



Standards Development Policy and Procedures

**Incorporating Holistic Systems Management
Standardization into the Solar & Storage Industries**

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1.0 General

- 1.1 **Intent** – The purpose of these policies is to outline procedures for establishing, approving, revising, reaffirming and withdrawing Standards that are developed by consensus by the Solar Energy Industries Association (SEIA). These policies and procedures are designed to comply with the American National Standards Institute (ANSI) Essential Requirements: Due Process Requirements for American National Standards (ANSI ER) and are intended to be designated as an American National Standard.
- 1.2 **Scope** – The SEIA Standards Development Policy and Procedures will establish and maintain consensus-based Standards that address quality assurance practices.
- 1.3 **Definitions** –
 - 1.3.1 **Appeal** – A request made to challenge any procedural action or inaction of SEIA, with regard to the implementation of its accredited procedures to document consensus on a standard.
 - 1.3.2 **Ballot** – The system used to vote on decisions involving pre-draft Standards, and approvals, revisions, reaffirmations, withdrawals, substantive changes, and interpretations of existing published Standard.
 - 1.3.3 **Chair** – This role is tasked to oversee the respective STC and ensure compliance with SEIA Procedures and Policies.
 - 1.3.4 **Consensus** – A substantial agreement has been reached by directly and materially interested parties which signifies the concurrence of more than a simple majority, but not necessarily unanimity. All views and objections shall be considered towards a resolution.
 - 1.3.5 **Correspondence** – Official communication that is intended for distribution to the entire STC or the ESC, as managed by the Executive Administrator or the STC Coordinator.
 - 1.3.6 **Executive Standards Committee** – The guiding body responsible for overseeing SEIA’s Standards Development Policy and Procedures and the STC groups.
 - 1.3.7 **Executive Administrator** – This role is held by a member of SEIA’s Standards Development staff to ensure compliance of the ECS and STCs with SEIA’s Standards Development Policy and Procedures.
 - 1.3.8 **Interpretation Request Form** – An electronic form required for requests of written interpretations to a SEIA American National standard document.
 - 1.3.9 **Objection** – A formal written opposition statement following a publication of a new Standard or submitted with a vote by the STC.
 - 1.3.10 **Proposal** – An official request for the development of a new Standard and for revising, reaffirming, or withdrawing a SEIA American National standard.

- 1.3.11 **Procedural Appeal Form** – An electronic form required for disagreements of the resulting actions from the Public Review or Letter Ballot processes.
- 1.3.12 **Proposal Objection Form** – An electronic form required for written opposition following a publication of a new Standard.
- 1.3.13 **Public Review** – A timeframe set in place to ensure public response for a comprehensive assessment and consensus on STC’s activities.
- 1.3.14 **Reaffirm** – An agreement to approve an existing Standard under periodic maintenance.
- 1.3.15 **Record** – Official STC documentation of meeting minutes, Ballot results, general Correspondence, and withdrawn Standards.
- 1.3.16 **Resolution** – A determination after analyzation of an Appeal.
- 1.3.17 **Revise or Revision** – A alteration to an existing Standard.
- 1.3.18 **SEIA’s Standards Development Policy and Procedures** – Consensus-based Standards that can be utilized by the solar and energy storage industry to address quality assurance practices that follow the ANSI Essential Requirements for Standards and are intended to be designated as an American National Standard.
- 1.3.19 **Simple Majority** – A determination based on a majority vote of 51% or more.
- 1.3.20 **Standard** – An accepted guideline that addresses quality assurance or other defined practices which follows ANSI Essential Requirements for Standards intended to be designated as an American National Standard.
- 1.3.21 **Standard Proposal, Amendment, or Revisions Form** – An electronic form required for an amendment or revision to an existing SEIA American National Standard, or a proposal of a new standard through the Public Review process.
- 1.3.22 **Standards Technical Committee** – Group of technical experts responsible for developing, maintaining, approving, and achieving consensus on SEIA Standards and other related documents.
- 1.3.23 **Standards Technical Committee Coordinator** – This role is responsible for organizing the respective STC and overseeing the committee’s compliance with SEIA Procedures and Policies.
- 1.3.24 **Substantive Change** – A proposed modification that directly and materially affects the use of a Standard.
- 1.3.25 **Super Majority** – A determination based on a higher value majority vote of 66% or more.
- 1.3.26 **Vice Chair** – In the absence of the Chair, the role of this position is tasked with overseeing the respective STC and ensure committee compliance with SEIA Procedures and Policies.
- 1.3.27 **Withdraw** – A removal of a Proposal that has been delivered in writing to the STC Coordinator.

1.4 **American National Standards** – SEIA will conform with the ANSI Essential Requirements: Due process requirements for American National Standards (ANSI Essential Requirements), and submit all ANSI required forms when

intending to develop American National Standards. The decision to submit a SEIA Standard to ANSI for approval shall be determined by the Standards Committee in consultation with SEIA staff.

1.4.1 **Antitrust Policy** – SEIA will administer the development process of Standards in accordance with [SEIA’s Antitrust Guidelines](#) and applicable antitrust and competition laws.

1.5 **International Standards** – SEIA reserves the right to exercise the option of following the expedited procedures set forth in the ANSI Procedures for the National Adoption of International Organization for Standardization Standards as American National Standards.

1.6 **Standards Maintenance** – Periodic maintenance of Standards shall be conducted to reaffirm, revise, or withdraw any part of a Standard by the end of year four of a 5-year period from the original Standard approval date, and every five years thereafter. Maintenance of Standards will be used when changes are identified and will be documented to schedule for consideration and action by the Standards Technical Committee (STC). A documented program for publication will be established for identified revisions. The revision process will comply with SEIA Policy and Standards Development Procedures and will include an explanation of the intent to consider requests for change and information on the revision requests. Procedures will be established for consensus action on each Proposal for change and documented.

1.6.1 **Record Retention** – Records will be retained for five years or until the publication of the next edition of the Standard or reaffirmation of the complete Standard, whichever is longer. Records may include, but are not limited to meeting minutes, Ballot results, general Correspondence, and withdrawn Standards.

1.6.2 **Reaffirmations** – A Standard under periodic maintenance must indicate the month and year that the Reaffirmation Ballot was approved by the Standards Committee on the cover page. A Standard must not contain essential changes to the main text of the identified Standard. Essential changes to text that is informative only examples include: Foreword, Appendix, Informational References and Recommended Documentation.

1.6.3 **Pre-draft Standard** – A draft of a revised Standard or a new Standard that has been approved by the STC and is released for public comment is a Pre-draft Standard. A Pre-draft Standard is used to determine consensus on the revisions to a proposed new Standard. Consensus among the STC members on a Pre-draft Standard determines the content of a Draft Standard.

a) **Assembly of Pre-draft Standard** – The STC Coordinator will assemble a Pre-draft Standard to consolidate changes that were developed by the STC. Once the Pre-draft Standard has been approved by the STC, the Pre-draft Standard will be processed for approval by the STC.

- b) **Processing of a Pre-draft Standard** – A Pre-draft Standard will be circulated to the STC for vote to approve the Pre-draft Standard for public comment and Ballot comments. A minimum of fourteen calendar days will be allowed for a Ballot review and comment by the STC. Ballot comments must indicate the intention for the Ballot comment.
- c) **Processing of Ballot Comments** – All comments must be issued to the STC for review. A formal response or action is not required by the STC on Pre-draft Standards. However, changes may be made by a majority vote. If fundamental changes are made, a second Ballot may be circulated to the STC for a vote with a minimum of fourteen calendar days for response, reaffirmation, or to change their vote to approve as a Draft Standard.
- d) **Reporting of Formal Actions** – After voting, an approved Pre-draft Standard will become a Draft Standard. Notice for public comment on the Draft Standard will be published through an ANSI Standards Action.

2.0 Organization Responsibilities

- 2.1 **Executive Standards Committee** – The Executive Standards Committee (ESC) will be the guiding body responsible for establishing and administering the STC and appointing a STC Coordinator to each STC created by the ESC. The ESC will meet at a cadence determined by the group.
 - 2.1.1 The ESC shall be responsible for:
 - 2.1.1.1 Overseeing SEIA’s Standards Development Policy and Procedures as outlined in this document;
 - 2.1.1.2 Creating STCs, determining their scope, and approving their voting members;
 - 2.1.1.3 Approval of critical STC activities, including initiation, pause, restart, and termination of STC activities;
 - 2.1.1.4 Approval of the scope, intent, purpose, and title of a Standard, which may be refined or revised by a Proposal of the STC to the ESC if such revisions are determined warranted by the STC;
 - 2.1.1.5 Confirmation that STC’s final approved standards and other documents followed these policy and procedures; and
 - 2.1.1.6 Other matters in accordance with these procedures.
 - 2.1.1.7 ESC members from SEIA’s Board will serve for three years, after which time, they may renew or resign their position upon notifying SEIA’s President in writing.

- 2.1.1.7.1 ESC Members from SEIA’s board are specific to the organization invited, and the sitting representative may change with approval of SEIA’s President.
- 2.1.1.8 Review of the ESC membership may be conducted at the discretion of SEIA’s President, but at least on a five-year recurring basis.
- 2.1.2 **Executive Standards Committee Membership** – The ESC members shall be appointed, through an application process, by the President of SEIA, and at a minimum shall include the following persons:
 - 2.1.2.1 SEIA’s Vice President of Technical Services, who will serve as Chair;
 - 2.1.2.2 At least one representative from SEIA’s Executive operations, Federal & Congressional Affairs and/or State & Regulatory Affairs, Markets & Research, Equity & Workforce Development and/or General Counsel departments, at the discretion of the President of SEIA;
 - 2.1.2.3 SEIA’s Standards Development lead will serve as Executive Administrator for this group; and
 - 2.1.2.4 At least two members of SEIA’s Board of Directors.
- 2.1.3 **Executive Administrator** – The Executive Administrator will primarily work with the ESC and assist them in their procedural responsibilities. The Executive Administrator will lead coordination among all the STC’s Coordinators. SEIA’s Standards Development lead will serve in the role of Executive Administrator. The following responsibilities also apply:
 - 2.1.3.1 Assigning STC Coordinators to STCs approved by the ESC;
 - 2.1.3.2 Processing STC membership applications and acceptance, decline, or placement in the waitlist queue;
 - 2.1.3.3 Referring STC waitlist queue applicants to ESC when vacancies become available;
 - 2.1.3.4 Overseeing the STC Coordinators to ensure that the STC’s are following compliance with SEIA’s Standards Development Policy and Procedures;
 - 2.1.3.5 Reviewing and administratively prepare for approval by the ESC, any STC’s draft Standards as an American National Standard;
 - 2.1.3.6 Processing and distributing Proposals to the appropriate STC Coordinator;
 - 2.1.3.7 Working with the STC Coordinators to publish approved Standards and any subsequent revisions;
 - 2.1.3.8 Serving as a voting proxy if requested by SEIA’s STC representative;
 - 2.1.3.9 Setting Appeals Panel hearing dates and notifying all parties;

- 2.1.3.10 Providing an Interpretation Request Form (IRF) for written requests to the requesting parties and forward the completed IRF to the ESC;
 - 2.1.3.11 Maintaining and file the STC records;
 - 2.1.3.12 Providing proposed revisions to SEIA Policy and Standards Development Procedures to the ESC for review and consideration; and
 - 2.1.3.13 Performing managerial and other functions as required.
- 2.2 **Standards Technical Committees** – The STC’s will be established by the ESC and will be responsible for developing, maintaining, approving, and achieving consensus on SEIA Standards and other related documents relative to their scope. A STC will be established for each SEIA workstream that may lead to a Standard or other documentation as approved by the ESC. The STC will have the final approval vote on the content of the standard.
- 2.2.1 **Scope** – The initial scope of a STC will be decided by the ESC. If the STC determines that a revision in scope is warranted, the STC may create a proposal for reconsideration by the ESC. Following delivery of the proposal by the STC Coordinator to the Executive Administrator, the ESC shall render a decision within seven calendar days.
 - 2.2.2 **Membership** – STC membership is open to all interested parties and shall be sufficiently diverse to ensure reasonable balance and to prevent influence by any single interest group.
 - 2.2.3 **Application** – Membership on a STC must submit a completed application to the Executive Administrator to provide to the Executive Standards Committee for review and approval. The ESC will notify applicants if a change is warranted. Applications shall include details on the following:
 - 2.2.3.1 Contact and email information
 - 2.2.3.2 Name of employer representing the applicant
 - 2.2.3.3 Interest Group Category (see section 2.2.4)
 - 2.2.3.4 Qualifications
 - 2.2.3.5 Assurance of active participation
 - 2.2.3.6 Disclosure of any potential conflict of interest
 - 2.2.4 **Interest Group Categories** – The ESC will approve STC’s Interest Group Categories that are defined by the following classifications:
 - a) **Producer Interest** – Individuals that represent an entity that produces or assembles products or materials in the identified SEIA Policy and Standards Development Procedure. These may include manufacturers, distributors, and material associations.
 - b) **User Interest** – Individuals that represent the interests of an entity which is directly involved in designing, constructing or in the use or operating. These may include developers, design consultants, contractors, applied research laboratories,

building owners, investors, insurance companies, inspection agencies, and product certification agencies.

- c) **General Interest** – Individuals that represent the general public. These may include academia, scientists, technical societies, consumer groups, environmental groups, government agencies, and other subject matter experts.

- 2.2.5 **Processing Applications** – All STC membership applications will be processed by the Executive Administrator for the ESC. The ESC will consider the qualifications of the applicant, reasons for interest, need for additional representation in various Interest Group Categories, dominance of any single interest, and the requirement for openness and balance. No single organization shall have more than two representatives (a primary and an alternate) serving as their STC voting member. The ESC will be responsible for reviewing the applications and accepting, declining, or adding into a waitlist for the next opening. Applicants will be notified via email of their acceptance, decline, or placement in the waitlist queue by the Executive Administrator.
- 2.2.6 **Balance** – SEIA’s criteria for balance in the standards development process for non-safety related standards are that no one Interest Group will comprise a majority of the consensus-body STC membership. For standards which are safety-related, the balance criteria are that no one Interest Group will comprise one-third of the consensus-body STC membership. However, temporary imbalance can exist due to membership resignations, illnesses, or other unforeseen circumstances. No letter Ballots on the Standard will be issued during periods of a STC imbalance.
- 2.2.7 **Vacancies** – In the event that a vacancy becomes available, applications in the Interest Group Categories waitlist queue will be first considered and will be referred to the ESC for consideration by the Executive Administrator. The ESC will vote to elect a new Standards Technical Committee member to fill a vacant slot. The new STC member(s) shall be considered elected by a majority of affirmative responses from the ESC. A quorum of ESC members must respond (see 3.3 Quorum).
- 2.2.8 **Standards Technical Committee Size** – The suggested minimum of any Standards Committee is 5 and the suggested maximum is 12.
- 2.2.9 **Members Per Organization** – There shall be a limit of one vote from each company or organization, including SEIA.
- 2.2.10 **Standards Technical Committee Coordinators** – A STC Coordinator will be appointed by the ESC and will be responsible for:
 - 2.2.10.1 Organizing the respective STC,
 - 2.2.10.2 Overseeing the STC’s compliance with SEIA Procedures and Policies,

- 2.2.10.3 Maintaining rosters of each STC and any related Subcommittees (developed as needed by each STC) and a list of their specific responsibilities.
- 2.2.10.4 Manage the STC's development work including convening meetings, preparation and distribution of agendas, minutes, Ballots, draft standards, managing committee membership, and maintaining adequate records.
- 2.2.10.5 Submit their STC's Standards to the ESC for their review and approval as an American National Standard.
- 2.2.10.6 Work with the Executive Administrator to publish approved Standards and manage any subsequent revisions.
- 2.2.10.7 Serve as a voting proxy if requested by SEIA's STC representative.
- 2.2.10.8 Perform managerial and other functions as required.
- 2.2.11 **Standards Technical Committee Chair and Vice Chair** – Each Standards Technical Committee shall have a chair and vice chair, who will serve for a two-year period. These positions will be appointed through a majority vote by the Standards Technical Committee members. After the first two-year period, the chair position may be filled by the Vice Chair at their approval for a two-year period. Should the Vice Chair not wish to serve as Chair, the Standards Technical Committee may re-elect a Chair and Vice Chair.
- 2.2.12 **Term of Membership** – The term of STC members shall be for five years with a review of membership annually.
- 2.2.13 **Review of Membership** – Members may be terminated due to failure to participate in at least 40% of scheduled meetings within any twelve-month period; failure to return two consecutive Ballots; failure to notify the Coordinator of a change in application information; or by a change in employment status that results in an imbalance in the Standards Committee.
- 2.2.14 **Changes in Employment** – A Standards Committee member shall notify the Coordinator of any changes in employment that will affect their representation by submitting a new application to continue membership on the Standards Committee. The Standards Committee member will continue to serve on the Standards Committee until a vote determines their membership status.
- 2.2.15 **Subcommittee** – A Subcommittee can be created to address a specific standard. Subcommittee members will be appointed by the STC. Subcommittees do not need to be governed by the rules of balance or consensus, and Subcommittee actions will advise the STC. The STC will have the final consensus vote on SEIA's American National Standards. Subcommittees may be dissolved once the task is completed and is reported to the Standards Committee.
- 2.2.16 **Joint Committees** – SEIA Standards Committees working jointly with other standards developing organizations shall develop an

agreement, approved by the ESC, regarding joint committee structure, scope, membership, written procedures, and operations.

3.0 Meetings

- 3.1 **Purpose** - STC meetings may be held for developing, maintaining, achieving consensus, and approving SEIA Standards and other related documents by vote. Meetings will be conducted by the Chair, Vice Chair, or their appointed representative in their absence. See section 6.0 Voting for specific requirements related to voting and ballots. The STC is responsible for the final approval of a standard or other documents by vote. Approved standards are sent to the ESC for final confirmation the policy and procedures were followed.
- 3.2 **Frequency and Location** – STC meeting schedules will be determined by the Chair, Vice Chair, and Coordinator based on the required activity. Meetings will be conducted through teleconference or webinar. Additional in-person meetings that shall be convenient for all members to attend may be included. At each meeting, the date and topic of the next STC meeting shall be discussed. In instances where an additional meeting is required, the Chair and Coordinator may schedule a meeting. Subcommittee meetings may be called by the Chair of the Subcommittee with approval of the STC Chair and/or the Coordinator.
- 3.3 **Notification** – A minimum 14 calendar day notice will be given prior to STC and Subcommittee meetings and shall include a tentative meeting agenda. Exceptions to these notification requirements may be granted by the ESC for reasonable cause.
- 3.4 **Quorum** – A quorum will consist of a simple majority of STC members. Where a quorum is not present the Committee can take actions, but such actions are not made official until approved by letter Ballot or at a subsequent meeting.
- 3.5 **Participation** – When a member may not be able to attend, written commentary may be submitted in advance of the meeting, and materials should be submitted to the STC Coordinator at least 7 calendar days in advance of the meeting. Voting during meetings will follow the Procedures outlined in Section 6.2.
- 3.6 **Openness** – Participation in SEIA standards activities will be open to all interested parties that have a direct and material interest in the subject of a standard. Interested parties shall be permitted to give written views and Objections to STCs and Subcommittee during a publicly posted open comment period. Consideration shall be given to written views and Objections and notice of the right to appeal (in accordance with clause 7 of SEIA’s procedures) shall be provided in writing and available to those unresolved objectors, directly engaged in the public review and the vote by

the STC. However, interested parties do not have the right to vote on any matter (see Section 4.0).

- 3.7 **Recording** – Meetings may be recorded by SEIA for the purpose of drafting minutes. Recordings will be shared only with SEIA staff, consultants, or participants who are writing minutes for that meeting. STC and Subcommittee members are not permitted to record meetings without written consent of SEIA.
- 3.8 **Documentation** – Documents shared during the drafting stages are not permitted to be shared outside of the STC members. Questions that arise from outside of the STC on the groups work and documents should be referred to the Executive Administrator indicating their interest in participation.

4.0 Public Review

- 4.1 **Purpose** - Public Review periods will be put in place to ensure comprehensive assessment and consensus on STC’s activities.
- 4.2 **Public Review and Ballots Process** – SEIA will publish the process for standards development, including the Public Review, Ballots, Objections, and Appeals processes.
- 4.3 **Notification of Standards Actions** – Standards development and revisions will be announced to the public on the SEIA’s website. Additional announcements may be made through a webinar, blog, or electronic newsletter. A due date for Proposals shall be included with the announcement.

For a Standards Project to develop or revise an American National Standard, notification shall be made to ANSI using the ANSI Project Initiation Notification System (PINS) at the initiation of the Standards Project. In accordance with the ANSI Essential Requirements - this will include an explanation of the need for the Standard, the identification of the affected SEIA stakeholders, and the STC interest category. Any comments arising from the PINS will be addressed in accordance with the ANSI Essential Requirements section 2.5.

- 4.4 **Public Review on Standards** – Proposals for the development of new SEIA American National standards or for revising, reaffirming, or withdrawing a SEIA American National standard shall be open for an initial review for public comment for 45 days. Proposals received after the due date shall be held for consideration after the next review cycle. Proposals will be submitted to ANSI using the Standards Action Public Review Request Form (BSR-8). Public Review and Balloting may be performed concurrently. See section 4.10 Actions on Proposals.

For substantive changes to a Standard made during the consensus process, the document shall be re-announced through the ANSI Standards Action

publication process for public review for at least 45 days or in accordance with 2.5.2 of the ANSI Essential Requirements if full text can be included in ANSI Standards Action publication in accordance with ANSI's Section 2.6 of the Essential Requirements.

- 4.5 **Processing Proposals** – Following the publication in ANSI Standards Action, Public Review Proposals may be submitted with SEIA's electronic Standard Proposal, Amendment, or Revisions Form. The Standard Proposal, Amendment, or Revisions Form shall be located and easy to access on the SEIA website. Proposals will be processed and distributed by the Executive Administrator to the appropriate STC Coordinator. The STC Coordinator shall inform the STC of all Proposals and their status as to Sections 4.5, 4.6, 4.7, and / or 4.8.

The STC Coordinators will be responsible for preparing public responses to Proposals and may seek assistance from the STC. The STC Coordinator and/or the appropriate Chair may correspond directly with the commenter to obtain further information. All Public Review commenters will be informed in writing of the STC's response to their comments. If multiple Proposals are received with similar recommendations, the STC Coordinator may combine these proposed changes into a single comment by multiple individuals.

- 4.6 **Legislative Text Formatting** – Recommended changes to the text of a Standard with a revision shall be shown as:
- a) Strikethrough text for deletions (~~strikethrough~~)
 - b) Italicized underlined text for additions (*italicized underline*)
 - c) For new diagrams, photos, tables, charts, or images, the proposer shall label these as using a) and b) above as appropriate.
- 4.7 **Substantive Changes to a Standard** – If during the consensus process, a substantive change to the standard is made, SEIA will initiate the Public Review process as noted in section 4.4 above. All substantive changes made to the Standard shall undergo a Public Review and STC Ballot.
- 4.8 **Editorial Comments** – The STC Coordinator will review and report Proposals that appear to be an editorial in nature to the STC for review and consideration. No formal action is required by the STC for Proposals that have been determined editorial revisions. The Secretariat shall communicate to the submitter either directly or published on the SEIA website, the determination of the STC. The STC Coordinator shall incorporate the proposed editorial revisions into the Standard as applicable.
- 4.9 **Non-Conforming Comments** – A Proposal that does not include the EPRF required information or is not in conformance with SEIAs Legislative Text Formatting in section 4.6 will be classified as non-conforming. The STC Coordinator shall report Proposals that are Non-Conforming to the STC for consideration. No formal action is required on Proposals that have been determined to be non-conforming; however, the STC may decide to ask the author to clarify and correct the non-conforming text and re-submit the

Proposal to the STC Coordinator. The STC Coordinator will communicate the determination directly to the Proposal submitter through an emailed response.

- 4.10 **Actions on Proposals** – The STC will vote on responses to Proposals received in compliance with sections 4.3, 4.4, and 4.5. Proposal actions should be one of the following:
- a) **Accepted** – the new or revised proposed change is acceptable.
 - b) **Accepted as Modified** – the original proposed change is modified by the STC and then voted as accepted. A reason shall be provided by the STC explaining why the proposed change is modified.
 - c) **Rejected** – the proposed change is not made. A reason shall be provided explaining why the proposal is rejected.

When the Standard changes are accepted or accepted as modified, then the included changes are published and SEIA will comply with all notice requirements for American National Standards, as described in ANSI Essential Requirements Section 2.5. A “Responses to Proposals” document will be prepared and made available to the public and each Proposal author by the STC Chair, Vice Chair, the Coordinator, or an STC designee (and approved by the chair) as appropriate.

- 4.11 **Response to Actions Taken** – Proposal submitters will have fourteen calendar days to submit any Objection to the “Response to Proposals” regarding their specific proposal to the STC Coordinator. If no Objection is received within 14 calendar days as noted in section 5.2.3, the comment is considered resolved and no further action is required. If an Objection is received within 14 days of the “Responses to Proposals” document, the Objection shall be processed in accordance with Section 5.0 Objections.
- 4.12 **Withdrawn Proposal** – If a Proposer wishes to withdraw a Proposal, the Proposer shall do so in writing to the STC Coordinator. The STC Coordinator will document the Proposal as Withdrawn and no further action is required.
- 4.13 **Proposals with Legal or Safety Risks** – SEIA reserves the right to reject a Proposal and apply judgment if the publication of the Proposal would pose an overriding safety hazard or a legal risk for SEIA. If the decision is made to reject a proposal, SEIA will respond to the request with a letter which explains the safety or legal reason for not processing the proposal. Such a decision is final and not appealable.

5.0 Objections

- 5.1 **Purpose** – Following publication of the new draft Standard and the Responses to Proposals documents following the First Public Review, Objections may be submitted by the original Proposer for a Proposal that is accepted as modified or rejected by the STC.
- 5.2 **Addressing Objections**
 - 5.2.1 **Acknowledgement** – Objections shall be submitted through an official electronic Proposal Objection Form provided by the STC Coordinator upon request. The STC Coordinator shall provide a written acknowledgment back to the Proposer within 5 working days, which includes next steps and important dates.
 - 5.2.2 **STC Response** – Within thirty days from when the Objection is received, the STC Coordinator will work with the Chair and the STC to address the Objection and provide a written response.
 - 5.2.3 **Objections Considered Resolved** – An Objection to a Public Review Proposal will be considered resolved:
 - a) When the objector does not reply in writing to the STC Coordinator’s transmittal of the STC Response within 14 days,
 - b) If the STC decides to accept the original proposal without modification and votes to include it in the Ballot; note that this inclusion does not trigger an additional Public Review, or
 - c) If the STC decides to reject the proposal a second and final time. The relevant outcome will be documented as resolved and no further action is necessary.

6.0 Voting

- 6.1 **Voting Options** – Voting may take place during STC meetings (including virtual or teleconference) or through a (written or electronic) formal Letter Ballot.
 - 6.1.1 **Voting by Proxy** – An STC member may assign their vote to a proxy from the same organization in writing or electronically to the STC Coordinator.
 - 6.1.2 **Absentee Voting** – Those STC members who are absent from a meeting where a vote is taken, shall be able to submit their vote in written or electronic form before the meeting or no later than two weeks following the meeting date at which the vote was taken.
- 6.2 **Voting at Meetings** – Votes taken during STC meetings on Proposals, Responses to Proposals, and reaffirmation of an existing Standard are preliminary, which means the meeting votes are intended to gauge a sense of agreement and are not considered formal consensus until the vote is taken by a formal Ballot by all members in accordance with Section 6.3.
 - 6.2.1 Votes taken during meetings to establish a sense of agreement will be recorded as approved, disapproved, or abstain; with the result

calculated by a simple majority of voting members present at the meeting.

- 6.2.2 In calculating the vote, those who abstain, those who are not present when the vote is taken, and those not eligible to vote will not be included in the calculation.

6.3 Ballots

- 6.3.1 **First Letter Ballots** – Approval, revision, reaffirmation, withdrawal, substantive changes, and interpretations of published standards shall be approved by written or electronic Letter Ballot, following completion of the First Public Review.

- 6.3.1.1 **Distribution** – The Letter Ballot will be distributed by the STC Coordinator to the STC upon first publication of the draft Standard or revisions to an existing Standard.

- 6.3.1.2 **First Letter Ballot Vote Selections** – Each STC Member shall vote one of the following positions for each proposal:

- 6.3.1.2.1 **Accepted,**

- 6.3.1.2.2 **Accepted as Modified** (with comments as to modifications),

- 6.3.1.2.3 **Rejected with Reasons** (include potential wording or action that may resolve the Objection), or

- 6.3.1.2.4 **Abstain.**

- 6.3.1.3 **First Letter Ballot Voting Period** – Closing date for Letter Ballots is 30 days after distribution of the Ballots. The STC Chair may grant extensions.

- 6.3.1.4 **First Letter Ballot Report** – All Objections from the Public Review process, all Accepted as Modified votes (with comments as to modifications) and Rejected with Comment votes shall be circulated to the STC. This provides the STC Members an opportunity to respond, change, or reaffirm votes. Editorial Comments, Non-Conforming Comments, and Withdrawn Proposals will be tabulated in a report by the STC Coordinator to the STC.

- 6.3.2 **Second Letter Ballot** – Following review of the Objections, Approved as Modified, and Rejected with Comment report by the STC from the First Public Review, a Second Public Review will be initiated with accompanying Second Letter Ballots.

- 6.3.2.1 **Distribution** – The Letter Ballot will be distributed by the STC Coordinator to the STC upon publication of the revised draft Standard.

- 6.3.2.2 **Second Letter Ballot Vote Selections** – Each STC Member shall vote one of the following positions for each proposal:

- 6.3.2.2.1 **Approved,**

- 6.3.2.2.2 **Rejected with Reasons,** or

- 6.3.2.2.3 **Abstain**

- 6.3.2.3 **Second Letter Ballot Voting Period** – Closing date for Letter Ballots is 14 days after distribution of the Ballots. The STC Chair may grant extensions.

- 6.3.2.4 **Second Letter Ballot Report** – Results of the Second Letter Ballots will be tabulated in a report by the STC Coordinator to the STC.
- 6.3.3 **Approved Actions** – Approvals, substantive changes, reaffirmations, and withdrawals of all Standards shall be considered approved when all the following conditions have been met from the Second Letter Ballot:
 - 6.3.3.1 At least 50 percent of the members have returned their Ballot,
 - 6.3.3.2 At least 66 percent of the votes cast (excluding abstentions and rejections without reasons) are Accepted,
 - 6.3.3.3 All Rejected votes with reasons have been addressed in accordance with 6.3.5.
- 6.3.4 **Final Voting Report** – The STC Coordinator shall report the following to the ESC and the STC:
 - 6.3.4.1 number of voting members,
 - 6.3.4.2 number of affirmative votes,
 - 6.3.4.3 number of negative votes with reasons,
 - 6.3.4.4 number of negative votes without reasons,
 - 6.3.4.5 number of abstentions, and
 - 6.3.4.6 number of unreturned Ballots.
- 6.3.5 **Rejected with Comment Votes** – STC Members who cast a rejected vote on a Ballot shall be given the opportunity to provide a reason for their Rejected vote.
 - 6.3.5.1 Any Rejected vote not accompanied by reasons shall be recorded as “Rejected without reason” and no further action is required. SEIA is not required to notify objectors in this category of their right to appeal.
 - 6.3.5.2 The STC may discuss the Rejected with Comment votes, if requested by the voter. If the voter declines to discuss the Rejected with Comments vote, there is no further action necessary to be taken.
 - 6.3.5.3 Rejected with Comment votes may be made into a future Proposal in the next round of revisions.
- 6.3.6 **Comments Accompanying Approved Votes or Abstentions** – The STC shall be made aware of all comments associated with affirmative votes and abstentions.

7.0 Appeals

- 7.1 **Purpose** – An Appeal may be pursued by a proposer of a standards revision should they disagree with the resulting actions of the Public Review and Letter Ballot processes. Persons who have directly and materially affected interests and who have been, or may be, adversely affected by procedural actions or inactions by the STC with regard to the development of a proposed Standard or the revision, reaffirmation or withdrawal of an existing Standard, have the right to appeal.

- 7.2 **Fee** – An Appeal shall be accompanied by a nonrefundable filing fee of \$1200. This fee may be waived or reduced upon sufficient evidence of financial hardship upon written request to the STC Coordinator.
- 7.3 **Filing an Appeal**
- 7.3.1 A written Appeal shall be submitted through an electronic Procedural Appeal Form (PAF) to the STC Coordinator within 14 calendar days after notification of the action or at any time with regards to inaction.
- 7.3.2 The Appeal shall state the nature of the objection, the clause of these procedures or the sections of the Standard that are at issue, the action or inaction at issue, and a proposed corrective action.
- 7.3.3 The STC Coordinator shall send the PAF request to the STC Chair and Vice Chair for consideration. The STC Chair and Vice Chair will decide if the Appeal further proceeds to the ESC to create an Appeals Panel.
- 7.3.4 If the STC Chair and Vice Chair decides not to advance the Appeal, they will respond the appellant as to the reasons, including as stated in section 7.4.
- 7.4 **Inappropriate Appeals** – Where the STC Chair and Vice Chair deems a request for an Appeal to be inappropriate because it doesn't clearly cite a procedural violation or is based on issues not under consideration by the Ballot, the Appeal may be dismissed without further action.
- 7.5 **Appeals Panel** – The Appeals Panel shall be responsible for Resolution of Appeals in accordance with Section 7.
- 7.5.1 If an Appeal is advanced to an Appeals panel, the ESC shall appoint an appeals panel to hold a hearing.
- 7.5.2 The Appeals Panel will consist of three individuals that have not been directly involved in the dispute, have general working knowledge of the issue, and who will not be materially affected by any decision made in the dispute.
- 7.5.3 An appellant may provide a written objection to an Appeals Panel member as having a conflict of interest and to request a recusal of that member. The written objection should include reasoning behind the request.
- 7.6 **Appeals Hearing** – An Appeals Hearing shall be scheduled within forty-five calendar days of receipt of the Appeal by the STC Coordinator. The date of the Hearing may be included in a notice of the right to Appeal. The burden of proof to show adverse effect shall be on the appellant. If the appellant is not available on the date of the Hearing, the Appeal will be handled by review of the Appeal submittals and/or electronic Correspondence.
- 7.7 **Conduct of the Hearing** – The Appeals Panel hearing may be virtual by teleconference or videoconference, or in-person if convenient for all parties at their individual expense.
- 7.7.1 The ESC Administrator shall be responsible for setting the Hearing date and notifying all parties.
- 7.7.2 The STC Coordinator is responsible for providing the relevant documents, including those showing that the STC took all actions in compliance with these procedures, to the ESC Administrator.

- 7.7.3 All parties must be present for the Hearing, including the appellant, the Appeals Panel members, the STC Coordinator, ESC Administrator, and the STC Chair or Vice Chair.
- 7.8 **Appeals Panel Procedures** – The Hearing shall allow ample opportunity for the appellant to characterize the appeal and allow for rebuttal from the STC Chair or the Chair’s appointed STC representative related to the appeal. Each side will be given equal time to present its case. Opportunity for re-rebuttal shall be permitted at the discretion of the Appeals Panel. Following the presentations and rebuttals, the Appeals Panel is free to ask questions of both parties.
- 7.9 **Decision** – The Appeals Panel shall provide a decision in writing within seven calendar days of the hearing.
- 7.9.1 Any action on an Appeal shall require a majority vote of the Appeals Panel.
- 7.9.2 The voting options of the Appeals Panel are either:
- a) **Affirmative**, which means the Appeals Panel member agrees with the appellant. If the majority of the Appeals Panel votes affirmatively, the appellant’s proposed revision is included in the standard.
 - b) **Negative**, which means the Appeals Panel member does not agree with the appellant. If the majority of the Appeals Panel votes negatively, the appellant’s proposed revision is denied then no further action is necessary.
- 7.9.3 The Appeals Panel’s decision may be reviewed by legal counsel before it is determined final, at the request of the Appeals Panel.
- 7.9.4 The determination of the Appeals Panel shall be final and a written notification of the determination, addressing the substance of the appeal submitted in accordance with Section 7.3, shall be sent to the appellant, STC Coordinator, the STC, and the ESC.

8.0 Interpretations

- 8.1 **Purpose** – Requests for written interpretations must be submitted in writing to the Executive Administrator. The Executive Administrator shall provide an IRF to the requesting party. The completed IRF shall include a statement with specific references to the Section number of the Standard requested.
- 8.2 **Processing Interpretations** – The Executive Administrator shall provide the completed IRF to the ESC. Only SEIA staff are authorized to issue interpretations. SEIA staff may consult with experts including members of the STC, Subcommittees, and the SEIA General Counsel before issuing a written interpretation to the requesting party. There shall be no consultation with competing suppliers or manufacturers of the product or services to which the standard applies or might apply.

Interpretations are not intended to supply consulting information on the application of a standard and the inquirer will be advised in writing that

SEIA does not provide consulting services and that an interpretation will not be issued.

- 8.3 **Notification of Interpretations** – Due to the complex nature of the interpretation request, SEIA cannot guarantee a turnaround time for responding to requests. Completed interpretations will be sent to the appropriate STC and the requesting submitter and may be published or made available electronically.

If the Standard was not intended to answer the question posed, then the requesting submitter shall be advised in writing that an interpretation will not be issued. The answer to a question about the factual content of a standard is not an interpretation and the requesting party shall be advised in writing that an interpretation will not be issued.

- 8.4 **New Proposals Based on Interpretations** – Interpretation decisions may be shared with a STC for consideration as a Proposal during future standards review processes.

9.0 Records

- 9.1 **Purpose** – STC records shall be maintained by the Executive Administrator and filed on SEIA’s shared electronic file storage drives in an organized and accessible format. Records will be maintained for a period of five years or until approval of the subsequent revision or reaffirmation of the complete standard, whichever is longer, or as required by ANSI. Records concerning a withdrawal of a Standard shall be retained for at least five years from the date of withdrawal. STC records include, but are not limited to:

- a) Membership applications,
- b) Roster attendants,
- c) Meeting minutes,
- d) Annual reports,
- e) Actions on the development, reaffirmation, objections, appeals, resolutions, and withdraw of a Standard,
- f) Ballots and voting reports,
- g) Announcements of Standards activities, and
- h) Correspondence as applicable.

10.0 Correspondence

- 10.1 **Internal Committee Correspondence** – All official STC Correspondence will be distributed by the STC Coordinator. STC and Subcommittee members must forward official communication intended for distribution to the entire STC to the STC Coordinator for approval and distribution.
- 10.2 **External Committee Correspondence** – Questions about the STC and SEIA Standards activities will be directed to the ESC. STC members should advise

individuals who contact them that responses to all inquiries are handled by the ESC.

11.0 Measurement Policy

- 11.1 **Purpose** – SEIA Standards shall use U.S. customary units of measurement or international units of measurement. The preferred units shall be determined by the STC Coordinator to reflect the best interest of the end-user.

12.0 Patent Policy

- 12.1 **Purpose** – SEIA’s STC’s will comply with the ANSI Essential Requirements patent policy outlined in Section 3.1.

13.0 Commercial Terms and Conditions

- 13.1 **Purpose** – SEIA Standards will follow ANSI’s Commercial Terms and Conditions policy outlined in Section 3.2 of the ANSI Essential Requirements. Standards developed in these processes will not include terms or conditions that are contractual or commercial in nature, as opposed to technical, engineering, or scientific in nature.

14.0 Revisions to These Procedures

- 14.1 **Purpose** – SEIA Policy and Standards Development Procedures are maintained by the SEIA. Proposed revisions to these Procedures may be submitted in writing by any SEIA Member, Committee, or Council to the Executive Administrator and the ESC Chair along with a supporting rationale for the proposed change. The Executive Administrator will provide the proposed revisions to the ESC for review and consideration. The resulting revised Procedures, if any, are then submitted to ANSI for review and approval. Any approved revisions to the SEIA Policy and Standards Development Procedures shall be effective upon vote of approval of the ESC and published.