



# **Rules of Operation of the Technical Activities Committee**

10<sup>th</sup> Edition

Approved by the Technical Activities Committee  
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Approved by the Board of Directors  
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## Foreword

The rules set forth in this document govern the organization and operation of the Technical Activities Committee (TAC), the technical committees reporting to TAC, and their subcommittees related to the development, approval, revision, reaffirmation, and withdrawal of American National Standards for the American Welding Society.

The foreword, commentary and user notes of AWS standards are not considered to be part of the standard and are not required to be balloted. These sections will be identified in the standard as required by the ANSI Essential Requirements.

The following is a summary of the changes between this edition (10<sup>th</sup> Edition), including any amendments, and the previous edition (9<sup>th</sup> Edition).

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## **RULES OF OPERATION OF THE TECHNICAL ACTIVITIES COMMITTEE**

The rules set forth herein govern the organization and operation of the Technical Activities Committee (TAC), the technical committees reporting to TAC, and their subcommittees. These Rules of Operation have been approved by the Board of Directors. In the absence of specific language, the ANSI Essential Requirements apply.

### **1. Authorization.**

The Technical Activities Committee is authorized as a standing committee under Article VII, Section 1, of the *Bylaws of the American Welding Society (AWS)*. TAC reports to Standards Council.

### **2. General Requirements, Normative References, and Terms and Definitions.**

#### **2.1 General Requirements.**

**2.1.1 Membership.** The TAC shall consist of those individuals who meet the requirements in Clause 3 of these rules and *AWS Membership and Duties Statement for the Technical Activities Committee*. Duties of members are prescribed in *AWS Membership and Duties Statement for the Technical Activities Committee*.

#### **2.1.2 Activities.**

**2.1.2.1** The activities of a technical committee shall be in line with those presented in that technical committee's scope, as approved by TAC. A technical committee may alter its scope with the approval of TAC.

**2.1.2.2** The activities of a subcommittee shall be approved by the relevant technical committee, except as otherwise provided in these rules.

**2.1.2.3** The activities of a task group shall be approved by the relevant committee Chair, except as otherwise provided in these rules.

#### **2.2 Normative References.**

The following documents contain provisions which, through reference in this text, constitute mandatory provisions of this AWS document. For undated references, the latest edition of the referenced standard shall apply. For dated references, subsequent amendments to, or revisions of, any of these publications do not apply.

*ANSI Essential Requirements: Due Process Requirements for American National Standards*  
*AWS TSD 1.1, Specification for the Preparation of American Welding Society Standards*  
*AWS SM, Style Manual for AWS Published Standards*  
*AWS Board of Directors' Policy Manual*  
*AWS Board of Directors' Rules of the American Welding Society*  
*AWS Membership and Duties Statement for the Technical Activities Committee*  
*AWS Code of Conduct for Members of AWS Technical Committees*  
*AWS Antitrust Policy*

**2.3 Terms and Definitions.** For the purposes of this document, the following definitions apply:

**active standard.** The latest published edition of a standard.

**addendum.** An addition or supplement to a published standard or portions thereof required before the complete revision and publication of the next edition of the standard.

**amendment.** The correction of an error in substantive content in a published standard that had been inadvertently approved by the required approval procedures.

**committee.** A generic term whose scope may include technical committees, subcommittees, and task groups.

**consensus.** The achievement of substantial agreement by the members of a group on issues put before or considered by the group. Consensus signifies the concurrence of at least a simple majority, but not necessarily unanimity. Consensus requires that all views and objections be considered and that an effort be made toward their resolution.

**consensus body.** The group that approves the content of a standard and whose vote demonstrates evidence of consensus. For AWS, the consensus body is defined as the technical committee that has the assigned responsibility for the preparation and approval of a standard.

**editorial, *adj.*** Involving matters that are not substantive. See **substantive**.

**editorial change.** A change to a standard not affecting its meaning, intent, or use. See also **substantive change**. Examples include:

- (1) Change in sentence structure or vocabulary having no effect on the meaning of a provision;
- (2) Changing term(s) to standard AWS terminology per AWS A3.0M/A3.0 with no change in the meaning of a provision;
- (3) Moving text material to a table, or vice versa;
- (4) Adding a reference directing the standard user to a related provision within the same document or already referenced document under *Normative References*;
- (5) Correcting a typographical error; and
- (6) Relocating a provision in which the meaning or applicability is unchanged.

**errata.** A list of corrections to errors introduced during the typesetting process, after a standard has been approved by the balloting process. Errors in a standards' technical content that were included in the revision process, but were not discovered until after being approved by the balloting process cannot be corrected by issuing errata.

**ex-officio.** Membership status by virtue of one's office on another committee.

**inactive standard.** A standard that has been superseded by a later edition but must still be accessible for archive or historical reference.

**new vote or ballot.** A vote or ballot that starts or restarts the consensus balloting/voting process such that prior votes and comments do not count. All votes/ballots are *new votes or ballots* by default, unless explicitly stated otherwise (e.g.: This ballot is a recirculation).

**proxy.** A representative assigned by a voting member of a committee to vote in the member's stead.

**recirculation vote or ballot.** Recirculation votes or ballots are used when a proposal has satisfied the consensus and quorum criteria in 4.8.2, but there is a need to report unresolved objections (4.8.1.7), or substantive changes are made in response to comments or disapproval votes.

**resolved public review objection.** A comment submitted during public review where the commenter accepts the proposed resolution of their comment.

**resolved technical committee objection.** A negative vote submitted by a committee member where the negative voter agrees, in writing, to change their vote or the vote is superseded by an affirmative or abstain vote by the committee member.

**subcommittee.** A committee reporting to a technical committee.

**substantive, *adj.*** Involving matters addressed in a standard that directly and materially affect the use of that standard.

**substantive change.** A change to a standard affecting its meaning, intent, or use. Examples include:

- (1) Changing the term “shall” to “should” and vice versa;
- (2) Adding, deleting, or revising requirements, regardless of the extent of these changes;
- (3) Adding or deleting mandatory compliance with referenced standard(s);
- (4) Changes made to correct the technical meaning in a document, in order to reflect the committee's original intent;
- (5) A change from “less than” to “equal to or less than.”

**task group.** A group organized by a committee Chair to perform a specific assignment for the committee.

**technical committee.** A committee reporting directly to the Technical Activities Committee. Synonymous with the term “main committee.” Technical committees may or may not have subcommittees and task groups reporting to them.

**unresolved public review objection.** A comment submitted during public review where the commenter's comments have not been satisfied and/or withdrawn after having been addressed.

**unresolved technical committee objection.** A negative vote submitted by a committee member that has not been superseded by an affirmative or abstain vote by the committee member or

withdrawn by the committee member.

**withdrawn standard.** A standard that has been officially removed from publication and will not be revised. It may still have to be accessible for archival or historic purposes but shall not be cited in new AWS standards or publications.

### **3. Personnel.**

#### **3.1 Committee.**

**3.1.1 Size.** A committee shall be large enough to represent all directly and materially affected interests, yet small enough to provide an effective working group.

#### **3.1.2 Application Process.**

**3.1.2.1 Requirements.** The members of a committee shall be selected on the basis of their experience in the field (technical, commercial, industrial, or other), their willingness to participate in the work of the committee, and their ability to devote sufficient time and other necessary resources to the prompt execution of the work.

**3.1.2.2 Application.** Prospective members shall submit a completed application form stating their qualifications, their desire to serve, and that they have the support and resources necessary to carry out their committee obligations. A written acknowledgement shall be sent to the applicant and the chair shall be notified.

By default, the prospective member will be considered an applicant upon receipt of a completed application. While applicant status does not guarantee future voting membership on the committee, barriers to entry or gatekeeping of applicant status is not consistent with AWS expectations or ANSI's essential requirements.

The applicant's contact information shall be entered into the AWS database for the committee(s) or subcommittee(s) membership to which the individual is applying. The applicant's status shall be listed as "Applicant" until approval of membership is completed (see 3.1.5.3). The applicant shall receive committee correspondence and be invited to participate in committee activities, such as committee meetings, commenting on ballots, and contributing to discussions. Should the applicant fail to attend two consecutive meetings, the applicant will be contacted and informed that they may be removed as an applicant.

Applicants agree that they will abide by the AWS Rules of Operation of the Technical Activities Committee and all other AWS rules and policies.

**3.1.3 Duties.** The duties of each member of a committee are to:

- (1) Give thorough consideration to each subject requiring committee action and to vote when called upon to do so;
- (2) Provide technical input for publications;
- (3) Assist with the preparation of material for publication;
- (4) Provide advice on personnel for membership on the committee; and



- (5) Assist generally in carrying out the work of the committee by attending meetings, replying to correspondence, and communicating with other members, as required.

Failure to carry out these duties may result in discharge from the committee (See 3.1.7.3 through 3.1.7.6).

**3.1.4** Members shall be selected on the basis of their individual qualifications, rather than their affiliation with any particular company or organization, and in accordance to the requirements of 3.1.5.

**3.1.5 Balance and Membership Approval Process.** Technical committees that develop standards shall be balanced according to the *ANSI Essential Requirements*.

Subcommittees need not be balanced, but they are encouraged to obtain members who represent all directly and materially affected interests. In the absence of a complaint contending that the members of a single category of interest have acted to exclude fair consideration of viewpoints other than their own, no test for dominance is required.

Certain Standing Committees which produce American National Standards (ANS), such as the Safety & Health and Qualification & Certification Committees, may impose membership balance limits. The most updated information on these limits can be found in the AWS Membership and Duties Statements of Standing Committees and Council of Directors. This document is available on the AWS website.

**3.1.5.1 Balance.** For safety-related standards, the membership of each technical committee shall be such that no single interest category constitutes more than one-third of the membership of a consensus body. For non-safety related standards, the membership of each technical committee shall be such that no single interest category constitutes a majority of the membership of a consensus body. In the absence of a complaint contending that the members of a single category of interest have acted to exclude fair consideration of viewpoints other than their own, no test for dominance is required.

**3.1.5.2 Categories of Interest.** The categories of interest are described below. Each Committee shall use the categories listed as mandatory, and may use the categories listed as optional. The technical committee Chair, with approval from TAC, shall assign the categories that shall be used within their Technical Committee. The technical Committee chair shall assign the categories of interest for members in those cases in which the proper category is not readily apparent.

Mandatory:

- (1) *Producers.* Those directly concerned with the production of any product or service specified in the standard.
- (2) *Users.* Those directly concerned with the use of any product or service specified in the standard.
- (3) *General Interest.* Those whose interests do not align with other interest categories.

Optional:

(5) *Educators*. Those primarily involved in the technical education of individuals.

(6) *Distributors*. Those primarily involved in the distribution of any product or service specified in the standard.

### **3.1.5.3 Committee Membership.**

To ensure a breadth of viewpoints, each committee may limit the number of participants from any single company, industry, association, or other group, where the AWS commitment to producing industry consensus standards could be questioned. A technical committee may, with the approval of TAC, choose to have its membership made up of specific groups, such as subcommittee chairs, former committee chairs, or executive committee members. If doing so results in a committee that risks violating balance, the members of that committee should encourage persons from other categories to apply and some participation requirements may be waived for those applicants. Any general committee decision, policy, or rule affecting the orderly transition of applicants to full membership shall be documented and accessible to all members.

#### (1) Applicants

Applicants may be required to participate in a minimum number of committee meetings, ballots or task groups prior to committee appointment. New technical committee members shall be nominated by a majority vote of that technical committee or by its chair, and membership status granted by a majority vote of the voting members of TAC. Voting rights are granted to a new technical committee member upon TAC approval. New members of a technical committee, upon approval, shall be notified of their appointment by the secretary of the committee.

#### (2) Subcommittee Membership

New members of a subcommittee shall be appointed by the Chair of that subcommittee and approved by the relevant technical committee Chair. The appointment of more than one member from any given company or organization is not specifically prohibited, but such appointments shall be kept to a minimum, and the ramifications of each shall be thoroughly considered before the appointment is made.

#### (3) Evaluations

The secretary shall provide to the Chair(s) an activity log for members and applicants. This shall be done on a regular basis of one, three, or five years, depending on the activity of the Committee or Subcommittee, and shall include at least the last five years of activity. Any member who has not demonstrated active participation may be moved to applicant status by agreement of the Chair(s) and Staff. At the next meeting or by ballot prior to the next meeting, the list of applicants will be reviewed by the technical committee. The committee Chair shall determine if each applicant will be retained on the applicant list, removed from the applicant list, or nominated for full committee membership. If voted, these votes will be reviewed by the Chair(s) and Staff to determine if they risk violation of balance, openness or fairness. If a voted action is overturned by the Chairs or Staff, the reasons must be communicated to the committee and another vote taken. If the results of the second vote are the same as the first, the matter will be referred to the Director of Standards Development for consultation and disposition. Removed applicants may reapply at any time.

**3.1.5.4 Advisors.** An Advisor is someone whose input would be valuable to the committee but does not serve as a full voting member of the committee. Advisors shall be appointed to or removed

from the technical committee directly by the technical committee Chair. Advisors shall be appointed to or removed from subcommittees directly by the subcommittee Chair.

Advisors are encouraged to participate in committee activities, including casting votes on ballots. Advisors shall not be counted toward quorum when determining committee balance, and their votes shall not be counted in the formal tally of the consensus body. The appointment of advisors should be restricted to those infrequent cases where continuity of committee activity or the special qualifications of some particular individuals are needed, and membership for that individual is not possible because of the requirements for committee size, balance, or attendance, as set forth in 3.1.1, 3.1.5, or 3.1.7, respectively.

**3.1.5.5 Voting Status.** Once appointed, members may participate in the committee's activities, but they do not have a vote until they are approved, as set forth in 3.1.5.2 and 3.1.5.3. The voting status of members during a meeting is established by the committee roster at the time the meeting is called to order. Changes approved during the meeting to committee membership by the removal of a technical committee member shall not go into effect until the provisions of 3.1.7.3 are met. Changes approved during the meeting to committee membership by the change of status to advisor or the removal of a subcommittee member shall not go into effect until the provisions of 3.1.7.4 are met and shall not go in effect until the conclusion of the meeting.

**3.1.6 Proxies and Alternates.** Proxies and alternates may be appointed to TAC and committees, as described in 3.1.6.1 and 3.1.6.2, to permit TAC and the committees to function during the absence of any of its members. No individual may act as a proxy or alternate for more than one person. AWS staff may not act as a proxy or alternate because of potential conflicts of interests. The position of a proxy or alternate is not restricted to members of the committee but may be anyone the member chooses provided the criteria of 3.1.6.1 or 3.1.6.2 are met, as appropriate.

**3.1.6.1 Proxy.** A proxy is a person selected by a member of the committee to attend a meeting in place of that member to observe the transactions and express the member's views. The proxy shall be acceptable to the Chair of the committee. The Chair of the meeting shall be notified in advance of the meeting that the proxy will be attending. The Chair shall confirm the assignment of proxy. A proxy shall not be appointed at the meeting, except under unusual circumstances that would preclude appointment before the meeting (e.g., the member does not know which members will be in attendance) and only if the member makes a request to the Secretary requesting the Chair appoint a proxy on their behalf. If this request was verbal, it must be confirmed by email or other written record prior to issuance of the minutes of the meeting. A proxy may vote at the meeting but may not cast a vote on another type of ballot.

**3.1.6.2 Alternates.** An alternate is a person selected by a member of the committee to attend meetings and to act for the member during the member's extended absence. Such selections shall be communicated to the Chair of the committee in writing and shall be subject to acceptance by that Chair. Alternates selected to serve on TAC shall be approved by the TAC Chair; Standards Council shall be informed of the appointment. An alternate shall have all of the duties and privileges of the member during the period of service in that capacity. Such service shall automatically terminate on the:

- (1) Request of the member,
- (2) Return of the member from the absence, or
- (3) Termination of the member's membership.

**3.1.7 Activity.** For each meeting of TAC, committees, and subcommittees, the relevant secretary shall prepare a tally of the activity of each member and advisor with respect to meeting attendance and response to ballots during the preceding 24 months. The tally shall also include the activity of alternates and proxies. Any voting member or advisor who meets any of the following conditions shall be advised that they have not met the expected level of participation and a change in membership status is under consideration:

- (1) Personally attended (not represented by proxy) less than 25% of the meetings during the previous two years;
- (2) Attended or have been represented by an alternate or proxy at less than 50% of the meetings during the previous two years;
- (3) Responded to fewer than 75% of ballots over the past two years.

Only the period of time where a member has voting or advisory status on the committee shall be taken into consideration when determining participation. The chair shall take into consideration percentages that may be skewed due to factors such as few ballots being issued or few meetings being held.

**3.1.7.1 Change in Status.** When the activity tally (see 3.1.7) documents the inactivity of a member, the Chair or Secretary shall advise the member of their failure to meet participation expectations. The Chair may also:

- (1) Change that member's status to advisor,
- (2) Initiate proceedings to discharge that member from the committee, or
- (3) Delay action until a future date or indefinitely.

**3.1.7.2** Approval of the Executive Subcommittee of TAC (see 4.2.1) is required to release any technical committee member. (See 3.1.7.5 for exception, if technical committee Chair).

**3.1.7.3** Committee advisors who have not met the participation requirements of 3.1.7 may be released at the discretion of the Chair.

**3.1.7.4** When committee members and advisors are released, they shall be notified by the Chair or the Secretary of the committee, as the Chair elects.

**3.1.7.5** Only the president of the Society may release a member of TAC and may do so only with the approval of the Board of Directors.

**3.1.7.6** A subcommittee member or advisor may be discharged by the Chair of the subcommittee with the approval of the technical committee Chair.

**3.1.8 TAC At-Large members.** A total of six at-large members shall be appointed to TAC for a three-year term. Annually the TAC Chair shall appoint two at-large members, plus any required to fill at-large member vacancies, with majority concurrence of the TAC Chair and Vice Chairs. At-large members are eligible to serve a maximum of two consecutive terms.

**3.1.8.1** A candidate's technical committee activity record and professional qualifications shall be considered in making the appointment.

**3.1.8.2** Individuals with a desire to communicate their interest in being considered as an at-large member candidate shall contact the TAC Secretary and/or Chair to express their interest and share their qualifications (e.g., resume or CV).

**3.1.9 Ex-Officios.** Ex-officio positions are assigned to committees by the committee chair or are required by membership and duties statements or these TAC Rules of Operation. Ex-officios have the same rights as Advisors, do not count in quorum or balance requirements, are not required to attend meetings, respond to correspondence, or participate in committee activity. Their name will not appear in the published standards. Ex-officios do not have voting rights. Ex-officio roster positions should be updated annually to reflect the current individual in that position or role.

**3.1.10 Corresponding Members.** Corresponding members may be added to committee rosters in order to keep certain individuals informed of the committee's activities. The corresponding member is not required to attend meetings, respond to correspondence, or participate in committee activity. The corresponding member's name will not appear in the published standards. The corresponding member does not have voting rights.

A corresponding member may be added to or removed from a committee by the technical committee Chair. A corresponding member may be added to or removed from a subcommittee by the subcommittee Chair with agreement of the technical committee Chair.

### **3.2 Officers.**

**3.2.1** TAC and each technical committee shall have a Chair and should have at least a first and a second vice chair elected from among its members to a three-year term. Each subcommittee shall have a Chair appointed by the relevant technical committee Chair. All officers of TAC, technical committees, and subcommittees shall be members of AWS. Vice chairs shall indicate their willingness to accept the position of Chair should that position become vacant during their term. Officers of TAC shall not be eligible to serve more than one full term in the same office, unless an exception is made for them by Standards Council on the recommendation of TAC. Officers of technical committees shall not be eligible to serve more than (a) two full consecutive terms in the same office, (b) or a total of four full terms in the same office; unless an exception is made for them by TAC on the recommendation of the relevant technical committee.

**3.2.2** In accordance with 3.1.7, 3.2.1, and 3.3.2 (3) (b), TAC shall replace any Chair of a committee who becomes inactive or who otherwise fails to carry out the duties of the office. Justification for removal shall be brought before TAC in writing by the individual(s) concerned with the performance of the Chair. Such justification (e.g., time, place, event, etc.) shall be properly documented to permit TAC to make a rational conclusion about the Chair's non-performance of duties.

**3.2.3** TAC and the technical committees shall hold elections for their officers. The election of technical committee officers shall be such that the officers of approximately one-third of the technical committees are elected each year.

**3.2.3.1** Before February 1 of the year in which the Chair's term of office expires (December 31st), the Chair of TAC and the Chair of each affected technical committee shall arrange for an election

of officers to serve for the ensuing three years by appointing a nominating committee. The nominating committee shall solicit potential candidates from the committee membership. The nominating committee shall recommend a list of candidates to be considered for nomination, appointment, or election, after having first ascertained that the candidates:

- (1) Agree to serve,
- (2) Are members of AWS, and
- (3) Have the resources necessary to perform as officers.

**3.2.3.2** A member of the nominating committee shall not be nominated for any office while still serving as a member of the nominating committee.

**3.2.3.3** In selecting the nominees for officers, factors to be considered are the following:

- (1) Leadership ability,
- (2) Willingness and ability to serve, and
- (3) Prior committee experience and activity level.

The chair and vice chairs of committees who are serving their first term in office shall be considered for renomination to a consecutive term. When a Chair of a committee is in the second term, the vice chairs shall be considered for advancement, although neither nomination for a second term nor advancement shall be automatic.

**3.2.3.4** Nominations for TAC officers shall be presented to the Chair of TAC by April 1 and to the membership of TAC for balloting no later than May 1. Election shall be by majority of the votes cast. Elections shall be conducted through letter ballot and votes shall be kept confidential. The names of all newly elected TAC officers shall be submitted to the AWS president for appointment after the completion of the election.

**3.2.3.5** The nominations for technical committee officers shall be presented to the Chair of the committee by no later than April 1 and to the committee membership for balloting by no later than May 1. Election shall be by majority of the votes cast. Elections shall be conducted through letter ballot and votes shall be kept confidential. By July 1, the results of the election shall be passed to the Secretary of TAC for approval by TAC at its next meeting. Upon approval by TAC, the Secretary of TAC shall forward the names of the new chairs of the technical committees to the AWS president for appointment to TAC.

**3.2.3.6** If any technical committee fails to meet these requirements, TAC shall appoint the new officers for that technical committee at its meeting.

### **3.3 Duties of Officers.**

**3.3.1** The duties of the Chair, as the executive officer of a technical committee, are the following:

- (1) Conduct the activities of the technical committee within its scope, following closely the schedule and actions of the subcommittees and task groups, to assure timely progress of the technical committee's business.

- (2) Determine the extent to which the activities of the technical committee shall be carried out at meetings (as opposed to correspondence), schedule and call meetings, and plan the agendas.
- (3) Officiate at the meetings and communicate all rules, policies, and related matters to the members of the technical committee.
- (4) Keep the Vice Chairs and the Secretary informed, by means of copies of correspondence, of the activities of the technical committee.
- (5) Ensure that the documents of the technical committee are technically correct, well written, and prepared according to these rules.
- (6) Withdraw from the approval process and remand to its subcommittee any document produced by a subcommittee of the Chair's technical committee that is found to contain a significant error or discrepancy that cannot be readily resolved, regardless of its stage in the approval cycle.
- (7) Appoint the chairs of subcommittees reporting to the technical committee and approve the appointment of new subcommittee members elected in accordance with 3.1.5.3.
- (8) Approve the discharge of members, advisors, and corresponding members (including officers) of subcommittees in accordance with 3.1.5.3, 3.1.7.1 through 3.1.7.3, and 3.1.10.
- (9) Keep abreast of the activities of other committees and establish liaison with them and with other organizations to (a) ensure coordination and avoid duplication of effort, and (b) avoid technical contradictions in AWS publications within the scope of the committee's work.
- (10) Serve as an ex-officio or advisor member of all subcommittees under the Chair's technical committee. In so doing, the Chair shall not be counted in establishing a quorum of the subcommittee, nor shall the Chair vote, unless the Chair is a voting member of the subcommittee.
- (11) Serve as a member of TAC, in which case the Chair has a responsibility for the overall technical affairs of AWS. The Chair shall participate in the activities of TAC and shall keep it informed on matters relating to the work of the Chair's technical committee. In work with both TAC and the Chair's technical committee, the Chair shall elicit - even demand - a high level of professionalism in all documents that are published. TAC members who are chairs of multiple technical committees shall hold only one vote as a TAC member.
- (12) Submit to TAC a report of the activities of the Chair's committee as requested by the Chair of TAC (see 5.1).

### **3.3.2** The duties of the Vice Chairs are as follows:

- (1) Carry out the duties assigned to them by the Chair; and
- (2) Keep the Chair and the Secretary fully informed of their activities by copies of their correspondence.

(3) The first Vice Chair shall:

- (a) Carry out the duties of the Chair, should the Chair become temporarily incapacitated, and relinquish those duties when the Chair returns.
- (b) Be prepared to assume the position of Chair, should the Chair become unable to complete the term of office.

### **3.4 Secretary.**

**3.4.1** The secretary of a committee is both a member and officer and shall be selected from either the AWS Staff (by the Secretary of TAC) or from the membership of the committee (by the Chair of the committee). Secretaries appointed from AWS Staff shall not vote and shall not be included in counting a quorum or determining the balance of the technical committee. An AWS staff appointed secretary is both a member and officer of the committee but is unique in that he or she is expected to be impartial and therefore not allowed to vote.

**3.4.2** The duties of the Secretary, whether from AWS Staff or committee membership, shall be to (1) keep the minutes of meetings, (2) act as parliamentarian if requested by the Chair of the committee, and (3) maintain the official files of the committee.

**3.4.3** If selected from the AWS Staff, the Secretary shall have the following additional duties:

- (1) Assist the committee, in all ways possible, to meet its defined objectives;
- (2) Advise the committee regarding adherence to rules and policies applicable to the committee;
- (3) Serve as liaison with other AWS committees, AWS business units, and other organizations to assure coordination of efforts;
- (4) Handle all committee correspondence, answering or acknowledging receipt of all correspondence, as appropriate;
- (5) Provide related services, such as editing, word processing, duplication, and distribution of meeting minutes, committee reports, and drafts of committee prepared documents;
- (6) Prepare, distribute, record, and maintain records of all committee ballots;
- (7) Process all formal inquiries and requests for interpretations, directing them to the proper source for development of a response, and sending the formal response to the inquirer; and
- (8) Make arrangements for meeting locations and whatever other facilities are required.

**3.4.4 Secretary of TAC.** Applicable duties noted in 3.4.2 and 3.4.3 shall apply to the Secretary of TAC. Also, it shall be the Secretary's duties to maintain current the following documents and make these documents available to all TAC and committee members:

- (1) AWS TACRO, *Rules of Operation of the Technical Activities Committee*; and



(2) AWS TSD1.1, *Specification for the Preparation of American Welding Society Standards*.

The Secretary of TAC shall be responsible for all the approvals in 8.3 and the submission to TAC of any revisions required as a result of changes to *ANSI Essential Requirements: Due Process Requirements for American National Standards*.

**4. Operation.** Technical committees shall actively pursue their objectives. In so doing, they shall hold periodic meetings, and they may establish subcommittees (including executive subcommittees) and develop their own rules of operation. Rules adopted by technical committees shall not conflict with AWS TACRO and are subject to approval by TAC.

#### **4.1 Meetings.**

**4.1.1** TAC shall hold a minimum of two meetings each year. The time and place shall be deemed suitable by the majority of the members of TAC.

**4.1.2** The Chair of a committee shall schedule and call the meetings of the committee. The frequency of the meetings shall be determined by the workload of the committee and the method by which the committee operates. The Chair shall be required to call a meeting upon the written request of five members or two-thirds of the membership of the committee, whichever is smaller.

**4.1.3** All committee meetings involving preparation of the technical provisions of AWS publications shall be open meetings, and attendance by any interested party shall be welcomed. Such guests shall not have the right to vote, however; nor shall they, except by specific permission of the Chair of the committee, be entitled to receive copies of the minutes of the meetings. It shall be permissible for executive subcommittees to hold closed meetings when technical matters relating to the development of standards are not discussed.

**4.1.4** An AWS staff member should be present and serve as secretary at all meetings involving the preparation of AWS standards. However, when circumstances do not permit this, the committee Chair shall assign a member to serve as acting secretary for the meeting. The acting secretary shall have the same responsibilities for that meeting as the official staff secretary (see 3.4.2 and 3.4.3). If the acting secretary is a voting member of the committee, the secretary retains the right to vote on all business while acting as secretary.

**4.1.5** On questions of parliamentary procedure not covered by these rules, the most recent edition of *Robert's Rules of Order* shall prevail.

**4.1.6** A meeting quorum shall consist of a simple majority (>50%) of the members (either present or represented) of the committee and shall be adequate to conduct the business of the committee except for publication approval, which shall be in accordance with 4.8 and 4.11, as applicable. When a meeting does not have a quorum, the members present may proceed with the agenda, but all items requiring committee approval shall be submitted to the entire membership of the committee for approval by ballot.

For votes taken at meetings, consensus criteria and quorum requirements concerning the approval of standards are addressed in 4.8.2.3.

**4.1.7 Minutes.** Minutes shall be prepared as soon as possible after a meeting but no later than 30 days after the meeting date by the secretary of the committee. Minutes of all committee meetings shall be properly prepared as per Standards Development Division format and instructions (see

forms and templates on AWS internal server). Each page of the minutes shall be clearly identified in the header and footer with the following:

**4.1.7.1 Header Content.** The header shall contain the following disclaimer text on each page:

These minutes shall not be distributed outside the AWS committee structure or each committee member's organization (employer) without the committee chair's approval.

**4.1.7.2 Footer Content.** The footer shall contain the following on each page:

- (1) File name containing the committee name and meeting date(s),
- (2) Page number (centered), and
- (3) Issue date of the minutes.

**4.1.8 Recording of Committee Meetings and Teleconferences.** Any recording of meetings and teleconferences is prohibited, except when the following are met:

- (1) The meeting or teleconference secretary making the recording is an AWS staff member.
- (2) The director of the AWS department under which the committee operates has given prior approval for the recording.
- (3) The recordings is made as a backup to written notes of the discussion for use during preparation of the minutes.
- (4) The recordings is erased or deleted immediately after approval of minutes.

Violators of this recording policy will be asked to stop recording. Failure to stop recording or repeated attempts to record may result in expulsion from the meeting.

## **4.2 Executive Subcommittees.**

**4.2.1 TACX Subcommittee.** The TACX Executive subcommittee shall be comprised and function as outlined in the current *AWS Membership and Duties Statement for the Technical Activities Committee*.

**4.2.2 Executive Subcommittees of Technical Committees.** An executive subcommittee, organized when deemed necessary by the Chair of a technical committee, shall be composed of the Chair, the vice chairs, and as many other members of the technical committee as the Chair considers necessary. The size and the membership of this subcommittee shall be closely controlled by the Chair since it acts as the main steering group for the activities of the technical committee. The Chair of the technical committee shall be the Chair of the executive subcommittee.

## **4.3 Subcommittees.**

### **4.3.1 Subcommittees of TAC.**

**4.3.1.1 TACR Subcommittee.** TACR shall be organized by the chair of TAC for rules review and revision oversight. TACR is a permanent subcommittee of the Technical Activities Committee that shall be comprised of the Second Vice Chair of TAC, one at-large member of TAC, one technical committee chair, the Secretary of TAC, one additional staff member of the technical

department, and one additional member from TAC. The TAC members shall be appointed annually by the Chair of TAC. The Secretary and additional staff member shall be designated by the Managing Director of the technical department. The purpose of this subcommittee is to provide recommendations to the Technical Activities Committee for proposed changes to AWS TACRO, *Rules of Operation of the Technical Activities Committee*, and AWS TSD1.1, *Specification for the Preparation of American Welding Society Standards*. Changes to the TSD1.1 regarded as editorial or trivial by the TAC Chair, TAC Secretary, and TACR Chair may be implemented prior to approval by TAC; TAC shall be notified of all these changes to the TSD1.1. The Second Vice Chair of TAC shall be the Chair of TACR.

**4.3.1.2 TACA Subcommittee.** TACA, shall be organized by the Chair of TAC for awards review and oversight. TACA is a permanent subcommittee of the Technical Activities Committee that shall be comprised of the First Vice Chair of TAC, and two of the at-large members of TAC as appointed annually by the Chair of TAC. The purpose of this subcommittee is to recognize the technical volunteers of the Society by actively nominating said volunteers for awards of the Society as well as other societies. The First Vice Chair of TAC shall be the Chair of TACA.

#### **4.3.2 Subcommittees of Technical Committees.**

**4.3.2.1** Subcommittees may be organized, as necessary, to carry out the work of a technical committee. The questions in 7.2 may be helpful in determining a technical committee's need for subcommittees. The Chair of the technical committee shall appoint the Chairs of the subcommittees and shall assist these chairs in selecting the members of their subcommittees. All subcommittee membership appointments shall be subject to approval by the Chair of the technical committee.

**4.3.2.2** Each subcommittee shall operate within its scope, as assigned by the technical committee. Each subcommittee takes its direction, in general, from the technical committee. This is done through the Chair of the technical committee and the Chair of the subcommittee.

**4.4 Task Groups.** Task groups may be organized by the Chair of a committee to perform a specific task. Members of the task group do not necessarily have to be members of AWS or of the committee. The task group shall be discharged by the Chair of the originating committee upon completion of its assignment.

**4.5 Correspondence.** The committee shall continue to operate by means of correspondence (such as letters, email messages, teleconferences, virtual meetings, and drafts of documents) during the interval between meetings. Copies of correspondence shall be forwarded to the Chair, vice chairs, and secretary of the committee.

#### **4.6 Publications.**

**4.6.1** Technical committees may prepare standards (codes, specifications, recommended practices, methods, classifications, and guides) including their annexes and commentary, and documents other than standards (such as manuals, handbooks, textbooks, and reports) for publication. Technical committees shall cooperate in the preparation and review of publications of other AWS committees. Standards shall be categorized as active, inactive or withdrawn.

**4.6.2 Permission to Prepare a New Document.** Before preparation of a new document may begin, a technical committee shall obtain the authorization of TAC and Standards Council.

**4.6.2.1 Process Initiation.** This process is initiated by completing and submitting an official *Request for Permission to Prepare* (PTP) to the Secretary of TAC who shall include it as an exhibit and action item for the next TAC meeting. The technical committee or its Chair shall complete the entire form and include an outline of the proposed document in the submission package. Prior to submission to TAC, the PTP shall be approved by the subcommittee or technical committee which will be responsible for the preparation. Once approved by TAC, the PTP shall be submitted to Standards Council for approval.

**4.6.2.2 PINS Submission.** After Standards Council approval has been received to prepare a new standard, typically at the next scheduled Standards Council meeting immediately after TAC approval, the Committee Secretary shall submit an American National Standards Institute *Project Initiation Notification System* (PINS) form for listing in ANSI's *Standards Action*. The requirement to complete the PINS form also applies to the revision of standards (see 4.9.1). A PINS form may be submitted, but is not required, at the initiation of a project to reaffirm or withdraw an American National Standard (ANS). No PINS are submitted for nonstandard projects. In the case where a PTP covers multiple documents, the submittal of a PINS may occur an extended period of time after approval from Standards Council. However, a PINS shall always be submitted prior to balloting of the project.

**4.6.2.3 Time Limitations.** The permission to prepare (PTP) shall expire after notification is issued to the committee Chair if no activity has occurred within three (3) years of the PTP submission date. If the PTP is allowed to expire, the document shall be removed from the ANSI document tracking. To resume work (if that is desired), a new PTP shall be submitted using the process in 4.6.2.

Furthermore, if a period of continuous inactivity of three (3) years is allowed to persist any time during the preparation and approval process, the relevant committee chair will be notified and asked to (1) update the PTP schedule or (2) withdraw the PTP for the document. The three-year time period commences from the closing date of the last ballot in the DSR. This requirement is designed to maintain a reasonable preparation schedule and automatically eliminate documents from the DSR where interest in their preparation no longer exists.

**4.6.2.4 Discontinuance of a Document Project (Withdrawal of PTP).** If a technical committee feels that a document project needs to be discontinued, the committee shall submit to TAC the request to withdraw the PTP and cease all work on it. A brief justification for discontinuance of the document's development shall be submitted with the request. Once approval for discontinuance of a standard project is received, the Committee Secretary shall notify ANSI to remove the project from their records.

**4.6.3 Commercial Terms and Conditions and Patent Policy.** AWS shall comply with the current ANSI Commercial Terms and Conditions Policy in its standards development activities (see *ANSI Essential Requirements: Due Process Requirements for American National Standards*). AWS shall comply with the current ANSI Patent Policy in its standards development activities (see *ANSI Essential Requirements: Due Process Requirements for American National Standards*).

**4.6.4 Document Compliance.** Members of the standards-writing committees and AWS staff shall verify that all new American National Standard standards and the revisions to existing standards that are in need of a substantial revision comply with AWS TSD1.1, *Specification for the Preparation of American Welding Society Standards* and AWS TACRO, *Rules of Operation of the Technical Activities Committee*. All standards shall contain the following components:

**4.6.4.1 Statement on Use of AWS Standards (see AWS TSD1.1).** All revisions to the Statement on Use of AWS Standards page(s) are subject to legal review prior to use of the revised text.

**4.6.4.2 Safety Clauses or Disclaimer.** Safety precautions shall be addressed in those publications that pertain to products or processes for which precautionary measures are appropriate. Within any guidelines established by TAC, the manner in which this is done and the extent to which it is done shall be determined by the technical committee for each of the publications it prepares (see TSD1.1). All revisions to the safety disclaimer are subject to legal review prior to use of the revised text.

**4.6.4.3 Identification of Drafts.** Each page of all drafts of documents shall be clearly marked as prescribed in AWS TSD 1.1.

**4.6.5 Contributor Recognition.** The roster for the technical committee and the subcommittee (if any) shall be shown in the document (as prescribed in AWS TSD1.1) as a means of recognizing those who participated in the preparation of the document. The roster shall be the complete roster as it stood at the time of final approval (last ballot) of the document by each of the approving committees. In unusual cases, for contributions of a special nature by one who is not a member of the committee, the Chair, at his discretion, may recognize that individual in a suitable manner as prescribed in AWS TSD1.1.

#### **4.7 Approval of Documents.**

**4.7.1** All documents submitted for publication shall have the approval of AWS before they can become official documents of the Society. Approval by TAC of standards without unresolved objections constitutes approval by AWS, while approval by Standards Council of standards with unresolved objections constitutes approval by AWS. An official document becomes an official publication only when it has been copyrighted and published by AWS.

**4.7.2** All standards shall be approved by the procedure in 4.8. All documents other than standards shall be approved by the procedure in 4.12.

**4.7.3** TAC shall determine whether a document is a standard or a document other than a standard.

**4.7.4** All documents approved as standards shall be submitted to the American National Standards Institute (ANSI) as American National Standards unless directed otherwise by Standards Council upon recommendation of TAC. All standards approved by ANSI shall be published and made available as soon as possible, but no later than six months after approval as an American National Standard.

If an AWS standard is not published within six months of its approval, the standard's developer may request an extension of this deadline from the ANSI Executive Standards Council (ExSC) or its designee. Such a request shall be in writing, shall supply the reason for the delay, and shall indicate a firm final date for publication. At its discretion, the ExSC of ANSI or its designee may grant an additional period of time for publication.

**4.7.5** The final vote by the technical committee to publish any standard that is to be submitted as an American National Standard shall be accomplished by a formal process (letter ballot, meeting ballot, electronic ballot, online ballot, etc.). The results of the ballot shall be recorded to show the

vote of each voter. For technical committees that are required to be balanced (see 3.1.5 and 3.1.5.1), the voter's category of interest shall also be recorded.

## **4.8 Procedures for Approval of Standards.**

### **4.8.1 Voting Sequence**

**4.8.1.1** The voting sequence begins with the subcommittee (as applicable) and progresses through TAC or Standards Council (with unresolved objections), one step at a time, as outlined below:

- (1) Subcommittee (as applicable),
- (2) Technical Committee,
- (3) Technical Activities Committee, and
- (4) Standards Council (if required; see 4.7.1).

A modification of the sequence in 4.8.1.1 is permitted in situations approved by TAC officers.

**4.8.1.2** Simultaneous voting is permitted by the subcommittee and technical committee. Simultaneous voting across all levels is permitted in situations approved by TAC officers.

**4.8.1.3** A public review shall be conducted in accordance with 4.8.4.1, as well as a review by other AWS committees or organizations outside AWS, if applicable, in accordance with 4.8.4.2.

**4.8.1.4** The voting record of all subordinate committees shall be available to all committee members. In the case of simultaneous voting by a subcommittee and technical committee, it shall be clearly shown that it was a simultaneous ballot.

**4.8.1.5** The due date of ballots shall be at least 4 weeks after the ballot issue date. Reminders should be sent prior to the due date to the committee members who have not cast a ballot. If there is a need, the Chair may authorize an extension of the ballot. In the case of extension, the closing date of the ballot shall be the actual closing date, not the original due date. All votes shall be cast in AWS's online balloting software or via meeting vote.

**4.8.1.6** To be incorporated, all substantive changes shall be balloted back through the originating subcommittee, the technical committee, and TAC, according to 4.8.2 and 4.8.3. All substantive changes shall undergo ANSI public review in accordance 4.8.4.

**4.8.1.7** Each unresolved objection and attempt at resolution, as well as any substantive change made in a proposed standard, shall be reported to the main technical committee in order to afford all its members an opportunity to respond, reaffirm, or change their vote. A recirculation vote or ballot shall be conducted in accordance with 4.8.2.4

### **4.8.2 Voting Requirements for Subcommittees and Technical Committees.**

**4.8.2.1 Voting Options.** The following are the voting options for these types of ballots:

- (1) *Affirmative.* This vote denotes that the voter accepts the standard even though there may be some disagreement with a portion of it. Comments may be provided to identify issues in the draft standard and suggest recommended changes.

- (2) *Negative*. This vote denotes that the voter cannot accept the standard because of major faults, which are detailed in the ballot comments. The reasons for a negative vote shall be given and, if possible, should include specific wording or actions that would resolve the objection.
- (3) *Abstain*. Abstain responses may be made by members when the member does not feel competent to judge the merit or the technical accuracy of the particular material in the standard or a potential conflict of interest exists.

#### **4.8.2.2 Voting Options and Requirements for Meeting Ballots.**

(1) **Voting Options.** The following are the voting options for ballots conducted at meetings:

- (a) Affirmative,
- (b) Negative, or
- (c) Abstain.

(2) **Additional Requirements.** When recorded votes are taken at technical committee meetings to publish any standard that is to be submitted as an American National Standard, the technical committee members who are absent shall be given the opportunity to vote. If an absent member chooses to vote, they shall submit their vote within 15 days of the issuance of the meeting minutes.

**4.8.2.3 Consensus Criteria and Quorum Requirements.** To pass the consensus and quorum requirements, a standard shall be approved by the subcommittee and the technical committee that prepared it by one of the balloting options noted in 4.8.2.1 or 4.8.2.2. To be approved by the subcommittee or technical committee, all of the following criteria shall be satisfied:

- (1) *Quorum*. Votes shall be cast by not less than 65% of the members with voting privileges;
- (2) *Percent Affirmative of Votes Cast*. The Affirmative votes shall be not less than 75% of the votes cast (excluding Abstain responses);
- (3) *Percent Affirmative of Total Voting Membership*. The sum of the Affirmative votes shall be not less than 55% of the total voting members of the committee or subcommittee; and
- (4) *Comments*. All comments received during balloting shall be addressed as outlined in 4.8.7.

#### **4.8.2.4 Recirculation Vote or Ballot.**

Recirculation votes or ballots are used when a revision has received the required percentage of votes to pass, but there is a need to report unresolved objections (4.8.1.7) or to make substantive changes based on comments received during the ballot or from public review. In that case, the proposal may be revised, but only the portion of the proposal that is revised is voted on during recirculation. The following guidelines reference how to recirculate negative votes and substantive changes.

(1) Objections provided from public review and comments accompanying negative votes, along with their attempts at resolution, shall be reported to the committee for a minimum two-week

period. This will allow the committee to read the comments and responses and respond, reaffirm, or change their votes.

(2) Any substantive changes made to the proposal are recirculated to the committee and submitted for public review in accordance with 4.8.4.1 for a minimum two-week period to provide the members with the opportunity to respond, reaffirm, or change their vote and for public review comment.

(3) If a vote is changed to negative as a result of the recirculation activities described in (1) and (2) then a reason for the negative vote shall be provided.

(4) If a voter does not respond to the recirculation activities described in (1) and (2) within the stated period, the original vote shall stand.

(5) If during the recirculation period (and public review period in the case of substantive changes to the proposal), additional comments are received, they should be handled as follows:

(a) Any comment(s) submitted with a negative vote by a consensus body member during a recirculation ballot does not need to be recirculated.

(b) Any comment(s) submitted during public review that remain unresolved that pertain to the revisions made shall be addressed according to (1).

(c) Any comment(s) submitted during subsequent balloting of a recirculated revised proposal that do not pertain to the revisions made will be considered new business by default.

(6) At the end of the recirculation period(s), consensus as defined in 4.8.2, depending on committee level, must be maintained for the Proposal Document to be approved. In addition, the committee must be notified whether the proposal has failed or has consensus and will be adopted and published in the standard.

### **4.8.3 Procedures and Voting Requirements for the Technical Activities Committee.**

**4.8.3.1 Procedure after Committee Approval.** After a proposal has been approved by a technical committee the secretary of the technical committee shall submit the proposal to TAC for balloting.

Documents submitted for TAC balloting shall identify by any convenient means those paragraphs, tables, figures, etc. that have been revised during the current revision cycle.

**4.8.3.2 Voting Options.** Members of TAC shall vote on proposals prepared for publication. The following are voting options for ballots and meeting votes:

(1) **Technical Content of the Proposal and Conformance with the Rules of Operation of the Technical Activities Committee.** (See 4.8.2.1 for explanations of options.)

(a) Affirmative (with or without comment)

(b) Negative (with comment)



(c) Abstain

**4.8.3.3 Consensus Criteria and Quorum Requirements.** To pass the consensus and quorum requirements, a draft approved by the originating subcommittee and the relevant technical committee shall satisfy the following criteria:

- (1) *Quorum*: Votes shall be cast by not less than 50% of the members with voting privileges
- (2) *Approval*: The Affirmative votes shall be not less than 50% of the votes cast (excluding Abstain responses); and
- (3) *Comments*. All comments received during balloting shall be addressed as outlined in 4.8.7.

#### **4.8.4 Public Review and Review by Other Committees.**

**4.8.4.1 Public Review.** At each submittal of the draft standard, or revised portions of the standard, to TAC for balloting, the secretary of the technical committee shall submit the standard for public review in accordance with the *ANSI Essential Requirements: Due Process Requirements for American National Standards*. All comments received from public review shall be considered in accordance with 4.8.7 prior to publication of the standard. A written disposition with reasons therefore shall be provided to the commenter.

**4.8.4.2 Review by Other Committees.** When a proposal prepared by a technical committee contains information that is included in, or is related to information in, any publication of a committee not reporting to TAC, the proposal shall be submitted to that committee by the relevant technical committee secretary for review at the same time it is submitted to TAC for balloting. That committee shall be requested to review the proposal and provide comments by the due date for TAC balloting. The absence of a timely response shall not be allowed to impede the publication of the standard, for the responsibility to complete the standard rests with the technical committee that started it. All comments shall be considered in accordance with 4.8.7.

**4.8.5 Standards Council.** When all comments from the final TAC ballot and public review period have been considered, the Committee Secretary shall proceed with 4.8.5.1 or 4.8.5.2.

**4.8.5.1 With No Unresolved Objections.** If the document has no unresolved objections, the document does not need to be balloted to Standards Council. In this case, approval by TAC is on behalf of Standards Council and of the Board of Directors, and this approval constitutes acceptance of the standard as an official AWS document. However, the following items shall be openly available to Standards Council:

- (1) The entire voting record summary (subcommittee (if any), technical committee, and TAC) for the latest drafts balloted; and
- (2) A letter advising that the draft has been approved for publication with no unresolved objections and that a copy will be sent to a member of Standards Council upon request.

**4.8.5.2 With Unresolved Objections.** If the document has unresolved objections (excluding ballots recorded as “Negative without comment”), the document along with all the information about the unresolved objections shall be balloted to Standards Council using the TAC procedures and criteria in 4.8.3. In this case, the final ballot by Standards Council shall signify approval by

the Board of Directors, and this approval constitutes acceptance of the standard as an official AWS document.

Standards Council members may comment on the technical content of the standard, but this is not required. Since the main purpose of voting at this stage is to ensure compliance with the rules and procedures, any substantive comments shall be sent to the technical committee for consideration during the next revision of the standard.

#### **4.8.6 Significance of Votes.**

**4.8.6.1 Affirmative Votes.** Affirmative votes determine whether the proposal passes or fails. Each comment shall be given due consideration in accordance with 4.8.7, regardless of whether it is part of an Affirmative or a Negative vote. No proposal may pass to the next voting level or be published unless it has satisfied the voting requirements for passing and all comments have been given due consideration.

**4.8.6.2 Negative Votes.** Negative votes have a dual role. They count in determining whether a proposal passes or fails, and they serve as an expression of a major objection with parts or all of the proposal. A single Negative vote is not a veto, but the comments it contains shall be given due consideration in accordance with 4.8.7 including a written disposition with reasons therefore provided to the commenter. No proposal with a Negative vote may pass to the next voting level or be published until all accompanying comments have received due consideration per 4.8.7. If a negative vote is provided on one ballot (e.g., DS1) and the same voter provides an affirmative vote on a subsequent ballot (e.g., DS2), the affirmative vote stands and there is no unresolved objection since the final vote on the language is affirmative.

**4.8.6.3 Abstain Responses.** A member of a voting body (subcommittee, technical committee, or TAC) may abstain from voting on the technical content of a proposal when the member does not feel competent to judge the merit or the technical accuracy of the particular material in the proposal or when the member is unable to devote the necessary time to evaluate the proposal.

**4.8.7 Consideration and Resolution of Comments and Objections.** Comments and objections from ballots at all organizational levels, as well as all comments and objections from the public review and any review by members of other committees shall be considered in accordance with the rules that follow. Committees vote to approve what is written in the proposal, not replies to comments. Comments are used as part of the process to improve language.

**4.8.7.1** Comments and objections should be submitted with a suggested change.

**4.8.7.2** The comments generated during a ballot are compiled by the AWS online balloting software. These comments are available at all times during a ballot and after the ballot has closed.

**4.8.7.3** A proposed change shall be considered substantive by default.

**4.8.7.4** Proposed changes considered editorial requires the agreement of the Chair of the technical committee and Chair of the originating subcommittee for approval, with concurrence of the responsible AWS Committee Secretary. If the Chair of the technical committee and Chair of the originating subcommittee do not concur, the proposed change will be considered Substantive. If no subcommittee exists, determination shall be made by the Chair and the vice Chair of the technical committee, with concurrence of the responsible AWS Committee Secretary. Members may appeal a proposed editorial change to the Chair of the technical committee, Chair of the

originating subcommittee, or AWS committee secretary for full Committee consideration. The Chair of the technical committee may delegate this responsibility to other technical committee officers (e.g. vice chair, 2<sup>nd</sup> vice chair).

**4.8.7.5** Proposed changes determined to be new business, through the concurrence of the Chair of the technical committee and Chair of the originating subcommittee shall be added to the action item log for consideration by the committee during the next revision of the standard (see 4.9.1.1).

**4.8.7.6** All proposed changes not considered to be editorial or new business, shall be considered by the subcommittee (if applicable) and technical committee. The Chair of the committee(s) shall submit the updated proposal to a meeting vote (see 4.8.2.2) or subsequent ballot (see 4.8.2.1). The technical committee Chair and AWS committee secretary determine whether the proposal moves to the next level of balloting. If no subcommittee exists, determination shall be made by the Chair and the vice Chair of the technical committee, with concurrence of the responsible AWS Committee Secretary.

**4.8.7.7** A Negative vote may be changed to an Affirmative or Abstain vote at any time by the voter. All such changes shall be documented.

**4.8.7.8** A comment may be withdrawn from the committee consideration process by the voter at any time. The withdrawal of a comment shall be documented.

**4.8.7.9** Notification of the approved changes shall be accomplished by subsequent ballot or appropriate documentation.

**4.8.7.10** All persons with unresolved objections from the consensus ballot process or from public review shall be notified in writing of the right to appeal by the Committee Secretary (see 4.8.8).

**4.8.8 Appeals.** An appeal is intended to offer the opportunity for recourse to individuals who feel that their position was not given proper consideration relative to the content of a committee-prepared standard or proposal, or the procedure followed in its preparation. Individuals who have been or may be affected by any Committee action or inaction shall have the right to appeal such action or inaction. This process shall not be used as another forum for the expression of a minority opinion that has previously been considered, responded to, and thoroughly documented at the original level of contention. The reply to the appeal shall be drafted by individuals who are unbiased and are not directly or materially affected by any action resulting from the appeal.

**4.8.8.1** An appeal may be filed by any person who has provided comments in accordance with 4.8.7. With agreement of the appellant and the AWS Director, Standards Development, an appeal may be resolved informally before following the procedures outlined in 4.8.8.2.

**4.8.8.2 Formal Appeals Process.** For appeals pertaining to any AWS procedural action or inaction related to the TAC Rules of Operation, AWS Standards, or AWS nonstandard documents, the procedure listed below shall be followed:

- (1) The appeal shall be filed with the AWS Managing Director, Standards Development within fifteen (15) working days of the date of the communication reporting the action that is to be appealed. An appeal of inaction may be submitted at any time. The appeal shall be in writing, and it shall state the subject being appealed, the reason for the appeal, and the specific change necessary to satisfy the appeal.

- (2) The Managing Director, Standards Development shall provide a copy of the appeal to the Chair of the Technical Activities Committee and shall forward the appeal to the Chair of Standards Council who shall appoint a panel to consider the appeal. The panel shall consist of the Chair of Standards Council (or someone appointed by the Chair) and an even number (at least two) of other members from Standards Council. All members of the panel shall be individuals who are not members of the Committee responsible for the standard and are not directly or materially affected by any action resulting from the appeal.
- (3) The appellant shall be given the opportunity (but is not required) to present their arguments to the appeals panel,
- (4) The appeal shall be handled by vote. The AWS Managing Director, Standards Development shall forward the letter of appeal, the information supporting the action or inaction of the technical committee involved, and any other pertinent information to each member of the panel.
- (5) The action on the appeal shall be completed within two months of the date on which the appeal was filed. The issue shall be settled by the majority vote of the panel. The appellant shall be provided with the final resolution in writing, which constitutes the final action of the appeal.

**4.8.9 Review of Proof Copies.** The following procedure shall be used to review documents just before proceeding with publication.

**4.8.9.1** The secretary to the technical committee shall inform the Chair(s) of the technical committee and the subcommittee (if any) that the first proof copy is ready for review. The Chair(s) shall then determine who shall receive a copy of the page proofs for review prior to publication. The Chair may designate the responsible subcommittee chair or others to conduct this review. Proof pages are not to be generally distributed to committee members. The purpose of the review is to:

- (1) Ensure that the changes that were balloted have been incorporated into the document as they were accepted; and
- (2) Make corrections to punctuation, grammar, and spelling.

Substantive changes to the approved content of page proofs are not permitted during this review. If substantive errors are identified in the approved content during page proof reviews, the Chair(s) of the technical committee and/or subcommittee (as appropriate) shall determine whether the errors are to be addressed at the next revision or if the current document shall be revised in accordance with 4.8.11 (amendments for the erroneous items) or 4.9.1 (complete revision) before publication.

**4.8.9.2** The Chair of the technical committee, the Chair of the subcommittee, the Committee Secretary, and/or the Chair's designee(s) shall review any corrections to punctuation, grammar, and spelling that are suggested for acceptability as editorial changes. Such changes shall not change the substantive content of the document.

**4.8.9.3** This review should be completed within 15 days of the receipt of the materials. However, if the corrections and approvals are not returned to the committee secretary within one month of receipt, the Secretary may proceed with printing.

**4.8.10 Procedures for Processing Errata after Publication.** Errata shall be treated as follows:

**4.8.10.1** Grammar, misspellings, and punctuation are corrected at the next printing, but no errata sheet is added unless the error changes the meaning of the sentence.

**4.8.10.2** Corrections to technical errors are entered on an errata sheet that is inserted in newly purchased documents. Such corrections are also published in the *Welding Journal* and on the AWS Web page.

**4.8.10.3** Corrections to technical errors that are considered safety related are entered on errata sheets for newly purchased documents, published in the *Welding Journal* and on the AWS Web page, and mailed to previous buyers of the standard.

**4.8.11 Procedures for Creating and Approving Amendments.** The use of amendments is limited to the correction of substantive errors that cannot await the completion of the next revision cycle. Amendments are issued to AWS Standards when essential for the prompt correction of an error that could be misleading. In such cases, an immediate notification of the error in the *AWS Welding Journal* and on the AWS website should precede the production of an amendment.

**4.8.11.1** Since amendments are partial revisions of a standard, all amendments shall be approved by the procedures in 4.8 required for standards except that only the corrected portion (amendment) is open for balloting. Any comments received that do not pertain to the balloted item shall be processed as new business for the next edition and added to the new business log.

**4.8.11.2** After an amendment has been officially approved, it shall be posted on the AWS website and placed in the *AWS Welding Journal*. Furthermore, all amendments shall be incorporated into the existing text of the standard which shall be reprinted and clearly marked as incorporating an amendment(s) and which shall be identified in the revised Foreword.

**4.8.11.3** No more than two separate amendments may be issued per edition of a standard. If a third is needed, a complete new revision shall begin and a new edition be published. Complete new revisions are preferred to separate amendments and should be used if the size of the amendment amounts to more than 15% of the text. Furthermore, the issuance of amended portions of a standard does not constitute a new edition nor does it alter the five-year review requirement for the edition.

**4.8.11.4** The style of amendments shall conform to TSD1.1.

**4.8.12 Procedures for Creating and Approving Addenda.** Addenda to AWS Standards are issued when an item is to be added to the standard where a full revision of the standard could delay essential information from being transmitted to users of the standard. The item to be added could include but not be limited to a list, table, or figure.

**4.8.12.1** Since addenda are partial revisions of a standard, all addenda shall be approved by the procedures in 4.8 required for standards except that only the items proposed for addition (addenda) are open for balloting. Any comments received that do not pertain to the balloted item shall be processed as new business for the next edition and logged per 4.8.7.5.

**4.8.12.2** After an addendum has been officially approved, it shall be posted on the AWS website and placed in the AWS Welding Journal. Unlike amendments, addenda do not need to be incorporated into the existing text of the published standard until the next edition. All addenda approved prior to the five-year revision cycle being complete shall be incorporated in the edition being revised.

**4.8.12.3** There is no specific limit to the number of addenda permitted. However, addenda should not be issued more than annually unless there is a defined need for more frequent additions. Furthermore, the issuance of addenda of a standard does not constitute a new edition nor does it alter the five-year review requirement for the edition.

**4.8.12.4** The style of addenda shall conform to TSD1.1.

**4.9 Procedures for Document Maintenance.** Each standard, other than those approved for stabilized maintenance, shall be reviewed at least once every five years and revised, reaffirmed, or withdrawn by the technical committee having jurisdiction. The status of documents approved for stabilized maintenance shall be reviewed at least once every ten years. In both cases, the review/revision cycle begins with the ANSI approval date of the latest edition of the document. The technical committee shall establish a scheduling procedure to ensure that the appropriate action occurs within the established time limits.

**4.9.1 Revision of an American National Standard (ANS).** A standard that is revised shall be approved according to the procedures specified in 4.6.2.2 and 4.8. ANSI shall be notified when the revision process is initiated. A revision schedule shall be created and maintained by the technical committee's secretary using any suitable format. The technical committee chair shall report schedule progress on a regular basis.

**4.9.1.1** The revision or new business items shall be handled in accordance with the following requirements:

- (1) Issues deferred from the previous edition's ballots shall be addressed (see 4.8.7.5).
- (2) New changes, issues, and additions shall be allowed only during the originating subcommittee's review.
- (3) The committee chair(s) shall select a date at which time all new business items will be deferred to the following revision. This is required to prevent an open-ended review process. All new business items brought up after this cut-off date will be deferred to the next revision unless the committee determines that the proposed change is needed to make the current version technically correct or meet applicable laws, codes, or other standards.
- (4) The deferred new business items can be included in the revision task log (see 4.8.7.5), for the next revision.
- (5) There is no minimum limit to the time between revised documents. Proposed changes that make major improvements to the document should be carried out as quickly as possible.
- (6) All drafts shall clearly identify revisions made in text, tables, and figures.

**4.9.1.2** Standards may be revised by submitting for approval only those portions (pages) that have revisions. This, however, does not preclude voters from commenting on those portions of the standard not covered by the balloted revision items. Such documents are usually under time constraints. However, compliance with the procedure of 4.8 shall be required in all cases.

**4.9.2 Reaffirmation of an American National Standard (ANS).** A standard can be reaffirmed if the existing document is considered to still be correct and representative of the pertinent technology. Reaffirmations shall be accomplished without any substantive change to the main text of the standard. All nonsubstantive changes in the main text of the standard shall be explained, or noted, in a foreword. An American National Standard (ANS) undergoing an update of references to standards necessary to implement the American National Standard (ANS) shall be processed as a revision unless the updated reference is only a reaffirmation of the referenced standard. Any substantive changes in such references require processing as a revision. The reaffirmation approval date, however, shall be included in the standard along with the original approval date of the standard. The procedure to be followed for reaffirmation approval shall be as in 4.8.1 through 4.8.8, except as noted in 4.9.2.1 through 4.9.2.3.

**4.9.2.1 Voting Options for Subcommittees and Technical Committees.** The voting options relative to technical content shall be restricted to:

- (1) Affirmative,
- (2) Negative, or
- (3) Abstain.

Affirmative votes indicate agreement that the standard is acceptable in its present form. Although the voter may recommend changes, these recommended changes are not significant enough to warrant a revision of the standard at this time.

Negative votes indicate disagreement that the standard is acceptable in its present form. The voter has significant recommended changes, and these changes warrant a revision of the standard instead of reaffirmation.

**4.9.2.2 Voting Options for TAC.** The voting options relative to technical content shall be restricted to:

- (1) Affirmative,
- (2) Negative, or
- (3) Abstain.

**4.9.2.3** Negative votes (from either committee or TAC ballots) shall be accompanied by a statement of the specific reasons (comments) for that vote, but specific recommended changes in the standard are not required. Negative votes shall be addressed according to 4.8.7 except that the committee(s) need only review the comments accompanying the negative vote and decide whether the standard should be reaffirmed or revised.

**4.9.3 Withdrawal of an American National Standard (ANS).** An active standard which the technical committee determines is no longer needed shall be considered for withdrawal. The procedure for consent to withdraw shall be as in 4.8.1 through 4.8.8 except as noted below.

**4.9.3.1** Relative to technical content, the voting options at the subcommittee through TAC levels, shall be as in 4.9.2.1 and 4.9.2.2.

**4.9.3.2** Negative votes shall be accompanied by a statement of the specific reasons (comments) for that vote, but recommended changes in the standard are not required. Negative votes shall be addressed according to 4.8.7 except that the committee(s) need only review the comments accompanying the negative vote and decide whether the standard should be withdrawn.

**4.9.3.3** TAC may decide to withdraw active standards when a need arises. A majority of TAC members shall vote, and a simple majority shall be required for withdrawal. Standards Council shall vote on the withdrawal; the same voting requirements as TAC are required.

**4.9.3.4** ANSI Administrative withdrawal for a standard which expires at its 10-year anniversary shall be excluded from the procedure listed in 4.9.3.

**4.9.4 Stabilized Maintenance.** TAC may designate standards that satisfy the following eligibility criteria to be maintained under the stabilized maintenance option:

- (1) the standard addresses mature technology or practices, and as a result, is not likely to require revision; and
- (2) the standard is other than safety or health related; and
- (3) the standard currently holds the status of American National Standard and has been reaffirmed at least once; and
- (4) at least ten years have passed since the approval or last revision of the standard as an ANS; and
- (5) the standard is required for use in connection with existing implementations or for reference purposes.

**4.9.4.1 ANSI Notification.** If it is determined in connection with the 10-year review that the standard shall continue to be maintained under the stabilized maintenance option and as such does not require revision or withdrawal, then this shall be communicated to ANSI through the submittal of a BSR-10 form, and a related announcement shall be made in ANSI Standards Action. Notification to ANSI shall be accomplished via the submittal of an informational announcement if the standard will continue to be maintained under the stabilized maintenance option or will be withdrawn, or via a PINS, if the standard will be revised.

**4.9.4.2 Request for Maintenance.** If a recommendation is made at any time by a materially affected and interested party that a standard maintained under the stabilized maintenance option requires revision or should be withdrawn, then that recommendation shall be considered in the same manner as a new proposal but within a maximum of 60 days from receipt. A recommendation should include rationale to begin a revision and shall not be dismissed due to the fact that it does not necessarily suggest a specific revision. The submitter of such a recommendation shall be



responded to in writing within 60 days of the receipt of the recommendation and advised of the decision relative to the maintenance status of the standard.

**4.9.4.3. Document Notice.** A document maintained under the stabilized maintenance option shall incorporate a clear statement as prescribed in AWS TSD1.1, of the intent to consider requests for change and information on the submittal of such requests.

#### **4.10 Disposition of Standards from Discharged Technical Committees.**

**4.10.1** When a technical committee has been discharged, TAC shall determine whether the standards assigned to that technical committee be withdrawn or assigned to another technical committee or committees.

**4.10.2** When a subcommittee has been discharged, the technical committee that discharged it shall reassign the standards assigned to that subcommittee elsewhere within the technical committee, or it shall request TAC to reassign the standards to another technical committee or committees.

#### **4.11 Interpretations of Standards.**

Interpretations of AWS standards shall only be made in response to written inquiries submitted via email or letter.

##### **4.11.1 Official Interpretations.**

**4.11.1.1 Approval by Technical Committee.** Inquiries shall first be sent to the relevant committee for response. Inquiries that are answered only with a reference to a paragraph or component in the standard may be answered by the subcommittee with the approval of the technical committee Chair without approval of the technical committee. Such responses will not be published in accordance with 4.11.1.6. Inquiries that require a response which is more than a reference to a paragraph or component in the standard shall be processed as outlined below. This includes “yes” or “no” answers that include a reference to a component in the standard. All replies to inquiries shall be sent by the Committee Secretary of the relevant technical committee.

To become an official interpretation of a standard, the interpretation shall be approved by the subcommittee (if applicable) and the technical committee responsible for the standard in question by either a ballot or an equivalent formal procedure (see 4.7.5).

- (1) The voting options are the same as those in 4.8.2.1.
- (2) To be approved at the subcommittee and technical committee levels, all of the following voting criteria shall be satisfied:
  - (a) A majority of the committee shall vote,
  - (b) Members whose vote is “Abstain” shall be counted in determining quorum requirements, and
  - (c) Acceptance or rejection of the interpretation shall be by simple majority of the Affirmative and Negative votes.

However if there are any Negative votes, members shall be given the opportunity to review the objection(s) and to consider changing their votes after being informed of the objection(s). This consideration period shall be limited to 10 working days for final approval of the interpretation.

**4.11.1.2 Approval by Interpretation Subcommittee/Task Group.** An interpretation subcommittee/task group may be used between committee meetings when the technical committee chair determines the issue is important enough to do so. The Secretary shall provide the request to the technical committee chair and subcommittee chair (if applicable). At the discretion of the technical committee chair, an interpretation subcommittee/task group may be established, composed of at least three members including:

- At least one officer of the technical committee
- At least one officer of the appropriate subcommittee (if applicable)
- One or two other members of the committee, subcommittee or task group, as determined by the technical committee chair and subcommittee chair
- AWS Staff Secretary

The interpretation subcommittee/task group shall review the request and prepare the response.

Inquiries that require a response which is more than a reference to a paragraph or component in the standard shall be processed according to 4.11.1.1; this includes “yes” or “no” answers that make a reference to a component in the standard. All replies to inquiries shall be sent by the Committee Secretary of the relevant technical committee.

**4.11.1.2.1** All members of this interpretation subcommittee/task group shall approve interpretations handled per 4.11.1.2, otherwise the interpretation request shall be addressed per 4.11.1.1.

**4.11.1.3** If the interpretation is rejected, comments accompanying Negative votes shall be reported to the document subcommittee for assistance in preparing a new interpretation. The new interpretation shall be processed according to 4.11.1.1.

**4.11.1.4** Except as permitted in 4.11.1, respondents to inquiries are not authorized to speak or write on behalf of AWS, and they may not use official stationary or the logo of AWS unless they have obtained specific, written permission to do so from the AWS Board of Directors, in accordance with A3.3 of the *AWS Board Policy Manual*.

**4.11.1.5** Any member having a potential conflict of interest with the inquirer or the inquirer’s employer shall not participate in drafting the reply.

**4.11.1.6** All official interpretations shall appear in the *Welding Journal* and shall be posted on the AWS website.

**4.11.2 Official Intent Interpretations.** An intent interpretation is an interpretation issued to clarify the *intent* of the current edition of a standard rather than to explain or reinforce what it actually states. An intent interpretation is to be used only when the code states one thing but the technical committee really intended it to state another thing.

An intent interpretation should be used *only* when absolutely necessary.

The Secretary shall provide the request to the technical committee chair and subcommittee chair (if applicable).

Since the code is not worded in the manner that is intended, an amendment or revision to the code shall be issued in parallel with the intent interpretation. Both shall be approved by the technical committee and appropriate subcommittee. These cannot be approved by an interpretation subcommittee/task group.

Once the intent interpretation and amendment or revision are approved by the technical committee, the amendment or revision shall be balloted to TAC for approval. This ballot shall be an expedited ballot of 10 working days, prior to issuing the intent interpretation. A disclaimer shall be included in the intent interpretation reply, stating that the standard is being revised appropriately to address the issue.

All replies to requests for intent interpretations shall be sent by the Committee Secretary of the relevant technical committee.

**4.11.2.1** The voting options are the same as those in 4.8.2.1.

**4.11.2.2** If the intent interpretation is rejected, comments accompanying Negative votes shall be reported to the subcommittee for assistance in preparing a new interpretation. The new interpretation shall be processed according to 4.11.1.1.

**4.11.2.3** Except as permitted in 4.11.2, respondents to inquiries are not authorized to speak or write on behalf of AWS, and they may not use official stationery or the logo of AWS unless they have obtained specific, written permission to do so from the AWS Board of Directors.

**4.11.2.4** Any member having a potential conflict of interest with the inquirer or the inquirer's employer shall not participate in drafting the reply.

**4.11.2.5** All official intent interpretations shall appear in the *Welding Journal* and shall be posted on the AWS website.

**4.11.3 Informal/Unofficial Responses to Questions.** When a question is submitted to the AWS Secretary, or a committee or subcommittee officer, which does not require an official interpretation (for reasons such as it is so basic or simple), a written informal/unofficial response can be provided. The Secretary, Committee Chair, and Subcommittee Chair (if applicable) shall review the question and agree to a response, verifying with others if they so decide. Once all agree, the Secretary issues this informal response to the inquirer in writing (such as via email), with a statement that it is not an official AWS interpretation but represents the opinions of the individuals who prepared it. These informal/unofficial responses to questions will not be published anywhere.

#### **4.12 Procedure for Approval of Documents Other than Standards.**

**4.12.1** Documents other than standards (see 4.6.1) may be approved for publication by a task group comprised of members of TAC and Standards Council at the discretion of TAC and Standards Council. To form the task group, the Chair of TAC shall appoint two or more members from TAC and the Chair of Standards Council shall appoint two or more members from Standards Council. Other members of TAC and Standards Council may join the task group if they elect to do so. The Chair of the technical committee that developed the document or a member of that committee, as the technical committee Chair chooses, shall be the Chair of the task group.

**4.12.2** The document shall be approved according to the following procedure:

**4.12.2.1** It shall be balloted to the task group formed as per 4.12.1 according to the voting options specified in 4.8.2.1.

**4.12.2.2** To pass, the requirements of 4.8.2.3 shall be met.

**4.12.2.3** The resolution of comments shall be conducted within the task group according to the provisions of 4.8.7.

**4.12.2.4** Appeals shall be handled according to 4.8.8.3, except that the members appointed per 4.8.8.3, Item 2, shall not be members of the task group.

**4.12.3** Revised documents shall be approved according to 4.12.1 and 4.12.2.

**4.12.4** A document may be withdrawn according to the following procedure:

**4.12.4.1** It shall be balloted to the task group formed as per 4.12.1 according to the voting options specified in 4.9.2.1.

**4.12.4.2** To pass, the requirements of 4.8.2.3 shall be met.

**4.12.4.3** Negative votes shall be handled within the task group according to 4.9.3.2.

**4.12.4.4** Appeals shall be handled according to 4.12.2.4.

**4.12.5** TAC and Standards Council shall be given an opportunity to accept or reject the task group approval of the document through letter ballot or at their next meeting following approval by the task group.

**4.12.6** Approval by the task group constitutes approval by the Board of Directors if no action to the contrary is taken under 4.12.5.

**4.13 Joint Committees with Other Organizations.** It is preferable that technical committees responsible for preparation of a document be entirely under the auspices of AWS. However, exceptions may be made when the following apply:

- (1) The subject matter includes topics other than welding and requires experts in those fields,
- (2) AWS is invited to join in the preparation of a document by an outside organization, or
- (3) An outside organization is determined to prepare a document involving welding and will do so alone unless a joint committee is established.

**4.14 ISO Adoptions.**

**4.14.1** AWS technical committee members, acting through the relevant U.S. Technical Advisory Group (TAG) to ISO TC44, an ISO TC 44 subcommittee, or other working unit producing ISO standards, should be active in developing ISO standards that are compatible with U.S. industry.

**4.14.2** Once a technical committee member identifies an ISO standard as potentially suitable for U.S. industry, the technical committee member shall bring this to the attention of the relevant AWS

technical committee, along with a recommendation as to whether the ISO standard is suitable for US industry in one of the following forms:

- (1) As published, or
- (2) Modified, which may include modification or addition of text, annexes, tables and figures. It may include the addition of appropriate mandatory (normative) and/or nonmandatory (informative) national annex(es). A normative national annex might be used to include filler metal dimensions in U.S. Customary Units, for example, or to include material compositions that are significant in the U.S. market but not included in the ISO standard. An informative national annex might be used to include, for example, application information not present in the ISO standard.

**4.14.3** If the technical committee determines that the ISO standard is suitable for U.S. industry, the technical committee shall advance the ISO standard, with appropriate normative and/or informative national annex(es) through the normal route to becoming an AWS and ANSI standard. If the ISO standard is to replace an existing AWS standard, the resulting AWS standard should, if at all possible, carry the same AWS standard number as the AWS standard which it replaced. In no case can the ANSI expedited process be used when ISO standards are being adopted either as a whole or in part.

**4.14.4** If the technical committee determines that the ISO standard is not suitable for U.S. industry, the technical committee should provide feedback, through the U.S. TAG, to ISO concerning what would be required to make the ISO standard acceptable to US industry.

**4.14.5** Any subsequent revisions, amendments, or technical corrigenda issued by ISO shall be balloted to the appropriate subcommittee, main committee, and TAC before changes are incorporated into the AWS adoption.

#### **4.15 Use of AWS Standards in the Development of ISO Standards.**

**4.15.1** No AWS standard shall be offered or agreed to be used in the development of an ISO standard without the approval of TAC.

**4.15.2** No member of TAC or its committees shall offer to ISO the use of an AWS standard unless it has been approved by TAC.

### **5. Reports and Records.**

#### **5.1 Reports.**

**5.1.1 Schedule.** Reports from technical committees shall be requested by the Chair of TAC for presentation at TAC's semiannual meetings. This schedule allows for each technical committee to report approximately every three years. Generally, technical committee Chairs in the second year of their three-year term of office should be requested to provide reports. The content of each report shall follow the instructions in 5.1.2.

**5.1.2 Content.** The content of the report should include the following items:

- (1) The committee's scope and goals;
- (2) The number of meetings held during the year (including meetings of the subcommittees);

- (3) Activities completed (include subject, date of approval, and any pertinent comments available on each document);
- (4) Activities under consideration (include subject, status, expected date of completion, and any comments);
- (5) New activities to be undertaken (comments and suggestions may be requested from TAC);
- (6) Obstacles the committee faces that are impeding progress with their work; and
- (7) Membership balance (if applicable). (See 3.1.5.)

**5.2 Records.** Records shall be prepared and maintained to provide evidence of compliance with the rules and procedures in this document. Records concerning new, revised, or reaffirmed American National Standards shall be retained for one complete standards cycle. Once a new edition is published or a reaffirmation has been completed, the records for the previous edition may be discarded unless an AWS Board Policy or other AWS policy requires longer retention. Records concerning withdrawn standards shall be retained for at least five (5) years from the date of withdrawal. Records shall be retained until the standard is reaffirmed, revised, or subsequently reviewed in connection with the stabilized maintenance of the standard as an American National Standard (ANS).

The records to be retained shall be related to the approval of a standard for publication, and shall include, but not be limited to, the following:

- (1) Minutes of technical and subcommittee meetings,
- (2) Final verification records for all ballots,
- (3) Ballots,
- (4) Comments on draft standards including public review comments,
- (5) Committee resolutions to comments on draft standards, and
- (6) Production files (hard copy and electronic) for the latest published edition.

All editions of published standards shall be permanently retained.

## **6. Discharge of Committees.**

**6.1 Technical Committees.** A technical committee may be discharged for cause by TAC, with the approval of Standards Council. The action, when submitted for approval, shall include the reason for the discharge. Any standards assigned to the discharged technical committee shall be reassigned or withdrawn according to 4.10.1.

**6.2 Subcommittees.** A subcommittee may be discharged for cause by the technical committee that established it. Any standards assigned to the discharged subcommittee shall be reassigned or withdrawn according to 4.10.2.

**6.3 Task Groups.** The discharge of a task group shall occur on completion of its assignment (see 4.4).

## **7. New Technical Committees.**

**7.1 Organization Origination.** The need for a new technical committee may be brought to the attention of AWS by any of its members or by responsible and interested nonmember individuals or organizations.

**7.2 Investigation.** On receipt of a request for a new technical committee, AWS Headquarters shall refer the matter to TAC. The Chair of TAC shall appoint an investigation committee. Standards Council shall be informed of such actions. The investigation committee shall promptly respond to the following questions and shall report back to TAC:

- (1) Is there a real need for a new technical committee?
- (2) Can the cooperation of all (or a substantial number of) interested parties be obtained and can and should the technical committee have balanced membership, in accordance with 3.1.5?
- (3) Should the technical committee be organized solely as a technical committee of the Society, or should it be a joint committee with one or more other interested organizations? (See 4.13.)

**7.3 Formation.** TAC shall review the report of the investigation committee and shall take one of the appropriate courses of action listed below.

**7.3.1** TAC may accept the report and recommend that a new technical committee be formed. In this case, TAC shall request approval from Standards Council to form a new technical committee. The approval request shall include the name of the technical committee, the scope of the technical committee, proposed interim officers, and a request for the assignment of a committee secretary from AWS staff.

**7.3.2** TAC may tentatively accept the report but request additional information. In this case, TAC shall specifically identify the additional information required. Standards Council shall be informed of such actions.

**7.3.3** TAC may not accept the report and not recommend the formation of a new technical committee. In this case, TAC shall clearly indicate the reasons for not approving the formation of a new technical committee. Standards Council shall be informed of such actions.

**7.4 Organization and Operation.** A new technical committee shall be subject to all of the rules governing the organization and operation of technical committees, as set forth herein.

**7.5 Publications.** Initiation of work on new publications by new technical committees shall be in accordance with 4.6.

## **8. Amendments and Appeals to TAC Rules of Operation.**

**8.1 Initiation of Amendments to TAC Rules of Operation.** Any AWS member may initiate a proposed amendment to these rules. Proposed amendments shall be submitted in writing to the Secretary of TAC for review...

## **8.2 Transmittal of Proposed Amendments to TAC Rules of Operation.**

**8.2.1** Upon receipt of a proposed amendment to these rules, the Secretary of TAC shall determine if the proposed amendment conflicts with the AWS constitution and bylaws.

**8.2.2** The Secretary of TAC shall submit the proposed amendments of TAC Rules of Operation to the members of TACR (Rules Subcommittee) for review.. The amendment shall then be presented to TAC for review. If the Secretary of TAC had identified any conflicts between the proposed amendment and the AWS constitution and bylaws, and TACR agrees, the Secretary of TAC shall return the proposed amendment to the proposer with the conflict identified.

## **8.3 Adoption of Amendments to TAC Rules of Operation.**

**8.3.1** Amendments to these rules shall be adopted after they have been approved by TACR, TAC and Standards Council at a regular meeting or by a ballot. An affirmative vote of at least two-thirds of the members of both TAC and Standards Council shall be required to approve amendments.

**8.3.2** For all changes to these rules that pertain to standards, any changes shall also be subject to the American National Standards Institute approval. The revised rules shall be submitted to the appropriate personnel at ANSI for review and approval after approval by Standards Council.

**8.4 Approval of Amendments to TAC Rules of Operation.** Duly adopted amendments to these rules by TAC and Standards Council become effective upon the approval by Standards Council who acts on behalf of the AWS Board of Directors. The approval(s) shall be presented by the secretary of Standards Council to the AWS Board of Directors as information items at their meeting.