

ASSE Standards Program Guidelines - Working Groups

Working Groups are assigned the responsibility of drafting new standards or revising existing standards.

A) Organization

Working Groups are an ad hoc sub-committee of the Standards Committees that address a specific standard, a group of standards or the harmonization of standards. Working Group actions shall be advisory to the Standards Committee.

Working Groups are not governed by the rules of balance or consensus.

B) Membership

- 1) Membership on a Working Group is voluntary. Working Group members are not compensated or reimbursed for participating on a Working Group.
- 2) Working Group members shall complete an "Application for Committee/Working Group Membership."
- 3) Participation is open to all interested individuals.
- 4) Participants volunteer as individuals, not as representatives of an organization (company, firm, association or other entity or cause), however only one employee or representative of a parent organization is permitted voting membership on a Working Group.
- 5) Members are permitted to designate one alternate voting member.
- 6) Membership on a Working Group is generally closed after the initial Working Group meeting.
- 7) The Standards Committee Chairperson may authorize additional members for extenuating circumstances.
- 8) The Working Group is dissolved when a standard is approved by the consensus body.

C) Officers

- 1) Each Working Group shall have a Chairperson and Secretariat.
- 2) Chairperson
 - a. The Chairperson is appointed by ASSE.
 - b. The Chairperson in collaboration with the Secretariat shall be responsible for adjudicating all comments and objections encountered.
 - c. The Chairperson shall preside at meetings in a manner that is efficient and in compliance with these Guidelines.
- 3) Secretariat
 - a. An ASSE staff member or a member of the Working Group will serve as Secretariat.
 - b. The Working Group Secretariat responsibilities include:
 - i. Overseeing compliance with these Guidelines.
 - ii. Maintaining the roster of Working Group members.
 - iii. Providing administrative services to the Working Groups.
 - iv. Documenting & communicating actions and decisions made by the Working Groups, including minutes of the meetings.
 - v. Performing other functions as required by these Guidelines.
- 4) In the absence of the Chairperson at a meeting of the Working Group, the Working Group shall elect one of its members to assume the responsibilities of the Chairperson and preside at the meeting.

D) Meetings

- 1) Working Group members shall attend meetings and shall respond to ballots.

- 2) Attempts will be made to accommodate Working Group members when scheduling the dates and location of meetings.
- 3) Failure of a Working Group member to attend two consecutive meetings or respond to letter ballots on three (3) consecutive occasions shall be justification to recommend the removal of the member.

E) Voting and Resolution of Ballot Comments

- 1) Motions during a Working Group meeting shall be considered approved when 50% +1 of the voting members present (less abstentions) approve the motion.
- 2) Draft standards shall be letter balloted. Letter ballots shall be sent from and returned to the ASSE International office for proper recording.
- 3) The Secretariat will provide a letter ballot containing four (4) forms of response: approved, approved with comment, negative, or abstain.
- 4) Responses of negative shall be substantiated with comments and, if possible, proposed replacement wording or corrections.
- 5) All proposed technical changes must be accompanied by supporting data and rationale.
- 6) Ballots are closed upon the due date or upon receipt of all ballots, whichever comes first.
- 7) Ballots received after the close of the voting period will not be considered unless an extension was granted by the Chairperson or Secretariat.
- 8) After the close of voting, the Secretariat will submit to the Chairperson a vote tally with a list of all comments.
- 9) The Chairperson will attempt to resolve comments and negative votes. The Chairperson will determine which comments are editorial and which are technical.
 - a. Editorial comments are resolved by the Chairperson or Secretariat with the objector.
 - b. Attempts at resolution of technical comments are:
 - i. balloted to the Working Group; or
 - ii. resolved by action taken at a scheduled Working Group meeting; or
 - iii. resolved by the Chairperson and Secretariat; or
 - iv. resolved directly between the Chairperson and the objector.
- 10) The vote tally and ballot comments along with the Chairperson's attempts at resolution shall be forwarded to the Working Group.
- 11) If the draft standard is amended as a result of resolutions to technical comments, it will be sent to the Working Group for review. Members have the opportunity to change their ballots or comments
- 12) This draft standard is considered approved when 50% + 1 of the eligible members (less abstentions and non-returned ballots) approve the draft.
- 13) Upon approval, the draft standard, vote tally and any unresolved comments shall be sent to the Standards Committee with a recommendation to adopt.