

May 1, 2014 Approved Version

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
5/10/13 – Sections: Definitions;
1.B; 1.D; 2.1; 2.3.A,B,D; 4.1; 4.1.D; 4.2.1,
4.2.2.1; 4.2.2.2; 4.2.2.4.A,B,C; 4.2.2.5; 4.2.2.7;
4.2.4.1; 4.2.4.2; 4.2.4.3; 4.2.5.1; 4.2.5.2;
4.2.5.3.A,B; 5.1; 5.2.C,D; 5.3.1; 5.3.2; 5.3.3;
5.3.4; 5.3.5; 5.3.6; 5.3.7, 5.4; 5.5; 5.6; 5.7; 5.8;
5.9.2; 5.9.3; and 6
5/01/14 - Sections: 2.2.B; 3.A, G; 4.2.1;
4.2.2.2; 4.2.2.6; 4.2.2.7; 4.2.2.8; 4.2.3.3;
4.2.4.2.A-D; 4.2.5.3. A, B; 5.4

Operating Procedures Subject to Annual Review as per JCSEE Unanimous Vote, May 10, 2013

Definitions

In this document, the word *Standard* refers to the full set of *standard statements* that support reflective practice in a given domain. In our oral discussions and publications, *standard statement* is sometimes shortened to *standard*, not capitalized, making it necessary to use this convention for clarity in the Operating Procedures. For example, there is one *Standard* for program evaluation, composed of 30 *standard statements* clustered in the five overarching attribute domains of high quality program evaluations. ANSI provides auditing and approval of one *Standard* at a time.

Because of their centrality to the operating procedures, the terms JCSEE Chair and Vice-Chair will be capitalized. Other uses of “chair” to denote committee or task force leadership roles will not be capitalized to help disambiguate which chairperson is being referenced.

1. Overview and Background

In 1975 the Joint Committee on Standards for Educational Evaluation (JCSEE), 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 JCSEE 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 JCSEE, the publication of the *Standards* brought a need to sustain and broaden the 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 problems in formulation or implementation of various standards may come to light and need the attention of a responsible body.
- C. Various users will seek clarification from an authoritative source on particular standards in the light of specific applications.
- D. Various users will request assistance or training in the appropriate use and application 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 JCSEE 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 JCSEE 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 JCSEE's mission is to promote high quality evaluations 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 should be 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 mission of the JCSEE 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 people who engage in or use evaluation
- B. Research and development associated with the 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. Development and revision of existing Standards as needed, expansion of their use, and development of additional Standards in directions identified by the members of the JCSEE.

3. Principles

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

- A. Involving but not limited to all directly and materially affected persons, 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 on Standards for Educational Evaluation (JCSEE)

4.1. Objectives and Responsibilities

The JCSEE 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 is professionally defined.

The objectives and responsibilities of the JCSEE are:

- A. Serve as the governing body, articulate policies by which the JCSEE sets Standards and carries out associated functions, and determine priorities in carrying out its 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 JCSEE 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 appropriate use, providing perspectives on important issues and specific areas of need, promoting and assisting training, and engaging in other activities as agree upon by members of the JCSEE.
- 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 JCSEE and help them use and disseminate the Standards
- G. Obtain funds to support the work of the JCSEE, approve an annual budget, and select and contract with one or more host organizations.
- H. Select a Director of Staff
- I. Delegate specific duties to the Executive Committee and the Director of Staff

4.2. Membership

4.2.1. Representation of Interests

The JCSEE shall be composed of a Chair and from 12 to 24 members. Membership seeks to balance the interests of five constituent groups: (1) evaluation specialists, (2) assessment specialists, (3) educators, (4) administrators and policy makers, (5) counselors and psychologists and (6) general interest. General interest group would include individuals who are invested in the creation of, or in the implementation of any of the JCSEE standards or are directly affected by their adoption or use. These constituents can include but are not limited to learners, curriculum specialists, educational administrators, school board members, legislators, and leaders of educational associations. The JCSEE will continually attempt to maintain balance within the membership in terms of persons representing these perspectives and to avoid dominance by any perspective.

The membership of the JCSEE shall equitably reflect the major interests and concerns of these perspectives. It shall also reflect the range of viewpoints, specialized skills, and knowledge relevant to the conduct and use of sound evaluation. Collectively the members 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

A Sponsoring Organization is an organization which appoints and sponsors a member of the JCSEE. The JCSEE shall invite organization to become Sponsoring Organizations based on their interests in the JCSEE's mission. Each Sponsoring Organization shall be kept informed of the work of the JCSEE and shall be afforded an opportunity to contribute to the Standard-setting process. Normally, travel costs for the member to the annual meeting are provided by the Sponsoring Organization.

4.2.2.2. At-large Members

In the event that fewer than 24 members are supported by a Sponsoring Organizations, "at-large" members may be nominated and approved by majority vote to achieve a more balanced perspective as needed for the work of the JCSEE. Regardless of the number of sponsored members, at-large membership shall not constitute more than 1/3 of the total membership.

Normally, at-large members are responsible for their own travel costs. In the case of members affiliated with hosting organizations, the hosting organization may at its discretion provide travel funds for the affiliated at-large members to the annual meeting.

The JCSEE will take action to help assure that women and minorities are members, especially when considering at-large members necessary for parity in perspective. Any directly and materially affected individuals not represented through a Sponsoring Organization may be considered for selection as at-large members.

4.2.2.3. Vacancies

In the event of a vacancy occurring on the JCSEE, 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 JCSEE. If the Sponsoring Organization fails to nominate a replacement, or if the original member had not been nominated by a Sponsoring Organization, the JCSEE 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.

When "at-large" members are nominated and approved by majority vote, the JCSEE shall select persons in accordance with the following guidelines:

- A. Equity and balance in representation by "perspective," organizations, and members
- B. No more than six new members each year
- C. Appointments for 1-, 2-, 3-year terms to support perspective equity, diversity, and the mission of the JCSEE

4.2.2.5. Termination of Sponsorship and Membership

If the representative or substitute from a Sponsoring Organization does not attend an annual meeting, and if there is no reasonable excuse, the Chair will inform the Sponsoring Organization that if its representative or substitute fails to attend the next meeting of the JCSEE then the organization, as a requirement of continuing membership, must appoint a new representative. Failure to appoint a new representative or to send a representative for two consecutive years will result in review by the Executive Committee for removal of the organization as a sponsoring organization. Removal or reinstatement of sponsoring organization status can be achieved through majority vote of the JCSEE.

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 and an additional year of membership is approved by majority vote of the JCSEE.

4.2.2.6. Cooperating Members

Cooperating Members shall be kept informed of the work of the JCSEE 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 JCSEE. Cooperating members are not eligible to vote.

4.2.2.7. Visiting Scholars, Fellows, Associates, and Interns

Subcommittee and task force chairs will have the authority to offer 1-year appointments to visiting scholars, fellows, associates, and interns. With the approval of the JCSEE Chair, appointments may be renewed by the subcommittee or task force chair for an additional year. Such appointees shall be responsible to the subcommittee or task force chairs. Appointees will be selected on the basis of expertise, interest, and ability to further the work of a committee or task force; be willing to become a member of one of the JCSEE's Sponsoring Organizations; and be expected to provide conceptual and/or technical support to the work of the JCSEE. 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 JCSEE Chair will send a letter of recognition to appointees for their contributions to the shared mission.

Task force and subcommittee chairs should bring to the JCSEE annual meeting the names of associate members currently affiliated with their projects to have these individuals confirmed for a one-year renewable term. Visiting Scholars, Fellows, Associates and Interns are not eligible to vote.

4.2.2.8. Constituents

The constituents of the JCSEE include persons who commission, conduct, employ, or are affected by 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, learners and other clients, and other interested parties. In general, the constituents include all those who have an interest in the JCSEE's work and mission.

The JCSEE'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 JCSEE 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 JCSEE 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 JCSEE

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 JCSEE. 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 JCSEE

The term of the 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 JCSEE shall elect a new Vice-Chair. If reappointed to the JCSEE, 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 shall serve as ex-officio members of the Executive Committee during their terms as Chair and Vice-Chair sixty days following the annual meeting, unless otherwise specified in a motion duly approved by the JCSEE membership. Three other members of the JCSEE 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 JCSEE 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 JCSEE in the day-to-day activities and in the time intervals between meetings of the full membership
- B. Serving as the Board of Directors of the incorporated body
- C. Performing other functions and duties delegated by the JCSEE
- 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 JCSEE's mission and work. The Chair shall be responsible for establishing operating and administrative procedures and terms of service for each task force. The Chair shall appoint persons to a task force with the advice of the JCSEE membership 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 JCSEE and shall serve at the pleasure of the Chair. Expiration of a term of membership of the JCSEE 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 JCSEE shall identify and select one or more host organizations to support the operations of the JCSEE and house its personnel, records, and materials. The host organizations may be universities, independent research and development agencies, or other non-profit organizations. Within the host organizations 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 JCSEE (see Section 3).

4.2.4.2. Function and Role

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

- A. House and maintain the JCSEE archives, library, and staff
- B. Maintain and administer the JCSEE 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 JCSEE can continue during those brief periods when grant funds and royalties from sales of Standards may not be sufficient
- D. Honor and protect the JCSEE's need for independence (from the host organization) in its mission of formulating and developing evaluation Standards

Individually or in sum, the host organizations 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 JCSEE shall contract with one or more host organizations 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 arrangements, 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 JCSEE.

4.2.4.4. Staffing

The staff shall be appointed by the JCSEE 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 JCSEE. The Staff Director shall be acceptable to both the host organization and the JCSEE. Members of the staff are responsible to the Staff Director, who in turn is responsible to the JCSEE Chair.

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

There shall be at least one in-person meeting a year, designated the annual meeting. The time and venue of the annual meeting shall be set at the end of each current annual meeting and announced at least 90 days in advance to all current members. Other meetings as required to complete the work of the JCSEE, using asynchronous and synchronous web-based or other technologies, may be called by the Chair or other member of the Executive Committee with all due diligence in accommodating the schedules of the membership. Members must be notified at least ninety days prior to the meeting for face-to-face meetings and thirty days for virtual, synchronous meetings. A notice of the meeting time and venue shall be posted on the Web site at www.jcsee.org at the same time as direct notification to members takes place. A proposed agenda shall be distributed to the members at least thirty days in advance. A simple majority of the membership of the JCSEE, plus the Chair, shall constitute a quorum.

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 two weeks prior to the date of the meeting and will typically be scheduled so that all members can attend. No fewer than three elected members (3), including the Chair or Vice-Chair, shall constitute a quorum for an Executive Committee meeting. Meetings may be in-person or via other modalities.

4.2.5.3 Voting Requirements

The voting requirements for JCSEE actions are as follows:

- A. A simple majority of the membership shall be required, except as otherwise provided in this Section. For any vote, members may choose to register an abstention from voting, which is counted as such and not as a "yes" or "no."
- B. A two-thirds vote of the membership shall be required for the adoption of:
 - a. A new Standard
 - b. A revised Standard
 - c. Reaffirmation or withdrawal of an existing Standard

For any vote on Standards, all sponsored and at-large members must be given the opportunity to vote and their votes recorded in writing, or electronically, individually for each, documenting approval with or without comment, disapproval with rationale and comment required, or a abstention. In addition, documentation of these votes must be attached to the official minutes of

the meeting.

5. Development of Standards

5.1. Openness and Consensus

Throughout the development and revision of its Standards, the JCSEE 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 JCSEE 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 JCSEE 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 JCSEE 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 JCSEE 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, it will consistently collect and record reactions and suggestions and provide them to the full membership..

The JCSEE is the consensus establishing group when making decisions on approval of a Standard. The JCSEE 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 JCSEE 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 JCSEE decision-making process.

5.2. Criteria

In the development, implementation, and revision of its Standards, the JCSEE 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 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, evaluation, assessment, and due process
- D. Adhere to democratic principles and laws in the governing federal, state, and local jurisdictions

- 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 those whose work is being evaluated and those who evaluate their work

5.3. Procedures

5.3.1. Initiation of Projects

Prompt consideration by the JCSEE shall be given to any reasonable recommendations made for developing new Standards or revising or withdrawing existing Standards. Once the JCSEE 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 JCSEE members, their review of relevant literature, and their joint and individual experiences. For any Standards to be considered for ANSI approval, the requisite ANSI procedures and documents needed for the revision of a Standard or development of a Standard shall be followed and completed [for example, the submission of a PINS form]. The JCSEE shall be informed of these requirements through the most recent edition of the ANSI *Essential Requirements*. For Standards to be considered for ANSI approval, the Chair, Vice-Chair, and any Standards development task force chairs shall attend to and implement the stipulations in the most recent revision of the ANSI *Essential Requirements*, including all stipulations related to documentation.

5.3.2. Development of the First Draft

To prepare the official first draft of a new Standard or a Standard to undergo a major revision, the JCSEE shall appoint one of its members to chair a Standards development task force charged with preparing the Standard. When additional expertise or leadership is needed the JCSEE may appoint a task force co-chair who may or may not be a member of the JCSEE. In conference with the task force chair or co-chairs, the JCSEE shall recruit, select and appoint additional task force members to create the necessary expertise to guide and contribute to the Standard development. The total number of task force members, counting chair and co-chair, will number at least 3 and no more than 10. Using the needs assessment conducted to inform the initiation of the project, other evidence of need as available, and the pertinent scholarship and practice literature, the task force shall complete a first draft of the new Standard or an initial revision of the existing Standard for consideration by the JCSEE. The task force will present their draft and the rationales supporting it to the JC for approval as an official first draft. The term "official first draft" is reserved for the draft that the task force submits for official approval by the JCSEE for the next step in the process. It may be preceded by any number of working drafts.

When the JCSEE approves the official first draft of the Standard for further development, the Standard will be submitted to national and international reviews. Approval of the draft for use in field trials at the end of the review process requires a two-thirds vote of the JCSEE membership.

5.3.3. National and International Reviewers of the Official First Draft

The official first draft of the Standard shall be critiqued by reviewers representing the various constituencies identified by the JCSEE as having an interest in the Standard. The reviewers may include stakeholders from different ethnic backgrounds, nationalities, countries, ages, genders, professional affiliations and other background characteristics as deemed important by the JCSEE. Prior to recruiting the reviewers, the JCSEE will identify and vote to approve the most important characteristics and the target number desired in each category of reviewer. Depending on the number of background variables to be emphasized and the extent of prior informal reviewer activity, no fewer than twenty-five persons, ideally nominated by the Sponsoring Organizations and identified constituent groups, shall be selected as reviewers.

Reviewers will be asked to critique the official first draft by applying a number of criteria approved by the JCSEE and to offer suggestions for improvement. At minimum, the criteria will include 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, depth of treatment; and appropriateness of language.

The task force will collect and analyze the results of the reviews and formulate an official second draft. In cases where waves of reviewer data are collected over time and analyzed and applied, the task force or the JCSEE may recommend that additional waves of reviews are needed after an initial revision and prior to field trials.

The task force is responsible for recording the names and backgrounds of reviewers and notifying them of the receipt of their review and the processes which will be used to consider their comments and suggestions. All correspondence related to reviewer feedback and suggestions must be retained for subsequent audit. The task force will present information on the substantive content provided by reviewers and the subsequent revisions as well as numerical data on number and categories of reviewers, as stipulated by the JCSEE.

In all cases, the number of required reviews and the categories of reviewer background variables to be considered are solely at the discretion of the JCSEE. The JCSEE should carefully audit the reviews that inform the Task Force to determine which underrepresented voices may have been unheard in the process. Approval of the official second draft for use in field tests at the end of the review process requires a two-thirds vote of the JCSEE membership.

5.3.4. Field Tests

Once the JCSEE has approved the revision for field testing, the task force as well as members will identify volunteers to conduct the field tests following similar procedures as those used to identify, recruit and select reviewers. The purpose of the field tests is to try out the *Standards* in specific situations that represent the domain of applications where the *Standards* may be used. The JCSEE is solely responsible for identifying the types of uses and applications of the *Standards* and the types of field testers that will result in the best decisions about Standard quality and areas for improvement. Similar procedures as those used for reviews are appropriate in identifying, recruiting and securing field testers.

The JCSEE may require that field tests be completed and a near final revision prepared for use at national hearings. In cases where the JCSEE is satisfied with the official second draft, it may be used for parallel hearings during the same space of time. If the JCSEE or the task force should decide that the suggestions or concerns arising either during field tests or national hearings are sufficient to warrant additional revision, either may decide to temporarily suspend

field trials or subsequent hearings until such time as a subsequent revision, an official draft three, can be completed. Once the subsequent revision is completed, field trials and hearings may proceed again with the revised draft.

5.3.5. National Public Hearings

National Public Hearings shall be held to provide an open forum for discussion and critique of the Standard. 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 Standard under consideration is to be submitted to the American National Standards Institute for approval as American National Standards, the JCSEE shall also arrange for announcement of the draft in ANSI's STANDARDS ACTION for comment, in accordance with all pertinent sections of the most recent official version of the *ANSI Essential Requirements*.

5.3.6. Finalization of Standards

The Task Force will convene to review the results of the field tests, hearings and any additional critiques. After this review and any additional revisions, the JCSEE Chair and the Task Force chair will confer to ensure the integrity of the official near final draft and ensure that the Validation Panel (see section 5.8) has all the information needed to complete its report. The JCSEE Chair in conference with the Validation Panel chair will set a deadline for the final Validation Panel Report to be delivered to the JCSEE.

The JCSEE shall meet to discuss the Validation Panel report, to discuss the near final draft, and to vote on approval of the final version of the Standard in accordance with Section 4.2.5.3 and to finalize plans for publication. A record of JCSEE votes on each Standard will be kept as part of the meeting minutes. All absent JCSEE members will receive mail, email, or web-based ballots to record their votes. The returned ballots must include name, vote for or against, and in the case of negative votes must provide a comment explaining the basis for the negative vote. All ballots will become part of the official minutes of the meeting.

If the Standard under consideration is to be submitted to the ANSI for approval as American National Standards, the JCSEE shall authorize the JCSEE Chair to also arrange for formal submittal of the final version of the Standard to ANSI, in accordance with all pertinent sections of the most recent official version of the *ANSI Essential Requirements*. Additionally, if ANSI officials request that these *Operating Procedures* be regularly updated to specify exactly the most recent Section Numbers of the *ANSI Essential Requirements* that pertain to comment requirements, the JCSEE authorizes the Chair to make these revisions on an annual basis, subject to approval of the JCSEE membership.

A record of all substantive changes during the final approval process will be kept. Any substantive changes in the draft Standard during this meeting will be subjected to an official, documented, subsequent public review prior to finalization as provided for in Section 5.4.

5.3.7. Final Comment Period

When Standards are to be considered for approval as American National Standards, the JCSEE shall also arrange for announcement of the Standard in ANSI's *Standards Action* for comment, in accordance with all pertinent sections of the most recent edition of the ANSI *Essential Requirements*.

5.3.8. Discontinuance of a Standards process

At its discretion, the JCSEE membership may terminate its support for and approval of the processing of the proposed new or revised Standard at any time during the development process. Decisions to abandon a new or revised Standard development process requires a 2/3 vote of the JCSEE membership. Termination of the JCSEE process would not prevent the task force from continuing its Standard development process under its own or some other aegis or sponsorship, nor would it preclude the task force from requesting that the JCSEE vote to resume the development process for the Standard at a subsequent date.

5.4. Consideration of Views and Objections

JCSEE meetings for the purposes of Standards development 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. In addition, the JCSEE and its Standard development task forces shall actively solicit from the constituent body during each phase of development evaluations of the draft standards. The JCSEE leadership and appropriate task forces and working groups shall maintain records of all inquiries, criticisms, and so forth from all consensus body members, attendees at public reviews, and any other stakeholders, and present them to the full JCSEE for 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 JCSEE at its next meeting. The JCSEE shall consider each comment received, and develop a position regarding revision of the Standard during the revision cycle. Each commenter shall be advised in writing by the JCSEE Chair of the disposition of the objection or comment and the reasons therefore.

Unresolved objections, attempts at resolution, and any substantive changes made in the standard to resolve objections shall be reported to the JCSEE membership in order to afford all members an opportunity to respond, reaffirm, or change their vote. Those whose objections remain unresolved will be notified in writing by the JCSEE Chair of their option to appeal as provided for in Section 5.5.

The JCSEE shall encourage, facilitate, and respond to comments received on its Standards. In addition, the JCSEE may include a section on controversial issues and minority reports to address existing unresolved issues in its Standards if the need for such a section arises.

5.5. Appeals

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

Any person or group may file a written complaint to the JCSEE 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 JCSEE Chair, upon receipt of the complaint, shall respond in writing within 30 days. If the complaint cannot be resolved informally, the JCSEE Chair 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 JCSEE Chair. The appeals panel shall render its decision in writing within 30 days, stating findings of fact and conclusions with reasons.

5.6. Interpretations

The JCSEE is committed to individual reflective practice in use of its Standards in specific applications and does not render official interpretations of individual or groups of Standards. Similarly, the JCSEE does not endorse any specific opinions or interpretations that may be provided by its individual members or its sponsoring organizations.

5.7. Records

Complete historical documentation of each Standard project shall be maintained on file at the host organization responsible for archival storage or in the Members Only section of the JCSEE web page. 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 upon request and approval by the Executive Committee under conditions stipulated by the Executive Committee and without undue costs to the JCSEE as stipulated by its Executive Committee.

5.8. Validation

A special Validation Panel will be commissioned to report publicly on the results of its validity checks on the *Standards*. The specific functions of this Panel shall be to identify and examine the assumptions underlying the JCSEE's work, to critique and report on the validation process, to assess the applicability of the *Standards* in various national and international contexts, to confront the JCSEE with issues and ideas drawn from pertinent theoretical analyses and empirical research, and to report publicly on the results of their validity checks. A maximum of six persons shall be selected to serve on this panel including experts in appropriate areas as determined by the Executive Committee and a selected Validation Panel chair. The Executive Committee will establish a systematic selection process; it will define the qualifications for membership and obtain nominations and supporting information from sponsoring organizations and other constituency groups. The Executive Committee will review and discuss the recommendations and vote on and select from the pool of nominees the Validation Panel chair. The JCSEE Chair will contact the nominated Validation Panel chair to request that she or he serve. Once approved by the Executive Committee, the Validation Panel chair will select the additional panelists, in accordance with the Executive Committee's specifications and subject to the final approval of the Executive Committee.

The Validation Panel will be supplied with pertinent documentation of the *Standards* development process, including the near final draft for approval. Near the end of the project, the Panel shall be convened twice either in person or virtually for (1) a final assessment activity in conference with the JCSEE Chair and the Development Task Force members and (2) a final report to a meeting of the JCSEE. The final report in writing will be provided to the full membership no less than one week prior to the final meeting to approve the Standard. Meetings may be in-person or virtual. The JCSEE will hear and discuss the Validation Panel's report and will have it published in the form submitted by the Panel. This publication will present potential users of the Standard with one relatively independent, although preliminary, assessment of the validity of the Standard. Individual members or the JCSEE as a whole may at their sole discretion write and submit a response to the Validation Panel report.

5.9. American National Standards Institute (ANSI) Compliance

5.9.1. Metric Policy

The JCSEE does not employ metrics in its standard statements.

5.9.2. Patent Policy

The JCSEE adopts and complies with the ANSI Patent Policy for American National Standards, as specified in the most recent edition of the *Essential Requirements*.

5.9.3. Commercial Terms and Conditions Policy

The JCSEE adopts and complies with the ANSI Commercial Terms and Conditions Policy.

6. Maintenance of Standards

The JCSEE 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 JCSEE shall be processed in accordance with Section 5 of these procedures.