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RESNA Policies and Procedures for the Development of RESNA Assistive Technology Standards

All assistive technology standards activities within RESNA adhere to the:

1. *ANSI Essential Requirements: Due process requirements for American National Standards (ANSI Essential Requirements)*; and


The *ANSI Essential Requirements* are available to all interested parties through the ANSI office or the ANSI Website <www.ansi.org>. The *RESNA Policies and Procedures* are available to all interested parties through the RESNA office, the RESNA Website <www.resna.org>, or the chair of the RESNA Assistive Technology Standards (ATS) Board.

The Rehabilitation Engineering and Assistive Technology Society of North America (RESNA) was accredited by ANSI as an American National Standards Developer on 28 March 1989. As such, RESNA shall comply with Clause 4 of the *ANSI Essential Requirements* (Normative American National Standards Administrative Procedures).
A REHABILITATION ENGINEERING AND ASSISTIVE TECHNOLOGY SOCIETY OF NORTH AMERICA (RESNA) POLICIES

A.1 ANSI patent policy

A.2 Commercial terms and conditions
RESNA shall comply with the Commercial terms and conditions in Clause 3.2 of the ANSI Essential Requirements.

A.3 Antitrust Policy
RESNA shall comply with the ANSI Antitrust Policy in Clause 3.3 of the ANSI Essential Requirements.

A.4 Evidence of compliance
RESNA shall retain records to demonstrate compliance with all aspects of ANSI’s and RESNA’s accredited procedures. Such records shall be available for audit as directed by the ANSI Executive Standards Council (ExSC).

RESNA shall retain records relative to new, revised, or reaffirmed American National Standards for one complete standards cycle, or until the standard is revised. Records concerning withdrawals of all American National Standards shall be retained for at least five years from the date of withdrawal or for a duration consistent with the audit schedule.

Records shall include, but are not limited to ATS Board and Committee correspondence, meeting announcements and minutes, numbered documents, rosters, balloting documents, including ballot correspondence, ballots, draft standards documents, tally sheets, and comments tables, and any other documentation required to confirm that RESNA has complied with all procedural requirements related to the development and issuance of its American National Standards.

Records should be maintained electronically. Physical records should be scanned and filed electronically.

A.5 Metric policy
All RESNA standards shall use the International System of Units (SI), the modernized metric system. If desired, RESNA standards may also include U.S. Customary Units in parenthesis.

A.6 Interpretations policy
Official interpretations of American National Standards shall be made only by the RESNA Assistive Technology Standards (ATS) Board or the appropriate RESNA Assistive Technology Standards (ATS) Committee (refer to B.10.3 of these procedures). An individual member shall not issue, nor shall any person have the authority to issue, an interpretation of an American National Standard in the name of RESNA or the American National Standards Institute (ANSI).
Requests for interpretations addressed to RESNA shall be referred to the chair of the RESNA ATS Board or to the chair of the appropriate RESNA ATS Committee.

A.7 Harmonization with the International Standards Organization (ISO)

RESNA standards activities shall be harmonized with international standards activities, whenever possible, to minimize duplication and promote consistency between RESNA Standards and ISO Standards. When adopting an ISO standard as a RESNA standard, serious consideration should be given to optimizing harmonization of the RESNA standard to the ISO standard.

It shall be noted that when RESNA standards represent the leading industry standard other organizations may need to be encouraged to harmonize with RESNA.

A.8 Copyright policy

RESNA holds the copyrights to all RESNA American National Standards.
B REHABILITATION ENGINEERING AND ASSISTIVE TECHNOLOGY SOCIETY OF NORTH AMERICA (RESNA) PROCEDURES

B.1 American National Standards Institute (ANSI) Essential Requirements

All standards activities within RESNA shall comply with the essential requirements for due process for the development of consensus as documented in the *ANSI Essential Requirements*. This includes openness, lack of dominance, balance, notification of standards development and coordination, consideration of views and objections, consensus vote, appeals, written procedures, and compliance with normative American National Standards polices and administrative procedures.

B.2 Organization of the RESNA Assistive Technology Standards

**Assistive Technology Standards (ATS) Board** – The Assistive Technology Standards (ATS) Board functions as an operating board within RESNA. The ATS Board oversees the development and coordination of RESNA American National Standards by monitoring the work activities of the RESNA ATS Committees (see Figure 1).

**Technical Liaisons** – Technical liaisons are members of the ATS Board and also members of other standards organizations of interest to RESNA. RESNA technical liaisons help ensure that RESNA’s standard development efforts are consistent with related standard-development efforts. They do so by providing information to the ATS Board or appropriate ATS Committee about other standards in development by other standards organizations, and by providing key information to other standards organizations about the progress of RESNA Standards.

**Assistive Technology Standards (ATS) Committees** – Each Assistive Technology Standards (ATS) Committee is a consensus body, and shall have a chair, vice-chair, and a secretary. Each ATS Committee shall have a title, scope, and a list of interest categories for their members. The membership shall be sufficiently diverse to ensure reasonable balance without dominance by a single interest category, individual, or organization.

**Working Groups** – Working Groups shall be created as needed by ATS Committees to address new work items in accordance with Clause B.6 herein.

![Figure 1. Example of Organization of the RESNA Assistive Technology Standards Board](image-url)
B.3 Responsibilities

B.3.1 Assistive Technology Standards (ATS) Board

The RESNA Assistive Technology Standards (ATS) Board shall be responsible for:

a) proposing RESNA American National Standards within the scope of the ATS Board,

b) establishing ATS Committees to develop standards,

c) adopting RESNA procedures and revisions thereof,

d) reporting to the RESNA Board of Directors on the status of the standards development activities by the RESNA Assistive Technology Standards (ATS) Committees,

e) reviewing ATS Committee balloting and responses before publication, and

f) other matters requiring ATS Board action as provided in these procedures.

B.3.2 Assistive Technology Standards (ATS) Board Secretary

The RESNA Assistive Technology Standards (ATS) Board Secretary shall be responsible for:

a) applying for accreditation by ANSI and maintaining accreditation in accordance with ANSI requirements, including submission of the ATS Committee rosters;

b) maintaining a list of standards for which the ATS Committees are responsible;

c) performing administrative work, including secretarial services; preparation of meeting notices and the handling of meeting arrangements; preparation and distribution of meeting agendas, minutes, ballots, and draft standards; and maintenance of adequate records;

d) submitting candidate standards approved by the ATS Committee(s) and the ATS Board, with supporting documentation, for ANSI review and approval as an American National Standards; and

e) performing other administrative functions as required by these procedures.

B.3.3 Assistive Technology Standards (ATS) Committee

The consensus body for a specific standard is the designated RESNA Assistive Technology Standards (ATS) Committee. Each RESNA ATS Committee shall be responsible for:

a) proposing RESNA American National Standards within the scope of the ATS Committee,

b) voting on approval of proposed American National Standards within the scope of the ATS Committee,

c) maintaining the standards developed by the ATS Committee(s) in accordance with Clause 4.7.1 of the ANSI Essential Requirements,

d) drafting responses to requests for interpretations of RESNA Standards (see B.10.3 Requests for interpretation of standards herein), and

e) attending to other matters requiring ATS Committee action as provided in these procedures.
B.3.4 Assistive Technology Standards (ATS) Committee Chair

Each RESNA ATS Committee Chair shall be responsible for:

a) overseeing the ATS Committee’s compliance with these procedures;

b) maintaining a roster of the ATS Committee and a list of standards for which the ATS Committee is responsible;

c) preparing meeting notices and the handling of meeting arrangements, preparation and distribution of meeting agendas and minutes, and maintenance of adequate records;

d) submitting candidate standards approved by the ATS Committee, with supporting documentation (including voting results, comments, and responses), for ATS Board review;

e) providing an annual report on the status of the standards development activities by the ATS Committee to the ATS Board, including the ATS Committee roster, list of all documents distributed and numbered, list of meetings held, summary of the work accomplished, list of standards for which the ATS Committee is responsible with the status of each, brief description of the work activities planned for the coming year, brief description of any current funding issues, list of any future meetings, and minutes of all meetings held since the last report;

f) reviewing and approving new membership applications, and regularly reviewing existing membership; and

g) performing other administrative functions as required by these procedures.

B.3.5 Assistive Technology Standards (ATS) Committee Vice-Chair

Each RESNA ATS Committee Vice-Chair shall assist the ATS Committee Chair in completing the responsibilities in B.3.4 above. The vice-chair shall also perform the functions of the chair during a meeting in which the chair is not able to attend.

B.3.6 Assistive Technology Standards (ATS) Committee Secretary

Each RESNA ATS Committee Secretary shall assist the ATS Committee Chair in completing the responsibilities in B.3.4 above.

B.4 Officers

B.4.1 Assistive Technology Standards (ATS) Board

The ATS Board shall have a chair, a vice-chair, and a secretary. The chair shall be nominated by the individual members or representatives of the ATS Board, subject to approval by a majority of the voting members at the ATS Board meeting, and shall be confirmed by the president of RESNA or the RESNA Board of Directors. The vice-chair and secretary shall be appointed by the chair, subject to approval by a majority of the voting members at the ATS Board meeting. Each officer will serve until a successor is selected and ready to serve. The slate of officers shall be reviewed at the ATS Board’s annual meeting. The vice-chair shall carry out the chair’s duties if the chair is temporarily unable to do so.
B.4.2 Assistive Technology Standards (ATS) Committee

Each RESNA ATS Committee shall have a chair, a vice-chair, and a secretary. Initially, the ATS Committee Chair shall be appointed by the chair of the ATS Board. Subsequently, the individual members or representatives of the specific ATS Committee shall nominate and elect the chair, subject to approval by a majority of the members present at the particular ATS Committee meeting. The vice-chair and secretary shall be appointed by the chair. Each officer will serve until a successor is selected and ready to serve. The ATS Committee shall review the slate of officers during a scheduled meeting on a regular basis. The vice-chair shall carry out the chair's duties if the chair is temporarily unable to do so.

B.5 Membership

Assistive Technology Standards (ATS) Board – Members of the ATS Board shall consist of at least the chairs, vice-chairs, and secretaries of each ATS Committee. Additionally, ATS Board and ATS Committee Working Group officers, representatives of organizations, companies, government agencies, etc., and individuals having a direct and material interest may apply for membership to participate in the activities of the ATS Board. Applicants must be a member of at least one ATS Committee and indicate on their application how they will contribute to the ATS Board. Applications will be reviewed by the ATS Board Officers in conjunction with the officers of the appropriate ATS Committee(s). If an application is rejected and the applicant appeals, then the application will be sent to the entire ATS Board for a vote. After a review of the membership in accordance with Clause B.5.2, the termination of members shall be subject to approval by a majority of the members at the ATS Board meeting.

Assistive Technology Standards (ATS) Committee – Members of each ATS Committee shall consist of representatives of organizations, companies, government agencies, etc. and of individuals having a direct and material interest in the activities of the ATS Committee. After a review of the membership in accordance with Clause B.5.2, the termination of members shall be subject to approval by a majority of the members at an ATS Committee meeting.

Non U.S. citizens shall be permitted to be members of the ATS Board and ATS Committees.

Observers – Individuals and representatives of organizations having an interest in the ATS Board or Committee’s work may attend meetings as observers. There is no fee to attend a meeting as an observer. An observer may make comments for consideration at a meeting, but shall have no vote on ATS Board or Committee business matters. Interested parties can view the meeting schedule for the various ATS meetings on the RESNA Website. Observers may view projections of draft documents during a meeting to enable active participation in discussions. However, observers shall not be provided copies of draft documents in paper or electronic form.

B.5.1 New membership

B.5.1.1 New membership process

Membership on any ATS Committee is open to anyone having a direct and material interest in the activities of the ATS Committee. An interested party may apply to join an ATS Committee:
a) Submit a completed membership application with the annual administrative fee and/or waiver form to the RESNA office.

b) The RESNA office will forward the new application to the ATS Committee Officers.

c) The ATS Committee Officers will review the application and determine whether or not to approve the membership:

   a. ATS Committee Officers will confirm the interest category, company size, and membership fee selected by the interested party.
   
   b. ATS Committee Officers will review committee balance and either accept the application or put it on hold for future consideration.

d) The ATS Committee Officers will send correspondence to the interested party regarding the acceptance or denial of their application and the reasons therefore. The ATS Committee Officers shall also send communication to the RESNA office with instruction to hold or process the application.

### B.5.1.2 Membership fee and waiver

A membership application for each ATS Committee shall be available from the RESNA office or website. A yearly administrative membership fee based on the applicant’s interest category and/or the size of the applicant’s company shall be paid to RESNA before membership is granted. In cases where the annual administrative membership fee is a barrier to participation, an individual or organization may apply for a waiver of the membership fee using the RESNA ATS Committee waiver form. Each year the ATS Committee Officers will review standing and new requests for waivers. New ATS Committees will be allowed an interim period to setup their committee structure. However, once the committee begins seeking or accepting members, the interim period terminates and payment of administrative membership fees shall be implemented for the ATS Committee.

### B.5.1.3 Primary and alternate representatives

Memberships for individuals shall permit one representative and no alternate. Memberships for organizations, companies, government agencies, etc. shall permit one primary representative and one alternate representative. The organization, company, or government agency is only allowed one vote, which the primary representative should submit. The alternate representative may submit the vote for the organization if the primary representative is unable to do so (see B.8.1.1). Some organizations may wish to request more than one membership. This may be allowed if each of the organization’s proposed memberships can demonstrate a different and specific interest category and their multiple memberships are reviewed and approved by the officers of the ATS Committee. For example, a large University may have employees that work in different schools/fields at the University and wish to participate as separate members. Where multiple memberships are not warranted or approved, the organization may designate one primary and one alternate representative.
B.5.1.4 Interest categories

All appropriate interest groups that are directly and materially affected by the standards activity of the ATS Committee shall have the opportunity for fair and equitable participation without dominance by any single interest category, individual, or organization.

Interest categories shall be discretely defined, cover all materially affected parties, and differentiate each category from the other categories. Such definitions shall be available upon request. When a new committee is established, the officers shall initially define the interest categories to solicit the initial membership of the committee. Interest categories shall be reviewed, and may be revised, by approval of a majority of voting members at an ATS Committee meeting. ATS Committee Officers shall keep a list of current interest categories with their meeting minutes or roster.

Each member shall indicate the interest category that is most appropriate to their participation on the ATS Committee at the time of applying for membership, in accordance with the ATS Committee’s established interest categories.

No interest category shall constitute more than 50% of the ATS Committee. For committees proposing and revising safety-related standards, no single interest category may constitute more than one-third of the membership. Membership will be limited to a maximum of 36 members per committee. If the membership on an ATS Committee is full, applications will be filed for future consideration as membership openings become available.

Each ATS Committee will establish its own interest categories and provide definitions of those interest categories to the ATS Board. In defining the interest categories appropriate to the ATS Committee’s standards activities, the following categories are provided as a starting point:

- the type(s) of manufacturer(s) – such as a person who is employed by a manufacturer of or serves as a supplier of assistive technologies,
- the types(s) of expert(s) – such as a clinician, a person who participates in prescribing or training in the use of assistive technologies, or a researcher, a person who participates in the testing or researching of assistive technologies, and
- the type(s) of user(s) – such as a consumer, a person who uses personal assistive technology products, or a caregiver who uses assistive technologies to assist others.

The ATS Committee shall consider additional interest categories or further define or revise its interest categories by a majority approval of the voting members at an ATS Committee meeting or by an e-mail poll.

If the membership of any ATS Committee would be out of balance (more than 50% of one interest category, or more than one-third of one interest category for safety related standards activity), a membership application may be held until an opening in the relevant interest category becomes available on that ATS Committee, in which case the applicant shall be notified. The committee should also solicit participation from underrepresented interest categories.
**B.5.2 Maintaining membership**

The ATS Board or Committee Officers shall review their respective ATS Board or Committee membership list annually with respect to the criteria of Clause B.5 and criteria listed below. Members are expected to fulfill obligations of active participation. Where a member is found in default of these participation criteria, an officer shall direct the matter to the ATS Board or Committee for appropriate action, which may include termination of membership.

A member shall fulfill obligations of active participation by any of the following:

a) attending at least 50% of the meetings held within a two-year period, whether physical or electronic,

b) returning at least 50% of all ballots every two years (excluding abstentions), or

c) contributing to the ATS Board or Committee’s work activities by submitting written correspondence directly to the officers that is substantive in nature, at least once every two years.

Members who do not pay their annual administrative fee or who fail to return a request for fee waiver will be removed from the ATS Committee without the need for approval by a majority of Committee members.

**B.5.3 Membership roster**

Officers of each ATS Board or Committee shall maintain a current and accurate ATS Board or Committee roster and shall distribute the roster to the members of the ATS Board or Committee at least annually and otherwise upon request. Members shall be responsible for keeping the secretary informed of their current contact information. The roster shall include the following:

a) title of the ATS Board or Committee;

b) identification of officers, including the names of the chair, the vice-chair, and the secretary; the name of their business affiliation, organization, or agency; and their address, telephone number, and electronic mail (e-mail) address;

c) primary member and, if applicable, alternate representative names; the name of their organization or agency (if applicable); and their address, telephone number, and electronic mail (e-mail) address;

 d) interest category of each member;

 e) the title and chair of each Working Group; and

 f) the date when the roster was updated.

The ATS Board and Committee rosters shall only include members; observers shall not be included on the roster. A roster template may be available from the ATS Board.

An officer of each ATS Committee shall submit an ATS Committee roster to the secretary of the ATS Board at least annually and otherwise on request.

**B.6 Working Groups**

Working Groups may be established by either the ATS Board or an ATS Committee.
B.6.1 ATS Board Working Groups
In lieu of forming a new standards committee, the ATS Board may establish a new Working Group for a special purpose or when the need for a new standard is unknown (investigative phase). The formation (and later disbandment) of an ATS Board Working Group requires approval by a majority of the voting members at an ATS Board meeting or by letter ballot. The scope and duties delegated to the Working Group shall be approved at the time it is formed, and subsequent changes in scope or duties shall also require approval by the ATS Board.

B.6.2 ATS Committee Working Groups
An ATS Committee may establish a new Working Group to assist in drafting all or a portion of a standard, drafting responses to comments, or other purely advisory functions. The formation (and later disbandment) of a Working Group requires approval by a majority of the voting members at an ATS Committee meeting or by letter ballot. The scope and duties delegated to the Working Group shall be approved at the time it is formed, and subsequent changes in scope or duties shall also require approval by the ATS Committee.

B.6.3 Chair and Members of Working Groups

B.6.3.1 ATS Board Working Group Officers and Members
The chair of an ATS Board Working Group shall be appointed by the chair of the ATS Board from the individual members or representatives of the ATS Board and confirmed by the ATS Board in accordance with Clause B.8.2.1. Members of an ATS Board Working Group may be external to the ATS Board and ATS Committees. The Working Group may also have a vice-chair and a secretary appointed by the Working Group Chair from the individual members of the Working Group and confirmed by the Working Group. Each Working Group Officer will serve until a successor is selected and ready to serve. The vice-chair shall carry out the chair’s duties if the chair is temporarily unable to do so.

B.6.3.2 ATS Committee Working Group Officers and Members
The chair of an ATS Committee Working Group shall be appointed by the chair of the ATS Committee from the individual members or representatives of the ATS Committee and confirmed by the ATS Committee in accordance with Clause B.8.2.2. A Working Group may also have a vice-chair and a secretary appointed by the Working Group Chair from the individual members of the Working Group and confirmed by the Working Group. The officers and members of a Working Group shall be members of the ATS Committee. Each Working Group Officer will serve until a successor is selected and ready to serve. The vice-chair shall carry out the chair’s duties if the chair is temporarily unable to do so.

The scope, duties, and membership of all Working Groups shall be reviewed by the overseeing ATS Committee annually.

B.7 Meetings
ATS Board meetings shall be held on an annual basis. The main purpose is to conduct business, such as making assignments, receiving reports of work, considering and reviewing
draft standards, resolving differences of opinions among ATS Committees regarding draft standards, and considering views, recommendations, and objections from all sources.

Meetings of ATS Committees may be held as decided upon by the members or chair of the ATS Committee.

Meetings of Working Groups may be held as decided upon by the members or chair of the Working Group.

Meetings may be held virtually, such as by telephone conference or by using the Internet.

Meetings may also be held by breakout groups (subsets of ATS Committees and Working Groups) on an informal basis when needed. Breakout group activities are performed under the jurisdiction of the parent body.

B.7.1 Open meetings

Meetings of the ATS Board, all ATS Committees, and all Working Groups shall be open to all ATS Board and Committee members and others having a direct and material interest. At least four weeks' notice of regularly scheduled meetings of the ATS Board and Committees should be given by the secretary or the chair of the ATS Board or Committee in media designed to reach directly and materially affected parties, including the RESNA Newsletter and the RESNA Listserv. 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 shall be distributed in advance of the meeting to members and to others expressing interest. The secretary may maintain a mailing list of other interested parties.

B.7.2 Quorum

A quorum shall not be required for conducting business at a meeting.

B.7.3 Meeting documents

Documents that are distributed for review and/or discussion at a meeting shall be given a unique identification number and maintained by the officers in accordance with Clause A.4 herein. For each meeting, at least the minutes of the previous meeting and the agenda for the current meeting shall be distributed and numbered. Meeting documents shall be filed electronically. These requirements also apply to Working Groups of the ATS Board and ATS Committees.

Note: Breakout groups are not required to distribute meeting agendas and minutes; however, Breakout groups must report activities to their parent body.

B.7.4 Meeting minutes

One or more members shall be responsible for recording minutes at each meeting, including virtual meetings. The minutes shall provide sufficient detail regarding the rationale for decisions that impact the development of standards. The minutes shall include the following information:

- the date and location of the meeting,
- the name, organization, and interest category of all attending members,
• a list of all documents distributed and numbered at the meeting,
• reports from appropriate ATS Committees and Working Groups,
• a summary of all issues discussed at the meeting, and
• work tasks assigned, person(s) responsible, and date of task completion.

The minutes shall be distributed to members prior to the next meeting. At each meeting, the ATS Board or Committee shall review the minutes of the previous meeting. If the minutes of the previous meeting are approved with changes by the members present, the minutes of the current meeting shall contain a description of those changes. These requirements also apply to Working Groups of the ATS Board and ATS Committees.

Note: Breakout groups are not required to record minutes.

B.8 Voting

B.8.1 Voting on standards

Except in regard to votes on membership and officer-related issues, each member, including non-U.S. citizens, shall vote one of the following positions:

a) Affirmative
b) Affirmative with comments
c) 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)
d) Abstain with reasons

For polls on membership and officer-related issues, a simple yes/no/abstain method of voting shall be followed. There is not a requirement for official ballots or comments on membership and officer-related matters.

B.8.1.1 Votes of alternate members

An alternate member’s vote is counted only if the primary representative is unable to vote. The primary representative is responsible for forwarding all voting materials to his/her alternate if he/she is unable to vote.

B.8.1.2 Single vote

No representative shall have more than one vote even if he/she represents more than one organization.

B.8.1.3 Voting period

The voting period for letter ballots shall end 30-days from the date of issue, or as soon as all ballots are returned, whichever comes first. An extension may be granted at the ATS Committee Chair’s option, when warranted.
A follow-up written correspondence requesting immediate return of the ballot shall be sent, as appropriate, to members whose votes have not been received within ten calendar days before the ballot closes.

**B.8.2 Actions requiring approval at a meeting**

**B.8.2.1 ATS Board meetings**

The following actions require approval by a majority of the voting members in attendance at an ATS Board meeting:

a) Confirmation of the ATS Board Chair, Vice-Chair, and Secretary

b) Termination of ATS Board members who have not fulfilled their obligations of active participation in accordance with Clause B.5.2

c) Approval of ATS Board meeting agendas and minutes

d) Approval of establishment or discontinuance of a standards project, committee, or Working Group

e) Approval of withdrawal of an existing standard

f) Adoption of RESNA procedures, interest categories, or revisions thereof

**B.8.2.2 ATS Committee meetings**

The following actions require approval by a majority of the voting members in attendance at an ATS Committee meeting:

a) Approval of the ATS Committee Chair

b) Formation of a Working Group, including its procedures, scope, and charge

c) Disbandment of Working Groups

d) Termination of ATS Committee members who have not fulfilled their obligations of active participation in accordance with Clause B.5.2

e) Approval of meeting agendas and minutes

f) Adoption of interest categories or revisions thereof

These actions, listed above in B.8.2.1 and B.8.2.2, may also be approved by a majority of the membership of the ATS Board or Committee by letter ballot. However, when the above actions are approved at a meeting, consensus body members not in attendance do not need to be given an opportunity to vote. When consensus is taken at a meeting, comments from all members voting for and against a given motion shall be recorded in the meeting minutes and addressed regardless of whether the motion passes.

**B.8.3 Actions requiring approval by two-thirds of those voting by an ATS Committee**

The following actions require a letter or electronic ballot with approval by at least a majority of the membership and at least two-thirds of those voting, excluding abstentions:

a) Approval of a new standard or reaffirmation of an existing one
b) Approval of revision or addendum to part or all of a standard

Voting on the above actions shall be administered by the chair or the secretary of the ATS Board.

B.8.4 Actions requiring approval by two-thirds of those voting by the ATS Board

The following actions require a letter or electronic ballot with approval by at least a majority of the membership and at least two-thirds of those voting, excluding abstentions:

a) Approval for submission to ANSI for a change in the scope of the RESNA Assistive Technology Standards (ATS) Board

Voting on the above actions shall be administered by the chair or the secretary of the ATS Board.

B.8.4.1 Voting on a standard (new, existing, revision, or addendum)

Voting on a standard shall be conducted using a letter ballot sent to all voting members. To initiate a letter ballot, the chair of the ATS Committee shall send all voting materials to the secretary of the ATS Board. The secretary or the chair of the ATS Board shall administer the letter ballot. The letter ballot shall clearly instruct voters that negative votes without comments will be recorded as such without further notice to the voter.

When balloting has been closed, the secretary of the ATS Board shall oversee the preparation of a table summarizing all of the voting comments received from both affirmative and negative ballots. The ATS Committee or Working Group Chair shall add to the voting comments table information on the disposition of each comment and how each comment will be addressed by the ATS Committee.

The ATS Board or Committee is prohibited from changing a vote unless instructed in writing by the voter to one of the officers of the ATS Board or Committee. The ATS Board or Committee is obligated to address negative votes only if they are submitted with comments.

The secretary of the ATS Board shall distribute the voting results and the voting comments table with dispositions and reasons therefore to the members of the ATS Committee for a 30-day recirculation period to afford members an opportunity to respond, reaffirm or change their vote. In addition, each unresolved objector shall be advised by the secretary of the ATS Board in writing of his or her right to appeal the standard. New negative votes or objections received during a recirculation period do not have to be addressed. In this case, the votes will be marked as unresolved and each unresolved objector will be notified of his or her right to appeal the standard.

If any technical changes are made to the document when addressing comments, the document must be recirculated for an additional 30-day review period. If technical changes are only made to specific clauses of the draft standard, the officers of the ATS Committee may request that the secretary of the ATS Board only circulate those specific clauses for additional review. If comments address only editorial changes, the document does not need to be recirculated for a 30-day review.

Upon completion of the final 30-day review period, or in conjunction with the final review period, the chair of the ATS Committee shall send the final draft standard, voting results, and voting
comments table to the secretary of the ATS Board. The secretary of the ATS Board shall distribute the voting materials to the members of the ATS Board for a 30-day review period. The ATS Board will review the voting materials to verify that all voting comments were addressed appropriately. If any technical comments are provided by the ATS Board with regard to the ATS Committee’s responses to the voting comments, the officers of the ATS Committee shall address the ATS Board comments and return any new voting responses to the ATS Board for final review.

B.8.4.2 Voting on withdrawal of a standard

If a party believes a standard is no longer valid or relevant they may propose that the standard be withdrawn. This proposal must be made in writing to the officers of the specific ATS Committee overseeing the standard. The specific ATS Committee Officers overseeing the standard will review the proposal and if they find it persuasive they will forward it to the ATS Board for a vote.

B.8.5 Authorization of letter ballots

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

a) A majority approval of the members present at an ATS Board or Committee meeting
b) The chair of an ATS Committee or the ATS Board
c) The ATS Board
d) The ATS Board Secretary
e) Petition by five or more members of the ATS Board or Committee

All letter ballots shall be administered by the chair or the secretary of the ATS Board.

B.8.6 Review and Comment Ballot

A review and comment ballot is an informal voting tool administered by a committee chair at any time in the process of developing or modifying a standard or document to gauge whether a standard or other work item is proceeding in a direction that most members support. Committee officers can determine the length of time for the review period (typically, two to four weeks). All responding members shall be included in a review and comment ballot. The comments from all responding members on a given review and comment ballot shall be noted and recorded in the meeting minutes along with the committee’s consensus responses to these comments.

B.8.7 Other review

Proposals for a new American National Standard, or reaffirmation, revision, or withdrawal of an existing American National Standard, shall be transmitted to ANSI by the secretary or the chair of the ATS Board for listing in ANSI’s Standards Action for comment for a period of 30, 45, or 60 days, whichever is appropriate.

The secretary or the chair of the ATS Board shall determine whether listing of proposed standards actions shall be concurrent with the final ATS Committee letter ballot and whether announcement in other suitable media is appropriate. The secretary or the chair shall transmit a
copy of the proposed new, revised, or reaffirmed standard to the administrator(s) of the appropriate U.S. Technical Advisory Group(s) at the same time.

Views and objections resulting from the above shall be dealt with in accordance with Clause B.8.9. Any substantive change made in the proposed American National Standard shall be relisted in accordance with Clause B.9.e.

**B.8.8 Discontinuance of a standards project**

An accredited standards developer 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 consensus body.

Accredited standards developers must notify ANSI immediately of such actions which will be announced in Standards Action.

**B.8.9 Disposition of views and objections (ATS Committee and public comments)**

When the balloting and comment periods have been closed, the secretary of the ATS Board shall forward the ballot tally and comment table to the chair of the ATS Committee. The chair shall determine whether the expressed views and objections shall be considered by correspondence or at a meeting.

Prompt consideration shall be given to the written views and objections of all participants, including those commenting on either the Project Initiation Notification System (PINS) announcement or public comment listing in ANSI’s Standards Action (BSR-8).

**B.8.9.1 PINS announcement comments**

All comments received in response to the filing of PINS will be addressed in accordance with 2.5.1 of the most current version of the ANSI ER.

**B.8.9.2 Public review and ATS Board or Committee objections**

In connection with an objection articulated during a public comment period, or submitted in connection with a ballot, an effort to resolve all expressed objections shall be made and each objector shall be advised in writing (including electronic communications) of the disposition of the objection and the reasons therefore. If resolution is not achieved, the objector shall be informed in writing that an appeals-process exists within procedures used by the ATS Committee Chair.

When this process is completed in accordance with the written procedures of the ATS Committee Chair, the ATS Committee Chair may consider any comments received subsequent to the closing of the public review and comment period, or shall consider them at the next review.

Unresolved objections along with attempts at resolution and any substantive change made in a proposed American National Standard shall be reported to the ATS Committee in order to afford all members an opportunity to respond, reaffirm, or change their vote within 30-days. In addition, each objection resulting from public review or submitted by a member of the consensus body, which is not resolved, must be reported to the ANSI BSR.
Comments submitted 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 so be notified.

**B.8.10 Report of final result of a letter ballot**

The final result of a letter ballot shall be reported to the ATS Committee.

**B.9 Submission of documents to ANSI and timeline**

Throughout the standards development process, appropriate forms shall be submitted to ANSI by the ATS Board Officers. The information supplied on these forms to ANSI by the secretary or the chair of the ATS Board shall include all relevant material required by ANSI (See the *ANSI Essential Requirements*).

The following forms must be submitted to ANSI at the specified stages of the standards development process:

a) At the initiation of a project to develop or revise an American National Standard, notification shall be transmitted to ANSI using the Project Initiation Notification System (PINS) form for announcement in Standards Action.

b) A PINS form shall accurately describe the scope of the standard.

c) Any change in scope shall be reported to ANSI within a four-week period.

d) A BSR-8 form shall be submitted to ANSI; it is recommended that this be accomplished concurrent to the ATS Committee vote (see B.8.7).

e) A new BSR-8 shall be submitted and additional public review time granted whenever substantive changes are made to the draft standard and recirculated to the ATS Committee for review (see Annex A of the ANSI Essential Requirements for a definition of substantive changes).

f) A BSR-9 form and the final standard shall be submitted not more than one year after the final public review process closes.

The final standard shall be published no later than six months after approval by ANSI.

The proposed standard shall not be submitted to ANSI until the procedures for voting, disposition of views and objections, and appeals have been completed. The standard must follow the outline and styles in the RESNA ATS Standards Templates before being published.

All material submitted to ANSI must be archived in electronic format in accordance with Clause A.4.

**B.10 Communications and maintaining records**

Correspondence from the ATS Board or Committee Officers should convey that the contents are related to RESNA ATS Board or Committee work. The officers of the ATS Board, each ATS Committee, and each Working Group shall keep copies of all written, e-mail, and phone correspondence related to the standards-development process. All phone correspondence should be recorded on a written phone log. Correspondence may be filed electronically on a Compact Disk (CD) or hard drive. All correspondence should be filed and stored by year.
Additionally, electronic records of all numbered documents, agendas, minutes, rosters and other
documents related to the standards development process should be maintained and filed by
year.

B.10.1 Formal internal communication

If correspondence between ATS Committees or Working Groups involves issues or decisions
(i.e., non-routine matters) affecting other ATS Committees, copies shall be sent to all affected
ATS Committee Officers and the chair of the ATS Board.

B.10.2 External communication

Inquiries relating to the ATS Board shall be directed to the officers of the ATS Board, and
members should so inform individuals who raise such questions. All replies to inquiries shall be
made through the officers of the ATS Board. Inquiries relating to a specific ATS Committee shall
be directed to the officers of the specific ATS Committee, and members should so inform
individuals who raise such questions. All replies to inquiries shall be made through the chair of
the specific ATS Committee.

B.10.3 Requests for interpretation of standards

Formal interpretations are consensus opinions on the meaning or intent of a specific clause in
an RESNA American National Standard or a RESNA Draft Standard. All requests for
interpretation shall be submitted in writing to the chair of the appropriate ATS Committee. The
interpretation request should include the name of the person submitting the request, company
name or affiliation, and telephone number. Questions should be written in such a form that they
may be answered either yes or no.

The chair of the ATS Committee processes each request, provides answers to the interpretation
questions, and submits the request for letter ballot by the ATS Committee and the chair of the
ATS Board. ATS Committee members must vote approval, disapproval, or abstain, and return
the ballot 15 days from time of receipt. A disapproval of the interpretation must be accompanied
by the reason for disapproval. Unreturned ballots will be recorded as abstentions. Due to the
importance assigned to these formal interpretations, a unanimous approval vote by the voting
members of the ATS Committee and the chair of the ATS Board is required for the interpretation
to be published as a formal interpretation. If a unanimous vote cannot be attained, the ATS
Committee should consider addressing the concerns by proposing changes to the standard and
balloting the standard according to these procedures. If the interpretation is approved, then a
written interpretation will be provided to the requestor. If one or more ATS Committee members
vote negatively, the interpretation request is returned to the requestor, with the reasons as given
by the members voting for disapproval. Inability to provide an interpretation should be
addressed in a future revision of the standard if it is within the scope of the standard. When the
question is outside the scope of the standard, it will be proposed as a potential new work item
for consideration at the next committee meeting.

Any formal interpretations shall apply to the edition of the RESNA American National Standard
for which the interpretation is made and to any other editions of the standard if the text is
identical to the text of the edition for which the formal interpretation was made.
Formal interpretations are not necessary when the question can be answered by directing the person to a specific clause within a standard. Following is an example of an inquiry that only requires a clarification and does not require a formal interpretation:

- **Question:** Does RESNA WC-2:2009, Section 14, Power and Control Systems for Electrically Powered Wheelchairs – Requirements and Test Methods apply to scooters?
- **Response:** Yes. The title of Volume 2 is Additional Requirements for Wheelchairs (including Scooters) with Electrical Systems. On page viii, paragraph three, it states, “Hereafter the words “wheelchair” and “wheelchairs” shall refer to all wheelchairs including scooters and add-on power kits within the scope of this standard.”

Formal interpretations shall be disseminated to members of all relevant ATS Committees. Formal interpretations should be posted on the RESNA Website and may be posted on other websites. A statement, written or oral, that is not processed in accordance with the above procedure shall not be considered the official position of the RESNA ATS Board nor of any of its ATS Committees, and shall not be considered to be, nor relied upon as, a formal interpretation. Persons requesting a formal interpretation in writing should address their requests to: Assistive Technology Standards Board Chair, RESNA, 1560 Wilson Blvd., Suite 850, Arlington, Virginia 22209, <technicalstandards@resna.org>.

**B.11 Appeals**

Persons who have directly and materially affected interests and who have been, or may be, adversely affected by a procedural action or inaction of the ATS Board, an ATS Committee, or the secretary, shall have the right to appeal.

**B.11.1 Complaint**

The appellant shall file a written complaint with the secretary of the ATS Board within thirty days after the date of notification of the affecting action or at any time with respect to an affecting inaction. The complaint shall state the nature of the objection(s) including any adverse effects, the clause(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.

**B.11.2 Response**

Within thirty days after receipt of the complaint, the respondent (chair or secretary representative) shall respond in writing to the appellant, specifically addressing each allegation of fact in the complaint to the extent of the respondent’s knowledge.

**B.11.3 Hearing**

If the appellant and the respondent are unable to resolve the written complaint informally in a manner consistent with these procedures, the secretary of the ATS Board shall schedule a hearing with an appeals panel on a date agreeable to all participants, giving at least ten business days’ notice.
B.11.4 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 respondent. The proposed composition of the appeals panel shall be made by RESNA. If, after 5 business days, the composition of the appeals panel is not acceptable to the appellant, the ATS Board Chair shall appoint the appeals panel members.

B.11.5 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 respondent has the burden of demonstrating that the ATS Board or the ATS Committee and the secretary took all actions in compliance with the procedures herein 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.

B.11.6 Decision
The appellant will receive a written copy of the final appeals panel decision. The appeals panel shall render its decision in writing within 30-days stating findings of fact and conclusions, with reasons therefore, based on a preponderance of the evidence presented to the appeals panel. Consideration shall be given to the following positions, among others, in formulating the decision:

a) Finding for the appellant, remanding the action to the ATS Board, ATS Committee, or the secretary with a specific statement of the issues and facts in regard to which fair and equitable action was not taken;

b) Finding for the respondent, with a specific statement of the facts that demonstrate fair and equitable treatment of the appellant and the appellant’s objections;

c) Finding that new, substantive evidence has been introduced and remanding the entire action to the ATS Board, ATS Committee, or the secretary for appropriate reconsideration.

B.12 Parliamentary procedures
On questions of parliamentary procedure not covered in these procedures, Robert’s Rules of Order (latest edition) shall be used to expedite due process.