

Changes to ATIS Operating Procedures (OP)

The changes that have been made to the OP fall into two categories: (1) revisions to ensure the continued effectiveness of ATIS forums under the organization's new "one fee pays all" dues structure; and (2) administrative changes. Both are explained below.

Changes to reflect the new ATIS dues structure. The ATIS Board of Directors has approved a new dues structure for the organization under which ATIS members are offered the opportunity to pay one fee and participate in all ATIS technical/operational forums. To address this new structure, the following changes to the Operating Procedures have been made:

- New Section 2 includes sections to define: (1) Forum Members; (2) Forum Voting Members; and (3) Forum "Observers." Any Forum Member can choose to participate in the Forum as an "Observer" by providing written notice to ATIS staff and to the leaders of the forum.
 - New Section 2.1.1 explains that Forum Voting Members have the right to contribute to and take part in the activities of the Forum; participate in the consensus process; and cast ballots/votes. A Voting Member of a Forum that is also a Full ATIS Member Company may also serve in leadership positions of the Forum or its Subtending Committees or Subcommittees.
 - New Section 2.1.1 also provides that a Voting Member will be reclassified as an Observer if a Voting Member does not comply with the new Letter Ballot Requirements described in new Appendix C (see explanation below).
 - New Section 2.1.2 explains that Observers have the opportunity to express their views and to influence the opinions of Forum Voting Members; however, the opinions of Forum Observers are not considered by the leadership in determining whether consensus has been achieved. Moreover, Forum Observers may not: (1) cast ballots or otherwise vote during any Forum voting process; or (2) serve in leadership positions of a Forum or its Subtending Committees or Subcommittees.
 - Section 2.1.2 also notes that a Voting Member that has been reclassified as an Observer due to its failure to meet the Letter Ballot Requirements in Appendix C may be reinstated as a Voting Member of that Forum by informing ATIS staff in writing. A Forum Member that has been reclassified as an Observer due to its failure to meet the Letter Ballot Requirements shall be entitled to participate as a Voting Member 21 calendar days after ATIS' receipt of this written notice.
 - Changes to other sections (including Sections 3.1.1, 3.2.1, Section 5.1, 7.1, A.2.4, A.7.3) accommodate the above-referenced changes.

- New Appendix C explains the participation requirements that are necessary to ensure that ATIS forums can continue to effectively process letter ballots under the requirements established under ATIS' existing requirements, which are based on the requirements established by ANSI. The letter ballot requirements provide that a Voting Member that fails to cast a vote in three (3) consecutive letter ballots from the same forum shall receive a warning in writing that its voting status is in jeopardy. If, after receipt of the warning, the member fails to submit a vote on the next letter ballot, the member will be re-designated as an Observer and shall be removed from the voting roster.

Administrative changes. Other changes include:

- Non-substantive administrative changes have been made to various sections. This includes, for example, the clarifying that, for the purposes of the Operating Procedures, all ATIS forums and committees are referred to as "forums." More consistent use of the word "shall" rather than "will." These changes appear throughout the Operating Procedures.
- Inconsistencies in references to deadlines/dates (i.e., between calendar and business days) have been cleaned up. All deadlines are now expressed in terms of calendar days.
- Section A.3.4 in Appendix A has been revised to make it consistent with Section 8.2 of the Operating Procedures. Because a quorum is not required under ANSI's rules for the development of American National Standards, Appendix A has been revised to explain that a quorum is not required. However, any ATIS forum can agree via consensus to observe a quorum requirement.
- Section A.11 has been revised simply to note that ATIS has adopted the ANSI Patent Policy as described in Section 10.4 of the Operating Procedures.
- Appendix B has been updated to reflect the sunseting of the Telecommunications Fraud Prevention Committee.

If there are any questions about the new procedures, please contact Thomas Goode, ATIS General Counsel at tgoode@atis.org.



Operating Procedures for ATIS Forums and Committees

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OPERATING PROCEDURES FOR ATIS FORUMS ~~AND COMMITTEES~~

The purpose of this document is to describe the Operating Procedures that apply to the ATIS Forums and Committees. For the purposes of these Operating Procedures, the term “Forum” shall be used to describe the Committees and Forums listed in Appendix B, as well as any new Forums and Committees that may be established by the ATIS Board of Directors. These Operating Procedures have been developed to assist leadership, participants, and administrators with understanding the processes of the ATIS Forums ~~and Committees~~. If a Forum ~~or Committee~~ determines that it is appropriate to develop an American National Standard (“ANS”), the “ATIS Procedures for the Development of an American National Standard” (**Appendix A** to these Operating Procedures) shall apply for that work activity.

1 ORGANIZATIONAL STRUCTURE

In general, the standards work of ATIS is accomplished in various Functional Groups of Forums ~~and Committees~~. ATIS Forums ~~and Committees~~ are established by the ATIS Board of Directors and are defined in the ATIS Bylaws. Forums ~~and Committees~~ may form Subgroups (Subtending Committees or Subcommittees) as needed, based on work programs. Task Forces are created by ~~either a Forum or Committee~~ to accomplish a definite, short-term objective.

The ~~current~~ ATIS Forum ~~and Committee~~ mission statements are provided in **Appendix B** to these Operating Procedures. For the purposes of these Operating Procedures, the term “Forum” shall be used to describe the Committees and Forums listed in Appendix B, as well as any new Forums that may be established by the ATIS Board of Directors.

2 PARTICIPATION

Participation in the ATIS Forums, ~~and Committees~~ or any ~~subtending~~ Subtending Committees or Subcommittees formed thereunder, is open to Full and Affiliate ATIS Member Companies (referred to collectively as “ATIS Member Companies”), or any company that elects to opt-out of ATIS membership and pays a non-member participation fee (referred to collectively as “Opt-Out Participants”). ~~The ATIS membership qualifications and funding requirements are found on the ATIS web site. Companies may opt out of ATIS Membership and pay an annual non-member supplemental payment in order to participate in an ATIS Forum or Committee, or any subtending Subtending Committee or Subcommittee formed thereunder. The opt-out option and the annual non-member supplemental payment are ATIS membership qualifications and fees, as well as the opt-out option and fees, are~~ described on the ATIS web site at <http://www.atis.org>.

~~A Forum or Committee funding and/or participation Additional fees may be assessed to cover the Forum meeting costs, of the meeting and administrative support. Forum or Committee funding or participation fees are in addition to the ATIS membership dues or the non-member supplemental payment. The written funding and/or participation fee policies of the various ATIS Forums and Committees are available at~~ <http://www.atis.org>.

2.1 Forum Members Funding Companies

A Forum Member is an ATIS Member Company, or an Opt-Out Participant, that has elected to participate in an ATIS Forum and is in compliance with ATIS funding requirements, or a company that has paid its annual non-member supplemental payment participation fee, and that is also in compliance with any Forum or Committee funding or participation requirement is considered a Funding Company of that Forum or Committee (referred to as a “Forum or Committee Funding Company” throughout these Operating Procedures). A Forum Member may choose to participate in a Forum as either a “Voting Member” or as an “Observer.”

2.1.1 Forum Voting Members

A Voting Member is a Forum Member that chooses to participate in the Forum -and shall have the right to:

- contribute to and take part -in the activities of the Forum;
- participate in the consensus process; and
- cast ballots or otherwise vote during any Forum voting process.-and

A Voting Member of a Forum that is also a Full ATIS Member Company may also serve in leadership positions of the Forum or its Subtending Committees or Subcommittees.

If a Voting Member does not comply with the Letter Ballot Requirements described in Appendix C to these Operating Procedures, the Forum Member -shall be reclassified as an Observer.

A Voting Member may choose to participate as an Observer at any time by providing notice in writing to the appropriate ATIS staff.

2.1.2 Forum Observers

An Observer is a Forum Member -that chooses to participate in the Forum -and shall have the right to contribute to and -take part in the activities of the Forum, and:

- shall have the opportunity to express their views and to influence the opinions of Voting Members; however, the opinions of Observers are not considered by the leadership in determining whether consensus has been achieved.;
- shall not cast ballots or otherwise vote during any Forum voting process; and
- shall not serve in leadership positions of a Forum or its Subtending Committees or Subcommittees.

An Observer may choose to participate as a Voting Member of that Forum by providing notice in writing to the appropriate ATIS staff. The Observer shall be entitled to participate as a Voting Member seven calendar days after receipt of this written notice if it is in compliance with ATIS funding requirements.

A Forum Voting Member that has been reclassified as an Observer due to its failure to meet the Letter Ballot Requirements in Appendix C may be reinstated as a Voting Member of that Forum by providing notice in writing to the appropriate ATIS staff. A Forum Member that has been reclassified as an Observer due to its failure to meet the Letter Ballot Requirements shall be entitled to participate as a Voting Member 21 calendar days after receipt of this written notice.

3 LEADERSHIP[†]

3.1 ATIS Forum-or-Committee

The Chair and Vice Chair preside over each ATIS Forum ~~or Committee~~ and have, at a minimum, the responsibility to ensure that these Operating Procedures are followed and that meetings are conducted in a fair and efficient manner. The Chair and Vice Chair should remain neutral in all discussions and should

[†] For information about the elections of leadership to the Emergency Services Interconnection Forum, please see the ESIF Procedural Agreements Reached document.

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not influence the disposition of Issues and events based on his/her leadership position. A Forum ~~or Committee~~ may agree by consensus to select two Co-Chairs rather than a Chair and Vice Chair where work area, responsibilities, and available resources require a split of the leadership authority.

3.1.1 Terms and Limitations

The Chair and Vice Chair (or Co-chairs) shall be elected by the Forum ~~or Committee~~, in accordance with Section 4 of these Operating Procedures to serve a two-year term, with a limit of two consecutive terms. Candidates ~~should shall~~ come from the ~~Forum or Committee participants~~ Voting Members of the Forum and should have previous Forum ~~or Committee~~ and industry experience. ~~Forum "Observer" member representatives, as defined in Section 2.2 of these Operating Procedures, and Affiliate ATIS Member Company representatives and those companies that pay the Forum non member participation fee~~ Opt-Out Participants ~~may shall~~ not serve as leaders of ~~Forums, Committees, or Subcommittees.~~

3.2 Subtending Committee or Subcommittee

Co-Chairs preside over each meeting of a Subtending Committee or Subcommittee and have, at a minimum, the responsibility to ensure that these Operating Procedures are followed and that meetings are conducted in a fair and efficient manner. The Co-Chairs should remain neutral in all discussions and should not influence the disposition of Issues and events based on his/her leadership position. A subtending-Subtending Committee or Subcommittee may agree by consensus to select a Chair and Vice Chair rather than Co-Chairs where work area, responsibilities, and available resources require.

3.2.1 Terms and Limitations

The Co-Chairs (or Chair and Vice Chair) shall be elected by the Forum ~~or Committee~~, unless delegated by the Forum ~~or Committee~~ to the subtending-Subtending Committee or Subcommittee, in accordance with Section 4 of these Operating Procedures to serve two years in their position, with a two consecutive term limitation. Candidates ~~should shall~~ come from the subtending-Subtending Committee or Subcommittee-Voting Members of the Forum participants and should have previous subtending-Subtending Committee or Subcommittee and industry experience. ~~Forum "Observer" member representatives, as defined in Section 2.2 of these Operating Procedures, and Affiliate ATIS Member Company representatives and those companies that pay the Forum non member participation fee~~ Opt-Out Participants ~~may shall~~ not serve as leaders of subtending-Subtending Committees or Subcommittees.

3.3 Task Force

The leadership of a Task Force may be elected in accordance with Section 4 of these Operating Procedures, or appointed by the formulating Forum ~~or Committee~~.

3.3.1 Terms and Limitations

The term of the Task Force leadership is for the life of the group or one year, whichever is shorter. Candidates shall come from the Voting Members of the Forum.

3.4 Exception to Leadership Term Limits

If, after the announcement of an election and the solicitation of nominations pursuant to Sections 4.1 and 4.2 of these Operating Procedures, there are no candidates for a Co-Chair (or Chair or Vice Chair) position in an ATIS Forum, ~~Committee~~, Subtending Committee, or Subcommittee, the existing leader(s) may continue to serve as the "acting" leader(s) for up to one ~~(1)~~ year. During this one ~~(1)~~ year period, an election will be held if a nomination for this leadership position is received. If no nominations are received during this year, the "acting" leader may be nominated to serve as leader and shall be eligible to serve up to two ~~(2)~~ consecutive terms as described above in Sections 3.1.1 and 3.2.1.

4 ELECTION OF LEADERSHIP

Forum, ~~Committee, subtending~~ Subtending Committee, Subcommittee, and Task Force (where not appointed) leadership elections will follow the general guidelines below:

4.1 Announcement/Notification of Election of Leadership Position(s)

All leadership elections should be announced at the meeting prior to the election, ~~but must~~ and shall be announced at least 30 calendar days in advance of the election. The election announcement shall be distributed by email exploder to the relevant electing body.

4.2 Nominations

Nominations for individuals to serve as leaders shall be solicited from the appropriate electing body following an election announcement. Nominations shall also be sought from the floor at the time of the election.

4.3 Elections

The election of leadership is by secret ballot with each ~~Forum or Committee Funding Company Voting Member in good standing~~ having one vote. ~~Observers are not entitled to vote.~~ The election of leadership is by a simple majority of those present at the time of election (for elections held during meetings) or by a simple majority of those casting votes (for elections held via electronic balloting); however, if there is one candidate, the election ~~may~~ shall be by acclamation. ~~A Forum or Committee Funding Company in good standing is defined as an ATIS Member Company, or a company that has paid its annual non-member supplemental payment, that is in compliance with all Forum or Committee funding or participation requirements.~~ For purposes of determining the simple majority, abstentions or invalid ballots are not counted. If there are multiple candidates and no one candidate receives a simple majority on the first ballot, a second ballot is held between the top two vote-receiving candidates.

Elections may be held via electronic mail or other forms of electronic balloting. In order for a valid election to have occurred via electronic means, at least one half of the ~~relevant Voting Members in good standing must~~ shall vote in the election. ~~The election of leadership is by a simple majority of those Forum or Committee Funding Companies who voted; each Forum or Committee Funding Company has one vote.~~ A minimum of 104 ~~business~~ calendar days must be allowed for a ~~Forum or Committee Funding Company Voting Member~~ to vote via electronic means.

5 ISSUE PROCESS

An Issue is the means by which work is progressed in the ATIS Forums ~~and Committees~~, and any ~~subtending~~ Subtending Committee, Subcommittee, or Task Force. An Issue may be thought of as similar to a project proposal, where the problem/Issue and proposed resolution (~~if provided~~) are defined, and a suggested timeline for completing the Issue resolution is developed. Work corresponding to Issue resolution is tracked via the Issue process defined below.

5.1 Submitting an Issue

An ATIS Issue Identification Form ~~must~~ shall be completed ~~by the Issue Champion~~ in order for a new Issue to be introduced into an ATIS Forum ~~or Committee~~. The ATIS Issue Identification Form is available from the ATIS website at <http://www.atis.org/legal/op.asp> ~~http://www.atis.org/legal~~. An Issue Champion ~~is required and is typically a Forum Member, but~~ may be an ATIS Member Company ~~Representative or a participant of the Forum or Committee Funding Company~~. An Issue that requires expedited handling should be brought to the attention of the leadership when presented to the Forum ~~or Committee~~.

5.2 Acceptance of Issue

Once an Issue is submitted, the appropriate Forum ~~or Committee~~ ~~must~~ shall determine whether to accept the Issue based on the following criteria:

- The Issue is clearly defined via the ATIS Issue Identification Form;
- The Issue is within the scope of the Forum ~~or Committee~~; and
- There is no existing solution or the existing solution can be enhanced to gain efficiencies, i.e., operational, functionality, etc.

5.3 Working an Issue

Once a Forum ~~or Committee~~ accepts an Issue, work may begin on resolving the Issue. Forums ~~and Committees~~ are encouraged to prioritize work to ensure efficient and timely completion of industry priorities. If an Issue is identified as potentially resulting in the creation, revision, or any other action regarding of an American National Standard or a new American National Standard, the Forum ~~or Committee~~ ~~must~~ shall follow the procedures provided for in **Appendix A** for that specific Issue.

An ATIS Forum ~~or Committee~~ may delegate to its Subcommittees the responsibility to accept, work, and close Issues.

Once an Issue is accepted, the Issue is automatically placed into Active Status and addressed by the industry in an effort to reach a final resolution. The status of an Issue is indicated by one of the following categories:

5.3.1 Active

The status of an Issue that has been accepted and is currently being addressed pursuant to the processes defined in Section 5.3 or in **Appendix A**.

5.3.2 Letter Ballot

The status of an Issue that has been developed in accordance with **Appendix A**, and has been approved to be processed via section A.7.1 Letter Ballots. Issues processed via **Appendix A** can proceed directly to Final Closure after the approval of the ballot and do not require categorization as defined in Section 5.3.3 and 5.3.4.

5.3.3 Initial Closure

The status of an Issue that has reached a consensus resolution. The purpose of Initial Closure is to provide the industry an opportunity to review the resolution prior to the Issue being placed into Final Closure.

Issues in Initial Closure can be removed from the Initial Closure status and placed back into Active status when the Forum ~~or Committee~~ that accepted the Issue decides the proposed resolution needs additional work.

5.3.4 Initial Pending

The status of an Issue that:

- has been previously in Active Status for which sufficient information is not available to progress to Initial Closure; or
- has been previously in Initial Closure for which new and substantive information that may directly impact the resolution of the Issue is brought to the attention of the Forum ~~or Committee~~.^{‡‡}

^{‡‡} In the case of Industry Numbering Committee issues requiring Pooling Administrator Change Orders, the Issue will go to Final Closure and revert to Initial Pending for the Change Order to be effected.

In the above situations, the Forum ~~or Committee~~ that accepted the Issue shall subsequently determine, via consensus, if the Issue should: (1) be revisited, in which case it would be placed in the Active status or (2) go to Final Closure if no further work is required, the Issue's Initial Closure resolution is posted on the ATIS ~~Web Site~~ website, and 21 calendar days have passed since the notification of the posting was distributed via the email exploder list.

Corrections to spelling, punctuation, or grammar would not require an Issue to be placed into the Initial Pending category.

5.3.5 Final Closure

The status of an Issue that has been resolved.^{††}

Issues in Initial Closure automatically will be placed into Final Closure provided:

- the Issue's Initial Closure resolution is posted on the ATIS ~~Web Site~~ and 21 calendar days have passed since notification of Initial Closure was distributed via the email exploder list; and
- No new information has surfaced that would require the Issue to be placed into the Active or Initial Pending status.

For Issues processed via **Appendix A**, the Final Closure date shall be:

- The ANSI approval date for American National Standard(s); or
- The date on which the ballot process is concluded for documents other than American National Standards.

5.3.6 Withdrawn

The status of an Issue that was accepted by the Forum ~~or Committee~~ and later withdrawn pursuant to the consensus agreement of the accepting Forum ~~or Committee~~.

5.3.7 Tabled

The status an Issue that has been addressed by the Forum ~~or Committee~~ that accepted it but cannot be further pursued until additional information becomes available.

5.3.8 No Industry Agreement

The status of an Issue for which no industry agreement can be reached. No Industry Agreement exists when a Forum ~~or Committee~~ is unable to reach consensus on the resolution of an Issue. If this situation should occur, the ATIS Issue Identification Form should document that the Forum ~~or Committee~~ could not agree on the resolution and state the alternative viewpoints with the pros and cons of each. In this situation, work on the Issue will be terminated and the issue status will be categorized as "No Industry Agreement."

6 ATIS DELIVERABLES

6.1 ATIS Standards

An "ATIS Standard" is an ATIS deliverable developed by an ATIS Forum ~~or Committee~~ that defines a technical or operational solution for voluntary implementation by the industry. An "ATIS Standard" includes, but is not limited to, an American National Standard, a Technical Requirement, a Technical Specification, a Technical Report, an industry guideline, or a white paper.

An "ATIS Standard" is developed pursuant to the processes defined in Section 5 or in **Appendix A**, and ~~numbered in accordance with the ATIS Document Numbering System in Appendix C.~~

6.2 ATIS Implementable End-to-End Standard

An “ATIS Implementable End-to-End Standard” is an ATIS deliverable comprised of “ATIS Standard(s)” and/or deliverable(s) from other Forums or Committees external to ATIS that defines a complete, implementable end-to-end solution for the industry. An “ATIS Implementable End-to-End Standard” defines frameworks for services and performance requirements, interfaces and physical characteristics for technologies, systems and business processes, and ensures interoperability. An “ATIS Implementable End-to-End Standard” may require work in multiple venues or disciplines. Issues related to the development of an “ATIS Implementable End-to-End Standard” may be introduced by the ATIS Board of Directors, Technology and/or Operations (“TOPS”) Council, the Board Chief Information Officer Council, a representative of an ATIS Member Company, or a participant of an ATIS Forum or Committee.

An “ATIS Implementable End-to-End Standard” is developed according to the Issue Process as defined in Section 5 above.

6.3 Standards for Trial Use

An ATIS Forum or Committee may decide via the consensus process described in Section 7 below that a standard should be designated as a “standard for trial use” in order to test the viability of the standard’s requirements. A standard for Trial Use shall be in effect for a period of time not to exceed 18 months from time of approval. Prior to the expiration date of the standard for trial use, the ATIS Forum or Committee shall determine whether to process the document as a full-fledged ATIS Standard or withdraw the document from further use. Additionally, the ATIS Forum or Committee may choose to process the document as an American National Standard in accordance to procedures detailed in **Appendix A** of these Operating Procedures. Standards for Trial Use are published by ATIS and are not associated with the American National Standards Institute (“ANSI”).

7 RESOLUTION PROCESS

7.1 Consensus

Consensus is the method used by the ATIS Forums and Committees to reach resolution of Issues, unless specifically otherwise provided for in these Operating Procedures or in **Appendix A**. Consensus is established when substantial agreement has been reached among those participating in the Issue at hand. Substantial agreement means more than a simple majority, but not necessarily unanimous agreement.

Consensus requires that all views and objections be considered, and that a concerted effort be made toward their resolution. Observers shall have the opportunity to express their views and to influence the opinions of Voting Members. However, the opinions of Observers are not considered by the leadership in determining whether consensus has been achieved. Under some circumstances, consensus is achieved when the minority no longer wishes to articulate its objection. In other cases, the opinions of the minority should be recorded with the report of the substantial agreement, or consensus, of the majority.

When there are questions or disputes regarding consensus, leaders or participants should ask an objecting participant(s) to state the rationale for the objection and provide an opportunity for full discussion aimed at achieving full understanding and consideration of the objection.

A participant’s silence is perceived as agreement by the committee Forum and its leadership. If participants do not agree, they should be encouraged to speak up and voice their opinion.

7.2 Voting

During any Forum or Committee voting process, each Forum or Committee Funding Company Voting Member is given a single vote. Observers are not permitted to vote. Each entity shall designate a Voting Member.

8 MEETINGS

Meetings, whether face-to-face, virtual or conference call, are scheduled on an as-needed basis, based upon the Forum ~~or Committee~~ workload and industry priorities.

8.1 Notice

Where possible, all face-to-face meetings shall be announced via the e-mail exploder and posted to the ATIS ~~Web Site~~ no less than 30 calendar days prior to the meeting date. All other meetings, including virtual meetings and conference calls, should be announced via the e-mail exploder and posted to the ATIS ~~Web Site~~ no less than 14 calendar days prior to the meeting date. Special exceptions may be made on an as-needed basis. When an exception is necessary, the Forum ~~or Committee~~ Leadership will announce the meeting as soon as practicable.

8.2 Quorum

A quorum is not required for a Forum ~~or Committee~~ to conduct business. However, a Forum ~~or Committee~~ may agree via consensus to observe a quorum requirement, provided such requirement is announced in the meeting notice. One-third of the members of the Forum ~~or Committee~~ shall constitute a quorum for conducting business at a meeting. Observers shall not be counted for the purposes of establishing a quorum.

8.3 Industry Expert Attendance

Forum ~~or Committee~~ Leadership may at its discretion invite an industry subject matter expert(s) to attend specific Forum ~~or Committee~~ meetings when his/her expertise is required to assist the Forum ~~or Committee~~ in resolving a specific Issue. The expert shall not participate in consensus decisions or voting processes.

9 MEETING NOTES

ATIS Forums ~~and Committees~~ shall publish fair, objective, and unbiased meeting notes developed by consensus and ensure they accurately reflect the activities, resolutions, and action items that result from meetings. All meeting notes shall be published in a timely manner.

9.1 Meeting Note Content

Meeting notes shall include at a minimum:

- Date(s), type of meeting (i.e., virtual meeting, conference call, face-to-face), leadership, person taking the notes;
- Attendance list;
- Approved agenda;
- Identification of Issues discussed at the meeting and their status;
- A notation of corrections/additions made to a previous meeting record;
- Points noted/alternatives discussed including opposing viewpoints;
- Agreements reached;
- Action items indicating responsible party and due date;
- Participants' contributions or similar documents ~~or~~; a reference to where those documents are available on the ATIS website;
- Text specifically requested to be included by a participant with attribution; and
- Copies of presentations made during the meeting ~~or~~; a reference to where the presentations are available on the ATIS website.

10 INTELLECTUAL PROPERTY RIGHTS POLICY

10.1 General Policy Statement

In all matters of intellectual property rights, it is the intention of ATIS and its Forums ~~and Committees~~ to benefit the public while respecting the legitimate rights of intellectual property owners.

10.2 Confidentiality

As a general rule, neither ATIS nor its Forums ~~or Committees~~ will consider any contributions, presentations, or other documentation that is subject to any requirement of confidentiality or any restriction on its dissemination. Neither ATIS nor its Forums ~~or Committees~~ assume any obligations of confidentiality with respect to any contribution, presentation, documentation or other submissions. Exceptions to the general rule are determined on a case-by-case basis by the relevant Forum ~~or Committee~~ leadership in conjunction with ATIS General Counsel and are only appropriate where the work cannot be accomplished through other means. Prior to the distribution or discussion of any materials accorded exception status and considered as confidential or otherwise restricted, full disclosure of the status must be made to the audience Forum ~~or Committee~~.

10.3 Copyright

10.3.1 Copyright Policy

In order that ATIS may facilitate, promote, and disseminate the work of its Forums ~~and Committees~~, it is necessary that each contributor grant ATIS the rights necessary to adapt, copy, and publicly distribute any contribution or submittal made to an ATIS Forum ~~or Committee~~. In accordance with this policy, each contribution or document submitted to an ATIS Forum ~~or Committee~~ is subject to an unlimited perpetual, non-exclusive, royalty-free, world-wide right, and license to ATIS of any copyrights in such contribution. This license includes the right to copy, publish, and distribute the contribution in any way, and to prepare derivative works that are based on or incorporate all or part of the contribution, the license to such derivative works to be of the same scope as the license of the original contribution.

10.3.2 ATIS Deliverables

All ATIS guidelines, standards, or other ATIS deliverables are copyrighted by ATIS. Except as expressly permitted by ATIS, no guideline, standard, or other ATIS deliverable, or any portion thereof, may be reproduced or distributed in any form, without the prior express written permission of ATIS.

10.3.3 Notice

The following copyright notice shall be included in all guidelines, standards, or other ATIS deliverables:

“Copyright © ATIS [date of publication]. All Rights Reserved.”

10.4 Patents

10.4.1 Patented Inventions Generally

As a general matter, there is no objection for an ATIS Forum ~~or Committee~~ to develop guidelines, standards, or other ATIS deliverables that refer to or, primarily in the case of American National Standard, require the use of patented inventions.

In the case of standards, guidelines, and other ATIS deliverables that make reference to a patented invention, but do not require use of the invention for purposes of adopting, complying with, or following the guideline or deliverable, the following statements shall be expressly included in the published work:

- The patented invention is for reference only.
- Neither ATIS nor the relevant Forum ~~or Committee~~ is responsible for identifying the existence or evaluating the applicability of any patents referenced in or that may be relevant to any standard, guideline or other ATIS deliverable.

- Neither ATIS nor the relevant Forum ~~or Committee~~ shall be responsible for interpreting or making any determination concerning the validity, enforceability or scope of any patented invention referenced in or that may be relevant to any standard, guideline, or other ATIS deliverable.

Further in the case of standards, guidelines and other ATIS deliverables the following procedures shall apply:

- If reference to a patented invention shall be made in a standard, guideline, or other ATIS deliverable, disclosure of the patented invention should be encouraged at the earliest possible time in the development of the standard, ~~guideline-guideline~~, or other ATIS deliverable. The party making any such disclosure should provide an explanation regarding the relevancy of the patented invention to the work under development.
- Where possible, the standard, guideline, or other ATIS deliverable referencing a patented invention should identify the patent number and name, as well as the identity of the patent owner.
- To the extent a Forum ~~or Committee~~ participant, or any other third party, desires a license for a patented invention referenced in a standard, guideline, or other ATIS deliverable, all negotiations and discussion of license terms shall occur between the patent owner and the prospective licensee *outside* the deliberations of the Forum ~~or Committee~~. No discussion or negotiation of license terms shall be permitted in any Forum ~~or Committee~~.
- In the event that use of the patented invention is required for purposes of adopting, complying with, or otherwise utilizing the standard, guideline, or other ATIS deliverable, the provisions of the ANSI Patent Policy, as adopted by ATIS and as set forth below, shall apply. Any writing submitted as of January 31, 2011, to ATIS for the purpose of expressing a licensing assurance under this Section shall not qualify as such an assurance unless it expressly states that the assurance is irrevocable.

Any deviation from the foregoing procedures shall occur only after prior consultation with and approval of the ATIS General Counsel.

10.4.2 American National Standards

In connection with the development of American National Standards, or other deliverables that require use of patented inventions, the use of patented inventions shall be governed by the American National Standards Institute (“ANSI”) Patent Policy as adopted by ATIS and as set forth below. In addition, disclosure of relevant patented inventions at the earliest possible time in the development process should be encouraged. Further, as with standards, guidelines and other ATIS deliverables, no discussion or negotiation of license terms shall occur in the relevant Forum ~~or Committee~~. All such discussions and negotiations shall occur directly between the owner of the patented invention and each prospective licensee.

The terms of the ANSI Patent Policy as adopted by ATIS are as follows:

ANSI Patent Policy – Inclusion of Patents in American National Standards

There is no objection in principle to drafting a proposed American National Standard (ANS) in terms that include the use of an essential patent claim (one whose use would be required for compliance with that standard), if it is considered that technical reasons justify this approach.

If ATIS receives a notice that a proposed ANS or an approved ANS may require the use of such a patented claim, the procedures in this clause shall be followed.

Statement from patent holder

Prior to approval of such a proposed ANS, ATIS shall receive from the identified party or a party authorized to make assurances on its behalf, in written or electronic form, either:

- (a) assurance in the form of a general disclaimer to the effect that such party does not hold and does not currently intend holding any essential patent claim(s); or
- (b) assurance that a license to such essential patent claim(s) will be made available to applicants desiring to utilize the license for the purpose of implementing the standard either:
 - (i) under reasonable terms and conditions that are demonstrably free of any unfair discrimination; or
 - (ii) without compensation and under reasonable terms and conditions that are demonstrably free of any unfair discrimination.

Record of Statement

A record of the patent holder’s statement shall be retained in the files of both ANSI and ATIS.

Notice

When ATIS receives from a patent holder the assurance set forth above, the standard shall include a note substantially as follows:

NOTE – The user’s attention is called to the possibility that compliance with this standard may require use of an invention covered by patent rights.

By publication of this standard, no position is taken with respect to the validity of any such claim(s) or of any patent rights in connection therewith. If a patent holder has filed a statement of willingness to grant a license under these rights on reasonable and nondiscriminatory terms and conditions to applicants desiring to obtain such a license, then details may be obtained from ATIS.

Responsibility for Identifying Patents

Neither ATIS nor ANSI shall be responsible for identifying patents for which a license may be required by an American National Standard or for conducting inquiries into the legal validity or scope of those patents that are brought to their attention.

11 COMMUNICATIONS

11.1 Internal to ATIS

Informal internal communications between leadership of the ATIS Forums, Subtending Committees, and Subcommittees is encouraged. ATIS Forum, ~~Committee~~ Subtending Committees, and Subcommittee leadership is encouraged to communicate directly, via electronic mail or otherwise, regarding general information and questions (e.g., status updates). Formal internal communications conveying a Forum ~~or Committee~~ position must be approved by the appropriate Forum ~~or Committee~~.

11.2 External to ATIS

Formal communications from an ATIS Forum ~~or Committee~~ to external organizations ~~must shall~~ be agreed upon by the Forum ~~or Committee~~. The ATIS General Counsel ~~must shall~~ review, prior to distribution, all proposed communications to regulatory, legislative, or governmental bodies, as well as any other sensitive material.

12 LIAISONS

Liaisons are established internally within ATIS Forums ~~or Committees~~ and externally to ATIS Forums ~~or Committees~~ to facilitate the gathering and sharing of information required by the Forums ~~and Committees~~ in the production of their work products.

12.1 Internal Liaisons

Any Forum ~~or Committee~~ may designate a participant to act as a liaison to other ATIS Forum(s) ~~or Committee(s)~~. The liaison shall seek to represent the Forum ~~or Committee~~ and respond to questions in a manner that would be acceptable to the Forum ~~or Committee~~. Each time a liaison attends a meeting representing the originating Forum ~~or Committee~~, a report shall be given to the originating Forum ~~or Committee~~. The report should contain any significant Issues discussed or resolved, or those that are expected to arise, any conflicts, and the views expressed.

12.2 External Liaisons

Any Forum ~~or Committee~~ may designate a participant to act as a liaison to an organization external to ATIS. The liaison shall seek to represent the Forum ~~or Committee~~ and respond to questions in a manner that would be acceptable to the Forum ~~or Committee~~. Each time a liaison attends an external meeting representing the originating Forum ~~or Committee~~, a report shall be given to the originating Forum ~~or Committee~~. The report should contain any significant issues discussed or resolved, or those that are expected to arise, any conflicts, and the views expressed.

13 APPEALS PROCESS

Individuals and entities possessing directly and materially affected interests and believing that they have been or will be adversely affected by the actions or inaction of an ATIS Forum ~~or Committee~~, as related to the process of the Forum ~~or Committee~~, shall have the right to appeal such action or inaction.

Individuals and entities are encouraged to first approach the Forum ~~or Committee~~ leadership with an informal complaint before pursuing the official appeals process detailed in this section.

13.1 Informal Complaint

Any participant with a concern regarding the Forum ~~or Committee~~ process is encouraged to first discuss ~~their-his/her~~ concern with the Forum ~~or Committee~~ leadership.

13.2 Formal Complaint

After exhausting the appeals options internal to the Forum ~~or Committee~~, any individuals and entities *not satisfied that their grievance has been properly addressed* may file a written complaint with ATIS.

13.2.1 Written Complaint

The written complaint must be filed with the ATIS General Counsel within ~~thirty-30~~ calendar days after the date of notification of the final determination of the Forum ~~or Committee~~ appeals process. The complaint shall state the nature of the objections, including any adverse effects, the section of the ATIS Operating Procedures or ATIS Procedures for the Development of an American National Standard or other Forum ~~or Committee~~ document that may be at issue, the action or inaction itself and the specific remedial actions that would satisfy the appealing party's concerns. Previous efforts to resolve the objections and the outcome of each should be included.

13.2.2 Response

Within ~~thirty-30~~ days after receipt of the complaint, a written response shall be issued to the appealing party by the ATIS General Counsel addressing each allegation of fact in the complaint. The ATIS General Counsel shall have the option to facilitate discussion between the parties, clarify the ATIS Operating Procedures or the ATIS Procedures for the Development of an American National Standard or recommend an appeals panel. If the process is not proceeding to the satisfaction of a party, that party retains the right to have a hearing with an appeals panel.

13.2.3 Hearing

If the parties are unable to resolve the written complaint informally in a manner consistent with these Operating Procedures, ATIS shall schedule a hearing with an appeals panel on a date agreeable to all parties, giving at least ~~ten business~~ 14 calendar days' notice. Appropriate notice of this hearing will be distributed to the Forum ~~or Committee~~ leadership if not party to the action.

13.2.4 Panel

The appeals panel shall consist of three individuals who have not been directly involved in the matter in dispute, and who will not be materially or directly affected by any decision made or to be made in the dispute. At least two members shall be acceptable to the appealing party and at least two members shall be acceptable to the responding party.

ATIS shall supply each member of the appeals panel with a copy of the complaint filed, a copy of these Operating Procedures, and any Forum ~~or Committee~~ meeting notes directly pertaining to the matter. The appeals panel may serve written questions to the parties before the hearing to assist in focusing the issue. Any answers received will be made available to the other party and that party will be allowed to submit a brief response. No party shall communicate regarding the complaint with any member of the appeals panel once convened and until a decision has been rendered except as provided for in this Section.

13.2.5 Conduct of Hearing

The appealing party has the burden of demonstrating adverse effects, improper actions or inactions, and the efficacy of the requested remedial action. The responding party has the burden of demonstrating that the Forum ~~or Committee~~ and ATIS, if applicable, took all actions in compliance with these Operating Procedures and that the requested remedial action would be ineffective or detrimental. Each party may introduce other pertinent arguments, and members of the appeals panel may address questions to individuals.

The hearing shall be conducted in an informal manner and subject to such reasonable rules as the appeals panel sets forth. The appeals panel and the parties shall not be bound by any formal rules of evidence. Representatives of other interested parties shall be allowed to observe the hearing but will not be permitted to directly participate unless requested to participate by the appeals panel.

13.2.6 Decision

The appeals panel shall render its decision in writing within ~~thirty~~ 30 calendar days, stating the findings of fact and conclusions, with reasons therefore, based on a preponderance of the evidence. Consideration may be given to the following positions, among others, in formulating the decision: (1) finding for the appealing party, remanding the action to the Forum ~~or Committee~~ with a specific statement of the issues and facts in regard to which fair and equitable action was not taken; (2) finding for the responding party with a specific statement of the facts that demonstrate fair and equitable treatment of the appealing party and the party's objections; (3) finding that new, substantive evidence has been introduced, and remanding the entire action to the Forum ~~or Committee~~ for appropriate consideration and action.

14 PARTNERSHIP SPECIFICATIONS

14.1 Acceptance of Partnership Specifications

Under the organizational partners' terms for a partnership project, ATIS and its Forums ~~and Committees~~ agree to cooperate in the production of specifications applicable for regional or global adoption.

These specifications are approved by the appropriate Forum ~~or Committee~~ as ATIS Technical Specifications. The list of specifications proposed for acceptance must be announced in the official announcement of the Forum ~~or Committee~~ meeting and the URL of their location ~~must shall~~ be provided. No changes are permitted in the text of the partnership's specification. If changes are necessary, they must be adopted in accordance with Section 14.2 below.

The appropriate Forum ~~or Committee~~ is responsible for notifying ATIS of the availability of the ATIS Technical Specifications. ATIS Technical Specifications are published electronically for free download via the ATIS website and are available in paper format by request. The ATIS Technical Specifications may then be converted, transposed, or adopted into relevant American National Standards (ANS), or other ATIS documents that reflect the specific needs of North America. The ATIS Technical Specifications may also be submitted to the International Telecommunications Union (ITU) via the national process or referenced directly by the ITU.

14.2 Adoption of Partnership Project Specifications

Whenever an ATIS Technical Specification is determined to be directly applicable, in whole or in part, to the specific needs of North America, the ATIS Technical Specification will be the basis for development of a proposed ANS or other ATIS document. In most cases, the appropriate Forum or Committee will adopt a "delta-document" approach in which the ANS or other ATIS document is reduced to a selection of options from the ATIS Technical Specification. The ATIS Technical Specification is then cited as a normative reference.

15 INTERACTION WITH ITU

Interaction with the International Telecommunications Union (ITU) may be necessary in connection with the work of an ATIS Forum ~~or Committee~~. These activities include preparing transmittals through national coordination bodies to international meetings, receiving external positions and developing comments, and participating in external meetings as a representative of an ATIS Forum ~~or Committee~~. Guidelines to assist in this activity are found on the ATIS website at <http://www.atis.org/legal>.

16 REVISIONS TO THE OPERATING PROCEDURES

These Operating Procedures are maintained by ATIS. Proposed revisions to these Operating Procedures may be submitted in writing by any ATIS Member or ~~Forum/Committee~~ ~~Funding Company~~ ~~Opt-Out Participants~~ to the ATIS General Counsel along with the supporting rationale for the proposed change. The ATIS General Counsel will present proposed revisions representing a significant change to the policies or procedures of the organization to the ATIS Board ~~of Directors~~ or appropriate Board Committee for review and consideration. Other changes may be made by the ATIS General Counsel after review and consideration by the leadership of ATIS Forums ~~and Committees~~. Any approved revisions to these Operating Procedures shall be effective upon publication.

APPENDIX A – ATIS PROCEDURES FOR THE DEVELOPMENT OF AN AMERICAN NATIONAL STANDARD

A.1 INTRODUCTION

These Operating Principles and Procedures describe the Alliance for Telecommunications Industry Solutions' ("ATIS") procedures to develop American National Standards ("American National Standards" or "Standards"). Where these Operating Principles and Procedures are silent on an issue, the American National Standards Institute's ("ANSI") Essential Requirements shall serve as the precedent document.

A.2 ORGANIZATION

A.2.1 Forums and Committees

Forums and Committees now in place or those to be established by ATIS shall be responsible for developing and maintaining Standards that fall within the scope of these procedures. When necessary, Forums and Committees may form Subgroups (Subtending Committees, Subcommittees, etc.) that shall report back to their parent Forum or Committee. Forums or Committees may delegate approval authority to a subtending Subtending Committee or Subcommittee. The Forum or Committee shall operate in a manner consistent with operating principles and procedures found herein.

A.2.2 Secretariat/Administrator

ATIS shall provide Secretariat/Administrator functions for all Forums and Committees operating in accordance with these procedures. ATIS shall:

- Organize the Forums and Committees.
- Oversee compliance with these procedures, including legal review as necessary.
- Apply for accreditation by ANSI and maintain accreditation in accordance with ANSI requirements.
- Maintain rosters of all Forums, Committees and their Subtending Committees, and Subcommittees/Subcommittees.
- Submit standards approved by the Forums/Committees with supporting documentation for ANSI review and approval as American National Standards.
- Ensure adherence to periodic maintenance of Standards.
- Maintain all records pertaining to the Forums and Committees.
- Provide administrative support and secretarial services, as necessary, for the Forums and Committees.
- Publish approved Standards and revisions thereto.
- Perform other functions as required.

A.2.3 Records

Material associated with the development of a Standard (including reaffirmations and withdrawals) 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.

A.2.4 Membership

Participation in the ATIS Forums/Committees, and their subtending Subtending Committees and Subcommittees, is open to Full and Affiliate ATIS Member Companies or any company that elects to opt out of ATIS membership and pays a non-member participation fee. Opt-Out Participants. Organizations may also opt out of ATIS membership. In order to participate in an ATIS Forum or Committee or its subtending Subtending Committees, or Subcommittees, an organization that elects to opt out of ATIS membership will be required to pay an annual non-member supplemental payment in addition to its Forum or Committee participation fee(s). A Forum Member is an ATIS Member Company, or an Opt-Out

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Participant, that has elected to participate in an ATIS Forum and is in compliance with ATIS funding requirements. A Forum Member may choose to participate in a Forum as either a "Voting Member" or as an "Observer." The rights and obligations of Voting Members and Observers are described in Sections 2.1.1 and 2.1.2 of the Operating Procedures.

The membership of the ATIS Forums ~~and Committees~~ shall be sufficiently diverse to ensure reasonable balance without dominance by any single interest group. Unless it is claimed by a directly and materially affected party that a single interest category dominated the standards development process, no test for dominance is required. ATIS, however, strives to assure that any single interest category does not constitute a majority of the membership of the formulating group dealing with Standards. Reasonable dues and fees directly relating to the support provided and activities of a given Forum ~~or Committee~~ ~~shall~~ may be assessed.

A.2.5 Interest Categories

For purposes of developing an American National Standard, all members of ATIS Forums ~~and Committees~~ shall be classified as Producers, Users or General Interest representatives in accordance with the definitions below. An individual in professional practice or a consultant, retained under an agreement indefinitely continuing with an organization, shall be classified in accordance with the classification of the organization retaining the individual and shall be so identified.

A.2.5.1 Producers

An entity that produces or supplies telecommunications equipment or infrastructure for the provision of telecommunications services. Examples include various types of testing, monitoring, routing, and central office equipment manufacturers, software developers, etc.

A.2.5.2 Users

An entity that uses telecommunications equipment or infrastructure and provides services to an end user. Examples include incumbent local exchange carriers (ILECs), competitive local exchange carriers (CLECs), interexchange carriers (IXCs), wireless service providers, etc.

A.2.5.3 General Interest

General Interest members are neither Producers nor Users. This category includes, but is not limited to, regulatory agencies (state and federal), researchers, other organizations and associations, and educators.

A.2.6 Membership Roster

ATIS shall prepare and maintain a membership roster documenting the classification of each Forum ~~and Committee~~ member.

A.3 MEETINGS

A.3.1 Frequency

The Forums ~~and Committees~~ will meet to develop American National Standards on an as needed basis.

A.3.2 Notification

Where possible, all face-to-face meetings shall be announced via the e-mail exploder and posted to the ATIS ~~Web-Site~~ no less than ~~four (4) weeks~~ 30 calendar days prior to the meeting date. All other meetings, including virtual meetings and conference calls, should be announced via the e-mail exploder and posted to the ATIS ~~Web-Site~~ no less than ~~two (2) weeks~~ 14 calendar days prior to the meeting date. Special exceptions for extraordinary circumstances may be made on an as-needed basis. When an exception for extraordinary circumstances is necessary, the Forum ~~or Committee~~ Leadership will announce the meeting as soon as practicable. A draft agenda shall be prepared and distributed with the meeting notice.

A.3.3 Open Meetings

All meetings of ATIS Forums ~~and Committees~~ shall be open and attendance by any interested party shall be welcome, subject to any relevant membership requirement and the individual policy of each Forum ~~and Committee~~ (e.g., regarding registration, meeting fee if required). Observers and parties that are not members of the Non-Forum and Non-Committee members shall not have the right to vote.

A.3.4 Quorum

A quorum is not required for a Forum to conduct business. However, a Forum may agree via consensus to observe a quorum requirement, provided such requirement is announced in the meeting notice. One-third of the members of the Forum shall constitute a quorum for conducting business at a meeting. Observers shall not be counted for the purposes of establishing a quorum. One third of the members of a Forum or Committee shall constitute a quorum for conducting business at a meeting. Matters shall be deemed approved by the affirmative vote of a majority of the members present, except with respect to matters covered in Section A.6. If a quorum is not present, actions on agenda items may be taken but shall be subject to ratification by the Forum or Committee.

A.3.5 Parliamentary Procedures

For any procedural issues not covered under these procedures, Robert's Rules of Order (Revised) shall apply on questions of parliamentary procedure.

A.4 NOTIFICATION OF STANDARDS DEVELOPMENT

Notification of Standards activity shall be announced in suitable media as appropriate to demonstrate provision of opportunity for participation by all directly and materially affected persons. At the 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 *ANSI Standards Action*. A PINS form may be submitted, but is not required, at the initiation of a project to reaffirm or withdraw a Standard.

If a comment is received that asserts the proposed standard duplicates or conflicts with a current American National Standard, or a candidate American National Standard that has been announced previously in *ANSI Standards Action*, a mandatory deliberation of representatives from the relevant stakeholder groups shall be held within 90 calendar days from the comment deadline. Such a deliberation shall be organized by the developer and the commenter and shall be concluded before ATIS may submit a draft standard for public review. If the deliberation does not take place within the 90-day period and ATIS can demonstrate that it has made a good faith effort to schedule and otherwise organize it, then ATIS will be excused from compliance with this requirement. The purpose of the deliberation is to provide the relevant stakeholders with an opportunity to discuss whether there is a compelling need for the proposed standards project. The outcome of such a deliberation shall be conveyed in writing by the ATIS and commenter (ideally as a joint submission) to the ANSI Board of Standards Review (BSR) for consideration should the ATIS ultimately submit the related candidate standard to ANSI for approval. This process will be completed prior to ATIS submitting the BSR-8, public review form.

A.5 DISCONTINUANCE OF A STANDARDS PROJECT

ATIS may discontinue the processing of a proposed new or revised American National Standard or portion thereof. A written justification for such an action shall be made available upon receipt of any written request received by ATIS within 60 calendar days of the date of the final action.

A.6 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 below:

- “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.

A.7 VOTING PROCEDURES FOR LETTER BALLOTS

A.7.1 Letter Ballots

Documentation associated with American National Standards will undergo the letter ballot process. New standards, reaffirmations, withdrawals and revisions with substantive changes to current standards, as well as interpretations of all Standards shall be approved by letter ballot of the Forum ~~or Committee~~.

Editorial changes to Standards may be decided by a majority of the Voting Mmembers entitled to vote that are present at a regularly scheduled meeting of a Forum ~~or Committee~~ or by letter ballot.

A.7.2 Voting

Each Voting Mmember entitled to vote shall vote one of the following positions on letter ballots:

- Affirmative.
- Affirmative with comment.
- Negative, with reasons. If possible, the negative ballot shall include specific actions that will resolve the negative.
- Abstain.

A.7.3 Voting Rights

A Voting Member's representative shall ordinarily cast that Mmember's vote. The Voting Mmember's alternate representative(s) shall cast that member's vote only if the Voting Mmember's representative fails to vote. A Voting Member that fails to meet the -Letter Ballot-Requirements as defined in Appendix C may have its voting rights revoked.

A.7.4 Proxies

Proxies are not permitted.

A.7.5 Voting Period

The closure date for letter ballots shall be at least 30 calendar days from the date of the issuance of the ballots. ATIS shall be authorized to grant an extension of the voting period if deemed necessary. Additionally, ATIS will provide members who have not voted with follow-up notifications approximately 14 calendar days prior to the closing of the letter ballot.

A.7.6 Approved Actions

Approvals of new standards, reaffirmations, withdrawals and revisions with substantive changes to current standards, as well as interpretations of all Standards shall be considered approved when all of the following conditions have been met:

- At least 50 percent of the Voting Mmembers having the right to cast ballots have returned their letter ballots.
- At least 75 percent of the votes cast, excluding abstentions and negatives without reasons, are affirmative.
- All negative votes with reasons have been addressed in accordance with Section A.7.9.

A.7.7 Reporting Votes

The results of each vote on all Standards shall be reported as follows:

- Number of Voting Members.

- Number of ~~Voting M~~members voting affirmatively.
- Number of ~~Voting M~~members voting negatively with reasons.
- Number of ~~Voting M~~members voting negatively without reasons.
- Number of ~~Voting M~~members abstaining.
- Number of ~~Voting M~~members not returning ballots.

A.7.8 Negative Votes

A negative ballot shall be required to be accompanied by a reason and, if possible, should include specific wording or actions that would resolve the objection. A negative ballot not supported by a reason is not required to be recirculated but is recorded as a negative without comment on the BSR-9 during submittal to ANSI. The ballot shall be counted as returned for the purpose of establishing a quorum.

A.7.9 Consideration of Views and Objections

The Forum ~~or Committee~~ shall use the following procedures in attempting to resolve negative votes:

All negative ballots and comments will be forwarded to the Forum ~~or Committee~~ that drafted the proposed Standard for response and resolution. The Forum ~~or Committee Officers~~ leadership (with other Forum ~~or Committee~~ members as necessary) will draft the response on behalf of the Forum ~~or Committee~~. Negative ballots may be judged as valid, invalid or non germane. All comments are reviewed and the disposition of this review is made available in writing. If comments submitted with a negative vote are not within the scope of the Issue, the comments shall be documented and considered in the same manner as a candidate for a new Issue. A subsequent ballot (~~also known as a "default ballot"~~) will contain any original negative ballot, comments received, and disposition of unresolved negative ballots and other comments that result in a substantive change and will be circulated to the Forum ~~or Committee~~. The commentor(s) then will be given the opportunity to change the vote based on the reply. Additionally, all members of the Forum ~~or Committee~~ will have the opportunity to change their vote. In the case of public review comments, which are not votes, these comments with the accompanying responses will be circulated for new ballot as well. All public review commentors will receive a written disposition of their comments.

All substantive changes shall be submitted to ANSI via the BSR-8 for further public review.

Voting ~~M~~embers ~~or~~ public review participants who have unresolved negative votes ~~(comments)~~ shall be notified in writing of their right to appeal and of the appeals process.

A.8 INTERPRETATIONS

A.8.1 Processing Interpretations

Requests for interpretations of Standards shall be submitted in writing to ATIS and shall be forwarded by ATIS to Forum ~~or Committee Officers~~ leadership. Proposed interpretations may be prepared by any Forum ~~or Committee~~ member with particular expertise on the subject in question. All proposed interpretations shall be prepared in writing and shall be submitted to ATIS for a letter ballot of the Forum ~~or Committee~~. Interpretations shall be approved in accordance with Section A.7.

A.8.2 Notification of Interpretations

Notification of approved interpretations shall be sent in writing to the requester. Notification shall also be given to other users of the Standards via the appropriate ATIS Forum ~~or Committee~~ email exploder list(s) and posted on the ATIS website.

A.9 METRIC POLICY

In accordance with Section 3.4 of the ANSI Essential Requirements, ATIS 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."

A.10 PUBLIC REVIEW AND COMMENT

Proposals for new Standards or reaffirmation, revision, or withdrawal of existing Standards shall be transmitted to ANSI for listing in *ANSI Standards Action* for comment. ATIS shall determine whether listing of proposed standards actions shall be concurrent with the final ~~committee~~-Forum letter ballot and whether announcement in other suitable media is appropriate. All comments that are received shall be considered by the Forum ~~or Committee~~ and the commenter shall be notified, in writing, of the Forum's ~~or Committee's~~ decision/response.

A.11 PATENT POLICY

ATIS has adopted the ANSI Patent Policy as described in Section 10.4 of the Operating Procedures. ~~This~~ The ANSI Patent Policy is described in Section 3.1 of the ANSI Essential Requirements.

A.12 COMMERCIAL TERMS AND CONDITIONS POLICY

ATIS has adopted the ANSI Commercial Terms and Conditions Policy. This policy is described in Section 3.2 of the ANSI Essential Requirements.

A.13 CORRESPONDENCE

A.13.1 ~~Committee-Forum~~ Correspondence

Correspondence from a Forum ~~or Committee~~-Member to the entire membership of the Forum ~~or Committee~~ may be forwarded to ATIS for review and distribution. All official Forum ~~or Committee~~ correspondence, including meeting notices, agendas, reports and letter ballots, shall be distributed by ATIS. Copies of all other correspondence between Forum ~~or Committee~~-Members, relating to ATIS Standards activities, shall be forwarded to ATIS.

A.13.2 External Correspondence

All official Forum ~~and Committee~~ correspondence to external parties must be approved by the Forum ~~or Committee~~ or its delegated representative and distributed by ATIS. Inquiries relating to the Forum ~~or Committee~~ and Standards shall be directed to ATIS. Forum ~~or Committee~~ ~~m~~Members should advise individuals who contact them that responses to all inquiries are handled by ATIS.

A.14 APPEALS

A.14.1 Complaint

Persons who have been or may be affected by any Forum ~~or Committee~~ action or inaction shall have the right to appeal such action or inaction. The appellant shall file a written complaint with ATIS within 30 ~~calendar~~ days after the date of notification of any action, or at any time with respect to inaction. The complaint shall state the nature of the objection, the procedures or the sections of the Standards that are at issue, the action or inaction at issue, and the specific remedial action(s) that would satisfy the appellant's concerns. Previous efforts to resolve the objections and the outcome of each shall be noted.

A.14.2 Response

Within 30 ~~calendar~~ days after the receipt of the complaint, ATIS shall respond in writing to the appellant, specifically addressing each allegation in the complaint to the extent possible. ATIS shall attempt to resolve, informally, the complaint of the appellant.

A.14.3 Appeals Panel and Hearing

If ATIS is unable to informally resolve the complaint, it shall appoint an appeals panel to hold a hearing on a date agreeable to all participants, with at least ~~15 working~~ 21 calendar ~~days notice~~ 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 affected by any decision made in the dispute. At least two members of the panel shall be acceptable to the appellant and at least two shall be acceptable to ATIS.

A.14.4 Conduct of the Hearing

The appellant has the responsibility of demonstrating improper action or inaction, the adverse effects there from, and the efficacy of the requested remedial action. ATIS has the responsibility to demonstrate that the ~~Committee~~ Forum took all actions in question in compliance with these procedures.

A.14.5 Decision

The appeals panel shall render its decision in writing within 30 calendar days of the hearing, based upon a preponderance of the evidence, stating its findings of fact and conclusions, with reasons therefore and citing the evidence. ATIS shall notify the appellant and the Forum ~~or Committee~~ of the decision of the appeals panel, which shall be binding and final on all concerned.

A.15 REVISIONS TO PROCEDURES

These Operating Procedures are maintained by ATIS. Proposed revisions to these Operating Procedures may be submitted in writing by any ATIS Member or ~~Forum/Committee Funding Company~~ Opt-Out Participant to the ATIS General Counsel along with a the supporting rationale for the proposed change. The ATIS General Counsel will present proposed revisions representing a significant change to the policies or procedures of the organization to the ATIS Board of Directors or appropriate Board Committee for review and consideration. Other changes may be made by the ATIS General Counsel after review and consideration by the leadership of ATIS Forums ~~and Committees~~. The revised procedures are then submitted to ANSI for public comment, and ANSI review and approval. Any approved revisions to these Operating Procedures shall be effective upon publication.

ATIS shall be responsible for the interpretation of these Operating Principles and Procedures.

APPENDIX B – FORUM ~~AND COMMITTEE~~ MISSION STATEMENTS**B.1 AUTOMATIC IDENTIFICATION AND DATA CAPTURE COMMITTEE**

The Automatic Identification and Data Capture Committee (AIDC) establishes guidelines for common shipping labels, product marking labels, product changes and software issuance standards using multiple forms of automatic identification technologies, such as bar code, Radio Frequency Identification (RFID), two-dimensional (2D) symbols and other technologies that may prove advantageous to improving supply chain processes in the industry.

B.2 CLOUD SERVICES FORUM

The Cloud Services Forum (CSF) enables the interoperability and implementation of applications and services by developing standards, providing coordination for the development of cloud services standards and practices, and facilitating related technical activities.

B.3 COPPER/OPTICAL ACCESS, SYNCHRONIZATION AND TRANSPORT COMMITTEE

The Copper/Optical Access, Synchronization and Transport (COAST) Committee develops and recommends standards and prepares technical reports related to telecommunications network technology pertaining to network synchronization interfaces and hierarchical structures for U.S. telecommunications networks, some of which are associated with other telecommunications networks.

B.4 EMERGENCY SERVICES INTERCONNECTION FORUM

The Emergency Services Interconnection Forum (ESIF) facilitates the identification and resolution of technical and/or operational issues related to the interconnection of wireline, wireless, cable, satellites and Internet networks with emergency services networks.

B.5 IMSI OVERSIGHT COUNCIL

The IMSI Oversight Council (IOC) is an open industry committee of telecommunications companies and other organizations responsible for overseeing management of International Mobile Subscriber Identifier (IMSI) codes.

B.6 INDUSTRY NUMBERING COMMITTEE

The Industry Numbering Committee (INC) provides an open forum to address and resolve industry-wide issues associated with planning, administration, allocation, assignment and use of North American Numbering Plan (NANP) numbering resources within the NANP area.

B.7 IPTV INTEROPERABILITY FORUM

The IPTV Interoperability Forum (IIF) develops ATIS standards and undertakes related technical activities that enable the interoperability, interconnection and implementation of IPTV systems and services, including video on demand and interactive TV services.

B.8 NETWORK PERFORMANCE, RELIABILITY, AND QUALITY OF SERVICE COMMITTEE

The Network Performance, Reliability, and Quality of Service Committee (PRQC) develops and recommends standards, requirements, and technical reports related to the performance, reliability, and associated security aspects of communications networks, as well as the processing of voice, audio, data, image, and video signals, and their multimedia integration. The PRQC also develops and recommends positions on, and fosters consistency with, standards and related subjects under consideration in other North American and international standards bodies.

B.9 NETWORK RELIABILITY STEERING COMMITTEE

The Network Reliability Steering Committee (NRSC) strives to improve network reliability by providing timely consensus-based technical and operational expert guidance to all segments of the public communications industry.

B.10 NEXT GENERATION INTERCONNECTION INTEROPERABILITY FORUM

The Next Generation Interconnection Interoperability Forum (NGIIF) provides an open forum to encourage the discussion and resolution, on a voluntary basis, of industry-wide issues associated with telecommunications network interconnection and interoperability which involve network architecture, management, testing and operations and facilitates the exchange of information concerning these topics.

B.11 ORDERING AND BILLING FORUM

The Ordering and Billing Forum (OBF) provides a forum for representatives from the telecommunications industry to identify, discuss and resolve national issues, which affect ordering, billing, provisioning and exchange of information about access service, other connectivity and related matters.

B.12 PACKET TECHNOLOGIES AND SYSTEMS COMMITTEE

The Packet Technologies and Systems Committee (PTSC) develops and recommends standards and technical reports related to packet services and packet service architectures, in addition to related subjects under consideration in other North American and international standards bodies.

B.13 SMS/800 NUMBER ADMINISTRATION COMMITTEE

The SMS/800 Number Administration Committee (SNAC) identifies, develops and implements the resolution of issues impacting existing toll free products and services and evolving technologies affecting future developments in the toll free industry. The SNAC is comprised of volunteer members representing providers and users of the 800 Service Management System (SMS/800). The Committee provides recommendations to the owner/manager of the SMS/800 regarding design and management issues that have a direct effect on the system users.

B.14 SUSTAINABILITY IN TELECOM: ENERGY AND PROTECTION COMMITTEE

The Sustainability in Telecom: Energy and Protection (STEP) Committee engages industry expertise to develop standards and technical reports for telecommunications equipment and environments in the areas of energy efficiency, environmental impacts, power and protection. The work products of STEP enable vendors, operators and their customers to deploy and operate reliable, environmentally sustainable, energy efficient communications technologies.

~~**B.15 TELECOMMUNICATIONS FRAUD PREVENTION COMMITTEE**~~~~The Telecommunications Fraud Prevention Committee (TFPC) provides a working forum to identify issues involving fraud, pertinent to the telecommunications industry, and to discuss and develop resolutions for voluntary implementation by the industry.~~~~**B.16 TELECOM MANAGEMENT AND OPERATIONS COMMITTEE**~~~~The Telecom Management and Operations Committee (TMOC) develops operations, administration, maintenance and provisioning standards, and other documentation related to Operations Support System (OSS) and Network Element (NE) functions and interfaces for communications networks - with an emphasis on standards development related to U.S. communications networks in coordination with the development of international standards.~~~~**B.17 WIRELESS TECHNOLOGIES AND SYSTEMS COMMITTEE**~~~~The Wireless Technologies and Systems Committee (WTSC) develops and recommends standards and technical reports related to wireless and/or mobile services and systems, including service descriptions and wireless technologies. The WTSC also develops and recommends positions on related subjects under consideration in other North American, regional and international standards bodies.~~

APPENDIX C – ATIS FORUM LETTER BALLOT REQUIREMENTS

To ensure that ATIS Forums can continue to effectively develop ATIS Standards, including American National Standards, the following Letter Ballot Requirements have been established. Continuation of a Voting Member's right to vote within a Forum depends upon the Member's active response to letter ballots.

Any Voting Member that fails to cast a vote on three consecutive letter ballots in the same Forum shall receive a warning in writing from ATIS that its voting status is in jeopardy. If, after issuance of the warning, the Voting Member fails to submit a vote on the next letter ballot, the Voting Member shall be notified in writing that it has been reclassified as an Observer. The rights of Observers are described in Section 2.1.2 of the Operating Procedures.

As described in Section A.7.2, a Voting Member may choose to abstain on a letter ballot. The casting of a vote to abstain would not be considered as a failure to cast a vote.

A failure to cast a Letter Ballot on a "default ballot" as described in Section A.7.9 is not considered when determining whether the letter ballot requirement has been met.

A Voting Member's failure to comply with the Letter Ballot Requirements may be excused, when warranted, based upon a written explanation of the circumstances surrounding the member's failure to vote.