

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).

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 directly and materially 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 directly and materially 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.

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.

It shall be the goal of the ISCC to include 12-21 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 directly and materially 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 Staff 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; and
- c) the interest categories that will or are expected to comprise the Consensus Body.

If the Proposal Developer receives a written request for additional information or for the opportunity to discuss the proposal from a directly and materially interested outside party or current Consensus Body member, during the 30-day PINS comment period, the Proposal Developer shall respond in writing within 30 days of the comment deadline.

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 Staff 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 Staff 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*.

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 email 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 directly and materially 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

All objectors (from public review and the Consensus Body) shall be provided with a written disposition with reasons, therefore. 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. The ISCC's written response shall state that continuing objections shall be submitted to WMA Staff for ISCC consideration and Consensus Body balloting.

All unresolved objections (from public review and the Consensus Body) along with attempts at resolution shall be recirculated to the Consensus Body in order to afford all members the opportunity to respond, 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 Staff shall post the approved 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 New or Revised Standard Effective

WMA Staff shall submit the approved proposal, including evidence of consensus, to ANSI for approval using the BSR-9 form.

Once ANSI-approved as an American National Standard, the new or revised standard shall be made available for purchase and use from 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. As required by ANSI's Essential Requirements, appeals at the standards developer level shall be addressed promptly and a decision made expeditiously and issued in writing. However, conclusion of the appeals process at the standards developer level is not a precondition for filing an appeal of an organization's continuing accreditation status with the ANSI Executive Standards Council (ExSC).

Claims of procedural non-compliance raised during the course of an active standards development process are to be addressed in accordance with the standards developer's appeals process. The standards developer's appeals process shall conclude before final submittal of evidence of consensus is made to ANSI in support of the approval of a standard as an American National Standard.

Appeals of actions shall be made within the time limits specified in these procedures; 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 Committee (e.g., Board of Standards Review, Executive Standards Council).

6. Withdrawal and Discontinuance

6.1 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 Staff 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*.

6.2 Withdrawal for Cause

Requests for withdrawal of a WMA American National Standard (ANS) for cause shall be submitted to ANSI for review pursuant to ANSI's *Essential Requirements*. A request for withdrawal for cause of a WMA standard may be submitted to ANSI's Board of Standards Review (BSR) by any directly and materially interested party who has been or will be adversely affected by the standard, or by ANSI's Executive Standards Council (ExSC).

6.3 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 Staff shall notify ANSI immediately of such actions which will be announced in ANSI's *Standards Action*.

7. Policies

7.1 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 Standard Interpretations Procedures*. No fee shall be required for requests for interpretation. WMA reserves the right to request further information or written clarification.

7.2 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).

7.3 Patent Policy

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

7.4 Record Retention Policy

Records relating to the development of a new, revised or reaffirmed American National Standard shall be maintained for one complete standard cycle or until the standard is revised.

Records relating to the withdrawal of an American National Standard shall be maintained at least 5 years from the date of withdrawal.

7.5 Commercial Terms and Conditions Policy

In accordance with ANSI's Commercial Terms and Conditions Policy, WMA standards shall not include terms or conditions that are primarily contractual or commercial in nature, as opposed to technical, engineering or scientific in nature. Thus, for example, WMA standards shall not include contractual requirements (7.5.1); endorse or require the use of proprietary products or services (7.5.2); or endorse or require the use of particular conformity-assessment bodies, testing facilities or training organizations (7.5.3).

7.5.1 Contractual Requirements

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

7.5.2 Endorsements of Proprietary Products or Services

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

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

7.5.3 Conformity Assessment, Testing and Training

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

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

However, for informational purposes, where known sources exist for products or services necessary to determine compliance with WMA standards, it is permissible, but not obligatory, to identify the sources (which may include a source's name and address) in a footnote, an appendix, or reference to a website. The referenced products or services shall be reasonably available from the referenced sources, the words "or the equivalent" shall be added to the

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

reference, and the reference shall also expressly state that identification of sources is not an endorsement of those sources.

7.6 Anti-Trust Policy

WMA shall develop American National Standards in accordance with applicable antitrust and competition laws, and meetings amongst competitors to develop WMA American National Standards shall be conducted in accordance with these laws.