



Operating Procedures for Development of Consensus Standards  
APA – The Engineered Wood Association

Approved by ANSI on February 13, 2017

**1. General**

1.1 These operating procedures are subject to the *ANSI Essential Requirements: Due Process Requirements for American National Standards*, hereinafter referred to as the Requirements.

1.2 Good faith efforts will be made to resolve potential conflicts between and among existing American National Standards and candidate American National Standards to be developed by APA – The Engineered Wood Association (hereinafter referred to as APA).

1.2.1 Conflict refers to a situation where, viewed from the perspective of a future implementer, the terms of one standard are inconsistent or incompatible with the terms of the other standard such that implementation of one standard under terms allowable under that standard would preclude proper implementation of the other standard in accordance with its terms.

1.2.2 APA will make a good-faith effort to resolve potential conflicts and to coordinate standardization activities intended to result in harmonized American National Standards. A “good faith” effort will include substantial, thorough, and comprehensive efforts to harmonize a candidate standards and existing American National Standards. Such efforts will include compliance with all relevant sections of the Requirements. APA will retain evidence of such efforts in order to demonstrate compliance with the Requirements.

1.3 This document was adopted and approved under the most current edition of the Requirements.

**2. Scope**

2.1 This document provides procedures for development and maintenance of consensus standards administered by APA. These procedures provide due process for consensus standard development and maintenance under the general principle of openness and balance.

2.2 Consensus standards developed and maintained by APA shall be related to the promotion of knowledge, stimulation of research, and development of standard manufacturing specifications, design methodologies and construction practice pertaining to wood-base structural panels, wood-based composites, and glued engineered wood products, such as structural glued laminated timber, structural composite lumber, prefabricated wood I-joists, cross-laminated timber, and structural insulated panels.

**3. APA Standards Committee**

3.1 Consensus standards developed and maintained by APA shall be approved by an APA Standards Committee (hereinafter referred to as Committee), which shall be a consensus body and shall have a unique title, scope, and designation.

3.2 The Committee shall consist of committee members and a representative of APA (hereinafter referred to as "Secretariat"). The Secretariat shall be a voting member of the Committee.

3.3 The Committee shall have a Chair and a Vice Chair appointed by the Secretariat from individual committee members, subject to confirmation by the majority vote of the Committee. The Secretariat shall not serve as the Chair or Vice Chair.

3.4 An executive subcommittee (hereinafter referred to as ExSub) consisting of at least 5 committee members shall be selected from the Committee by the Secretariat, subject to Committee approval. The responsibilities of the ExSub are described in Section 4.5.2. The Committee Chair, Vice Chair, and the Secretariat shall be members of the ExSub. The Chair and Vice Chair of the Committee shall be the Chair and Vice Chair of the ExSub.

#### **4. Committee Membership**

##### 4.1 Application

4.1.1 Application for membership shall be forwarded to the Secretariat. The applicant shall indicate their interest in the work of the Committee, and his/her qualifications and willingness to actively participate in the committee activities.

4.1.2 After reviewing the membership application, the Secretariat shall recommend to the ExSub for approval or denial of the application based on the following consideration:

- a) Balance of the membership in each interest category,
- b) Dominance by a single interest category, and
- c) Willingness of the applicant to actively participate.

##### 4.2 Maintaining Membership

4.2.1 Committee membership shall be terminated for failure to return 3 consecutive Committee ballots. An ongoing review of the membership shall be conducted by the Secretariat and a warning letter of pending termination sent to those members who have failed to return the last two Committee ballots. Failure to return the next Committee ballot shall result in termination of committee membership unless such an action will affect the Committee balance.

4.2.2 The terminated Committee member may re-apply for consideration of reinstatement.

##### 4.3 Terms of Membership

4.3.1 Each committee member shall serve a five-year term or until a successor is selected to serve. There is no term limit on the number of terms that each committee member can serve.

##### 4.4 Membership Classification

4.4.1 All interested parties that might be affected by the standards activity of the Committee shall have a fair and equitable participation. Each committee member shall be classified (hereinafter referred to as "members") based on an interest classification system given below:

4.4.1.1 Manufacturer – A member who represents a manufacturer or trade association that produces the products or systems covered in the Committee scope.

4.4.1.2 Supplier – A member who represents an organization or trade association that supplies materials, components, or equipment used to produce products or systems covered in the Committee scope.

4.4.1.3 User – A member who represents an organization that designs, purchases or uses products or systems other than for household use covered in the Committee scope.

4.4.1.4 General Interest – A member who cannot be classified as a Manufacturer, Supplier, or User; examples of General Interest are government, university, third-party inspection agencies, and test laboratories whose employment is not substantially linked to the Manufacturer, Supplier, or User.

#### 4.4.2 Observers and Experts

4.4.2.1 Anyone interested in Committee's work may request status as observer for approval by the Secretariat. The Committee may also invite individual experts to participate in committee activities. Observers and experts shall be advised of the Committee activities and may attend meetings, but shall have no vote.

#### 4.4.3 Committee Balance and Diversity

4.4.3.1 The Committee membership shall be diverse to ensure balance.

4.4.3.2 No single interest category shall make up a majority of the Committee.

4.4.3.3 If the committee lacks balance in accordance with the historical criteria for balance, and no specific alternative formulation of balance was approved by the ANSI Executive Standards Council, outreach to achieve balance shall be undertaken.

#### 4.4.4 Membership Roster

4.4.4.1 The Secretariat shall maintain a current Committee roster and shall distribute it to the Committee at least annually or on request.

### 4.5 Responsibilities

4.5.1 Members of the Committee shall have the following responsibilities:

- a) Approve new APA consensus standards, and revise, reaffirm, or withdraw existing APA consensus standards,
- b) Maintain standards developed by the Committee, including the review of each standard within its scope at least every five years and determine the appropriate action for reaffirmation, revision, or withdrawal, and
- c) Approve Committee procedures and revisions,

4.5.2 Members of the ExSub shall have the following responsibilities in addition to the responsibilities listed above for the members of the Committee:

- a) Review all comments received on standard ballots and recommend resolutions to the Committee,
- b) Approve or deny membership applications,

- c) Review and recommend actions on proposals to modify existing standards, and
- d) Review and approve responses to requests for interpretation of the standard in accordance with Section 9.5.
- e) Respond to other issues pertinent to the Committee.

4.5.3 The Secretariat shall have the following responsibilities in addition to the responsibilities listed above for the members of the Committee:

- a) Provide administrative support for committee activities, including meeting arrangement, distribution and preparation of meeting notices, agenda, minutes, ballots, and draft standards, and maintenance of committee records and a committee roster,
- b) Direct committee activities for compliance with these procedures,
- c) Present standards approved by the Committee with supporting documentation for ANSI review and approval as American National Standards,
- d) Publish approved standards,
- e) Interpret standards with the consent of the ExSub in accordance with Section 9.5,
- f) Serve as a voting member of the ExSub, and
- g) Perform other administrative functions as required by these procedures.

4.5.4 The Chair shall have the following responsibilities in addition to the responsibilities listed above for the members of the Committee:

- a) Preside at all meetings of the Committee and
- b) Serve as the Chair of the ExSub.

4.5.5 In the temporary absence of the Chair, the Vice Chair shall perform the Chair's duties.

## **5. Meetings**

5.1 The Committee or ExSub shall meet, as requested by either the Chair, Secretariat, or by petition of at least one third of the Committee members, to conduct business, consider draft standards, and/or consider negative comments from any source.

### **5.2 Openness**

5.2.1 The Committee meetings shall be open to all committee members, observers and experts, as defined in the membership classification, and any public who may be directly and materially affected.

### **5.3 Meeting Notice**

5.3.1 Notices of all meetings shall be distributed to the members of the Committee by the Secretariat at least 3 weeks in advance of the meeting. Description of the meeting objectives, pertinent information, and agenda shall be distributed in advance of the meeting whenever possible.

### **5.4 Quorum**

5.4.1 Committee members, or their authorized representatives, representing at least 50 percent of the voting members shall constitute a quorum for the transaction

of business. If a quorum is not present, actions may be taken at a meeting but are not official until approved by a Committee letter ballot or at a subsequent meeting.

## 5.5 Meeting Rules

5.5.1 *Robert's Rules of Order* (Current Edition) shall govern the Committee and ExSub meetings in all cases, except where these rules are in conflict with the Committee operating procedures.

## 5.6 Proxy

5.6.1 A Committee member may delegate in writing an individual to serve as proxy, but no individual shall hold or exercise proxies for more than one member. The proxy shall be submitted to the Secretariat prior to the beginning of the meeting. A separate proxy shall be completed for each individual meeting.

## 6. Voting Requirements

6.1 Votes may be obtained by letter, fax, recorded votes at a meeting or electronic means. All members shall have the opportunity to vote. When recorded votes are taken at meetings, members who are absent shall be given the opportunity to vote before or after the meeting.

6.2 Addition of new Committee members and designation of their interest classification shall be approved by a majority vote of the ExSub.

6.3 Withdrawal of an existing standard shall require the approval of a majority of the Committee and a majority of returned votes, excluding abstentions.

6.4 A vote with approval by a majority of the Committee and at least 2/3 of returned votes, excluding abstentions, is required for the following:

- a) Approval of revisions of the Committee operating procedures,
- b) Approval of a new standard,
- c) Approval of revisions of an existing standard
- d) Approval of reaffirmation of an existing standard, and
- e) Non-persuasive ruling on unresolved negatives.

## 7. Ballots

7.1 The Committee ballots shall be issued by the Secretariat when authorized by the Chair, Secretariat, or the Committee.

7.2 For each ballot, a Committee member shall vote with one of the following options:

- a) Affirmative,
- b) Affirmative with comment,
- c) Negative (reasons or comments shall be required as part of the ballot), or
- d) Abstain (with or without comments).

7.3 The reason for a negative vote shall be provided to constitute a valid negative vote. Specific changes to the ballot, which would resolve the negative, shall be provided whenever possible.

## 7.4 Voting Period

7.4.1 The voting period for a letter ballots shall not be less than 30 days from the date of issue or as soon as all ballots are returned, whichever occurs first. An extension may be granted at the Chair's discretion when warranted.

7.4.2 A follow-up e-mail shall be distributed by the Secretariat to the committee voting members whose votes have not been received, requesting return of the ballot at least 7 calendar days prior to the ballot closes.

## 7.5 Consideration of Views and Objections

7.5.1 Upon the closure of a ballot, the Secretariat shall forward the ballot tally to the ExSub. The ExSub shall review all comments and recommend resolutions to the Committee by either correspondence or meeting.

7.5.2 Written objections and comments of a ballot and comments received from the formal public review of the document in ANSI's *Standards Action* shall be considered expeditiously with a concerted effort to address them by the Committee. Each unresolved objector shall be advised in writing (including electronic communications) of the disposition of the objection and the reasons thereof. If resolution is not achieved, each such objector shall be informed in writing that an appeals process exists within procedures used by APA. In addition, each objection resulting from public review or submitted by a member of the consensus body, and which is not resolved will be reported to ANSI.

7.5.3 Each unresolved objection and attempt at resolution, and any substantive change made in a proposed standard shall be reported to the Committee through a recirculation ballot for a period of at least 7 calendar days in order to afford all members an opportunity to respond, reaffirm, or change their vote. A substantive change is one that directly and materially affects the use of the standard. Examples of substantive changes are below:

- "shall" to "should" or "should" to "shall";
- addition, deletion or revision of requirements, regardless of the number of changes;
- addition of mandatory compliance with referenced standards.

When this process is completed in accordance with these procedures, the Secretariat may consider any comments received subsequent to the closing of the public review and comment period, or shall consider them in the same manner as a new proposal. Timely comments that are not related to the proposal under consideration shall be documented and considered in the same manner as submittal of a new proposal. The submitter of the comments shall be so notified.

7.5.4 Any substantive change shall be listed again in ANSI's *Standards Action* for public review.

7.6 Editorial and non-substantive changes (see definition of substantive changes in Section 7.5.3) shall not be required to be balloted.

7.7 Any comments received after the closure of a ballot shall be considered in the same manner as a new proposal during the next revision cycle of the standard.

## **8. Standard Submittal**

8.1 The Secretariat shall report the final result of a standard development to the Committee upon completion of a new standard development, and revision, reaffirmation, or withdrawal of an existing standard.

8.2 Upon completion of the ballot, disposition of views and objections, and appeals if any, the proposed Standard shall be submitted to the ANSI Board of Standards Review in accordance with ANSI Procedures.

## **9. Standard Actions**

### **9.1 Notification of Standards Development and Coordination**

9.1.1 APA may initiate a project to develop an APA consensus standard intended as an American National Standard or to revise an existing APA consensus standard under the direction of its Board of Trustees, Technical Advisory Committee, or Management.

9.1.2 At the initiation of the project, notification shall be transmitted to ANSI using the Project Initiation Notification System (PINS) form or its equivalent for listing in *Standards Action*. Comments received in connection with a PINS announcement shall be handled in accordance with 2.5 of the current ANSI *Essential Requirements: Due Process Requirements for American National Standards*.

9.1.3 The proposal for a new APA consensus standard, or revision, reaffirmation or withdrawal of an existing APA consensus standard shall be transmitted to ANSI, using the BSR-8 form or its equivalent, for listing in ANSI's Standards Action for public comment. The public comment period shall be in accordance with Section 2.5.2 of the current ANSI *Essential Requirements: Due Process Requirements for American National Standards*. This listing may occur in concurrent with final balloting of the standard. The committee shall address the ballot comment made by the committee members and public comment in accordance with Section 7.5 of this document.

9.1.4 APA may decide to abandon the processing of a proposed new or revised American National Standard or portion thereof at its own discretion and without a vote of the relevant consensus body. In this case, APA will notify ANSI immediately of such actions which will be announced in *Standards Action* in accordance with Section 4.2.1.3.3 of the current ANSI *Essential Requirements: Due Process Requirements for American National Standards*.

### **9.2 Standard Review**

9.2.1 APA consensus standards shall be reviewed by the Committee on a regular basis with intent to complete the review of the whole standard within five years from the date of original approval, or the last revision or reaffirmation of the standard.

### **9.3 Standard Revision**

9.3.1 Proposals for revisions to an APA consensus standard can be made at any time by those affected by the standard and shall be considered by the Committee as part of the standard review process.

9.3.2 A proposed revision to a standard shall be forwarded to the Secretariat and shall state clearly the affected sections of the standard.

9.3.3 The Secretariat shall compile and transmit all proposed changes to the Committee expeditiously for actions.

9.3.4 Editorial revisions shall be permitted without balloting at any time by the Secretariat.

#### 9.4 Communication

9.4.1 Inquiries pertinent to the standard development or committee activities shall be directed to the Secretariat. All responses to inquiries shall be made through the Secretariat in writing.

#### 9.5 Interpretations Policy

9.5.1 Requests for interpretation of the standard developed and maintained by APA shall be directed to the Secretariat in writing.

9.5.2 Official interpretations of the consensus standards developed and maintained by APA shall be circulated to ExSub for input within 2 weeks of the receipt of the request in writing. Based on the input from the ExSub, the Secretariat shall prepare written responses to the requester with the consent of the ExSub within 45 days of the receipt of the written request. The written interpretation shall be made available to the public through posting on the APA web site at [www.apawood.org](http://www.apawood.org).

#### 9.6 Record Retention Policy

9.6.1 The ANSI Evidence of Compliance, as shown in Sections 3.4 and 3.4.1(1) of the Requirements, shall apply to the standards developed and maintained by APA. Records of withdrawn standards shall be retained for a minimum of 5 years from date of withdrawal. Records of new, revised, or reaffirmed standards shall be retained for one complete standards cycle, or until the standard is revised.

#### 9.7 Metric Policy

9.7.1 International System of Units (SI) is the preferred units of measurement for the consensus standards developed and maintained by APA. For product-based standards developed and maintained by APA, English units (lbf-in.) may be used with metric equivalent in parentheses.

#### 9.8 Patent Policy

9.8.1 The current ANSI Patent Policy, as shown in Section 3.1 of the Requirements, shall apply to the standards developed and maintained by APA.

#### 9.9 Commercial Terms and Conditions

9.9.1 The current ANSI Commercial Terms and Conditions, as shown in Section 3.2 of the Requirements, shall apply to the standards developed and maintained by APA.

#### 9.10 Antitrust Policy

9.10.1 The current ANSI Antitrust Policy, as shown in Section 3.3 of the Requirements, shall apply to the standards developed and maintained by APA.

### **10. Appeals**

#### 10.1 Right to Appeal



10.1.1 Persons who have directly and materially affected interests and who have been or will be adversely affected by any procedural action or inaction by APA with regard to the development of a proposed APA consensus standard or the revision, reaffirmation, or withdrawal of an existing APA consensus standard, have the right to appeal.

## 10.2 Filing of Complaints

10.2.1 Any complaints shall be filed in writing with the Secretariat within 10 calendar days after the date of notification of action or at any time with respect to inaction. The complaint shall state the nature of the objection(s), including any adverse effects, the referenced section(s) of these procedures or the standard that is at issue, actions or inactions that are at issue, and the specific remedial action(s) that would address the concerns. Previous efforts to resolve the objection(s) and the outcome of each shall be noted.

10.2.2 A fee of \$500 for a procedural appeal shall be submitted to the Secretariat to cover administrative expenses. Request for a fee waiver or fee reduction shall be directed to the Secretariat and determined by the ExSub.

## 10.3 Response

10.3.1 Within 30 days after receipt of the complaint, the Secretariat shall respond in writing to the appellant addressing each allegation stated in the complaint and the follow-up actions.

## 10.4 Hearing

10.4.1 If the appellant and the Secretariat are unable to settle the complaints through correspondences, the Secretariat shall schedule a hearing with the Board of Appeals on a date agreeable to both parties, giving a minimum of 2 weeks in advanced notice. Efforts shall be made by all parties involved to resolve the complaints within a reasonable time limit.

## 10.5 Board of Appeals

10.5.1 The Board of Appeals shall consist of 3 individuals who have not been directly involved in the matter in dispute and will not be materially or directly affected by any decision made or to be made in the dispute. At least 2 of the 3 members shall be acceptable to the appellant and at least 2 of the 3 members shall be acceptable to the Secretariat.

## 10.6 Conduct of Hearing

10.6.1 The hearing shall be conducted based on the *Robert's Rules of Order* (latest edition) in a face-to-face meeting or a teleconference, at the discretion of the Secretariat. The appellant has the burden of demonstrating adverse effects, improper actions or inactions, and the efficacy of the requested remedial action. The Secretariat has the burden of demonstrating that the Committee and the Secretariat actions were in compliance with these procedures and that the requested remedial action would be ineffective or detrimental. Other pertinent arguments may be used.

## 10.7 Ruling

10.7.1 The Board of Appeals shall make its ruling in writing and the Secretariat shall provide a copy of the ruling to the appellant within 30 days of the hearing, stating findings of fact and conclusions with reasons. The ruling may consider the following positions, among others:

- a) Finding for the appellant, remanding the action to the Committee or the Secretariat with a specific statement of the issues and facts concerning which fair and equitable action was not taken,
- b) Finding for the Committee, with a specific statement of the facts that demonstrate fair and equitable treatment of the appellant and the appellant's objections, or
- c) Finding that new, substantive evidence has been introduced, and remanding the entire action to the Committee or the Secretariat for appropriate reconsideration.

#### 10.8 Actions As a Result of Ruling

10.8.1 When the ruling is for the appellant (10.7.1(a)), the proposed standard shall be rebaloted to address the objection(s) raised by the appellant. The fees for appeal given in Section 10.2.2 of this document shall be refunded to the appellant.

10.8.2 When the ruling is for the Committee (10.7.1(b)), no further actions by the Committee are required.

10.8.3 When the ruling is for appropriate reconsideration (10.7.1(c)), the Committee shall review the new, substantive evidence, and determine and document appropriate actions, such as rebalot of the proposed standard when deemed appropriate by the Committee.

### 11. Amendments

11.1 Amendments to this document may be proposed by any Committee member or by the ExSub, provided that they do not conflict with the Requirements. A ballot shall be authorized by approval of 2/3 of the members in attendance at a Committee meeting. Editorial revisions to coincide with Requirements may be made by the Secretariat without balloting. The editorially revised procedures shall then be distributed to all members.

11.2 If an amendment is approved by the Committee, all disapprovals and comments shall be evaluated by the ExSub. If deemed acceptable, appropriate changes shall be made. When substantive changes are made, the amendments shall be rebaloted by the Committee. After the amendments have been approved by the Committee, the amended procedures shall be distributed to all Committee members.