



TECHNICAL REPORT	GEIA-OP-0001™	REV. E
	Issued 2003-09 Revised 2012-10 Stabilized 2015-07	
Manual of Organization and Procedure		

NOTICE

This document has been taken directly from the original TechAmerica document and contains only minor editorial and format changes required to bring it into conformance with the publishing requirements of SAE Technical Standards. The release of this document is intended to replace the original with the SAE International document. Any numbers established by the original document remain unchanged.

The original document was adopted as an SAE publication under the provisions of the SAE Technical Standards Board (TSB) Rules and Regulations (TSB 001) pertaining to accelerated adoption of specifications and standards. TSB rules provide for (a) the publication of portions of unrevised specifications and standards without consensus voting at the SAE committee level, and (b) the use of the existing specification or standard format.

SAE Technical Standards Board Rules provide that: "This report is published by SAE to advance the state of technical and engineering sciences. The use of this report is entirely voluntary, and its applicability and suitability for any particular use, including any patent infringement arising therefrom, is the sole responsibility of the user."

SAE reviews each technical report at least every five years at which time it may be revised, reaffirmed, stabilized, or cancelled. SAE invites your written comments and suggestions.

Copyright © 2016 SAE International

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without the prior written permission of SAE.

TO PLACE A DOCUMENT ORDER: Tel: 877-606-7323 (inside USA and Canada)
Tel: +1 724-776-4970 (outside USA)
Fax: 724-776-0790
Email: CustomerService@sae.org
<http://www.sae.org>

SAE WEB ADDRESS:

Full document details: SAE GEIAOP0001E

SAE values your input. To provide feedback on this Technical Report, please visit <http://www.sae.org/technical/standards/GEIAOP0001E>

Documents
AVS
Document Sharing Hub

TechAmerica Engineering Bulletin

Manual of Organization and Procedure

GEIA-OP-0001-E

Oct 2012



NOTICE

TechAmerica Engineering Standards and Publications are designed to serve the public interest by eliminating misunderstandings between manufacturers and purchasers, facilitating interchangeability and improvement of products, and assisting the purchasers in selecting and obtaining with minimum delay the proper product for their particular needs. Existence of such Standards and Publications shall not in any respect preclude any member or nonmember of TechAmerica from manufacturing or selling products not conforming to such Standards and Publications, nor shall the existence of such Standards and Publications preclude their voluntary use by those other than TechAmerica members, whether the standard is to be used either domestically or internationally.

Standards and Publications are adopted by TechAmerica in accordance with the American National Standards Institute (ANSI) patent policy. By such action, TechAmerica does not assume any liability to any patent owner, nor does it assume any obligation whatever to parties adopting the Standard or Publication.

Technical Publications are distinguished from TechAmerica Standards in that they contain a compilation of engineering data or information useful to the technical community and represent approaches to good engineering practices that are suggested by the formulating committee.

This Bulletin is not intended to preclude or discourage other approaches that similarly represent good engineering practice, or that may be acceptable to, or have been accepted by, appropriate bodies. Parties who wish to bring other approaches to the attention of the formulating committee to be considered for inclusion in future revisions of this publication are encouraged to do so. It is the intention of the formulating committee to revise and update this publication from time to time as may be occasioned by changes in technology, industry practice, or government regulations, or for other appropriate reasons.

Published by

© 2012 TechAmerica
Standards & Technology Department
1401 Wilson Boulevard, Suite 1100
Arlington, VA 22209

All rights reserved
Printed in U.S.A.

PLEASE!
DON'T VIOLATE
THE
LAW!

This document is copyrighted by TechAmerica and may not be reproduced without permission.

Organizations may obtain permission to reproduce a limited number of copies by entering into a license agreement with our distributors.

For distributor information please see our web site www.techamerica.org/ or contact TechAmerica at 703-284-5355

TechAmerica

Manual of Organization and Procedure

GEIA-OP-0001

Revision	Description of change	Date
-	Initial Release	09/15/2003
A	Incorporation of updates from the ANSI Essential Requirements for 2004 and other procedural clarifications. Addition of procedural information for Continuous Maintenance documents.	ANSI Approval 02/21/2005
B	Incorporation of Audit findings and recommendations from the ANSI audit of GEIA on Aug 12 and 15, 2005. Addition of Documents identified for Continuous Maintenance.	ANSI Approval May 16, 2006
C	Incorporation of updates from the ANSI Essential Requirements for 2007, 2008 and other administrative clarifications.	ANSI Approval Apr 3, 2008
D	Administrative changes only. Changes reflect editorial corrections and the Association name change from GEIA to TechAmerica as a result of GEIA, ITAA, AEA, and CSIA mergers.	ANSI Approval Jul 09, 2010
E	Incorporation of Audit Findings and recommendations from the ANSI audit of TechAmerica in March 2011. Incorporate balance change to ANSI Essential requirements from 2012 (See revision description, Appendix D)	ANSI Approval Oct 01, 2012

CONTENTS

1 Scope	1
2 Terms and Definitions	1
3 References	3
3.1 Normative Reference List	3
3.2 Normative Reference Acquisition	3
3.3 Informative References	Error! Bookmark not defined.
4 Organization	4
4.1 TechAmerica Standards & Technology Department Organization.....	4
4.2 TechAmerica Standards & Technology Committee Organization Elements	4
4.2.1 Systems, Standards & Technology Council	4
4.2.2 SSTC Executive Committee.....	5
4.2.3 Formulating Group	5
4.2.3.1 Standards & Technology Committee.....	5
4.2.3.2 Standards & Technology Subcommittee	5
4.2.3.3 Disbanding a Formulating Group	5
4.2.4 Working Group	5
4.2.5 Task Group	5
4.2.6 Discovery Group	5
4.2.7 Joint Committees.....	6
4.3 Appointment of Chairs and Vice Chairs	6
4.4 Responsibilities of a Chair	6
5 Membership Eligibility Criteria	8
5.1 Interest Categories	8
5.1.1 Producer.....	8
5.1.2 User.....	8
5.1.3 General Interest.....	8
5.2 Member Organizational Types.....	8
5.2.1 Companies.....	8
5.2.2 Government Entities	9
5.2.3 Liaison Organizations.....	9
5.2.4 Consultants	9
5.2.4.1 Single-Member Affiliated Consultants	9
5.2.4.2 Independent Consultants.....	9
5.3 TechAmerica Standards & Technology Committee Structure Elements	10
5.3.1 Systems, Standards & Technology Council	10
5.3.2 SSTC Executive Committee.....	10
5.3.3 Standards & Technology Committees and Subcommittees	11
5.4 Fees.....	11
6 Consensus Development	12
6.1 Voting	12
6.2 Obtaining Voting Status.....	12
6.3 Maintenance of Voting Status	12
6.4 Multiple Votes	12
7 Operations	13
7.1 General.....	13
7.2 Meetings.....	13
7.2.1 Notices	14
7.2.2 Agendas	14
7.2.3 Quorum	14

7.2.4 Meeting Cancellation	15
7.2.4.1 Notice of Cancellation.....	15
7.2.5 Conduct.....	15
7.2.5.1 Patent Policy.....	39
7.3 Legal issues and intellectual property rights (IPR)	15
7.3.1 Disclosure of Relevant Patents.....	15
7.3.2 General Patent Policy Guidelines	15
7.3.3 TechAmerica and ANSI Patent Policies	16
7.3.3.1 Copyrighted Material.....	17
7.3.3.2 Audio/Video Recording.....	17
7.3.4 Minutes.....	17
7.4 Program of Work	18
7.4.1 Scope Identification.....	18
7.4.2 Project Purpose	18
7.4.3 Project Initiation	19
7.4.4 Project Monitoring.....	19
7.4.5 Project Completion/Removal	19
7.5 Correspondence	20
7.6 Legal Guidance	20
7.7 Discovery Group Operations	20
7.7.1 Authorization.....	20
7.7.2 Recommendation Development.....	20
7.7.3 Guidance	21
8 Development of TechAmerica Standards, ANSI/TechAmerica Standards and TechAmerica Bulletins.....	22
8.1 Project Initiation (TechAmerica and ANSI/TechAmerica)	22
8.2 Preparation (TechAmerica and ANSI/TechAmerica).....	22
8.2.1 Normative References.....	22
8.2.2 Informative References.....	22
8.3 Draft Development and Review (TechAmerica and ANSI/TechAmerica).....	22
8.4 Release for Formulating Group Vote (TechAmerica and ANSI/TechAmerica)	22
8.4.1 Meeting Vote.....	23
8.4.2 Ballot	23
8.4.3 Vote Types	23
8.5 Voting Options.....	24
8.5.1 TechAmerica Voting Options.....	24
8.5.1.1 Negative Votes without comments.	24
8.5.1.2 Other votes	24
8.5.2 ANSI/TechAmerica Voting Requirements	24
8.6 Voting Tally.....	24
8.7 Comment Resolution.....	25
8.8 Reballoting.....	25
8.9 One Company (Organization)/One Vote Rule	25
8.10 Editorial Revision	25
8.11 Approval Requirements	25
8.12 Maintenance of TechAmerica Standards and Bulletins	25
8.13 Continuous Maintenance (CM) Option.....	26
8.13.1 Requests for revision.....	26
8.13.2 Standards requirements issued under the CM option	26
8.13.3 Reaffirmation of CM standards.....	26
8.13.4 Documents covered under the CM option.....	26
8.14 Stabilized maintenance option	26
8.14.1 Due Process and Consensus Requirements	27
8.14.2 Review Cycle.....	27
8.14.3 Request for change requirements	27

8.14.4 Right to appeal	27
9 ANSI/TechAmerica Standardization Procedures	28
9.1 Formulating Group Vote	28
9.2 Submission to ANSI for Public Review	28
9.3 Comments	28
9.4 Commenter Response.....	28
9.5 Recirculation/Reconsideration Vote	29
9.5.1 Recirculation Vote Approval	29
9.6 Results Scenarios	29
10 Legal Approval	30
10.1 ANSI Approval	30
11 Adopting International Standards	30
12 Appeals	31
12.1 Right of Appeal.....	31
12.2 Criteria for Appeals Mechanism	31
12.3 Appeals Procedures.....	31
12.3.1 Complaints.....	31
12.3.2 Response.....	31
12.3.3 Hearing.....	31
12.3.4 Appeals Panel	32
12.3.5 Conduct of the Hearing	32
12.3.6 Decision	32
12.4 Further Appeal.....	32
12.5 Actions Pending Appeal Resolution	32
13 Interpretations	33
14 Metric Policy	33
15 Record Retention	33
15.1 Minutes	33
15.2 Ballots	33
15.3 Published Standards and Bulletins	33
15.4 Voting Maintenance Records and Sign-In Sheets	33
15.5 Appeals	33
15.6 Agendas	33
15.7 Public Review Comments	33
15.8 Withdrawal Actions	33
15.9 Continuous Maintenance Option.....	33
15.10 Stabilized Maintenance Option	33
Annex A Excerpt from TechAmerica Legal Guides (Mandatory)	34
Annex B Patent Holder Statement (Normative)	36
Annex C Technical Evaluation (Informative)	38
C.1 Introduction.....	38
C.2 Formulating Group Responsibilities.....	38
C.3 Technology Proponent Responsibilities	38
C.4 Initiation.....	38
Annex D Changes since last ANSI approval (Informative).....	39

FIGURES

Figure 1 – TechAmerica Standards & Technology Committee.....4

Figure 2 - Document Life Cycle 41

Manual of Organization and Procedure

1 Scope

The TechAmerica Standards & Technology department is responsible for standardization activities, and provides other appropriate technical and engineering services within the scope of TechAmerica by-laws. Standardization activities shall include those associated with Business, Engineering, and Operations Management and Processes.

All activities shall be conducted in accordance with appropriate legal guidance.

2 Terms and Definitions

2.1 Bulletin: A document that, although not a standard, is of informative value to industry and/or users. Use of a bulletin is not required to comply with the normative elements of a standard.

NOTE--Throughout this manual, the term “bulletin” refers generically to documents that may be titled as either “Guideline,” “Recommended Practice,” “Bulletin,” or “Advisory.” Instructive terms, such as “shall,” “must,” or “will,” are not permitted in bulletins.

2.2 TechAmerica: The Technology Association of America, Inc.

2.3 Relevant Patent: A patent that is or may be required for compliance with the normative elements of a standard.

2.4 Formulating Group: A TechAmerica Standards & Technology committee or subcommittee with responsibility for formulation and adoption of standards or specifications.

NOTE—TechAmerica Standards & Technology committees and subcommittees are consensus bodies, as defined in ANSI Procedures Annex G (Normative). TechAmerica Standards & Technology committees and subcommittees are consensus bodies, as ANSI defines this term in ANSI Procedures Annex G (Normative). Specifically, “Consensus body: The group that approves the content of a standard, and whose vote demonstrates evidence of consensus.”

2.5 Handbook: A type of bulletin that is informative and provides information concerning the technical processes or ancillary regulatory requirements that are the subject of a standard.

NOTE--Compliance with a handbook shall not be required to achieve compliance with a standard.

2.6 Meeting: Includes face-to-face meetings, audio- or video- teleconferences and any other collaborative on-line working environment.

NOTE--In instances where requirements differ based on the type of meeting, those differences are specified. Requirements for virtual meetings are under consideration.

2.7 Member (TechAmerica): An eligible company that has paid current membership dues.

2.8 Member (Formulating Group): A company, government agency, liaison or other representative that has requested membership in a TechAmerica Standards & Technology committee or subcommittee, complied with the appropriate eligibility criteria in 5, and received confirmation of appointment.

NOTE—A member (formulating group) may participate on a voting or non-voting basis. See 5 and 6.

2.9 Recommended Practice: A type of bulletin that provides information related to a process or procedure that, in some circumstances, may assist the user of a standard in achieving compliance.

NOTE--Compliance with a recommended practice shall not be required to achieve compliance with a standard.

2.10 Representative: An individual, designated by a member of a formulating group or sub element, to participate in that formulating group or sub element, on that member's behalf.

2.11 Standard: A document that establishes engineering and technical requirements for processes, procedures, practices and methods that have been decreed by authority or adopted by consensus. Standards may also be established for selection, application and design criteria for material.

NOTE--Throughout this manual, the term "standard" refers generically to documents that may be titled as either a "Standard" or "Specification."

2.12 Standards Proposal: A document that is submitted for ANSI public review prior to approval as an American National standard.

2.13 Specification: A standard prepared specifically to facilitate procurement that clearly and accurately describes the essential technical requirements for purchased material. Procedures necessary to determine that the requirements for the purchased material covered by the specification have been met shall also be referenced or included.

3 References

3.1 Normative Reference List

The following standards contain provisions that, through reference in this text, constitute normative provisions of these procedures. At the time of publication, the editions indicated were valid. All standards are subject to revision, and parties to agreements based on these procedures are encouraged to investigate the possibility of applying the most recent editions of the standards listed in 3.1.

ANSI Essential Requirements, Due process requirements for American National Standards

TechAmerica

- GEIA-OP-0002, Style Manual for Standards and Other Publications, 2003
<http://www.techamerica.org>

Robert's Rules of Order

3.2 Normative Reference Acquisition

ANSI:

- American National Standards Institute, 25 West 43rd Street, New York, NY 10036 Internet:
<http://www.ansi.org/>

TechAmerica:

- TechAmerica, 601 Pennsylvania Ave NW, North Building Suite 600, Washington, DC 20004-, Phone 703-284-5326; Fax 202-682-9111 Internet: <http://www.techamerica.org>

TechAmerica:

- TechAmerica Legal Guides: <http://www.techamerica.org>

Robert's Rules of Order

- <http://www.constitution.org/ror/ror--00.htm>
-

4 Organization

4.1 TechAmerica Standards & Technology Department Organization

The TechAmerica Standards & Technology Department is headed by a TechAmerica Vice President who is responsible for carrying out the activities of the department.

4.2 TechAmerica Standards & Technology Committee Organization Elements

Figure 1 is illustrative of the various elements within the TechAmerica Standards & Technology Committee organization.

SSTC	Systems Standards and Technology Council
APMC	Avionics Process Management Committee
CMC	Compact Modeling Council
EIMI	Enterprise Information Management & Interoperability Committee
G-11	Component Parts Committee
G-12	Solid State Devices Committee
G-33	Configuration Management Committee
G-41	Reliability Committee
G-45	Human Systems Integration Committee
G-46	EMI/EMC Committee
G-47	Systems Engineering Committee
G48	System Safety Committee
IBIS	I/O Buffer Information Specification Committee
LCLS	Life Cycle Logistics Supportability Committee

Figure 1 - TechAmerica Standards & Technology Committees

NOTE—Figure 1 is maintained independent of this document to reflect the formation or disbanding of committees and/or subcommittees.

4.2.1 Systems, Standards & Technology Council

The Systems, Standards & Technology Council shall consist of engineering and operations professionals and be responsible for TechAmerica standardization programs, developing industry positions on government proceedings and other industry matters. The council may serve as a consensus body when the formulating group is outside of TechAmerica and the topic is of broad interest to the membership. Under these conditions the council may elect to serve as the consensus body and will comply with the same requirements for openness, balance, and due process that formulating groups are held to when developing either TechAmerica or ANS standards.

The Systems, Standards & Technology Council (SSTC) is responsible for approving new TechAmerica Standards & Technology committees and their scopes as well as appointment of committee Chairs. SSTC is also responsible for disbanding committees. See 4.2.3.3.

SSTC members represent either the views of a formulating group or of their companies, depending on the source of their appointment to SSTC.

4.2.2 SSTC Executive Committee

The SSTC Executive Committee is an executive group of the SSTC. The SSTC Executive Committee shall be authorized to act on behalf of the SSTC between SSTC meetings. A request by a single SSTC Executive Committee member shall be sufficient to refer an issue to SSTC for consideration.

Those SSTC Executive Committee members who chair a standing committee should represent the views of that committee. See 5.3.2. Those SSTC Executive Committee members who serve on an at-large basis should represent the views of their company.

4.2.3 Formulating Group

A formulating group is a TechAmerica Standards & Technology committee or subcommittee with responsibility for formulation of standards or specifications.

4.2.3.1 Standards & Technology Committee

The primary responsibility of a committee is to develop voluntary industry consensus standards. Standards & Technology committees have no fixed term of existence and are intended to continue to exist until there is no need. A Standards & Technology committee may establish subcommittees, working groups, or task groups, and, when doing so, shall approve an associated scope, if deemed necessary to carry out its mission by a majority vote. The SSTC, or the SSTC Executive Committee, may disband a committee, and reassign that committee's program of work to another formulating group, when the Standards & Technology committee is no longer required. See 4.2.3.3.

4.2.3.2 Standards & Technology Subcommittee

Standards & Technology subcommittees normally are formed when it is desirable to divide responsibility for the subject matter falling within the scope of a Standards & Technology committee. Subcommittees, like their parent committees, have no fixed term of existence and are intended to continue to exist until there is no need. A Standards & Technology subcommittee may establish working groups or task groups, and, when doing so, shall approve an associated scope. The Chair of the parent Standards & Technology committee may disband the subcommittee when the subcommittee is no longer required. At that time, the subcommittee's program of work shall be reassessed, and responsibility for each project reassigned to another formulating group. See 4.2.3.3.

4.2.3.3 Disbanding a Formulating Group

Prior to the dissolution of a formulating group, responsibility for the maintenance of existing standards shall be reassigned to, and accepted by, another formulating group, or those standards shall be withdrawn. Similarly, responsibility for other projects in the formulating group work program shall be reassigned to, and accepted by, another formulating group, or those projects shall be withdrawn.

NOTE--In the case of joint committees (see section 4.2.7) and their subordinate units, procedures for reassignment shall be established in accordance with the Memorandum of Understanding.

4.2.4 Working Group

Working groups are established by a TechAmerica Standards & Technology formulating group for specific purposes. When a working group is established, the parent body shall also approve a scope for the effort, such as (but not limited to) developing a draft of a specific standard or specification. See 7.4.1. The Chair of the parent body should dissolve the working group when its function is no longer required. The Chair of the working group is appointed by the Chair of the parent body.

4.2.5 Task Group

Task groups are ad hoc bodies that are formed by a Standards & Technology committee, subcommittee, or working group to address a specific problem as part of the larger body. Task groups meet informally and do not have a standard-formulating mission. They are dissolved by the Chair of the parent body when the purpose for which they were formed has been completed. Appointment of a task group Chair (where appropriate) and dissolution of the task group are functions of the Chair of the parent body.

4.2.6 Discovery Group

Discovery Groups are short-term, ad hoc groups, created on an as needed basis to explore the need for a TechAmerica standardization activity in areas that may or may not be within the scope of existing TechAmerica Standards & Technology formulating groups (committees or subcommittees). As new products and/or new

technologies are sighted on the horizon, a Discovery Group permits evaluation of potential standards development opportunities by:

- a) involving experts in the proposed area of standardization;
- b) using TechAmerica resources efficiently and effectively; and
- c) reaching a consensus on the direction of standardization.

See 7.7 for Discovery Group Operations.

4.2.7 Joint Committees

In some instances, TechAmerica Standards & Technology formulating groups may engage in joint standardization efforts with other organizations.

If the other organization is also a standards developing organization, then a determination shall be made upon initiation of the effort concerning which organization's standardization procedures shall govern, which organization shall be responsible for maintaining committee membership information, and which organization shall provide other secretariat services for the effort. As an alternative, TechAmerica and the other organization may agree to rotate responsibility in these areas.

If the other organization is not a standards developing organization, then the standardization activity shall be conducted in accordance with the procedures contained in this manual.

NOTE--For purposes of fee assessment, if any (see 5.4), for joint committees or subcommittees, companies or individuals holding membership in either organization shall be considered members.

4.3 Appointment of Chairs and Vice Chairs

The Chair of a Standards & Technology committee is appointed by the SSTC Executive Committee and the TechAmerica Standards & Technology Vice President. For Standards & Technology committee Chair appointments also see 5.3.2.

Subcommittee Chairs shall be appointed by the Chair of the parent body and TechAmerica Standards & Technology staff.

The Chair, in conjunction with TechAmerica Standards & Technology staff, may appoint a Vice Chair, other officers or the Chair of a subordinate group.

Candidates for these appointments should be selected from among formulating group members with voting status. Candidates should demonstrate a high level of activity consistent with the formulating group scope. In limited cases, the SSTC Executive Committee, in consultation with the TechAmerica Standards & Technology Vice President, may elect to consider other candidates for committee appointments, and the Chair of the parent body and staff may elect to do so for subcommittee appointments. No consultant, paid by TechAmerica for this purpose, shall chair a TechAmerica Standards & Technology committee, subcommittee, or working group (unless such chair is approved, on a case-by-case basis, by SSTC Executive Committee).

NOTE—Existing Chairs, who are independent consultants paid by TechAmerica for this purpose, are grandfathered.

Appointment as Chair or Vice Chair attaches to a specific individual rather than a company. There are no limits on the length of time an individual can serve as formulating group Chair; however, each appointment as Chair is subject to annual reaffirmation. If the Chair is unable to continue to perform this role, the Vice Chair shall assume responsibilities until a new chair is appointed.

4.4 Responsibilities of a Chair

The Chair of a Standards & Technology formulating group is responsible for the conduct of formulating group activities in accordance with the procedures prescribed in GEIA-OP-0001 and the TechAmerica Legal Guides, and

consistent with the formulating group scope. Additionally, each Chair is responsible for overseeing subcommittees and/or working groups operating under that formulating group's auspices.

Chairs of Standards & Technology formulating groups and staff are encouraged to obtain representation of affected interest categories in formulating groups under their jurisdiction and to avoid domination by any one group. See 5.1.