

SIMA Standards Development Operating Procedures

Preface

This Standard Development Operating Procedures document outlines the transaction of business of the Snow & Ice Management Association (SIMA) Standards Development Committee, hereinafter called “SDC”, the stakeholder advisory groups assigned by the SDC, and the Industry Practices Administrator with respect to standard development. The SDC is a committee of the SIMA, and is governed by the Articles of Incorporation and Bylaws thereof, as well as by the anti-trust law compliance policies of SIMA.

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1. Scope

These procedures are for use in the development of a recognized American National Standards Institute (ANSI) standard. These procedures shall ensure established American National Standards developer requirements are followed.

2. Organization

2.1 SIMA Board of Directors

The SIMA Board of Directors shall be responsible for the following: a) Authorize SIMA to set standards and to apply to ANSI for accreditation of SIMA's standards development procedures; b) Appoint the members of the SDC and the Chair of the SDC; c) Authorize the development of, revisions to, reaffirmation of, and the withdrawal of standards; d) Authorize the submission of draft standards, which have been gathered by the SDC, to ANSI for ANSI's review and action; and e) Adopt the ANSI approved, SIMA developed standards as SIMA standards.

2.2 Standards Development Committee

The SDC will be appointed by SIMA's Board of Directors as provided by the SIMA Bylaws. The SDC shall consist of a Chair and its members.

2.2.1 Duties of the Standards Development Committee

The SDC shall be responsible for the following: a) Developing proposed SIMA standards within the scope of the SDC; b) Reviewing the work of various stakeholder advisory groups, formed as needed, for ANSI consensus process compliance, as well as for content consistency and compatibility with the work completed by other stakeholder advisory groups; c) Monitoring and guiding the process of standards development; d) Voting on approval of a proposed SIMA standard within its scope as prepared and approved by ballot of the individual stakeholder advisory groups, and submitting such approved documents to the SIMA Board; e) Acting on other matters requiring SDC effort as provided in these procedures, such as appeals; and f) Cooperating with other appropriate standards development organizations. This includes resolving potential conflicts with existing American National Standards and candidate American National Standards as described by ANSI.

2.2.2 Standards Development Committee Chair

There shall be an SDC Chair. The SDC Chair is appointed by the SIMA Board Chair as provided by the SIMA Bylaws. The Chair shall organize the SDC, oversee the SDC's compliance with these procedures, and submit the proposed standard, with supporting documentation, for SIMA Board review and

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submission to ANSI for approval as an American National Standard. The SDC Chair or the Chair's designated SDC committee member is an ex-officio member of each stakeholder advisory group.

2.3 Stakeholder Advisory Groups

Stakeholder advisory groups shall be assigned to review and develop the content for each proposed standard.

2.3.1 Stakeholder Advisory Group Composition

The SDC Chair shall appoint members of each stakeholder advisory group from the pool of volunteers. Participation shall not be conditional upon membership in SIMA or any other organization. Stakeholder advisory group members may request of the SDC Chair that representatives of outside organizations and experts be added as members of the group. The Chair's decision shall be based upon the requirements for balance. The SDC Chair shall appoint new members to the stakeholder advisory group as necessary. The Chair's decision shall be based upon the requirements for balance.

2.3.2 Stakeholder Advisory Group Interest Categories

The membership of each stakeholder advisory group will be composed of individuals who have indicated they are directly and materially affected by the proposed standard. Care shall be taken to assure all interests are represented to the greatest extent possible. No single interest category may constitute a majority of the membership of a stakeholder advisory group. If any standards developed by SIMA are determined by the SDC to be safety-related standards, no single interest category may constitute more than one-third (1/3) of the membership of a stakeholder advisory group for that standard. SIMA shall meet the requirements of the ANSI Essential Requirements regarding lack of dominance. All appropriate interests that might be directly and materially affected by the standard-related activity of each stakeholder advisory group shall have the opportunity for fair and equitable participation without dominance by a single interest. The definition of interest categories for a particular standard will be made available upon request to SIMA and shall be included in each standard publication. The name, affiliation, and interest category of each stakeholder advisory group member of the consensus body shall be made available to interested parties upon request. Stakeholder advisory group members will indicate their interest category at the time of application. If there is question of the individual's interest, the SDC will decide by majority vote which interest category applies. If a stakeholder advisory group lacks balance in interest categories, outreach to achieve balance shall be undertaken. SIMA will retain evidence of outreach.

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2.3.3 Representation of Employers on Stakeholder Advisory Groups

Any one employer may only have one (1) vote on a given stakeholder advisory group ballot, unless distinct divisions of the employer or organization can demonstrate independent interests and the authority to make independent decisions in the area of the activity of the stakeholder advisory group(s). In this event, each distinct division is permitted to apply for membership and voting authority. Evidence of “independent interests and authority to make independent decisions in the area of activity” shall be provided to the satisfaction of a majority of the stakeholder advisory group they are applying for. In no case shall the representation from various divisions of any employer or organization, as described in the paragraph above, be more than one-third (1/3) of the total stakeholder advisory group membership.

2.3.4 Duties of the Stakeholder Advisory Groups

The individual stakeholder advisory groups of the SDC shall be responsible for the following: a) Developing and maintaining appropriate content for the proposed SIMA standard within its scope, as assigned by the SDC; b) Voting on approval of appropriate content for the proposed SIMA standard within its scope. Each stakeholder advisory group will have a consensus body vote, as defined in the ANSI Essential Requirements, for the proposed SIMA standard; c) Submitting its area of work to the SDC for final review and consideration; d) Responding to requests for interpretations of the standard subject content developed by the stakeholder advisory group; e) Acting on other matters requiring stakeholder advisory group effort as provided in these procedures or assigned by the SDC; f) Cooperating with other standards development organizations. This includes resolving potential conflicts with existing American National Standards and candidate American National Standards, as described by ANSI; and g) Reporting to the SDC as requested for the purposes of general information.

2.3.5 Application for Stakeholder Advisory Groups

A request for membership on a stakeholder advisory group shall be addressed to SIMA and shall indicate the applicant’s direct and material interest in the work of the stakeholder advisory group, qualifications, and willingness to participate actively.

2.3.5.1 Stakeholder Advisory Group Applicant Assessment

In considering applications for membership on a stakeholder advisory group of interest, the SDC or SDC Chair shall consider the: a) Need for active participation by various relevant professions; b) Potential for dominance by a single interest category; c) Extent of interest expressed by the applicant and the applicant’s willingness to participate actively; and d) Reasonable limits on stakeholder advisory group size.

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2.3.6 Stakeholder Advisory Group Membership Assessment

Active participation is necessary for efficient standard development. The following are conditions of membership termination: a) Membership is subject to termination if a member fails to return two (2) consecutive letter ballots, unless prior arrangements have been made. The SDC Chair shall be permitted to reinstate a member terminated for this reason if the member submits a written request, including a satisfactory explanation for the inactivity, within thirty (30) calendar days after a notification of termination is issued. The individual will be informed of their right to request reinstatement when the notification of termination is issued; b) Membership shall be terminated for cause upon recommendation by two-thirds (2/3) vote of the stakeholder advisory group and approval by two-thirds (2/3) vote of the SDC; or c) Membership may be terminated by written request of the member (resignation). Termination for "cause" will be defined as the occurrence of at least one of the following events: Death of member; Inability of member to perform the essential functions of their position, with reasonable accommodation, as a result of an illness or disability; or, material breach of these procedures, or the negligent or willful misperformance by the member of their obligations under these procedures or the dishonest, fraudulent or criminal acts on the part of the member; provided, however, the member shall be given prior written notice of the charges against them, and the opportunity to respond to the SDC, in person or in writing at the option of member, to the charges before a final decision is made to terminate for cause. If a member is terminated for cause, they can appeal to the SIMA Board of Directors. The SIMA Board of Directors can overturn a termination for cause by a majority vote of its voting members.

2.4 Membership Roster

SIMA shall maintain a current and accurate roster for each SDC and stakeholder advisory group, and shall provide the roster to the SDC and stakeholder advisory group at least annually and otherwise upon request. The roster shall include the following: a) Title of the SDC or stakeholder advisory group and its designation; b) Scope of the SDC or stakeholder advisory group; c) Name, address, telephone, e-mail address, and employer affiliation of each SDC or stakeholder advisory group member as provided; d) Interest category of each member; and e) Chair of the SDC.

2.5 Administrator

The Snow & Ice Management Association (SIMA) will appoint a staff standards administrator (Administrator) for the SDC and the various stakeholder advisory groups to: a) Oversee compliance with these and ANSI procedures; b) Maintain rosters of the SDC and the various stakeholder advisory groups and a list of the work for which each stakeholder advisory group is responsible; c) Provide administrative support for the SDC and stakeholder advisory groups; arranging meetings; preparation and distribution of meeting agendas, minutes, ballots, and draft standards; and maintenance of adequate records; d)

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Submit proposed standards and revisions approved by the stakeholder advisory groups for the SDC, public review, SIMA Board of Directors, and ANSI review; e) Publish approved standards and revisions or addenda; and, f) Perform other administrative functions as required by these procedures.

3. Meetings

3.1 Meeting Specifics

Meetings of the SDC and all stakeholder advisory groups shall be open to all members and others having an interest. Meetings shall be held as decided by the consensus body, the SDC Chair, the Administrator, or by petition of one-third (1/3) or more of the members to conduct business. Electronic correspondence and conferencing shall be used to the maximum extent possible for the conduct of business. Meetings shall be conducted in accordance with Modern Rules of Order (latest edition), with adherence to appropriate SIMA documents as may take precedence.

3.2 Notice of Meetings

At least seven (7) calendar days' notice of meetings shall be given by the Administrator, unless a majority of consensus body members give consent to meet sooner, in which case notice shall be distributed as soon as possible. Notice shall be distributed by public and readily available means and include a readily available source for further information. An agenda shall be distributed in advance of and at the meeting to members and to others expressing interest.

3.3 Quorum

A simple majority of the members of the SDC or stakeholder advisory group shall constitute a quorum for conducting business at a meeting. If a quorum is not present, actions taken at a meeting are not official until approved by a physical record ballot or at a subsequent meeting.

3.4 Minutes

SIMA shall publish minutes of the meetings which shall be made accessible to parties who have a direct and material interest upon request. Minutes shall include a record of any votes taken at a meeting, the roster of attendance at that meeting, and represent the actions taken at the meeting.

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4. Notification and Review

4.1 Notification of Standard Development and Coordination

Timely and adequate notification of standards activity shall be announced in suitable media as appropriate to demonstrate the opportunity for participation by all directly and materially affected interests. Notice will include a clear and meaningful description of the purpose of the proposed activity and shall identify a readily available source for further information. Listing in SIMA and industry media will coincide with listing in ANSI's Standards Action. Refer to Section 9.2 for designation information.

4.1.1 Project Initiation – PINS Announcement

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, or its equivalent, for announcement in Standards Action. A statement shall be submitted and published as part of the PINS announcement that should include: a) An explanation of the need for the project; and, b) Identification of the stakeholders (e.g., consumer, health, environmental, etc.) likely to be directly impacted by the standard. If the response to subsection (b) changes substantively as the standard is developed, a revised PINS shall be submitted and published.

4.1.2 PINS Deliberation

Comments received in connection with a PINS announcement shall be handled in accordance with these procedures.

If SIMA receives written comments within thirty (30) days from the publication date of a PINS announcement in Standards Action, and said comments assert that a proposed standard duplicates or conflicts with an existing American National Standard (ANS) or a candidate ANS that has been announced previously (or concurrently) in Standards Action, a mandatory deliberation of representatives from the relevant stakeholder groups shall be held within ninety (90) days from the comment deadline. Such a deliberation shall be organized by SIMA and the commenter and shall be concluded before SIMA may submit a draft standard for public review. If the deliberation does not take place within the ninety-day (90) period and SIMA can demonstrate that it has made a good faith effort to schedule and otherwise organize it, then SIMA will be excused from compliance with this requirement.

The purpose of the deliberation is to provide the relevant stakeholders with an opportunity to discuss whether there is a compelling need for the proposed standards project. The outcome of such a deliberation shall be conveyed in writing by SIMA and commenter (ideally as a joint submission) to the ANSI Board of Standards Review (BSR) within thirty (30) days after the conclusion of the deliberation.

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Upon the submission of the deliberation outcome to ANSI, the draft standard may be submitted for public review. If subsequent deliberation takes place, an updated report shall be submitted to ANSI within thirty (30) days after each deliberation. The outcome(s) shall also be included with the BSR-9 submittal to the ANSI BSR for consideration should SIMA ultimately submit the related candidate standard to ANSI for approval.

While the outcome is not binding, unless binding provisions are agreed to by the SDC, participants are encouraged to develop a consensus on whether and how the standards development project should proceed.

4.2 Public Review of Work

Proposals for new American National Standards and proposals to revise, reaffirm, or withdraw approval of existing American National Standards shall be transmitted to ANSI using the BSR-8 form, or its equivalent, for listing in Standards Action in order to provide an opportunity for public comment. The comment period shall be one of the following: (a) A minimum of thirty (30) days if the full text of the revision(s) can be published in Standards Action; (b) A minimum of forty-five (45) days if the document is available in an electronic format, deliverable within one (1) 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 (c) A minimum of sixty (60) days if neither of the aforementioned options is applicable.

Such listing may be requested at any stage in the development of the proposal, at the option of the standards developer, and may be concurrent with final balloting. However, any substantive change subsequently made in a proposed American National Standard requires listing of the change in Standards Action.

SIMA and the SDC shall record and consider all negative comments that are related to the proposal under consideration. This includes negative comments concerning potential conflict or duplication of the proposed standard with an existing American National Standard and negative comments of a procedural or philosophical nature. These types of comments shall not be dismissed due to the fact that they do not necessarily provide alternative language or a specific remedy to the negative comment.

Within thirty (30) days of the close of this period of public review, the Administrator shall report the responses, including negative comments, to the SDC Chair. All negative comments shall be addressed in accordance with Section 5.7—Disposition of Views and Objections.

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5. Voting

5.1 Evidence of Consensus and Consensus Body Vote

Evidence of consensus by stakeholder advisory groups and the SDC, in accordance with the ANSI Essential Requirements as well as SIMA accredited procedures, shall be documented.

5.2 Authorization of Ballots

A physical record ballot may be authorized by any of the following: a) Majority vote of those present at a stakeholder advisory group meeting; b) The SDC Chair; c) The Administrator; or d) Petition of one-third (1/3) or more members of the stakeholder advisory group or SDC.

5.3 Procedures for Physical Record Ballots

Each member of the stakeholder advisory group shall vote one (1) and only one (1) of the following positions:

- a) Affirmative;
- b) Affirmative, with comment;
- c) Negative, with comment (the comment accompanying a negative vote shall include specific wording or actions which would resolve the objection, see Section 5.7—Disposition of Views and Objections for further discussion); or
- d) Abstain.

Physical record ballots shall be signed by the stakeholder advisory group member. If a vote is taken during a meeting, any members not present at the meeting shall be given the opportunity to vote either before or after the meeting.

5.4 Vote Changes

A voter may change their vote by submitting a subsequent ballot with indication that the vote supersedes their previously submitted vote for that ballot in question. Any change in vote must be indicated in writing by the voter and be within the voting period listed in Section “5.5 Voting Period” of these operating procedures. Records of evidence regarding any change of an original vote shall be maintained. If a consensus body member votes affirmatively regarding content that they previously submitted a negative ballot or a ballot with comments for, their previous objection will be considered resolved without further notice to the voter. For example, if an individual submits a negative vote regarding section 2 of a standard in July, and then submits an affirmative ballot regarding all of section 2 that August or any time following the original negative ballot, their objection will be considered resolved, assuming that any objections would also be raised in subsequent ballots if they remain.

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5.5 Voting Period

The voting period for physical record ballots shall end fifteen (15) 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 SDC Chair's option, when warranted. The extension will be available to all members and they will be notified as such. Within fifteen (15) calendar days after the close of a physical record ballot, the Administrator shall report the results, including negative comments, to the SDC Chair. All negative votes shall be reviewed in accordance with Section 5.7— Disposition of Views and Objections. The final result of the ballot shall be reported by the Administrator to the consensus body.

5.6 Actions Requiring SDC or Stakeholder Advisory Group Approval

The following actions shall require the approval of the SDC, stakeholder advisory group, and/or those voting.

5.6.1 Actions Requiring Approval by a Majority of the SDC

The following actions require approval by a simple majority of the membership of the SDC, whether at a meeting or by a physical record ballot: a) Approval to initiate work on a new SIMA standard; b) Approval of proposed SIMA standard within its scope as prepared and approved by individual stakeholder advisory groups; c) Decision of a stakeholder advisory group member's interest category in the event of uncertainty; d) Approval of minutes; and e) Termination of stakeholder advisory groups.

5.6.2 Actions Requiring Participation by a Majority of the SDC and Approval of Two-Thirds (2/3) of Those Voting

The following actions may be taken by a physical record ballot or at a meeting and require participation—including abstentions—by at least a majority of the SDC and approval of at least two-thirds (2/3) of those voting, excluding abstentions and unreturned ballots. A vote taken at a meeting must be followed up by a confirmation ballot to the entire SDC with a fifteen-day (15) return period. A confirmation ballot is sent by the Administrator to each member of the SDC, listing the vote question and a place to indicate a yes or no answer. a) Approval for submission to ANSI of change of scope; b) Approval that an objection is similar to an objection that has previously been determined to be non-persuasive; and c) Approval of stakeholder advisory group request to terminate an individual's group membership for cause.

5.6.3 Actions Requiring Approval by a Majority of the Stakeholder Advisory Group

The following actions require approval by a simple majority of the membership of the stakeholder advisory group, whether at a meeting or by a physical record ballot: a) Approval to initiate work on a new subsection to the SIMA American National Standard or revisions to an existing standard; b) Issuance

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of a formal interpretation of a specification, code or subsection to the SIMA American National Standard; and c) Approval of minutes.

5.6.4 Actions Requiring a Physical Record Ballot and Participation by a Majority of the Stakeholder Advisory Group and Approval of Two-Thirds (2/3) of Those Voting

The following actions require a physical record ballot with participation—including abstentions—by at least a majority of the stakeholder advisory group, and approval by at least two-thirds (2/3) of those voting, excluding abstentions and unreturned ballots: a) Approval of a new specification, code or subsection to an SIMA American National Standard or reaffirmation of an existing specification, code or standard; b) Approval of revision or addendum to part or all of a specification, code or subsection to an SIMA American National Standard; and c) Withdrawal of a subsection of an SIMA American National Standard.

5.6.5 Actions Requiring Participation by a Majority of the Stakeholder Advisory Group and Approval of Two-Thirds (2/3) of Those Voting

The following actions may be taken by a physical record ballot or at a meeting and require participation—including abstentions—by at least a majority of the stakeholder advisory group and approval of at least two-thirds (2/3) of those voting excluding abstentions and unreturned ballots. A vote taken at a meeting must be followed up by a confirmation ballot to the entire stakeholder advisory group with a fifteen-day (15) return period. A confirmation ballot is sent by the Administrator to each member of the stakeholder advisory group listing the vote question and a place to indicate a yes or no answer. a) Approval of an objection being found non-persuasive; b) Approval that an objection is similar to an objection that has previously been determined to be non-persuasive; and c) Approval to request the SDC terminate an individual's stakeholder advisory group membership for cause.

5.7 Disposition of Views and Objections

Prompt consideration shall be given to the written views and objections of all participants. An effort to resolve all written objections shall be made, and each objector shall be advised in writing the disposition of the objection and the reasons therefor.

Objections accompanied by comments that are related to the proposal under consideration shall be referred by the Administrator to the SDC who shall determine if the comment is similar to an objection that has previously been determined to be non-persuasive or if the comment includes new information.

If an item has had prior discussion or was previously made on the same issue within the same revision cycle of a particular standard and has been documented as being non-persuasive, it shall not be necessary to reconsider it unless new information has been introduced.

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If the comment includes new information, the SDC shall defer to the appropriate stakeholder advisory group. The stakeholder advisory group shall review the objection and efforts shall be made to resolve the objection. a) If in the process the stakeholder advisory group determines that substantive changes are required, the revised provision shall be re-balloted in accordance with Section 5.6.4. b) If the objection is not an appropriate revision of the proposed standard, the stakeholder advisory group, by vote, shall determine the objection to be non-persuasive. c) The stakeholder advisory group may also determine if an item has had prior discussion and was documented as being non-persuasive.

Objections which are not accompanied by reasons or accompanied by comments not related to the proposal under consideration shall be recorded as “negative without comments” without further notice to the voter. The ballot shall indicate as such. If comments not related to the proposal are submitted, the comments shall be documented and considered in the same manner as submittal of a new proposal. The submitter of the comments shall be so notified.

If a negative vote unaccompanied by comments related to the proposal is received, the vote may be counted as a “negative without comment” for the purposes of establishing a quorum and reporting to ANSI.

The Administrator shall inform the objector in writing (including electronic communications) of the outcome of the consideration, that an appeals process exists, and when and how to appeal.

An objection accompanying public comment review will be considered resolved if the negative commenter accepts the proposed resolution of his/her comment.

Each unresolved objection and attempt at resolution, and any substantive change made in a proposed American National Standard shall be reported to the appropriate stakeholder advisory group in order to afford all members of such stakeholder advisory group an opportunity to respond, reaffirm, or change their vote. Additionally, each objection resulting from public review or submitted by a member of the consensus body, and which is not resolved shall be reported to the ANSI BSR.

6. Appeals and Complaints

6.1 Appeals Process

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 SDC shall have the right to appeal.

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6.2 Complaint

The appellant shall file a written complaint with the Administrator 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 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.

6.3 Response

Within thirty (30) calendar days after receipt of the complaint, the Administrator shall respond in writing to the appellant, specifically addressing each allegation of fact in the complaint to the extent of the respondent's knowledge.

6.4 Hearing

If the appellant and the SDC are unable to resolve the written complaint informally within thirty (30) calendar days in a manner consistent with these procedures, the Administrator shall schedule a hearing with an appeals panel on a date agreeable to all participants, giving at least ten (10) working days' notice. This hearing may be held in person or via conference call.

6.4.1 Appeals Panel

The appeals panel shall consist of three (3) 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 (2) members shall be acceptable to the appellant and at least two (2) shall be acceptable to the respondent. If the parties to the appeal cannot agree on an appeals panel within six (6) calendar weeks of the hearing request, the matter shall be referred to the SIMA Board of Directors or its designee, which shall appoint the members of the appeals panel.

6.4.2 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 SDC has the burden of demonstrating that the consensus body and the Administrator took all actions 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. Modern Rules of Order (latest edition) shall apply to questions of parliamentary procedure for the hearing not covered herein.

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6.4.3 Decision

The appeals panel shall render its decision in writing within thirty (30) calendar days, stating findings of fact and conclusions, with reasons therefor, 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 SDC with a specific statement of the issues and facts in regard to which fair and equitable action was not taken; b) Finding for the SDC, 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 SDC for appropriate reconsideration.

7. Approval of Standard

Draft standards and any substantive changes in the content of a standard subject content area approved by ballot by a stakeholder advisory group shall be referred to the SDC for its approval. The final document may be, but is not required to be, approved by SIMA legal counsel prior to submission to the SIMA Board. Upon board approval, the required materials, as outline in section 8.1, shall be submitted to ANSI.

8. Submittal of Standard

Upon completion of the process for voting and appeals of objections and views, the required materials, as outline in section 8.1, shall be submitted to ANSI for approval as an American National Standard. The Administrator shall submit all of the paperwork to ANSI on behalf of the SDC.

A proposed National Standard to be approved by the BSR shall be submitted to the secretary of the BSR within one (1) year from the close of the comment period listed in Standards Action, using the appropriate form provided by ANSI, unless the Administrator notifies the secretary of the BSR in writing of good cause for a different schedule for submittal. Failure to make the submittal within two (2) years from the close of the comment period listed in Standards Action shall require consideration by the BSR, i.e., withdrawal, extension for cause, or another listing in Standards Action.

8.1 Information to be Supplied to ANSI

a) Title and designation of proposed standard; b) Indication of project intent (creation, reaffirmation, revision or withdrawal); c) Declaration that proper standards developer procedures were followed; d) Declaration that the proposed standard is within the scope of the previously registered standards activity; e) Declaration that conflicts with another American National Standard have been addressed in

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accordance with these procedures and ANSI Essential Requirements; f) Roster of the included stakeholder advisory groups that made up the consensus vote that indicates: the vote of each member including abstentions and unreturned ballots, if applicable; the interest category of each member; and a summary thereof; g) Roster of the SDC; h) Declaration that all appeal actions related to the approval of the proposed standard have been completed; i) Declaration that the criteria contained in the ANSI patent policy have been met, if applicable; and j) Identification of any unresolved negative views and objections with the name(s) of objector(s) and a report of attempts toward resolution. In the event of an appeal hearing, a full record of the complaint, response, hearing, and decision shall also be included in the final submittal.

9. Publication

9.1 Publication Specifications

Following ANSI approval of a draft standard, the SIMA Board of Directors shall adopt the ANSI-approved, SIMA-developed standard as a SIMA Standard. Standards shall be made available as soon as possible but not to exceed six (6) months after the date of approval as an American National Standard. If necessary, an extension may be requested in writing to ANSI.

9.2 Designation

Each standard shall be identified by a unique alphanumeric designation. Multiple designations shall be avoided. The SIMA model for standard designations is SIMA-XX-YYYY where XX identifies the standard number and YYYY identifies the year. Upon completion and approval, the year approval is attained is that used in the designation. For revisions that have not yet attained approval, the designation shall include the letter R as shown: SIMA-XX-YYYYR. Approved standards shall be identified on the cover or title page with an approval logo furnished by ANSI or the words “an American National Standard.”

10. Maintenance of American National Standards

10.1 Periodic Maintenance Schedule

SIMA Standards will be reviewed and either revised or reaffirmed on a schedule not to exceed five (5) years from the date of approval as an ANSI American National Standard. Beginning in the fourth year from the most recent approval as an American National Standard, the Administrator will reach out to the SDC and stakeholder advisory groups for input on the action desired. In the event that a PINS or BSR-8/108 has not been submitted for a Standard within five (5) years after its approval, SIMA may request an extension of time as described in the ANSI Essential Requirements.

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10.2 Reaffirmation of Standards

Standards may be reaffirmed if there are no substantive changes to the main text of the standard. Any non-substantive changes shall be explained or noted within a foreword. All subsequent copies of the standard will carry the original effective date of the applicable addition and the reaffirmation date. The foreword may include such text as: “This standard shall become effective on the date printed on the cover but may be used voluntarily from the date of publication.” A Standard undergoing an update of references to standards necessary to implement the Standard shall be processed as a revision unless the updated reference is only a reaffirmation of the referenced standard. Any substantive changes in such references require processing as a revision. The procedures for reaffirmations related to public review and disposition of comments are the same as those for new and revised standards.

10.3 National Adoption of ISO or IEC Standards

If the SDC determines that they wish to adopt an ISO or IEC standard as an American National Standard, the SDC agrees to comply with the requirements set forth in the *ANSI Procedures for the National Adoption of ISO or IEC Standards as American National Standards*.

11. Withdrawal of Standards

11.1 Withdrawal for Cause

The SIMA Board may withdraw SIMA Standards for any reason, with proper notice via the BSR-8 form as described in Section 4.2—Public Review of Work. Any action to withdraw a SIMA Standard must comply with the ANSI Essential Requirements.

11.2 Administrative Withdrawal

SIMA Standards shall be withdrawn five (5) years following approval from ANSI if the standard has not been revised or reaffirmed, unless an extension has been granted by ANSI.

11.3 Discontinuance

SIMA may abandon the processing of a proposed new or revised Standard or portion thereof if it has followed these procedures. A written justification for such an action shall be made available upon receipt of any written request received by the SIMA within sixty (60) days of the date of the final action.

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12. Request for Interpretation

Any requests for interpretation should be submitted in writing (including electronic form) and directed to the Administrator. Within ten (10) business days, the Administrator shall notify the SDC Chair and the stakeholder advisory group(s) for the section(s) included of the need for interpretation. An interpretation shall be limited to providing clarification and explanation of the existing standard. Interpretations should not give lengthy explanations that may inadvertently modify or amend the standard. After the stakeholder advisory group has voted per Section 5.6.3, the Administrator shall advise the requestor of the interpretation and maintain a record of all formal interpretations rendered.

13. Metric Policy

The standard developed by SIMA will be written using U.S. customary units of measurements. If a conversion to SI (metric) units is needed, or requested by the developing body, every effort will be made to make those accommodations. If SI (metric) units are to be included, U.S. customary units will be listed first, with SI (metric) in parentheses to follow.

14. Record Retention

Each work session of SDC and stakeholder advisory groups shall have the Administrator or an authorized staff substitute present during the session. Records concerning new, revised, or reaffirmed American National Standards shall be retained by SIMA in electronic format for one (1) complete standards cycle or until the approval of the next revision. Records concerning withdrawals of American National Standards shall be retained by SIMA for at least five (5) years from the date of withdrawal.

15. Commercial Terms and Conditions Policy

Each stakeholder advisory group shall make every effort to avoid creating standards that benefit one entity over another by suggesting the use of one entity over another. Provisions involving business relations between buyer and seller such as guarantees, warranties, and other commercial terms and conditions shall not be included in an American National Standard. Standards developed shall not include provider lists, manufacturer lists, or similar material. If a case exists where a sole provider exists for essential equipment or services, a footnote or informative annex shall be provided with the name and address of the source along with the wording added "or the equivalent." In connection with standards that relate to the determination of whether products or services conform to one or more standards, the process or criteria for determining conformity can be standardized as long as the

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description of the process or criteria is limited to technical and engineering concerns and does not include what would otherwise be a commercial term.

16. Antitrust Policy

All SIMA Standards shall be developed in accordance with applicable antitrust and competition laws and meetings amongst competitors to develop American National Standards are to be conducted in accordance with these laws.

17. Patent Policy

The use of patents in SIMA-developed standards is not foreseen. Should the need for a patent be included in a proposed standard, SIMA will adhere to the requirements set forth in the ANSI Essential Requirements.