



ASIS INTERNATIONAL

ANSI ACCREDITED STANDARDS DEVELOPMENT PROCEDURES

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1. INTRODUCTION

The purpose of this document is to describe the Standards Development Procedures that apply to ASIS International (ASIS) as it relates to the development of American National Standards Institute (ANSI) standards. ASIS is an ANSI accredited standards developer and in a continuing effort to advance the security profession ASIS develops security management standards and guidelines that set best practices in today's evolving and demanding security environment.

Founded in 1955, ASIS is the largest membership organization for security management professionals crossing all industry sectors, embracing every discipline along the security spectrum from operational to cybersecurity. With hundreds of chapters across the globe, ASIS is recognized as the premier source for learning, networking, certification, standards and guidelines, and research. ASIS is dedicated to increasing the effectiveness of security professionals at all levels and ensures its members and the security community have access to the intelligence and resources necessary to protect their people, property, and information assets. Learn more about the work ASIS does at asisonline.org. Additionally, ASIS works with standards bodies around the world to promote consensus-based standards and training to increase the effectiveness and productivity of security management professionals.

2. ORGANIZATION

The standards work of ASIS is accomplished in various technical committees and administered by the ASIS Program Office. Technical committees are comprised of consensus body (voting) members and are established as necessary to carry out the work of standards development. Working groups within technical committees are formed as needed, based on work programs. Ad hoc groups (comprised of staff and subject matter experts) may be formed to accomplish a definitive objective related to the development or revision of a standard as preparatory work, and usually within a defined period of time. Preparatory draft work within ad hoc groups typically takes place prior to the establishment of a technical committee and is intended to provide direction and/or a starting point for technical committee work.

2.1 Professional Standards Board

The Professional Standards Board is the governing body within ASIS that oversees the development of security management standards and guidelines that will advance the security profession worldwide.

The Professional Standards Board, in conjunction with the ASIS Program Office, is responsible for authorizing projects for new standards, revisions, reaffirmations, or withdrawals of standards. In unique circumstances, the Professional Standards Board may delegate the decision to revise, reaffirm, or withdrawal a standard, to a technical committee.

2.2 Technical Committee Officers and Duties

Technical committee officers (i.e., chair, co-chairs, vice-chair, etc.) shall be appointed by the Professional Standards Board Chair and/or Vice-chair to typically serve the term of the project. Candidates may come from the Professional Standards Board, ASIS membership, or industry and should have previous technical committee and industry experience.

Technical committee officers should preside at all meetings of the technical committee and perform its duties and exercise such other powers as prescribed from time-to-time by the Professional Standards Board. Technical committee officers (with the support of ASIS Program Office) shall be responsible for

ensuring that these Standards Development Procedures are followed and that the meetings are conducted in a fair and efficient manner. Technical committee officers may (at the discretion of the Professional Standards Board), serve in a voting capacity.

2.2.1 Liaisons

The Professional Standards Board may appoint liaisons to serve on ASIS standard's technical committees. Liaisons come from the Professional Standards Board (i.e., directors) and are primarily responsible for reporting on the standards' progress to the Professional Standards Board. Liaisons are permitted to serve as technical committee members and in a voting capacity. A liaison's responsibility, however, is separate and apart from the responsibilities of committee membership.

2.3 ASIS Program Office

ASIS shall act as the ASIS Program Office and be responsible for:

- Organizing technical committees.
- Supporting the technical committee officer(s) in overseeing compliance with these procedures, including legal review as necessary.
- Applying for accreditation by ANSI and maintain accreditation in accordance with ANSI requirements.
- Maintaining rosters of all technical committees and working groups.
- Supporting the technical committee officer(s) in ensuring technical committee compliance with the ASIS Code of Ethics Code of Conduct.
- Submitting candidate draft American National Standards approved by technical committees with supporting documentation for ANSI review and approval as American National Standards.
- Ensuring adherence to periodic maintenance of Standards to include taking action to revise, reaffirm or withdraw a document as an American National Standard before the fifth year of its approval or other time frame.
- Maintaining all technical committee documentation.
- Providing project management and other support as necessary to the technical committees.
- Publishing approved Standards.
- Performing other functions as required.

2.4 ASIS Communities

In a concerted effort to bridge the many disciplines of specialized security, the Professional Standards Board seeks the experience and expertise of ASIS Communities in the development of security standards. These communities consist of security practitioners and suppliers that serve the membership through the identification of information regarding security issues in their specific areas of concentration. Communities provide a vital link between the security practitioners and the Professional Standards Board, ensuring that the most relevant and current information on security practices is made available for ASIS members and the security management profession.

3. NOTIFICATION OF STANDARDS DEVELOPMENT AND HARMONIZATION

Notification of standards activity is announced in suitable media as appropriate to demonstrate provision of opportunity for participation by all directly and materially interested parties.

The Professional Standards Board, in conjunction with the ASIS Program Office, is responsible for authorizing the initiation of standards projects and establishing technical committees. The Professional Standards Board is responsible for approving standard's scope for new or revisions. Upon authorization and initiation of a project to develop or revise a Standard, notification shall be transmitted to ANSI using the Project Initiation Notification System (PINS) form, or its equivalent, for listing in *Standards Action* within 90 days or a timeframe agreed upon by the Professional Standards Board and ASIS Program Office based upon project timelines. Any resulting comments and deliberation will be addressed in accordance with 2.5 of the ANSI *Essential Requirements*.

If a potential conflict has been identified in relation to the development of a standard, the ASIS Program Office shall convene a stakeholder deliberation as part of the standards development process in order to maximize coordination and harmonization with other standards development organizations. These meetings provide a venue for interested parties to provide relevant and timely information. These types of meetings enable stakeholders and other interested parties to participate initially as stakeholders and to the technical committees' efforts. The ASIS Program Office shall announce stakeholder meetings in a timely manner sufficient to maximize public input and participation.

4. DUE PROCESS REQUIREMENTS

4.1 Openness

Participation on ASIS technical committees shall be open to any directly and materially interested parties with the capability and willingness to participate in the work of the technical committee. Inclusion on technical committees shall not be conditional upon ASIS membership, nor unreasonably restricted on the basis of technical qualifications or other such requirements. See 5.2 for additional details.

4.2 Lack of Dominance

ASIS technical committees shall be sufficiently diverse to ensure reasonable balance without dominance by any single interest category, individual, or organization. Dominance means a position or exercise of dominant authority, leadership, or influence by reason of superior leverage, strength, or representation to the exclusion of fair and equitable consideration of other viewpoints. Unless it is claimed by a directly and materially interested party that a single interest category, individual, or organization dominated the standards development process, no test for dominance is required.

4.3 Balance

Participants from diverse interest categories shall be sought with the objective of achieving balance. ASIS shall establish technical committees comprised of a balance of interests. Where a lack of balance is identified, ASIS shall conduct targeted outreach to the underrepresented interest categories. ASIS accepts ANSI's historical definition for balance. Historically the criteria for balance are that a) no single interest category constitutes more than one-third of the membership of a consensus body dealing with safety-related standards or b) no single interest category constitutes a majority of the membership of a consensus body dealing with other than safety-related standards.

4.4 Consensus

Consensus is the primary decision-making tool for ASIS Standards and Guidelines technical committees. Consensus means substantial agreement has been reached by directly and materially interested parties. This signifies the concurrence of more than a simple majority, but not necessarily unanimity. Consensus

requires that all views and objections be considered, and that an effort be made toward their resolution. The technical committee officer(s) and ASIS Program Office shall monitor discussions to ensure all views and objections are considered and that consensus is reached.

5. MEMBERSHIP

Technical committees are comprised of a broad range of industry subject matter experts (SMEs). SME representation typically includes but is not limited to: security directors and managers, equipment manufacturers and suppliers, owners, and end users of security systems, insurers, professional consultants, service providers, law enforcement, government agencies, branches of the military, and not-for-profit trade or professional associations.

An individual seeking to participate as a technical committee member that is not an ASIS member may be assessed a non-ASIS member technical committee participation administrative fee of \$300. The fee may be waived or reduced upon sufficient evidence of hardship.

5.1 Request for Membership

Any individual wishing to join a technical committee must apply for technical committee membership. A completed application form shall be submitted to the ASIS Program Office for consideration. Consideration shall be given to any applicant with a direct and material interest in the technical committee's work who has the capacity and willingness to participate actively. Technical committee applicants may serve in the capacity of organizational representatives or independents. No organization/company, government agency, or educational institution shall designate as a representative (or alternate) any individual who is already designated as the representative (or alternate) for another organization/company, government agency, or educational institution.

5.2 Technical Committee Formation

The submission of a technical committee application does not guarantee technical committee inclusion. In determining technical committees' composition, the ASIS Program Office and technical committee officer(s) shall consider the following:

- Information contained in the application form;
- Industry knowledge and experience;
- Need for active participation by each interest;
- Previous participation and conduct on technical committees;
- Potential conflict of interest;
- Potential for dominance and imbalance by a single interest category, individual, or organization;
- Extent of interest expressed and the willingness to participate actively; and
- The representative identified by the organization/company, government agency, or educational institution.

The ASIS Program Office shall consider reasonable limits on technical committee size (up to 50 consensus body members, and no less than 10).

In general, the technical committee application process is considered closed once technical committees have been formed, and no further outreach is conducted unless there are changes in membership that impact balance requirements or additional expertise is being sought.

5.3 Interest Categories

For purposes of developing an American National Standard, technical committee members shall be classified as:

- General Interest (GI) - members of ASIS Communities, government, not-for-profits, academia and any other interested parties who may be excluded from one of the other two categories (i.e., P/SP and U/M);
- Producer/Service Providers (P/SP)– consultants, service firms, and equipment manufacturers and suppliers; or
- User/Managers (U/M) - supervisors or persons in charge of the day-to-day security management, operations or systems.

Each technical committee member shall self-declare its own interest category in accordance with the ASIS established categories.

5.4 Technical Committee Composition

Technical committees are comprised of primary and alternate voting members (consensus body). In addition, nonvoting members (i.e., observers) may participate as outlined in section 5.4.2.

5.4.1 Consensus Body Member Responsibilities

Technical committee members are expected to actively participate to allow for maximized standards development progression. Responsibilities include, but are not limited to:

- Attendance at meetings;
- Participation in discussions and consensus decisions;
- Developing content, reviewing, and commenting on drafts;
- Submitting requisite votes on letter ballots; and
- Informing the ASIS Program Office of membership status changes.

5.4.2 Observer Member Participation

Observers are permitted to attend meetings and engage in discussions at the discretion of the technical committee officer(s); however, observers are not permitted to:

- Comment on drafts;
- Participate in consensus decisions; or
- Vote on letter ballots.

In special circumstances, the technical committee officer(s), in consultation with the ASIS Program Office, may request feedback from observers, if such action is determined to serve a useful purpose.

5.5 Membership Rosters

The ASIS Program Office shall prepare and maintain a membership roster documenting the classification of each technical committee member.

An individual may request a copy of the consensus body roster at any time. Consensus body rosters shall include the member's name, entity that the consensus body member represents (which may or may not be that person's employer), and interest category. Contact information is not provided.

5.6 Changes in Membership Standing

If an individual of a technical committee changes employment or organization represented, said individual's membership automatically terminates. The individual may request technical committee reinstatement. The technical committee officer(s) and the ASIS Program Office shall consider such reinstatement following the guidance of section 5.2.

5.7 Conflict of Interest

Individuals shall disclose any potential conflicts of interest. A conflict of interest may exist when an individual participates in the decision-making process on an issue, while concurrently having other business, professional, or personal interests that could lead towards bias or predisposition on the issues. If a member is serving in an individual capacity, their sponsor (if applicable) must be disclosed.

There are other scenarios that may present conflicts of interest. Failure of a technical committee member to properly disclose any potential conflict of interest may be grounds for immediate removal from technical committee participation.

Concerns related to potential conflicts of interest shall be adjudicated by the Professional Standards Board Executive Committee.

5.8 Membership Resignation

A technical committee member or observer may resign by written correspondence.

6. MEETINGS

The purpose of meetings is to conduct technical committee business. Meetings are generally conducted virtually. In special circumstances, in-person meetings may be necessary. If conducted in-person, meeting locations and dates shall be selected through the technical committee officer(s) and the ASIS Program Office and communicated to the technical committee as soon as practical.

6.1 Frequency

The technical committees will meet to develop American National Standards on an as-needed basis.

6.2 Notification

Meetings are announced in advance of the meeting date.

6.3 Meeting Minutes

The ASIS Program Office captures technical committee meeting minutes. Minutes generally include but are not limited to the following information:

- Date(s);
- Type of meeting (i.e., virtual, conference call, face-to-face);
- Attendance list;
- Approved agenda;
- Approved minutes;
- Action items; and
- Next meeting dates (if available).

Minutes are not captured for working group, ad-hoc group, or task force meetings.

6.4 Meeting Documents

The ASIS Program Office is responsible for circulating meeting documents to the technical committee.

Draft proposed American National Standards are dynamic in nature and subject to change throughout the standards development process. As such, draft proposed American National Standards shall not be distributed to non-technical committee members until such time the draft proposed American National standard opens for public review.

6.5 Meeting Attendance

Technical committee members are expected to attend meetings to promote progress of the standard's development.

The ASIS Program Office monitors meeting attendance on a regular basis (i.e., every 3-6 months) and where necessary, will notify in writing, consensus body members who fail to attend at least 3 consecutive meetings without cause. If a member so notified fails to attend future meetings, that member may be removed from the technical committee.

Meeting participation by proxies shall not be permitted.

6.6 ASIS Code of Ethics Code of Conduct

All individuals involved in the standards development process are expected to conduct themselves in a professional manner and comply with the ASIS Code of Ethics Code of Conduct. Technical committee officer(s) and the ASIS Program Office shall monitor participants' conduct. An individual found to be in violation of the code shall be notified in writing of the requirements to adhere to the code. If an individual notified in writing continues to violate the code, such individual may be removed from technical committee participation and may not be permitted to participate in future projects.

6.7 Quorum

Quorum is not required for the conduct of meetings; however, a meeting may be rescheduled at the discretion of the technical committee officer(s) in consultation with the ASIS Program Office for reasons such as lack of attendance, imbalance of representation, etc., that would prevent the consideration and discussion of contrasting views and perspectives.

6.8 Guests

Requests for meeting attendance by guests shall be made in writing to the ASIS Program Office at least 7 calendar days in advance of the meeting. Attendance may be subject to relevant requirements such as registration, meeting fee, etc. Attendance may be limited based on practical considerations.

Guest comments/feedback at technical committee meetings shall be limited and permissible at the discretion of the technical committee officer(s) and ASIS Program Office.

6.9 Recordings

Technical committee meetings shall not be recorded by any means.

7. SUBSTANTIVE CHANGE

A substantive change in a Standard is one that directly and materially affects the use of the Standard. Examples of substantive changes are:

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

8. VOTING PROCEDURES FOR LETTER BALLOTS

All documentation associated with American National Standards will undergo the letter ballot process. Substantive changes to and interpretations of all Standards shall be approved by letter ballot of the technical committee.

8.1 Voting

The consensus body member shall vote either:

- Yes;
- Yes, with comment;
- No with reasons (the reasons for a negative vote should include specific wording or actions that would resolve the objection); or
- Abstain.

8.2 Voting Rights

Technical committee members shall exercise their voting rights within the prescribed time. A technical committee member’s primary voting representative shall ordinarily cast that member’s vote. The member’s alternate representative shall cast that member’s vote only if the primary representative fails to vote.

Voting by proxies shall not be permitted.

8.3 Voting Period

The voting period for letter ballots shall end 14 calendar days from the date of issuance. An extension may be granted at the technical committee officer(s) and ASIS Program Office discretion, if warranted. Follow-up notices may be sent to technical committee members whose votes have not been received within 3 calendar days of the ballot closing date.

The voting period for recirculation letter ballots shall end 7 calendar days from the date of issuance. Follow-up notices are not required for recirculation letter ballots.

8.4 Approved Actions

Approvals of, substantive changes to, and interpretations of American National Standards shall be considered approved where a majority of the technical committee returns ballots and at least two-thirds of those voting approves the action.

8.5 Reporting Votes

The results of each vote on all American National Standards shall be reported to the technical committee officer(s) as follows:

- Number of approvals (including comments);
- Number of disapprovals (including comments);
- Number of abstentions (with or without reasons);
- Number of unreturned ballots; and
- Number of total voting members.

Letter ballot results are provided to technical committees.

If a technical committee member resigns after the ballot period and did not vote, the individual will not be counted in the BSR9 submittal to ANSI.

8.6 Negative Votes

A negative vote shall be accompanied by a reason and, if possible, should include specific wording or actions that would resolve the objection. A negative vote not supported by a reason is not required to be recirculated but is recorded as a negative without comment on the BSR9 submittal to ANSI.

If a consensus body member resigns from the technical committee during or after a ballot period with a negative vote (with or without comments) on file, such vote will be removed, will not be recirculated to the technical committee, and will not be recorded on the BSR9. Such individuals shall not be given the right to appeal.

8.7 Confidentiality

The ASIS Program Office shall report voting results as outlined in section 8.5. All other information pertaining to the votes shall remain confidential.

8.8 Public Review

Proposals for new American National Standards or reaffirmation, revision, or withdrawal of existing American National Standards shall be transmitted to ANSI for public review listing in *Standards Action* for comment via the BSR8 process.

The ASIS Program Office typically conducts public review of proposed standards concurrent with the technical committee letter ballot. Public review is announced in suitable media as appropriate to demonstrate an opportunity for participation by all directly and materially interested persons.

8.9 Considering of Views and Objections

Prompt consideration shall be given to the written views and objections of all participants, including public review commenters. All received comments shall be considered by the technical committee and the commenter shall be notified, in writing, of the technical committee's decision, reasons therefore and response. A concerted effort to resolve all comment(s) shall be made.

Unresolved objections and attempt at resolution, and any substantive change made in a proposed American National Standard shall be circulated to the technical committee in order to afford each members an opportunity to respond, reaffirm, or change their vote.

In connection with an objection articulated during a public comment period, or submitted with a negative vote, an effort to resolve expressed objections accompanied by comments related to the proposal under consideration shall be made, and each such objector shall be advised in writing

(including electronic communications) of the disposition of the objection and the reasons therefor. If resolution is not achieved, each such objector shall be informed in writing of their right to appeal.

All substantive changes shall be submitted to ANSI via the BSR8 for further public review.

Submitters of unresolved negative votes (from technical committee members) and unresolved comments (from public reviewers) shall be notified in writing of their right to appeal.

When the above process is completed, comments received after the closing of the public review shall be considered at the next review cycle. Timely comments that are not related to the proposal under consideration shall be documented and considered in the same manner as submittal of a new proposal. The submitter of the comments shall be notified.

9. RECORDS

Material associated with the development of a Standard (including revisions and reaffirmations) shall be retained for one complete Standards cycle, or until the Standard is revised. Records regarding the withdrawal of all Standards shall be retained for at least five years from the date of withdrawal or for a duration consistent with the audit schedule.

10. WITHDRAWAL CRITERIA

10.1 Administrative Withdrawal

Per *ANSI Essential Requirements*, an American National Standard (ANS) shall be withdrawn five years following approval, if the standard has not been revised or reaffirmed, unless an extension has been granted by the ExSC or its designee. An ANS that has not been reaffirmed or revised within the five-year period, and that has been recommended for withdrawal by the ExSC or its designee, shall be withdrawn at the close of a 30-day public review notice in *ANSI Standards Action*. American National Standards that have not been revised or reaffirmed within ten years from the date of their approval as ANS shall be withdrawn, and such action shall be announced in *ANSI Standards Action*.

10.2 Withdrawal by ANSI-Accredited Standards Developer

Per *ANSI Essential Requirements*, an ANS must be supported by an ANSI-Accredited Standards Developer. If an accredited standards developer wishes to withdraw its approval of one or more of its American National Standards, it may do so without a vote of the relevant consensus body. If an accredited standards developer does withdraw one or more of its ANS, then the standards developer shall notify ANSI immediately and the standard shall be withdrawn as an ANS and announced in *ANSI Standards Action*.

10.3 Discontinuance of a Standards Project

ASIS, by way of the Professional Standards Board, may decide to abandon the processing of a proposed new or revised ANS or portion thereof at its own discretion and without a vote of the relevant technical committee. ANSI is to be notified immediately of any such action which will be announced in *ANSI Standards Action*.

11. INTERPRETATIONS

An interpretation is the answer to a question on the meaning of a standard. Interpretation requests of ANSs under the purview of ASIS must be submitted in writing to the ASIS Program Office and shall be forwarded to the Professional Standards Board. Proposed interpretations may be prepared by an individual who served on the technical committee with particular expertise on the subject in question. All proposed interpretations shall be prepared in writing and shall be submitted to the ASIS Program Office for a letter ballot of the technical committee. In the event that the technical committee has been disbanded, the letter ballot shall be sent to the Professional Standards Board. Interpretations shall be approved in accordance with section 8.4. Notification of approved interpretations shall be sent in writing to the requester. Notifications shall also be given to other users of the Standards via the appropriate ASIS technical committee email list and posted on the ASIS web site.

12. METRIC POLICY

Where applicable, ASIS accepts ANSI's Metric Policy which states that, "*Units of the International System of Units (SI), the modernized metric system, are the preferred units of measurement in American National Standards.*" Not all ASIS American National Standards are measurement sensitive.

13. ANTI-TRUST POLICY

ASIS will comply with the ANSI Anti-trust Policy, in the most current edition of the *ANSI Essential Requirements*.

14. PATENT POLICY

ASIS will comply with the ANSI Patent Policy in the most current edition of the *ANSI Essential Requirements*.

15. COPYRIGHT

In order that ASIS may disseminate the work of its technical committees, it is necessary that each contributor grant ASIS the rights necessary to adapt, copy, and publicly distribute any contribution or submittal made to an ASIS technical committee.

All ASIS standards are copyrighted by ASIS. Except as expressly permitted by ASIS, no standard or other ASIS deliverable; or any portion thereof, may be reproduced or distributed in any form, without the prior written permission of ASIS. The following copyright notice shall be included in all standards, or other ASIS deliverables.

"Copyright © [date of publication] ASIS International. All rights reserved."

16. COMMERCIAL TERMS AND CONDITIONS

ASIS will comply with the ANSI Commercial Terms and Conditions Policy in the most current edition of the *ANSI Essential Requirements*.

17. COMPLAINTS

17.1 Complaints Filing

An individual wishing to file a code of ethics code of conduct complaint is required to do so in writing using the *Complaints Form*. All communications must be directed to the ASIS Program Office. As noted in the complaints form, the complaint must state the nature of the complaint and the remedial action(s) that would resolve the complaint. Previous efforts to resolve the complaint should be noted. All complaints will be addressed by the ASIS Professional Standards Board Executive Committee.

- The complaint as well as any accompanying documentation must be in English and must be submitted to the ASIS Program Office via email to: standards@asisonline.org.
- The complaint must fully identify the person(s) making the complaint [the “complainant(s)”]; the Professional Standards Board Executive Committee will not accept or act upon anonymous complaints.
- The complaint should include relevant documentation to enable the ASIS Professional Standards Board Executive Committee to determine if the code was violated, thus the complaint has merit and warrants further action.

17.2 Complaints Response

Within 45 calendar days after receipt of the complaint, per section 17.1, the ASIS Professional Standards Board Executive Committee will respond in writing to the complainant, specifically addressing each issue of the complaint, to the extent possible.

- Upon receiving a complaint, the ASIS Program Office will acknowledge receipt of the complaint.
- The complaint will be forwarded to the Professional Standards Board Executive Committee for review and investigation.
- If the Professional Standards Board Executive Committee determines the complaint has merit, the Professional Standards Board Executive Committee will evaluate the remedial action(s) being sought by the complainant to determine appropriateness of such request.
- If the review determines that the complaint lacks sufficient factual allegations, is frivolous, has no merit, was made under circumstances that demonstrate was made in bad faith, or fails to state a legitimate claim, it will be dismissed with no further action undertaken. A brief statement of the reason(s) why the complaint was dismissed will be provided to the complainant and the complainant(s) will be unable to file additional complaints regarding the matter.

18. APPEALS

Any individual who has been or will be adversely affected by a procedural action or inaction regarding the development of a proposed American National Standard, or the revision, reaffirmation, or withdrawal of an existing American National Standard, shall have the right to appeal. Appeals must be based solely on procedural matters; ASIS does not allow appeals related to technical issues or issues that took place in previous revision cycles.

18.1 Filing an Appeal

An individual wishing to appeal a procedural action shall notify the ASIS Program Office, within 10 calendar days from the date of action, of the intent to appeal. Appeals related to procedural inaction may be made at any time.

There is an appeal filing fee of \$1000. Following notification of the intent to appeal, the appellant shall be provided 7 calendar days to submit the appeals filing fee. If the filing fee is not submitted within 7 calendar days, the appeal shall be dismissed unless an extension has been granted. The appeals filing fee may be waived or reduced upon sufficient evidence of hardship.

Once the appeal filing fee is submitted, the ASIS Program Office will provide instructions relative to appeals documentation submission and coordination of the appeals hearing date.

18.2 Appeals Panel

The Professional Standards Board Executive Committee shall appoint an appeals panel. The appeals panel shall consist of members of the Professional Standards Board who have not been directly involved in the dispute and who will not be affected by the decision made in the appeal.

18.3 Conduct of Hearing

The hearing may be conducted in-person or virtually and shall consist of a facilitator, appeals panel, and the parties involved in the dispute. In addition to the appeals panel, legal counsel and ASIS Program Office will be present.

The hearing will be conducted on a date agreeable to all participants, giving at least 15 calendar days' notice. If the appellant does not respond within 7 calendar days in connection with coordinating an appeal hearing date, the appeal is considered closed.

18.4 Decision

The appellant has the burden of demonstrating adverse effects of improper actions and/or inactions. The ASIS Program Office has the burden of demonstrating that it took all actions in question in compliance with these procedures.

The appeals panel shall render its decision in writing within thirty calendar days, stating findings of fact and conclusions, with reasons thereof, based on a preponderance of the evidence. The appellant will be provided with a written copy of the decision of the appeals panel, which shall be binding and final on all concerned.

19. REVISIONS TO PROCEDURES

These procedures for American National Standards development are maintained by the ASIS Program Office. Proposed revisions to these procedures may be submitted in writing by any ASIS technical committee member along with the supporting rationale for the proposed change. The ASIS Program Office will present proposed revisions to the Professional Standards Board Executive Committee for review and consideration. A proposed procedural revision may be rejected. The revised procedures are submitted to ANSI for public comment, and ANSI review and approval. Questions or comments

ASIS Standards Development Procedures

concerning these procedures are to be directed in writing to the Director of Standards and Guidelines at standards@asisonline.org, ASIS International, 1625 Prince Street, Alexandria, VA 22314.