

OPERATING PROCEDURES
FOR THE DEVELOPMENT AND APPROVAL
OF STANDARDS OF THE
JOINT COMMITTEE ON STANDARDS
FOR EDUCATIONAL EVALUATION

October 1988

Amended:

4/1/90 - Section 4.2.2.5
6/30/95 - Section 4.2.1 & 4.2.2.1 & 4.2.2.2
9/20/95 - Section 4.2.3.1
10/2/99 - Section 5.1 & 5.7 & 5.9.1 & 5.9.2
9/28/01 - Section 5.8
6/15/06 - Section 4.2.2.7
11-2-06 - Sections 4.2.3.2, 4.2.3.3, and 4.2.2.7

1. Introduction

In 1975 the Joint Committee on Standards for Educational Evaluation, which was comprised of seventeen members from twelve professional associations (American Association of School Administrators, American Educational Research Association, American Federation of Teachers, American Personnel and Guidance Association, American Psychological Association, Association for Supervision and Curriculum Development, Council for American Private Education, Education Commission of the States, National Association of Elementary School Principals, National Council on Measurement in Education, National Education Association, and National School Boards Association), undertook the development of a set of standards for the evaluation of educational programs, projects, and materials. The organizations represented on the original Joint Committee included associations whose members commission and use educational evaluations; associations whose members conduct and disseminate educational evaluations; and, finally, associations whose members are affected by, or whose work is the subject of, evaluations.

The first edition of the Standards for Evaluations of Educational Programs, Projects, and Materials was completed in late 1979 and was published by McGraw-Hill in the summer of 1981. Rather than signaling an end of the work of the Joint Committee, the publication of the Standards brought a need to sustain and broaden the Committee's mission for the following reasons:

- A. The Standards constitute a living set of principles rather than a static set of guidelines. As such, there is need for a mechanism to ensure that they are periodically and systematically updated to reflect widely shared views of what constitutes good practice in the rapidly developing field of educational evaluation.
- B. Unanticipated gaps and/or problems in interpretation of various standards will come to light and will need the attention of a responsible body.
- C. Various users of the Standards will seek clarification from an authoritative source of particular standards in the light of specific applications.
- D. Various users will request assistance and need training in the proper use and interpretation of the Standards.
- E. Other groups involved in setting standards for evaluation in related areas will need to communicate and cooperate about the Standards with some credible organization. Collaborative efforts between the Committee and these other groups should promote shared understanding, reduce duplicative efforts, and avert the confusion that is engendered by competing sets of standards.
- F. Persons who commission, conduct, or employ the results of evaluations to improve education will need to be informed about actual uses and further developments related to the Standards.
- G. Some responsible body must seek out necessary funding to maintain an ongoing standard-setting process.

In order to meet the needs outlined above, the Joint Committee chose to reconstitute itself as a standing committee, and adopted a set of rules and procedures to govern the Committee's work and ensure its independence and representativeness.

2. Mission

2.1 Mission Statement

The mission of the reconstituted Joint Committee on Standards for Educational Evaluation is to promote concern for evaluations of high quality based on sound evaluation practices and procedures, and to meet existing and emerging needs in the field of evaluation.

2.2 Rationale

The rationale for this mission statement is based on the following assumptions:

- a. Lifelong education is important to individuals, institutions within society, and society itself.
- b. Evaluation is an integral, inevitable feature of all aspects of education.
- c. Evaluations that are properly commissioned, conducted, disseminated, and used help improve education in general, and specific programs, products, and materials in particular.
- d. Evaluation standards can play a vital role in upgrading and ensuring the quality of educational evaluations.

2.3 Activities

The Joint Committee's mission can best be fulfilled by concentrating its efforts, in the immediately foreseeable future, in the following four areas:

- a. Provision of training and technical assistance to evaluators, as well as to users of the results of evaluations
- b. Research and development associated with the interpretation and use of the Standards and with the emergence of hitherto unidentified issues, needs, and uses related to the Standards, as well as the development of training and other ancillary materials that can then be tested in the actual training and technical assistance processes
- c. Dissemination of and clearinghouse for information related to the Standards and their use
- d. Revision of the Standards as needed, expansion of their use, and development of standards in directions that relate to educational programs, projects, and materials (e.g., evaluation of educational personnel and facilities)

3. Principles

In seeking to accomplish the objectives of the program areas outlined above, the Joint Committee shall be guided by the following basic principles:

- a. Involving all directly and materially affected persons, but not limited to including professional organizations, government agencies, and the general public, so as to profit from their insights, secure their support, and gain credibility and legitimation
- b. Attending to those fiscal, political, legal, and ethical factors necessary to maintain continuing viability
- c. Maintaining a posture of flexibility to exploit new opportunities as they arise, and to move into new arenas as may become appropriate
- d. Preventing dominance by special interests, so as to ensure continuing integrity

4. The Joint Committee

4.1 Objectives and Responsibilities

The Joint Committee is incorporated exclusively for setting evaluation standards and promoting their use. It performs its work on behalf of persons and groups involved in educational evaluations. Its purposes shall include promoting the cause of education by identifying, articulating, and promoting the assimilation of standards which allow those involved in commissioning, conducting, using, and disseminating educational evaluations to use their judgment and creativity responsibly, but within the boundaries of "sound evaluation practice," which has been professionally defined.

The objectives and responsibilities of the Joint Committee are

- a. Serve as the governing body, articulate policies by which the Joint Committee sets standards and carries out associated functions, and determine priorities in carrying out Committee responsibilities
- b. Systematically obtain feedback and advice from all directly and materially affected persons during the process of standard setting
- c. Articulate standards (a main responsibility of the Joint Committee involving assessment of needs for standards, drafting trial standards, obtaining reactions and advice from the field, studying relevant literature, and finalizing standards)
- d. Promote the sound use of Standards (through researching their use, issuing interpretations in response to persuasive issues and specific problem areas, and promoting and assisting training)
- e. Ensure that the Standards are appropriately evaluated (in terms of use, effects, currency, and adequacy)

- f. Inform sponsoring and cooperating organizations and involve them in the work of the Joint Committee, and help them use and disseminate the Standards
- g. Obtain funds to support the work of the Joint Committee, approve an annual budget, and select and contract with a host organization
- h. Select a Director of Staff
- i. Delegate specific duties to the Executive Committee and to the Director of Staff

4.2 Membership

4.2.1 Representation of Interests

The Joint Committee shall be composed of a Chairperson and up to 24 members. An equal number of members shall represent each of the two perspective groups—those who are primarily responsible for conducting and reporting the results of educational evaluations (Perspective A) and those who are primarily interested in the impact or consequences of those results (Perspective B). The Joint Committee will continually attempt to maintain balance within the membership in terms of persons whose primary perspective is either Perspective A or Perspective B, and to avoid dominance by any interest category.

The membership of the Joint Committee shall equitably reflect the major interests and concerns of Perspectives A and B. It shall also reflect the range of viewpoints, specialized skills, and knowledge relevant to the conduct and use of sound evaluation. The representatives of Perspectives A and B should be highly credible to all segments of the constituency and be free from conflict of interest associated with their assignment on the Committee. Collectively they must have knowledge of evaluation and education, and a concern for the public interest in matters of educational evaluation.

4.2.2 Composition and Constituents

4.2.2.1 Sponsoring Organizations

The Joint Committee shall invite organizations to become Sponsoring Organizations (organizations which primarily reflect client and evaluation specialist perspectives). A Sponsoring Organization is an organization which appoints and sponsors a member of the Joint Committee. Up to 12 Sponsoring Organizations shall be selected to appoint members which shall represent Perspective A (Technical), and up to 12 shall be selected to appoint members which shall represent Perspective B (Practitioner). Each Sponsoring Organization shall be kept informed of the work of the Joint Committee and shall be afforded an opportunity to contribute to the standard-setting process. Travel costs for the member to the annual meeting must be provided by the Sponsoring Organization.

4.2.2.2 At-Large Members

In the event that less than 24 organizations volunteer to become Sponsoring Organizations, the Joint Committee shall establish a list of candidates and, by majority vote, shall select the remaining Joint Committee Members. These "at-large" members shall be appointed to achieve parity between Perspective A and Perspective B. The Joint Committee may or may not appoint enough at-large members to completely fill the 24 places assigned to Perspective A and Perspective B. Provided funds are available, the Joint Committee will pay the travel expenses of the at-large members.

The Joint Committee will take affirmative action to help assure that women and minorities are represented by membership on the Joint Committee, especially in its own appointments of at-large members necessary for parity in perspective. Any directly and materially affected individual not represented through a Sponsoring Organization may be considered by the Committee when appointing at-large members.

4.2.2.3 Vacancies

In the event of a vacancy occurring on the Joint Committee, resulting otherwise than by expiration of term of office (see Section 4.2.2.4), the original Sponsoring Organization will be invited to appoint a replacement to serve the remainder of the term. If the appointee of a Sponsoring Organization is elected Chair, the Sponsoring Organization will appoint a new member to the Joint Committee. If the Sponsoring Organization fails to nominate a replacement, or if the original member had not been nominated by a Sponsoring Organization, the Joint Committee may appoint an at-large member to fill the vacancy.

4.2.2.4 Terms of Office

The length of each member's term of office shall be determined by the Sponsoring Organization.

If "at-large" members need to be appointed, the Executive Committee shall appoint persons in accordance with the following guidelines:

- a. Equity in representation by "perspective" organizations and members
- b. No more than six new members each year (i.e., no more than three from each perspective group)
- c. Appointments for 1-, 2-, or 3-year terms made to closely achieve perspective equity as well as affirmative action guidelines

4.2.2.5 Termination of Sponsorship and Membership

If the representative, or substitute, of a Sponsoring Organization does not attend an annual meeting, and if there is no reasonable excuse, the chairperson will inform the Sponsoring Organization that if its representative, or substitute, fails to attend the next meeting of the Joint Committee then the organization, as a requirement of continuing membership, must appoint a new representative.

If an "at-large" member, or substitute, does not attend an annual meeting, the member will be replaced after appropriate notice, unless there are extenuating circumstances in the judgment of the Joint Committee.

4.2.2.6 Cooperating Members

Cooperating Members shall be kept informed of the work of the Joint Committee, and shall be afforded an opportunity to contribute to the standards-setting process. There is no limit to the number of Cooperating Members selected by the Joint Committee.

4.2.2.7 Visiting Scholars, Fellows, Associates, and Interns

The Committee chair will have the authority to offer 1-year appointments to visiting scholars, fellows, associates, and interns. With the approval of the Joint Committee chair, appointments may be renewed by the subcommittee or task force chair for an additional year. Such persons shall be responsible to the subcommittee or task force chair. Persons who are offered appointments will be selected on the basis of expertise, interest, and ability to further the work of a committee or task force; be, or be willing to become a member of one of the Joint Committee's member organizations; and be expected to provide conceptual and/or technical support to the work of the Joint Committee. This support may take the form of evaluations of the use of the Standards, development of evaluation materials, provision of training services, revision of existing standards, and the development of new standards. The Committee chair or his/her designee will be responsible for providing appropriate support services to enable the visiting scholar, fellow, associate, or intern to carry out the terms of appointment. The Joint Committee chair will send a letter of recognition to appointees for their contributions to the Joint Committee.

Task force and subcommittee chairs should bring to the Joint Committee's annual meeting the names of associate members currently affiliated with their projects to have these individuals confirmed for a one-year renewable term.

4.2.2.8 Constituents

The constituents of the Joint Committee include persons who commission, conduct, or employ the results of evaluations to improve education and educational personnel: teachers, administrators, evaluators, curriculum specialists, school board members, legislators,

counselors, leaders of educational associations, parents, and others. In general, the constituents include all those who have an interest in the work of the Committee.

The Joint Committee's work in setting and promoting the use of standards shall take account of, but not be dominated by, the views of the constituents. The standard-setting process shall be legislative in attempting to deliberate all relevant viewpoints, and the standards setters shall be representative of the entire constituency. Moreover, standard-setting shall include input and pre-enactment review through such means as public hearings, symposia at professional conventions, surveys, newsletters, and circulation of discussion memoranda for reactions.

4.2.3 Organization

4.2.3.1 Chair: Duties and Responsibilities

The Chair shall be elected by the Joint Committee from its members. The responsibilities of the Chair shall include

- a. Serving as principal elected officer
- b. Presiding at meetings
- c. Preparing an agenda of projects and assigning priorities with the advice of the Executive Committee
- d. Establishing task forces with the assistance and advice of the Executive Committee
- e. Appointing task force members with the assistance and advice of the Executive Committee
- f. Delegating particular functions or duties to Joint Committee members
- g. Establishing operating and administrative procedures for task forces
- h. Supervising the Staff Director
- i. Performing other tasks necessary to administer the duties of this office, or designated by the Joint Committee

The Chair shall be appointed for a 3-year term and may be reelected for an additional term. If the appointment arises from a vacancy, the term of office of the Chair shall expire at the end of the term of the original Chair. The outgoing Chair shall be eligible for reelection.

4.2.3.2 Vice-Chair: Duties and Responsibilities

The Vice-Chair shall be elected by members of the Joint Committee. The responsibilities of the Vice-Chair shall include these:

- a. Serving as Chair in the event of the Chair's absence or resignation and performing all duties related thereto
- b. Performing other duties as specified by the Chair or by the Joint Committee

The term of office of the Vice-Chair shall be three years. If the individual's term as a Committee member ends before the end of the three-year term, the Joint Committee shall elect a new Vice-Chair. If reappointed to the Joint Committee, the Vice-Chair may be reelected to serve an additional term.

4.2.3.3 Executive Committee: Size and Composition

The Executive Committee shall be composed of five elected members. Both the Chair and the Vice-Chair of the Joint Committee shall serve as ex-officio members of the Executive Committee. Both shall serve during their terms as Chair and Vice-Chair. Three other members of the Joint Committee shall be elected by the Committee, each serving three-year terms.

The elected members of the Executive Committee shall take office sixty days following the annual meeting. Vacancies shall be filled by the Joint Committee according to its adopted procedures.

4.2.3.4 Executive Committee: Duties and Responsibilities

The responsibilities of the Executive Committee shall include

- a. Representing and acting on both policy and procedural matters for the Joint Committee in the day-to-day activities and in the time intervals between meetings of the Joint Committee
- b. Serving as the Board of Directors of the incorporated body
- c. Performing other functions and duties delegated by the Joint Committee
- d. Approving change in expenditures, the annual total not to exceed 10 percent of the budgeted expenditures from all sources

4.2.3.5 Task Forces

The Chair shall establish task forces when deemed necessary, to assist in identifying problems and issues with respect to the Joint Committee's agenda. The Chair shall be responsible for establishing terms of service, and operating and administrative procedures for each task force. The Chair shall appoint persons to a task force with the advice of the Joint

Committee and others who possess an expertise or viewpoint relevant to the project. The members of the task force may or may not be members of the Joint Committee, and shall serve at the pleasure of the Chair. Expiration of a term of membership of the Joint Committee shall not thereby terminate membership on a task force. The task force shall be discharged when assigned tasks have been completed.

4.2.4 Host Organization and Staff

4.2.4.1 Identification and Selection

The Joint Committee shall identify and select a host organization which will house its personnel, records, and materials. The host organization should be a university or an independent research and development agency. Within the host organization there must be an identifiable unit whose goals and expertise lie in the areas of educational evaluation and research, and whose staff has the capability, commitment, and flexibility to give substantial attention to the four major principles of the Joint Committee (see Section 3).

4.2.4.2 Function and Role

The function of the host organization is to conduct those activities necessary to accomplish the four principles, which are not exclusive prerogatives of the Joint Committee. The host organization shall have the capacity and willingness to

- a. House and maintain the Committee's archives, library, and staff
- b. Maintain and administer the Committee's funds, maintain fiscal records, and provide for audits of the use of the funds
- c. Consider providing temporary in-kind resources so that the work of the Committee can continue during those brief periods when grant funds and royalties from sales of Standards may not be sufficient
- d. Honor and protect the Committee's need for independence (from the host organization) in its mission of formulating and developing evaluation standards

The host organization must be committed to serving the public interest, be financially solvent, have the capacity to prepare material for publication, possess accounting capabilities, be free from the control or domination of special interest groups, have equal allegiance to all segments of the constituency for evaluation standards, and possess a high degree of credibility.

4.2.4.3 Formal Relationship

The Joint Committee shall contract with the host organization for a period of three years, the contract to be reviewed during the year prior to its

expiration. Among the criteria examined in this review will be the staffing arrangement, the nature of the support received from the host organization, and the success of the unit in accomplishing the goals set for it by the Joint Committee.

4.2.4.4 Staffing

The staff shall be appointed by the Joint Committee and shall consist of a Staff Director and such other program administrators, evaluators, researchers, and support services as are necessary to accomplish the goals of the Joint Committee. The Staff Director shall be acceptable to both the host organization and the Joint Committee. Members of the staff are responsible to the Staff Director, who in turn is responsible to the Chair of the Joint Committee.

The Staff Director shall be the chief professional advisor to the Joint Committee in its efforts to achieve its goals, and shall plan and prepare programs to that end. The Staff Director shall be responsible for the general supervision of all projects assigned to the staff, the fiscal management of the Joint Committee's funds, the supervision of the work of the staff members, the secretarial function of the Joint Committee, and other administrative and leadership functions as may be designated by the Joint Committee. The Staff Director will be expected to exercise initiative and leadership during the term of appointment.

4.2.5 Meetings

The rules of parliamentary procedures contained in Roberts Rules of Order (current edition) shall govern all meetings.

4.2.5.1 Joint Committee Meetings

There shall be at least one meeting a year, which shall be designated the annual meeting. The time and venue of the meeting shall be announced to the members at least ninety days prior to the meeting, a notice shall be sent to the American National Standards Institute (ANSI) at least sixty days in advance, and the agenda shall be distributed to the members at least 30 days prior. Other meetings may be called by the Chair or the Executive Committee. A simple majority of the membership of the Joint Committee, plus the Chair, shall constitute a quorum of the Joint Committee.

4.2.5.2 Executive Committee Meetings

Meetings of the Executive Committee shall be called by the Chair. Notification of time and venue shall be at least forty-five days prior to the date of the meeting. The elected members (3), including the Chair or Vice-Chair, shall constitute a quorum for an Executive Committee meeting.

4.2.5.3 Voting Requirements

The voting requirements for Joint Committee actions are as follows:

- a. A simple majority shall be required, except as otherwise provided in this Section.
- b. A two-thirds vote shall be required for the adoption of
 1. A new standard
 2. A revised standard
 3. Reaffirmation or withdrawal of an existing standard
 4. An authoritative interpretation of an existing standard

5. Development of Standards

5.1 Openness and Consensus

Throughout the development and revision of its standards, the Joint Committee shall seek participation from a large diversity of directly and materially affected persons and groups. For example, school district superintendents, teachers, state government officials, school principals, educational psychologists, school board members, curriculum specialists, school counselors, evaluators, research methodologists, and testing experts are among the many persons and groups that may be affected. These are examples only, and participants will not necessarily be limited to these alone.

Representatives of the Committee and Project Staff will attend and participate in the annual meeting of each Sponsoring Organization. Participation will include giving progress reports at board meetings, presenting papers and symposia, and offering training sessions. The Committee shall also publish accounts of its work in various newsletters and journals. Included will be reports of progress, pertinent literature reviews, analyses of significant issues, and commentary by independent critics. The Committee will prepare and distribute materials to assist interested persons and groups to conduct discussions about and provide training in the area of its standards activities.

The Committee will use the Internet to provide access to the annual meeting minutes, the latest work plan, draft versions of standards, and other opportunities for information exchange. In addition to keeping its constituents abreast of its standards' activities, and responding more specifically to certain interested groups, the Committee will consistently collect and record reactions and suggestions and provide them to the full Committee.

The Joint Committee is the consensus establishing group when making decisions on approval of a standard. The Joint Committee uses information from reviews, field tests, hearings, and persons and groups that may be directly and materially affected in its decisions. Evidence of consensus to be submitted to ANSI will be the minutes of Joint Committee meetings in which decisions about individual standards are made. Further evidence of consensus is provided to all interested parties through commissioning and disseminating external independent evaluations of the Joint Committee's decision-making process.

5.2 Criteria

In the development, implementation, and revision of its standards, the Joint Committee shall be guided and directed by certain basic criteria, which satisfy general requirements with regard to educational evaluation. These criteria shall

- a. Reflect society's and local communities' goals for education
- b. Reflect a clear and defensible view of the role of education in a free society
- c. Reflect pertinent findings from research and practice on teaching, learning, administration, governance, and due process
- d. Adhere to principles and laws of a free society
- e. Have a broad base of acceptance by the educational community
- f. Be grounded in relevant and clear definitions of professional responsibilities
- g. Take into account pertinent contextual factors
- h. Where they apply to the development of standards for evaluation of educational personnel, be guided by ongoing communication between the evaluatees and those who evaluate their work

5.3 Procedures

5.3.1 Initiation of Projects

Prompt consideration by the Joint Committee shall be given to any reasonable recommendations made for developing new standards or revising or withdrawing existing standards. Once the Joint Committee has voted to accept a new project, the members shall prepare and approve a proposal outlining the appropriate objectives, policies, work schedules, and budget for implementing such a project. The development of this proposal shall be guided by the exchange of views of the Joint Committee members, their review of relevant literature, and their joint and individual experiences.

5.3.2 Development of the First Draft

The Joint Committee shall select, recruit, and inform a National Panel of Writers, consisting of approximately fifty experts in various aspects of the subjects to be covered in the standards, and commission them to develop initial versions of the documents. The Committee will choose the members of the Panel using a list of nominees obtained from the presidents and executive secretaries of the Sponsoring Organizations.

Each panelist will be provided with approximately four topical statements and asked to write each standard in accordance with a given format. In addition, all writers will be given a full list of topics and invited to draft standards beyond those specifically assigned in which they are especially interested. Also, if important gaps exist, the writers will be encouraged to add topics to the list. The initial assignment of topics will be such that about five alternative versions of each standard will be prepared for review by the Joint Committee.

Once these write-ups have been completed, they shall be reviewed, critiqued, and rewritten at a working session by the members of the Joint Committee and the Project Staff. The rewritten documents shall be compiled into a first draft volume of the standard.

5.3.3 National and International Review Panels

The first draft of the standards shall be critiqued by a National Review Panel and an International Review Panel. Each panel shall include approximately sixty persons, equal numbers of which will be nominated by each Sponsoring Organization. Specifically, the panelists will be asked to critique the first draft, applying a number of criteria, and to offer suggestions for improvement. The criteria will include at least the following: need for the document; responsiveness to concerns in the field; scope of the standards; validity of their advice; practicality, political viability, legality, clarity, and depth of treatment; and appropriateness of language.

The Project Staff will collect and analyze the results of the reviews and formulate a second draft. Based on this information, the Joint Committee, in a working session, shall develop a field test version (semifinal draft) of the standards and approve plans for field tests and public hearings.

5.3.4 Field Tests

Field testing of the semifinal draft shall be arranged in order to obtain case descriptions and critiques of the standards based on a variety of applications. A stratified sample of participants shall be chosen based on the completed field test plan; nominations shall be made by the Joint Committee members and officials in their Sponsoring Organizations. In addition, the availability of the semifinal draft for field test purposes shall be announced and shall be distributed based on written agreements ensuring that the Committee will receive feedback. The Committee will obtain the results from approximately forty field tests.

5.3.5 National Public Hearings

National Public Hearings shall be held to provide an open forum for discussion and critique of the standards. Hearing schedules shall be publicized and all interested parties will be encouraged to participate. In addition, each Sponsoring Organization will be asked to select members of their organization and encourage them to respond to the draft through the vehicle of the hearings.

(NOTE: If the standards under consideration are to be submitted to the American National Standards Institute for approval as American National Standards, the Joint Committee shall also arrange for announcement of the draft in ANSI's STANDARDS ACTION for comment, in accordance with Section 1.2.6 of the ANSI Procedures for the Development and Coordination of American National Standards.)

5.3.6 Finalization of Standards

A task group of the Joint Committee will convene to analyze the results of the field tests, hearings and critiques and make recommendations for revising and finalizing the standards.

At its next meeting, the Joint Committee shall approve the final version of the standards in accordance with Section 4.2.5.3 and finalize plans for publication. A record of Joint Committee votes on each standard will be kept as part of the meeting minutes. All absent Joint Committee members will receive mail ballots to record their votes. The returned ballots will become part of the official minutes of the meeting.

(NOTE: If the standards under consideration are to be submitted to the American National Standards Institute for approval as American National Standards, the Joint Committee shall also arrange for formal submittal of the final version of the standards to ANSI, in accordance with Sections 1.3 and 2.2.4 of the ANSI Procedures.)

5.4 Consideration of Views and Objections

Joint Committee meetings shall be open to the public, and those wishing to raise issues concerning the standards shall be invited to obtain time on the agenda for discussion of their views. The Joint Committee staff shall maintain records of all inquiries, criticisms, etc., and present them to the full Joint Committee for their consideration, deliberation, and response. Users of the standards will be encouraged to provide comments and recommendations for improvement of the standards. These comments will then be reported to the Joint Committee at its next meeting. The Joint Committee shall consider each comment received, and develop a position regarding revision of the standard, or addition of a new standard, during the revision cycle. Each commenter shall be advised by the Chairperson of the Joint Committee of the disposition of the objection or comment and the reasons therefore. Unresolved objections and any substantive change made in the standard to resolve objections shall be reported to the Joint Committee in order to afford all members an opportunity to respond, reaffirm, or change their vote.

The Joint Committee shall encourage, facilitate, and respond to comments received on its standards. In addition, the Joint Committee may include a section on controversial

issues and minority reports to address existing unresolved issues in its standards volumes if the need for such a section arises.

5.5 Appeals

Directly and materially affected persons (individuals, companies, organizations, government agencies) who believe they have been or will be adversely affected by a standard within the Joint Committee, or by the lack thereof, shall have the right to appeal any substantive or procedural action or inaction of the Committee.

Any person or group may file a written complaint to the Joint Committee at any time. The complaint shall state the nature of the objection(s), the standard at issue, and specific remedial action(s) that would satisfy the concerns. The Chairperson of the Joint Committee, upon receipt of the complaint, shall respond in writing within 30 days. If the complaint cannot be resolved informally, the Chairperson of the Joint Committee shall schedule a hearing with an appeals panel on a date agreeable to all participants, giving at least ten working days notice. The appeals panel shall consist of three individuals who have not been directly involved in the dispute, and who will not be materially or directly affected by any decision made in the dispute. At least two members shall be acceptable to the appellant and at least two shall be acceptable to the Chairperson of the Joint Committee. The appeals panel shall render its decision in writing within 30 days, stating findings of fact and conclusions with reasons. If the appellant gives notice that further appeal to ANSI is intended, a full record of the complaint, response, hearing, and decision shall be submitted by the Chairperson of the Joint Committee to ANSI.

5.6 Interpretations

The Joint Committee shall render opinions and interpretations with respect to problems or issues that may arise in applying the standards. Authoritative interpretations of existing standards may be adopted by a two-thirds vote of the Committee, after which the authoritative interpretation shall be incorporated into the next version of the standard.

5.7 Records

Complete historical documentation of each standards project shall be maintained on file at the location of the Host Organization. Records concerning new, revised, or reaffirmed standards will be retained for one complete development cycle or until the standard is revised. Records concerning withdrawn standards will be retained for at least five years from date of withdrawal. These files shall include all standards that were considered, and all reports and documents that were developed in relation to the project, and shall be made available to the public.

5.8 Validation

A special Validation Panel will be commissioned to report publicly on the results of their validity checks on the standards. The specific functions of this Panel shall be to identify and examine the assumptions underlying the Joint Committee's work, to critique and report on the Committee's validation process, to assess the applicability of the standards in various national and international contexts, to confront the Committee with issues and ideas drawn from pertinent theoretical analyses and empirical research, and to report publicly on the results of their validity checks. Six persons shall be selected to serve on

this panel including experts in appropriate areas as determined by the Executive Committee. The Executive Committee will establish a systematic selection process with assistance from the project staff; it will define the qualifications of each panelist and obtain nominations and supporting information from the president of each Sponsoring Organization. The Executive Committee will review and discuss the recommendations and rank order nominees for each position. Subsequently, the Project Staff will recruit the panelists in accordance with the Executive Committee's specifications.

The Validation Panel shall be supplied with pertinent documentation throughout the standards development process, including draft standards. Near the end of the project, the Panel shall be convened twice: for a final assessment activity at the project site and for a final report to a meeting of the Joint Committee. The Joint Committee will hear and discuss the report and will have it published in the form submitted by the Panel. This publication will present potential users of the standards with one relatively independent, although preliminary, assessment of the validity of the standards.

5.9 American National Standards Institute (ANSI) Compliance

5.9.1 Metric Policy

The Committee does not employ metrics in its standards statements.

5.9.2 Patent Policy

The Committee will comply with the ANSI Patent Policy for American National Standards.

6. Maintenance of Standards

The Joint Committee shall take action to revise, reaffirm, or withdraw each of its standards at least every five years, or sooner if required. Actions to revise, reaffirm, or withdraw standards of the Joint Committee shall be processed in accordance with Section 5 of these procedures.