

**Acoustical Society of America
Committee on Standards
(ASACOS)
Operating Procedures**

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Introduction

The Acoustical Society of America Committee on Standards (ASACOS) is organized to implement the Acoustical Society of America Operating Policy for ASACOS of November 1983 and subsequent editions. This edition was approved by ASACOS on 19 November 2020

Acoustical Society of America Committee on Standards (ASACOS) Operating Procedures

1 Organization of ASACOS

1.1 Membership

The membership of ASACOS shall consist of:

- 1.1.1 **Chair, Standards Director of Acoustical Society of America (ASA);**
- 1.1.2 **Vice Chair;**
- 1.1.3 One representative of any **ASA Technical Committee** that declares its desire to be represented;
- 1.1.4 **Chairs and Vice Chairs of each consensus body (Accredited Standards Committees and Subcommittees)** for which ASA provides the Secretariat;
- 1.1.5 **Chairs of the U.S. Technical Advisory Groups (TAGs)** for each Technical Committee for which ASA holds the Secretariat or maintains U.S. counterpart activities, *ex officio*, without vote;
- 1.1.6 The **Standards Manager of the ASA Standards Secretariat**, *ex officio*, without vote;
- 1.1.7 The **immediate past Chair of ASACOS**, *ex officio*, without vote;
- 1.1.8 **Chair of the ASA Technical Council**, *ex officio*, without vote;
- 1.1.9 **Executive Director of ASA**, *ex officio*, without vote;
- 1.1.11 **ASA representatives to the Organizational Member Forum of ANSI and/or other ANSI Board relating to Acoustics**, *ex officio*, without vote;
- 1.1.12 **ASA representatives and alternates to Standards Committees, Subcommittees, and U.S. TAGs**, *ex officio*, without vote;
- 1.1.13 **Associate Editor(s) of Standards News**; *ex officio*, without vote;

1.2 ASACOS officers

- 1.2.1 There are three **ASACOS officers**, as follows:
 - 1.2.1.1 The **Chair of ASACOS** is the **ASA Standards Director**, who is appointed by the ASA Executive Council upon the recommendation of ASACOS. As per the ASA Rules, the Chair of ASACOS shall be a member of ASA. The term of office of the Chair is not to exceed 3 years with the term to be stated at time of appointment. The term of office shall begin immediately following the ASA Spring meeting. The Standards Director is eligible for reappointment.
 - 1.2.1.2 The **Vice Chair of ASACOS** is appointed by the ASA Executive Council upon the recommendation of ASACOS. As per the ASA Rules, the Vice Chair of

ASACOS shall be a member of ASA. The term of office of the Vice Chair is not to exceed 3 years with the term to be stated at time of appointment. The term of office shall begin immediately following the ASA Spring meeting. The Vice Chair shall be eligible for reappointment.

1.2.1.3 The **Standards Manager** of the ASA Standards Secretariat shall be the **Secretary of ASACOS**.

1.3 Duties of ASACOS officers

The duties of the officers of ASACOS are as follows:

1.3.1 The duties of the **Chair** are:

1.3.1.1 To provide leadership and guidance for the ASA Standards program supporting the development and publication of acoustical standards;

1.3.1.2 To preside over meetings of ASACOS;

1.3.1.3 To act for ASACOS on decisions, or, in urgent cases, at his own initiative subject to subsequent approval by ASACOS;

1.3.1.4 To approve all ASACOS matters emanating from the Standards Manager with respect to operation of the ASA Standards Secretariat;

1.3.1.5 To appoint members of any Appeals Panel convened in accordance with Section 16 of the Accredited Standards Committee Procedures. (See also 2.5 Appeals.);

1.3.1.5 To appoint the Nominating Committee (See also 3.1.1 **Composition**);

1.3.1.5 To set prices for acoustical standards with the approval of ASACOS (see also 2.2.2); and

1.3.1.6 To appoint ASA members of any ANSI forum, council, or committee, not already designated, subject to ASA Executive Council approval.

1.3.2 The duties of the **Vice Chair** are those of the Chair, when the Chair is unable to perform them, and such other duties as are assigned by the Chair.

1.3.3 The duties of the **Secretary** are:

1.3.3.1 To manage the operation of the ASA Standards Secretariat, including promotional activities, and the maintenance of all policy and procedures documents;

1.3.3.2 To ensure compliance with all ASACOS and ANSI operating procedures;

1.3.3.3 To record Minutes of ASACOS meetings;

1.3.3.4 To circulate, tally, and report ASACOS letter ballots;

1.3.3.5 To serve as an *ex officio* member of the **ASACOS Nominating Committee**; and

- 1.3.3.6 In coordination with the ASACOS Chair, to oversee the preparation of news items on ASACOS and on new standards for announcement in The Journal of the Acoustical Society of America (JASA) and other appropriate media;

1.4 ASACOS Executive Committee

- 1.4.1 **Composition.** The officers – the Chair, Vice Chair, and Secretary – of ASACOS.
- 1.4.2 **Duties.** The Executive Committee shall act for ASACOS when quick response is required, shall review financial performance of the ASA Standards Secretariat, and shall approve proposals for contracts and monitor performance on contracts; and shall advise on preparation of an annual budget for the ASA Standards Secretariat.

1.5 ASACOS Steering Committee

- 1.5.1 **Composition.** Chair, Vice Chair, and Secretary of ASACOS and the Chairs of each Standards Committee or Subcommittee and the chairs of the U.S. TAGs for which ASA maintains a Secretariat.
- 1.5.2 **Duties.** The Steering Committee shall perform the following:
 - 1.5.2.1 Coordinate procedural aspects of Standards Committee and Subcommittee activities that affect the overall performance of the Standards Program;
 - 1.5.2.2 Based on individual Standards Committee or Subcommittee plans, assist ASACOS in the development and maintenance of an overall plan for standards activities of ASA;
 - 1.5.2.3 Develop recommendations to ASACOS on the type of publications developed by the Standards Committees or Subcommittees to be published by ASA; and
 - 1.5.2.4 Recommend changes, updates, and improvements to processes and procedures to ensure ASACOS and the ASA Standards Program keep pace with current technologies and the operations of parallel national and international standards organizations.

2 Duties of ASACOS

2.1 Formulation of ASA policy with respect to standards

ASACOS shall set the policy and manage the activities of the ASA which support the development and publication of standards in acoustics and vibration. Such policies become official upon approval by the Executive Council. As necessary, such policies shall be coordinated with the ASA Panel on Public Policy.

2.2 ASACOS oversight functions for the ASA Standards Secretariat

ASACOS shall provide oversight of the ASA Standards Secretariat and

- 2.2.1 Shall ensure that national and international standardization activities for which ASA provides a Secretariat or Administrator comply with ANSI procedures for appeals and secretariat or administrative functions;
- 2.2.2 Shall formulate and recommend to the ASA Executive Council plans for financing the standards operations of ASA, including the publication, sale and reprinting of standards and marketing the standards produced by ASA; and fees for participation in Standards Committee or Subcommittee activities;
- 2.2.3 Shall monitor, through its Chair and the ASA Standards Manager, financial matters of the ASA Standards Secretariat and overall standards operations, including contractual commitments;
- 2.2.4 Shall oversee the ASA Standards Secretariat's performance in reviewing membership lists and recommending new members to the Standards Committees, Subcommittees, and Technical Advisory Groups; and
- 2.2.5 Shall monitor and provide guidance to the appeals process in accordance with the Standards Committee Appeals Procedures (see Section 2.5 Appeals).

2.3 Actions of ASACOS on behalf of ASA

ASACOS shall act for and in the name of ASA in

- 2.3.1 **Administering** the Standards Publication Program of ASA;
- 2.3.3 **Coordinating** ASA's standards activities with those of other professional organizations and standardization bodies;
- 2.3.4 **Administering, formulating, and updating** ASA relations with ANSI in conformance with ASA policy and prevailing ANSI procedures; and
- 2.3.5 **Appointing and guiding** ASA representatives to other standards organizations by the following (see also Section 3 Nominations and elections):
 - 2.3.5.1 **Appointing**
 - 2.3.5.1.1 ASA voting members on all Standards Committees and Subcommittees and U.S. TAGs where ASA is represented;
 - 2.3.5.1.2 Associate Editor(s) for Standards News in JASA; and
 - 2.3.5.1.5 Additional Standards Committee members to ASACOS.
 - 2.3.5.2 **Nominating** ASA Standards Secretariat appointments, subject to appropriate ratification;
 - 2.3.5.3 **Monitoring** the performance of these representatives and providing direction where required; and
 - 2.3.5.4 **Establishing** ASA positions, where required, for guidance of ASA representatives.

2.4 Publications

Publications of the ASA Standards Program include American National Standards and ANSI Technical Reports, including those presented in database format, Nationally Adopted International Standards (NAIS), Standards revisions and addenda, information and guidelines documents which may evolve as adjuncts to standards activities, indices of standards, and other documents that relate to standards functions. Proposed standards and technical reports developed by Standards Committees or Subcommittees for which ASA is the Secretariat, when approved by ANSI as American National Standards, are published by ASA without further approval by ASACOS. All other documents shall be approved by ASACOS prior to publication.

2.5 Appeals

Persons who have direct and material interest and believe they have been or will be adversely affected by a standard within a Standards Committee's or Subcommittee's jurisdiction, or by the lack thereof, shall have the right to appeal procedural actions or inactions of the applicable Standards Committee, Subcommittee, or the Secretariat.

All actions concerning appeals shall be conducted in accordance with the ASACOS Guidelines for Hearings conducted by Appeals panels, written in conformance with Section 16 of the Accredited Standards Committee Procedures.

2.6 Records retention policy

Records on the activities of the Standards Committees or Subcommittees for which the Acoustical Society serves as Secretariat shall be prepared and maintained in order to provide evidence of compliance with the current ANSI Essential Requirements, under whose auspices the Standards Committees were accredited. Records concerning new, revised or reaffirmed American National Standards shall be retained for one complete standards cycle, or until the standard is revised. Records concerning withdrawn standards shall be retained for five years from the date of withdrawal.

Other records of the Standards Secretariat of the Acoustical Society of America (for example, Minutes of meetings other than the Minutes of the Standards Committees or Subcommittees referenced above, etc.) shall be retained for five years from the time of their issuance.

Documents may exist in either hard copy or electronic form.

2.7 Metric policy

The SI system (International System of Units), the modern metric system, is the preferred system of units of measurement in American National Standards.

3 Nominations and elections

3.1 Nominating committee

- 3.1.1 Composition.** At least 3 members of ASACOS, of which at least 1 of whom shall be a representative of an ASA Technical Committee, the members and Chair to be appointed by the Chair of ASACOS for a 1-year term following the Spring meeting of ASACOS. To ensure continuity, the Standards Secretary is an *ex officio* member of the Nominating Committee (see also 1.3.3.5).

- 3.1.2 Duties.** The Nominating Committee shall submit a report containing the names of persons for appointments to fill all vacant and/or renewable positions described in the following sections, for approval by ASACOS at the fall ASA meeting. The approved list of candidates shall be submitted to the ASA President, with a request for approval prior to the ASA Spring meeting. All approved appointments take effect and begin their terms immediately following the spring ASA meeting.
- 3.1.3 ASA Membership requirement.** With the exception of the Chair and Vice Chair of ASACOS and the TC Representatives, the requirement for ASA membership for the following appointments may be waived under special circumstances, upon the recommendation of the Chair of ASACOS, subject to approval by ASACOS and the ASA Executive Council.

3.2 Nomination of ASACOS officers

- 3.2.1 ASA Standards Director and Chair of ASACOS.** Nominations to be made for Standards Director (ASACOS Chair) if term will expire or if the office is vacated.
- 3.2.2 Vice Chair of ASACOS.** Nomination is to be made for Vice Chair if the term will expire or if the office is vacated.

3.3 Nominations for Representatives of the ASA Technical Committee to ASACOS

Representatives of the ASA Technical Committees are nominated by the Nominating Committee upon the recommendation of the Technical Committee Chair. Each representative shall be a member of ASA and a member the Technical Committee represented. These appointments are for one 1-year, renewable terms. In the event that a representative cannot serve out their term, the Chair of ASACOS can make an interim appointment, subject to approval by ASACOS and the ASA President. Recommendations for interim appointments are to be submitted in writing to the Chair of ASACOS by the Chair of the Technical Committee. No person may hold more than 2 voting positions on ASACOS simultaneously. Additional non-voting (*ex officio*) positions may be held simultaneously.

3.4 Standards Committee, Subcommittee, and Technical Advisory Group nominations

- 3.4.1 Chair and Vice Chair of each Standards Committee or Subcommittee.** Nominations shall be made for the Chair and/or Vice Chair for each Standards Committee or Subcommittee if either term will expire or if the office is vacated. Nominees shall be selected from the present membership of the Standards Committee or Subcommittee. If a nominee for Chair is not already the voting representative of an organizational member of the Standards Committee or Subcommittee, he/she shall also be nominated as the ASA voting representative to that Standards Committee or Subcommittee. However, in the event the Chair or nominee for Chair is already a representative of another organization, then the nominee for Vice Chair shall be nominated as the ASA representative to that Standards Committee or Subcommittee. In the event that Vice Chair also has a voting conflict, the immediate past Chair shall be nominated as the ASA voting representative to that Standards Committee or Subcommittee. The same process shall apply to the alternate voting member.

The term of appointment is not to exceed 3 years, with no more than one successive renewal. Under special circumstances, an exceptional third 3-year term may be recommended by the Secretariat and approved by ballot. These appointments are made by the ASA Standards Secretariat, subject to approval by the Standards Committee or Subcommittee. Nominees for the Chair and Vice Chair shall be members of ASA.

- 3.4.2 Chairs and other officers of each Technical Advisory Group.** The ASA Standards Secretariat appoints the Chairs and other officers of the Technical Advisory Groups for which:

ASA has been designated by ANSI as the official U.S. Technical Advisory Group e.g., U.S. TAGs to the International Organization for Standardization (ISO); or

ASA maintains a U.S. Technical Advisory Group or acts as the Technical Advisor to the U.S. National Committee, where appropriate, e.g., the U.S. Technical Advisor to the International Electrotechnical Commission (IEC).

These appointments are for up to 4 years, are renewable, and are subject to approval by the Technical Advisory Group. The term of office shall be specified at the time of nomination. Nominees shall be members of ASA.

- 3.4.3 Individual Experts for each Standards Committee, Subcommittee, and U.S. TAG.** The ASA Standards Secretariat appoints Individual Experts to serve on the Standards Committees or Subcommittees for which ASA holds the Secretariat, upon recommendation of the Committee, Subcommittee, or U.S. TAG Chair, and ASA Standards Secretary, for 1-year renewable terms.

- 3.4.4 ASA representatives to Standards Committees, Subcommittees, and U.S. TAGs.** The ASA Standards Secretariat appoints ASA representatives and alternates, where appropriate, to all Standards Committees, Subcommittees, and U.S. TAGs for which ASA maintains organizational membership. These appointments are for 1-year renewable terms. Nominees shall be members of ASA.

3.5 Nomination of additional ASACOS representatives

- 3.5.1** The ASA representative to any ANSI forum, council, or committee, not already designated by the ASA Rules or already appointed by the Chair of ASACOS, (see also 1.3.1.6) may be nominated. Appointments are for 1-year renewable terms. Nominees shall be members of ASA.
- 3.5.2** Associate Editor(s) of Standards News section of **JASA** (see also 1.1.13). These appointments are for 1-year renewable terms. Nominees shall be members of ASA.

3.6 Elections and transmittal of results

- 3.6.1** ASACOS shall consider the report of the Nominating Committee by a vote at its fall meeting. The voting requirement shall be a majority of the members present. The final ASACOS recommendations as approved by the ASA President shall be reported to the ASA Executive Council for information at its spring meeting.
- 3.6.2** The names of all appointments taking effect after the ASA spring meeting shall be reported to their respective Standards Committees, Subcommittees, or TAGs.
- 3.6.3** Nominations for ASA Standards Director and ASACOS Vice Chair, shall be submitted to the ASA Executive Council with a request for approval at the spring ASA meeting.

4 Voting

4.1 Requirement for voting

ASACOS shall determine its position on any question by either a vote at a meeting where a quorum is present, or by Email ballot in which a majority of the members of ASACOS return their ballots. If substantive changes are made to the text of a document as a result of comments received during an

Email ballot, where the required number of affirmative votes for approval has been registered, then the ASACOS voting membership will be notified of the changes and given the opportunity to change their votes within 15 days.

4.2 Proxies

No proxy votes are permitted. An alternate for a member may attend ASACOS meetings subject to appropriate notification (see Section 5.5) but shall not vote.

4.3 Single vote and count for establishment of a quorum

In the case that an individual that serves on ASACOS holds more than one voting office, such individual shall have only one vote. However, each office represented shall count toward the establishment of a quorum.

4.4 Approval by two-thirds of those voting

Ballots on ASACOS policies and procedures require approval by a two-thirds majority of those voting.

4.5 Approval by simple majority

The following actions require a simple majority of those voting, or a majority of those present at a meeting with or without a quorum present.

- (a) Nominations for ASA Standards Director (ASACOS Chair) and ASACOS Vice Chair;
- (b) Approval of nominations;
- (c) Secretariat appointments and recommendations.

4.6 Other matters

All other matters require approval by a majority of those voting by Email ballot or at a meeting where a quorum is present.

5 Meetings of ASACOS

5.1 Frequency of meetings

ASACOS shall meet at least twice annually, normally in conjunction with ASA national meetings.

5.2 Meeting notice

The ASACOS Secretary, in cooperation with the Chair, shall notify the members of ASACOS of stated meeting at least 4 weeks before such meeting will take place, and an agenda shall be available and distributed in advance of the meeting. .

5.3 Quorum

A quorum at any meeting of ASACOS shall consist of a majority of the ASACOS voting members. As specified in 4.3, when a person holding multiple offices is present at the meeting, each office represented shall count toward establishment of the quorum.

5.4 Meeting where a quorum is not present

If at an ASACOS meeting, for which adequate notification has been given, a quorum does not exist, the meeting may take place, but actions proposed at such a meeting requiring a vote must subsequently be ratified by the ASACOS voting members via subsequent Email ballot.

5.5 Participation of an alternate at a meeting

An ASACOS member may designate an alternate to serve at an official meeting providing the Chair of ASACOS has been notified in writing prior to the meeting. Such alternate may not vote (see 4.2).

5.6 Agenda items added at a meeting

Any items that arise for consideration at a stated meeting of ASACOS which have not previously been made part of the agenda circulated prior to the meeting may be added to the agenda by approval of the majority of ASACOS voting members present. Any actions proposed on those added items must subsequently be ratified by the ASACOS voting members.

5.7 *Robert's Rules of Order*

Procedures for ASACOS meetings, not otherwise specified, shall be in accordance with *Robert's Rules of Order*.