

## **WORLD MILLWORK ALLIANCE**

### **Procedures for the Development, Revision, Reaffirmation, Withdrawal, and Discontinuance of WMA Standards**

#### **1. Purpose**

This procedure shall govern the activities of World Millwork Alliance (WMA) related to the development, revision, reaffirmation, withdrawal, and discontinuance of an American National Standard (ANS) for the testing and rating of side-hinged exterior doors (SHEDs).

Provisions involving business relations between buyer and seller such as guarantees, warranties, and other commercial terms and conditions shall not be included in a standard written in accordance with this procedure. The appearance that a standard endorses any particular products, services, or companies shall be avoided. Therefore, it generally is not acceptable to include manufacturer lists, service provider lists, or similar material in the text of a standard or in an annex (or the equivalent). Where a sole source exists for essential equipment, materials or services necessary to comply with or to determine compliance with the standard, it is permissible to supply the name and address of the source in a footnote or informative annex as long as the words “or the equivalent” are added to the reference. In connection with standards that relate to the determination of whether products conform to one or more standards, the process or criteria for determining conformity can be standardized as long as the description of the process or criteria is limited to technical and engineering concerns and does not include what would otherwise be a commercial term.

The scope is to develop and maintain consensus standards for maintaining credible and accurate testing and rating standards for SHEDs.

To maintain compliance with the latest version of the *ANSI Essential Requirements* document, this procedure is subject to revision from time to time.

#### **2. Organization**

##### *2.1 Proposal Developer*

Any individual, group or organization, including WMA’s Industry Standards and Certification Committee (ISCC), may submit proposals to WMA for revisions to or reaffirmation of an existing WMA standard, or proposal for a new standard.

New, revised, or reaffirmed WMA standards are referenced herein as “proposal(s).”

##### *2.2 Industry Standards and Certification Committee*

The ISCC shall be responsible for the formation of the Consensus Body, and for forming responses to all comments on a proposal.

##### *2.3. Consensus Body*

The Consensus Body shall approve through consensus all proposals before they take effect. This committee allows for the input from all stakeholder groups, and ensures that due process requirements are met. Membership on the Consensus Body shall be open to all

interested parties and shall not be limited to WMA Members, nor will membership to any organization be a requirement for serving on the Consensus Body. There shall be no undue financial barriers to participation. The Consensus Body shall be composed of interested parties from three stakeholder groups such that no one group constitutes a majority of the committee. The stakeholder groups are defined as follows:

- 1) **Users:** Entities that use WMA standards to specify products either for installation, regulatory purposes, or voluntary programs. This category includes building owners; facilities personnel; regulatory bodies that may use WMA standards as the basis for regulation; specifiers and consultants; and building inspectors. This category also includes third-party testing laboratories and certification agencies.
- 2) **Producers:** Entities that produce or sell SHED products. This category includes entities that produce and sell SHEDs and their components, and entities that represent companies producing and selling SHEDs and their components.
- 3) **General Interest:** Entities that do not use WMA standards directly, and do not produce or sell SHEDs and/or their components, but has an interest in the use of SHEDs. This category includes independent research organizations; government agencies with an interest in energy efficiency or public safety issues, but which do not set regulations pertaining to SHEDs and/or their components; and building contractors. This category also includes any non-profit or other organization which does not directly profit from the sale of SHEDs and/or their components, but has an interest in SHEDs, energy-efficiency, and other related issues.

## 2.4 Withdrawal

If WMA wishes to withdraw its support of one or more of its American National Standards, it may do so by a vote of the WMA Board of Directors. WMA shall notify ANSI immediately and the standard shall be withdrawn as an ANS. An announcement of such withdrawal shall be published in ANSI's *Standards Action*.

## 2.5 Discontinuance

WMA may decide to abandon the processing of one of its proposals or portions thereof at its own discretion and without a vote from the Consensus Body. WMA shall notify ANSI immediately of such actions which will be announced in ANSI's *Standards Action*.

# 3. Process

## 3.1 Proposal Submittal

The Proposal Developer shall submit proposals in writing to WMA. Revisions shall be submitted in underline and strikethrough format within the text of the standard. WMA Staff shall present the proposal to the ISCC. The ISCC shall determine if the proposal is complete and ready for Consensus Body review and balloting.

### *3.2 Consensus Body Formation*

The ISCC shall seek out representatives of diverse interests such that all interests are fairly represented on the Consensus Body, and forward their recommendations to the WMA Board of Directors. The committee shall develop a list of potential Consensus Body Members consisting of those entities known to be, or who have indicated that they are, directly and materially affected by the standard. The committee shall evaluate this list to ensure that all three stakeholder groups are represented and that no area of interest dominates.

The ISCC shall include 15-30 potential participants on the Consensus Body.

Members of the WMA Board of Directors and the ISCC may serve on the Consensus Body, but will not be granted membership automatically.

WMA Staff shall notify potential Consensus Body members in writing (by electronic mail or postal) about the proposal, and the function of the Consensus Body, and ask whether or not they wish to serve on the Consensus Body committee. The time for response shall be thirty (30) days from the date of the notification, and will be so noted in the letter. Additionally, WMA staff shall post an announcement of the proposal, and the formation of the Consensus Body on the WMA website and newsletter.

Once the 30-day response time has been reached, the ISCC shall review the list of interested parties and ensure that all stakeholder groups are represented and that no area of interest dominates. If this balance has not been reached, the ISCC and WMA staff shall seek out individuals to represent interests lacking representation until an appropriate composition of the Consensus Body has been reached.

Once the composition of the Consensus Body has been determined, members shall serve on the committee at will for the duration of the review process, from proposal to consensus approval.

For a new standard, a new Consensus Body shall be formed.

### *3.3 ANSI Notification of standards development and coordination*

In conjunction with the Consensus Body formation, WMA shall notify ANSI of the standards project using the Project Initiation Notification System (PINS) form, or its equivalent, for listing in *Standards Action*.

A statement shall be submitted and published as part of the PINS announcement that shall include:

- a) an explanation of the need for the project, including, if it is the case, a statement of intent to submit the standard for consideration as an ISO or ISO/IEC JTC-1 standard;
- b) identification of the stakeholders (e.g., telecom, consumer, medical, environmental, etc.) likely to be directly impacted by the standard.

Any comments received in relation to the PINS announcement that asserts that the proposed standard duplicates or conflicts with an existing American National Standard (ANS) or candidate ANS shall be deliberated in accordance with ANSI's Essential Requirements.

WMA shall transmit the proposal to ANSI using the BSR-8 form, or its equivalent, for listing in ANSI's *Standards Action* to provide an opportunity for public comment. The comment period shall be one of the following:

- 1) A minimum of thirty (30) days if the full text of the revision(s) can be published in *Standards Action*;
- 2) A minimum of forty-five (45) days if the document is available in an electronic format, deliverable within one day of a request, and the source (e.g., URL or an E-mail address) from which it can be obtained by the public is provided to ANSI for announcement in *Standards Action*; or
- 3) A minimum of sixty (60) days, if neither of the aforementioned options is applicable. WMA shall allow a period of at least 60 days in total for submission of comments on the draft standard if requested by an interested party within the territory of a Member of the World Trade Organization (WTO). Exceptions outlined in the WTO's 60-day rule are permitted due to issues of safety, health or environment. (See *WTO Agreement on Technical Barriers to Trade (TBT), Annex 3 Code of Good Practice for the Preparation, Adoption and Application of Standards (CGP) Substantive Provision L.*)

WMA has the option to request such listing at any stage in the development of the proposal, and it may be concurrent with final balloting to the Consensus Body. Any substantive change subsequently made to a proposal requires listing of the change in *Standards Action*.

When a standard is ready for final consideration, a formal submittal including evidence of consensus shall be submitted to ANSI for approval using the BSR-9 form.

### 3.4 Consensus Body Review

Members of the Consensus Body shall receive a copy of the standard. For revisions to an existing standard, proposed revisions shall be clearly marked in underline and strikethrough format.

The Consensus Body shall receive a written description of the proposal and any other relevant information, including:

- 1) The purpose and intended application of the standard and revision (if applicable);
- 2) A brief explanation of how and why the standard and revision (if applicable) was developed;
- 3) An explanation of ANSI's function and the use of the Consensus Body process in the voluntary consensus standards system;
- 4) A copy of the Consensus Body Member list, consisting of the name, affiliation, and category of interest of each member;

- 5) A copy of the complete proposal; the relevant portion of the standard under reconsideration may be provided for subsequent ballots;
- 6) Official ballot; and
- 7) A copy of these procedures.

If necessary, WMA Staff shall arrange a meeting by conference call for Consensus Body members to ask clarifying questions. After this meeting, members shall have thirty (30) calendar days to return their ballot. Each member of the Consensus Body, including organizational members, shall have one vote. The balloting process described in Section 4 of these procedures shall determine the vote of the Consensus Body.

Ten (10) days before the ballot closes, WMA staff shall send reminder emails to Consensus Body members whose ballots have not yet been received. At least one follow-up (by electronic mail or telephone) shall be sent to any member not responding to a ballot request.

Members may indicate on the ballot if they wish to be removed from the Consensus Body.

Members may change their vote and submit their new vote in writing to WMA within the allotted ballot deadline.

### *3.5 Public Comment Period*

During the Consensus Body review period, the proposal shall be made available for public comment. WMA Staff shall post the proposal with appropriate explanation and reference to additional information on the WMA website for a minimum of forty-five (45) days. In addition, a roster of Consensus Body members shall be made available upon request to interested parties.

All members of the public shall have the opportunity to comment on the proposal. Comments must be submitted to WMA Staff in writing (by electronic mail or postal) and received by the end of the designated public comment period in order to be considered. Comments must be accompanied with the commentator's name, contact information, and company affiliation (if applicable).

### *3.6 Response to Comments and Continuing Objections*

The ISCC shall respond in writing (by electronic mail or postal) to all comments submitted. Based on these comments, the committee shall determine if substantive changes to the proposal are necessary. If substantive changes are necessary, the ISCC shall revise the proposal accordingly and recirculate the revised proposal to the Consensus Body in order to afford members the opportunity to respond, reaffirm, or change their vote. The revised proposal shall also be made available for public comment. Non-persuasive findings by the ISCC shall be communicated to objectors in writing along with reasons for the finding prior to any recirculation opportunity. The ISCC's written response shall state that continuing objections shall be submitted to WMA Staff for ISCC consideration and Consensus Body balloting.

If a Consensus Body Member registers a continuing objection, the proposal shall be re-balloted for a period of fifteen (15) days. WMA staff shall send the written description of the proposed changes, all unresolved objections resulting from public review and from the vote of the Consensus Body, information regarding attempts at resolution, and any other relevant information, including the text of the comment and continuing objection to members of the Consensus Body, who shall have the opportunity to respond to the objection, reaffirm, or change their vote.

If the Consensus Body votes to approve the proposal despite the objector's comments, the objector has the opportunity to appeal in accordance with Section 5 below and shall be notified in writing of that right to appeal.

### *3.7 Consensus Achievement*

The ISCC shall determine whether the Consensus Body has reached consensus approval of the proposal. Approval of a proposal shall require at least 75 percent of the Consensus Body to return their ballot, and approval by at least two-thirds of those voting members, excluding abstentions. WMA shall post the proposal with appropriate explanation on the WMA website for a minimum of thirty (30) days.

If the Consensus Body does not approve the standard, the Proposal Developer may consider revising the proposal and restarting the process.

### *3.8 Board Approval*

Once the Consensus Body approves the proposal, the WMA Board of Directors shall vote to confirm the change. Voting by the board of directors shall occur in accordance with WMA Bylaws/Charter. If the board does not approve the proposal, the Proposal Developer may consider revising the proposal and restarting the process.

### *3.9 New or Revised Standard Effective*

Once the WMA Board of Directors votes to approve the proposal, WMA staff shall post the new or revised standard on the WMA website.

## **4. Voting Procedure**

### *4.1 Right to Vote*

All Consensus Body Members shall have the opportunity to vote on the approval of a proposal.

### *4.2 Ballot Form*

The ballot form shall provide opportunity for a Consensus Body Member to indicate their vote. The ballot form shall state that objections must be accompanied by supporting written reasons and, where possible, proposals for a solution to the objection raised. Consensus Body Members shall cast a ballot for one of the following votes:

- (1) Affirmative (Approval)
- (2) Affirmative with comment

- (3) Negative with reasons (Objection with reasons)
- (4) Abstention (withholding vote)

#### *4.3. Objections*

Objections submitted without comment or objections with comments not pertaining to the proposal under consideration shall be recorded as “negative without comments” without further notice to the voter. If comments not related to the proposal are submitted with a negative vote, the comments shall be documented and considered in the same manner as a submittal of a new proposal.

#### *4.4 Documentation*

WMA Staff shall record all votes received and shall maintain records of such. All negative votes accompanied by relevant comments shall be noted and responded to in writing.

#### *4.5 Change of Vote*

The vote submitted by a Consensus Body Member shall not be changed unless WMA Staff is instructed to do so in writing by the voter. To change a vote, written confirmation of the change shall be submitted to WMA Staff during the voting period.

### **5. Appeals**

#### *5.1 Opportunity to Appeal*

Any person who believes that they have been adversely affected by an action or inaction of a procedural nature during the course of the standards project has the right to appeal such action or inaction. This would include whether a technical issue was afforded due process. The appellant shall file a written complaint (by electronic mail or postal) to the WMA Board of Directors c/o WMA CEO within thirty (30) days of the notification of an action; or with respect to any action to which the appellant was not given notice or with respect to an inaction, the appellant shall be permitted to file a written complaint at any time during the course of the standards project. The complaint shall state the nature of the procedural error(s) and the specific remedial action that would satisfy the appellant’s concern.

#### *5.2 Response*

The WMA Board of Directors shall respond in writing within sixty (60) days of the date of the complaint, specifically addressing each allegation to the extent possible. The appellant shall have the opportunity to respond, and provide additional information or clarification within thirty (30) days of the date of the board’s response. The Board of Directors shall make every effort to resolve the complaint with the appellant.

#### *5.3 Appeals Panel and Hearing*

If the complaint cannot be resolved, the WMA Board of Directors shall convene an appeals panel to hold a hearing on a date agreeable to all participants. The hearing shall be conducted by conference call. The panel shall consist of three (3) individuals who have not been directly involved in the dispute and who will not be materially affected by any decision made in the dispute. At least two members of the panel shall be acceptable to the appellant and at least two members shall be acceptable to the Board of Directors.

The appellant has the responsibility of demonstrating improper actions or inactions, their adverse effects, and the efficacy of the requested remedial action. The Board of Directors has the responsibility to demonstrate that WMA Staff and the ISCC took all actions in question in compliance with these procedures and that the requested remedial action would be ineffective or detrimental.

#### *5.4 Decision*

The appeals panel shall render its decision in writing within thirty (30) days of the hearing, stating its findings with reasons. WMA Staff shall notify the appellant of the appeals panel's decision, which shall be final and binding.

#### *5.5 Appeals at ANSI*

ANSI will not normally hear an appeal of an action or inaction by a standards developer relative to the development of an ANS until the appeals procedures provided by the standards developer have been completed. Appeals of actions shall be made within reasonable time limits; appeals of inactions may be made at any time. Such appeals shall be directed to ANSI in accordance with the procedures of the appropriate ANSI board or council (e.g., Board of Standards Review, Executive Standards Council).

### **6. Policies**

#### *6.1 Interpretations Policy*

WMA is responsible for interpreting its own standards. Any person may submit a written request for interpretation of WMA standards pursuant to WMA's procedures for interpretation. No fee shall be required for requests for interpretation. WMA reserves the right to request further information or written clarification.

#### *6.2 Metric Policy*

WMA standards include values for measurements in both the Imperial System (IP or inch/pound) and the International System of Units (SI or metric system).

#### *6.3 Patent Policy*

WMA shall adhere to ANSI's current patent policy set forth in ANSI's *Essential Requirements*.