A.1 General


Subgroups of U.S. TAGs or separate U.S. TAGs may be formed to relate to Subcommittees of an ISO Technical Committee, ISO Subcommittee, or to relate to Working Groups of an ISO subcommittee. Where the U.S. TAG to an ISO Subcommittee is not independently accredited in accordance with 2.5.4 of the ANSI Procedures for U.S. Participation in the International Standards Activities of ISO, the degree of independent authority to take actions shall be defined in writing (as part of the TAG procedures, or as a policy or agreement) and shall be approved by the parent U.S. TAG, and a copy provided to ANSI. All U.S. TAG Subgroups must follow these procedures and report to the U.S. TAG.

The RESNA Assistive Technology Standards (ATS) Board and Committees serves as the U.S. TAG. Particular ATS Committees serve as U.S. TAG Subgroups. For example, the RESNA Committee on Wheelchairs and Transportation serves as a U.S. TAG Subgroup for ISO TC 173/SC 1/WG 6.

A.2 Functions and Responsibilities

The functions and responsibilities of the U.S. TAG and U.S. TAG Subgroups are:

1. Recommend registration of ANSI as a P- or O-member on an ISO Technical Committee or Subcommittee, recommend a change in ANSI membership status on an ISO Technical Committee or Subcommittee or recommend termination of membership as a P- or O-member on an ISO Technical Committee or Subcommittee

2. Initiate and approve U.S. proposals for new work items (NWIs) for submission by ANSI for consideration by an ISO Technical Committee or Subcommittee

3. Initiate and approve U.S. working drafts for submission by ANSI to ISO Technical Committees or Subcommittees (and, where appropriate, working groups) for consideration as committee drafts

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1 Consistent with ANSI's mission to promote U.S.-based technology globally, ANSI may approve a PSDO (Partnership Standards Developing Organization) agreement. In all instances, ANSI-Accredited Standards Developers are required to provide public notice of their intent to submit a proposed American National Standard (ANS) for consideration for approval as an ISO or ISO/IEC JTC-1 standard. Further, in such instances, it is expected that ANSI-Accredited U.S. TAGs will raise any concerns related to the proposed ANS during its development cycle so that if the standard is subsequently balloted for approval at the ISO or ISO/IEC JTC-1 level, the U.S. position will be to support its approval. For existing ANS, the PSDO is required to seek and obtain the approval of the applicable ANSI-Accredited US TAG prior to its submission of a standard to ISO under a PSO agreement.
4. Determine the U.S. position on an ISO draft International Standard, draft technical report, committee drafts, ISO questionnaires, draft reports of meetings, etc.\(^2\)

5. Provide adequate U.S. representation to ISO Technical Committee or Subcommittee meetings, designate heads of delegation and members of delegations, and ensure compliance with the ANSI Guide for U.S. Delegates to IEC/ISO Meetings (including preparation and submission of a Head of Delegation report by the designated Head of Delegation)

6. Determine U.S. positions on agenda items of ISO Technical Committee or Subcommittee meetings and advise the U.S. delegation of any flexibility it may have on these positions

7. Nominate U.S. technical experts to serve on ISO working groups

8. Provide assistance to U.S. secretariats of ISO Technical Committees, Subcommittees or Working Groups, upon request, including resolving comments on draft international standards, draft technical reports, and committee drafts

9. Identify and establish close liaison with other U.S. TAGs in related fields, or identify ISO or IEC activities that may overlap the U.S. TAG's scope

10. Recommend to ANSI the acceptance of secretariats for ISO Technical Committees or Subcommittees

11. Recommend that ANSI invite the ISO Technical Committees or Subcommittees to meet in the United States (see 1.4)


**A.3 U.S. TAG Administrator**

The U.S. TAG administrator shall be designated by the ANSI Executive Standards Council (ExSC) upon recommendation of its designee if any, and shall accept, in writing, the responsibilities described below:

1. Organizing the U.S. TAG and applying to ANSI for approval of the TAG administrator and initial TAG membership list and accreditation of the TAG

2. Submitting the U.S. TAG membership list and annual report to ANSI on an annual basis for review by the ExSC or its designee

3. Determining that the members of the U.S. TAG participate actively

4. Providing for administrative services, including arrangements for meetings, timely preparation and distribution of documents related to the work of the U.S. TAG, and maintenance of appropriate records, including minutes of meetings and results of letter ballots

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\(^2\) Ibid.

\(^3\) Ibid.
5. Upon request by an interested party, making available, the roster of the TAG including each member’s name (or if membership is by organization, the name of the organization with a point of contact), affiliation and interest category

6. Transmitting U.S. proposals and U.S. positions, as developed and approved by the U.S. TAG or a U.S. TAG Subgroup, to ANSI

7. Transmitting to ANSI U.S. delegates lists for all international meetings

8. Establishing a procedure to hear appeals of actions or inactions of the U.S. TAG

9. Establishing a written antitrust policy reflecting the TAG’s practice to conduct all business and activity in compliance with applicable antitrust laws

10. Complying with the requirements associated with ANSI oversight and supervision of activities of the U.S. TAG and its administration in accordance with 2.5.5 in the ANSI Procedures for U.S. Participation in the International Standards Activities of the ISO

11. Ensuring compliance with applicable ANSI and ISO procedures

12. Completing mandatory training offered by ANSI to support compliance with ANSI procedures governing the administration of the U.S. TAG and representation of U.S. interests at ISO

13. Paying all relevant fees to ANSI

A.4 Officers

There shall be a chair, and other officers if desired, either appointed by the U.S. TAG administrator from the individual members of the U.S. TAG, subject to approval by a majority vote of the U.S. TAG, or nominated and elected by the members of the U.S. TAG. Each chair or officer will serve until a successor is selected and ready to serve. The secretary shall be appointed by the U.S. TAG administrator. U.S. TAG Subgroups shall also have a chair, and other officers if desired, either appointed by the U.S. TAG administrator from the individual members of the U.S. TAG Subgroup, subject to approval by a majority vote of the U.S. TAG Subgroup, or nominated and elected by the members of the U.S. TAG Subgroup.

A.5 Membership

Membership shall be open to all U.S. national interested parties who indicate that they are directly and materially affected by the activity of the U.S. TAG or TAG Subgroup, after being informed concerning U.S. TAG operating procedures and scope of activities. There shall be no undue financial barriers to participation. Administrative fees may be charged by the TAG administrator, but in all cases procedures for requesting a waiver of fees must be available. Participation shall not be conditional upon membership in any organization, or unreasonably restricted on the basis of technical qualifications or other such requirements.

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4 "Affiliation" refers to the entity that the U.S. TAG member represents (which may or may not be that person’s employer). If the TAG member is serving in an individual capacity, then the name of the individual, that person’s employer (if employed), sponsor (if other than employer) and interest category should be available. Contact information is not required.
Membership will be split into Subgroups that relate directly to ISO Subcommittees or the working groups.

A.5.1 Application
Requests for membership shall be addressed to the U.S. TAG administrator, and shall indicate the applicant's direct and material interest in the U.S. TAG's work, the applicant's willingness to participate actively (see A5.8), the applicant’s interest category, and, if the applicant is a representative of an organization, company, or government agency, an alternate representative of the entity may be designated, if desired.

A.5.2 Recommendation
In recommending appropriate action on applications for membership, the administrator shall consider:
1. The appropriateness of the involvement of each interest in the work of the U.S. TAG and U.S. TAG Subgroups;
2. The potential for dominance by a single interest group; and
3. The extent of interest expressed by the applicant and the applicant's willingness to participate actively.

The U.S. TAG administrator may consider reasonable limits on U.S. TAG and U.S. TAG Subgroup size.

A.5.3 Diverse Interests
If representatives from distinct divisions of an organization can demonstrate independent interests and authority to make independent decisions in the area of the activity of the U.S. TAG and/or U.S. TAG Subgroup, each may apply for membership.

A.5.4 Combined Interests
When appropriate, the U.S. TAG administrator may recommend that the applicant seek representation through an organization, company, or agency with the same or similar interests that are already represented by a member.

A.5.5 Observers
Individuals and representatives of organizations having an interest in the U.S. TAG’s and/or U.S. TAG Subgroup's work may request to be listed as observers. Observers shall be advised of the U.S. TAG and/or U.S. TAG Subgroup activities, may attend meetings, and may submit comments for consideration, but shall not vote.

A.5.6 Representation of Materially Affected Interests
All directly and materially affected U.S. national interested parties shall have the opportunity for fair and equitable participation without dominance by any single interest category.

Dominance means a position or exercise of dominant authority, leadership, or influence by reason of superior leverage, strength, or representation. The requirement implicit in the phrase
"without dominance by any single interest" normally will be satisfied if a reasonable balance among interest categories can be achieved. Unless it is claimed by a directly and materially affected person that a single interest dominates the standards activity, to the exclusion of fair and equitable consideration of other viewpoints, no test for dominance is required.

A.5.7 Membership Roster

The U.S. TAG administrator shall maintain the list of U.S. TAG and U.S. TAG Subgroup members and the organization they represent.

The roster shall include the following:

1. Title and designation of the U.S. TAG or U.S. TAG Subgroup
2. Scope of the U.S. TAG or U.S. TAG Subgroup
3. U.S. TAG administrator (name of organization, name of secretary, address(es), telephone number)
4. U.S. TAG or U.S. TAG Subgroup officers (chair and other officers)
5. Members:
   a) Names of the individuals and alternates (as applicable) and their addresses and business affiliations including name of the organization they are representing on the U.S. TAG or U.S. TAG Subgroup
   b) The interest category of each individual and alternate (as applicable)

In addition, the member’s name (or if membership is by organization, the name of the organization with a point of contact), affiliation and interest category of each member of the TAG shall be made available to interested parties upon request.

A.5.8 Membership Obligations

Members are expected to participate actively by fulfilling attendance, voting, correspondence, and other obligations.

A.5.9 Review of Membership

The U.S. TAG administrator shall review the membership list annually with respect to the criteria of A5. Members are expected to participate actively by fulfilling attendance, voting, correspondence, and other obligations. When a member is found in default of these obligations, the U.S. TAG administrator shall direct the matter to the U.S. TAG or U.S. TAG Subgroup for appropriate action, which may include termination of membership.

A.6 Meetings

Meetings of the U.S. TAG, U.S. TAG Subgroups, and meetings of the U.S. delegates to international meetings should be scheduled to respond to international activities. U.S. TAG and U.S. TAG Subgroup meetings shall be held, as determined by the chair/U.S. TAG administrator

5 Ibid.
or by petition of a majority of the members. U.S. TAGs shall determine for themselves the quorum requirements. The quorum requirements shall be available in writing upon request.

A.6.1 Open Meetings
Meetings of the U.S. TAG and U.S. TAG Subgroups shall be open to all members and others having direct and material interest. At least four weeks’ notice of regularly scheduled meetings shall be given by the U.S. TAG administrator in ANSI’s Standards Action or in other media designed to reach directly and materially affected interests. 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.

A.7 Voting

A.7.1 Vote
Each member shall vote one of the following positions:

- Affirmative
- Affirmative with comment
- Negative with reasons (In all but administrative matters, the reasons for a negative vote shall be given and if possible should include specific wording or actions which would resolve the objection.)
- Abstain with reason

A.7.2 Vote of Alternate
An alternate’s vote is counted only if the principal representative fails to vote.

A.7.3 Voting Period
The voting period for letter ballots shall be established to allow for timely response to international time limits. An extension may be granted at the option of the chair or administrator when warranted (e.g., when the requirements for approval or disapproval specified by A7.5 or A7.6 are not achieved.)

A.7.4 Authorization of Letter Ballots
A letter ballot may be authorized by:
1. Majority vote of those present at a U.S. TAG or U.S. TAG Subgroup meeting
2. The chair of the U.S. TAG or U.S. TAG Subgroup
3. The U.S. TAG administrator
4. Petition of five members of the U.S. TAG or U.S. TAG Subgroup or a majority of the U.S. TAG or U.S. TAG Subgroup, whichever is less
A.7.5 Actions Requiring Approval by Two-Thirds of Those Voting

The following actions require a letter ballot or an equivalent formal recorded vote with approval by at least two-thirds of those voting of the U.S. TAG membership or U.S. TAG Subgroup membership, or if at a meeting by two-thirds of those present:

1. Approval of officers appointed by the administrator or nominated by members of the U.S. TAG or U.S. TAG Subgroup
2. Formation of a U.S. TAG Subgroup, including its procedures, scope, and duties
3. Disbandment of a U.S. TAG Subgroup
4. Addition of new U.S. TAG or U.S. TAG Subgroup members
5. Approval of minutes
6. Other actions of the committee not specified elsewhere

A.7.6 Actions Requiring Approval by Two-Thirds of Those Voting

The following actions must be approved by at least two-thirds of those voting by letter ballot, excluding abstentions, or if at a meeting, by two-thirds of those present, excluding abstentions, provided that a majority of the total voting membership of the U.S. TAG or U.S. TAG Subgroup is present: (If a majority is not present, the vote shall be confirmed by letter ballot)

1. Adoption of U.S. TAG procedures, categories of interests, or revisions thereof
2. Approval of recommendation to change the U.S. TAG or U.S. TAG Subgroup scope
3. Approval of U.S. position on technical matters brought before the U.S. TAG or U.S. TAG Subgroup (i.e., NP, CD, DIS, FDIS)
4. Approval of recommendation to terminate the U.S. TAG or U.S. TAG Subgroup

The U.S. TAG administrator shall report successful ballots on items 1, 2, and 4 to the ExSC, along with its views on the action.

A.7.7 Consideration of Views and Objections on Letter Ballots

The administrator of the U.S. TAG shall forward the views and objections received to the chair of the U.S. TAG or U.S. TAG Subgroup, or his/her designee. The chair shall determine whether the expressed views and objections shall be considered by telephone conference, email correspondence, other written correspondence, or at a meeting.

Prompt consideration shall be given to the expressed views and objections of all participants including those commenting on a draft international standard (DIS) listed in Standards Action. A concerted effort to resolve all expressed objections shall be made, and each objector shall be advised of the disposition of the objection and the reasons therefor.

Substantive changes required to resolve objections, and unresolved objections, shall be reported to the U.S. TAG or U.S. TAG Subgroup members to afford all members an opportunity within appropriate time limits to respond, to reaffirm, or to change their position.
A.7.8 Report of Final Result

The final result of the voting shall be reported to the U.S. TAG and/or U.S. TAG Subgroup.

A.7.9 Submittal of U.S. Position

Upon completion of the procedures for voting, consideration of views and objections, and appeals, the U.S. position, which represents the U.S. consensus, shall be submitted to ANSI by the U.S. TAG administrator. ANSI, as the official ISO member body, is responsible for providing the U.S. position to ISO.6

A.7.10 Information Submitted

The information supplied to ANSI shall include:

1. Title and designation of the document
2. Indication of the type of action requested (for example, approval of a new draft international standard or reaffirmation, revision, or withdrawal of an existing draft international standard, questionnaire, etc.)
3. Status of any appeal action related to approval of the proposed U.S. position
4. A summary of the voting and U.S. TAG or U.S. TAG Subgroup member responses
5. Identification of all unresolved views and objections, names of the objector(s), and a report of attempts toward resolution

A.8 Termination of U.S. TAG or U.S. TAG Subgroup

A proposal to terminate a U.S. TAG or U.S. TAG Subgroup may be made by directly and materially affected interests. The proposal shall be submitted in writing to ANSI and to the U.S. TAG administrator and shall include the reasons why the U.S. TAG or U.S. TAG Subgroup should be terminated. The U.S. TAG or U.S. TAG Subgroup shall take action in accordance with A7.6. Information regarding the termination of a U.S. TAG or U.S. TAG Subgroup shall be promptly provided to the secretariat of the ISO TC or SC. In the event that the U.S. holds the secretariat for an ISO TC or SC for which the U.S. TAG or U.S. TAG Subgroup is considering termination, the organization serving as secretariat shall be informed promptly and shall submit their position regarding termination of the TAG to ANSI and to the TAG administrator.

As a result of action taken in accordance with A.7.6, should termination of the TAG be approved, notification of such action shall be announced in Standards Action. The announcement shall note that dissolution of the TAG will result in the U.S. relinquishing its P-(participant) status in the international activity. Also, if the U.S. serves as international secretariat, the announcement shall state that the U.S. will resign as international secretariat. The appropriate notification(s) shall be sent to the ISO Central Secretariat regarding the change in status, and the relinquishment of the secretariat, if applicable.

6 Ibid.
A.9 Communications

Correspondence of U.S. TAG and U.S. TAG Subgroup officers and the administrator should preferably be on "RESNA" letterhead. If not, correspondence should clearly show in the title/subject that it concerns U.S. TAG and U.S. TAG Subgroup matters.

External communications such as inquiries relating to the U.S. TAG and U.S. TAG Subgroups should be directed to the U.S. TAG administrator, and members should so inform individuals who raise such questions. All replies to inquiries shall be made through the U.S. TAG administrator.

A.10 Appeals

Directly and materially affected U.S. national interested parties who believe they have been or will be adversely affected by an action or inaction of the U.S. TAG, a U.S. TAG Subgroup, or its administrator shall have the right to appeal by filing a complaint.

A.10.1 Complaint

The appellant shall file a written complaint with the U.S. TAG administrator within thirty 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 specific actions or inactions that are at issue, and/or 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 also be noted.

A.10.2 Response

Within thirty days after receipt of the complaint, the respondent shall respond in writing to the appellant, specifically addressing each allegation of fact in the complaint to the extent of the respondent's knowledge.

A.10.3 Hearing.

If the appellant is not satisfied with the response of the respondent, they shall so inform the U.S. TAG administrator within 10 working days. The U.S. TAG administrator shall schedule a hearing with an appeals panel on a date agreeable to all participants, giving at least ten working days notice.

A.10.4 Appeals Panel

The appeals panel shall be appointed by the U.S. TAG administrator, and 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.

A.10.5 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 committee and the U.S. TAG administrator took all actions in compliance with these procedures and that the requested remedial action would be ineffective or detrimental. Each party may offer 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 not covered herein for the hearing.

A.10.6 Decision

The appeals panel shall render its decision in writing within thirty days, stating findings of fact and conclusions, with reasons therefor, based on a preponderance of the evidence. Consideration may be given to the following positions, among others, in formulating the decision:

1. Finding for the appellant and remanding the action to the U.S. TAG, a U.S. TAG Subgroup, or the U.S. TAG administrator with a specific statement of the issues and facts in regard to which fair and equitable action was not taken;

2. 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; or

3. Finding that new, substantive evidence has been introduced and remanding the entire action to the U.S. TAG, a U.S. TAG Subgroup, or the U.S. TAG administrator for appropriate reconsideration.

A.10.7 Further Appeal

If the appellant gives notice that further appeal to ANSI is intended, a full record of the complaint, response, hearing, and decision shall be submitted by the U.S. TAG administrator to the ExSC. (See the Operating Procedures of the ANSI Executive Standards Council for details regarding appeals.)

A.10.8 Informal Settlement

ANSI encourages settlement of disputes at any time if the settlement is consistent with the objectives of the ANSI Procedures. Any settlement to which the parties agree in writing, that is consistent with these procedures, or an agreement to withdraw the appeal, will terminate the appeal process.

A.11 Antitrust Policy

U.S. positions developed by ANSI-Accredited U.S. TAGs shall be developed in accordance with applicable antitrust and competition laws and meetings amongst competitors to develop U.S. positions are to be conducted in accordance with these laws.

A.12 Parliamentary Procedures

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