ANS shall not include contractual requirements (3.2.1); endorse or require the use of proprietary products or services (3.2.2); or endorse or require the use of particular conformity-assessment bodies, testing facilities or training organizations (3.2.3).

##### 3.2.1 Contractual Requirements

Except as provided below, ANS shall not include contractual requirements such as those relating to particular products or services, guarantees, warranties, reworks, indemnities, buybacks, price-related terms and other conditions of sale or use.

##### 3.2.2 Endorsements of Proprietary Products or Services

ANS shall not endorse or require the purchase or use of proprietary products or service providers as a condition of implementing the standard. Proprietary in this context means products or services that are the property of an owner and cannot be obtained or recreated without the consent of the owner. For example, an ANS may not endorse or require the purchase or use of brand-name tools or components, licenses, manufacturer lists, service provider lists or copyrighted materials<sup>1</sup>.

However, for informational purposes, where known sources exist for products or services necessary to comply with the ANS, it is permissible, but not obligatory, to identify the sources (which may include a source's name and address) in a footnote, an appendix, or reference to a website. The referenced products or services shall be reasonably available from the referenced sources, the words "or the equivalent" shall be added to the reference, and the reference shall also expressly state that identification of products or services is not an endorsement of those products or services or their suppliers.

<sup>1</sup> The term "copyrighted materials" is not intended to include: (a) manufacturers' instruction/safety manuals; or (b) third-party standards, when such documents are incorporated by reference into the text of an ANS for non-commercial technical, or safety-related purposes, as long as such references do not otherwise violate other provisions of the Commercial Terms and Conditions Policy (e.g., they cannot also include warranties, guarantees and like commercial clauses).

##### 3.2.3 Conformity Assessment, Testing and Training

In connection with ANS that relate to the determination of whether products or services conform to one or more standards, the process or criteria for determining conformity may be standardized as long as the description of the process or criteria is limited to technical, engineering or scientific concerns and does not include what would otherwise be contractual or commercial terms.

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It is permissible for health, safety or environmental protection reasons to include a generic requirement for third-party, i.e., independent, conformity assessment, testing or training. ANS shall not dictate the use or non-use of a particular conformity-assessment body, testing facility or training organization.

However, for informational purposes, where known sources exist for products or services necessary to determine compliance with the ANS, it is permissible, but not obligatory, to identify the sources (which may include a source's name and address) in a footnote, an appendix, or reference to a website. The referenced products or services shall be reasonably available from the referenced sources, the words “or the equivalent” shall be added to the reference, and the reference shall also expressly state that identification of sources is not an endorsement of those sources.