Rules of Operation
of the
Technical Activities Committee

8th Edition
Amendment 1

Approved by the Technical Activities Committee
July 26th, 2019

Approved by the Board of Directors
July 26th, 2019

Approved by the American National Standards Institute (ANSI)
July 31st, 2019
Foreword

The rules set forth in this document govern the organization and operation of the Technical Activities Committee (TAC), the technical committees reporting to TAC, and their subcommittees. The following is a summary of the changes between this edition (8th Edition), including any amendments, and the previous edition (7th Edition).

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<tr>
<th>Clause</th>
<th>Topic</th>
<th>Summary</th>
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<tr>
<td>3.1.5.4</td>
<td>Advisors</td>
<td>Revision eliminates the prohibition for Advisors to cast votes on ballots and encourages them to do so – although the vote will not be counted. The previously suggested “No comment” provision is no longer required.</td>
</tr>
<tr>
<td>3.1.7</td>
<td>Activity</td>
<td>The participation requirements should apply to advisors as well as voting members.</td>
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<tr>
<td>3.1.9</td>
<td>Ex-Officios</td>
<td>Added encouragement for Ex-officios to vote on ballots.</td>
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<tr>
<td>3.2.1</td>
<td>Officers</td>
<td>Changes proposed address comments related to the number of consecutive and total terms an Officer may serve.</td>
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<tr>
<td>3.2.3.1</td>
<td>Officers</td>
<td>Changes proposed address comments related to the number of consecutive and total terms an Officer may serve.</td>
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<td>3.2.3.3</td>
<td>Officers</td>
<td>Changes proposed address comments related to the number of consecutive and total terms an Officer may serve.</td>
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<tr>
<td>4.1.8</td>
<td>Recording of Committee Meetings and Teleconferences</td>
<td>New language to address recording of meetings.</td>
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<tr>
<td>4.6.2</td>
<td>Process Initiation</td>
<td>Puts new document process in order. Used the opportunity to provide subtitles to three clauses that lacked them.</td>
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<tr>
<td>4.8.2.1</td>
<td>Voting Options for Letter, Electronic, or Online Ballots</td>
<td>The 7th edition of the TAC Rules of Operation introduced considerable clarification of the classification and treatment of comments. It should no longer be necessary for the commenter to have to declare that one or more of their comments provided is substantive. The classifications are unnecessary since affirmative and affirmative qualified comments are handled in the same fashion. The distinction adds confusion and it is not consistently applied by voters. It is the intent here to consolidate the Affirmative Qualified and Unqualified votes to simplify the vote classification (and ballot form).</td>
</tr>
<tr>
<td>4.8.2.3</td>
<td>Consensus Criteria and Quorum Requirements</td>
<td>See summary for 4.8.2.1.</td>
</tr>
<tr>
<td>4.8.2.4</td>
<td>Simultaneous Ballots</td>
<td>See summary for 4.8.2.1.</td>
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<tr>
<td>4.8.2.5</td>
<td>Recirculation Ballots</td>
<td>The objective here is to reduce instances of repeated ballots within a document revision cycle caused by expansion of the review scope. Once a document has satisfied the consensus criteria, subsequent ballots would only need to address the substantive comment resolutions. Any additional comments related to new items would default to new business. While this could be the practice using the existing standard, adding a new subclause will clearly express the intent. It is not obvious that a more complicated recirculation process will be more effective to address the issue identified. The draft clause presented stops short of mandating the classification in case a comment is deemed to be important</td>
</tr>
<tr>
<td>4.8.3.2</td>
<td>Voting Options for Letter, Electronic, or Online Ballots</td>
<td>Addressed TAC meeting motion to resolve the Part A ballot question. The root issue identified is that a TAC member who has not directly participated in the document development process would have no ability to form such an understanding of the preparation and approval process. The ballot form does not include the option to abstain from voting on Part A.</td>
</tr>
<tr>
<td>4.8.3.3</td>
<td>Consensus Criteria and Quorum Requirements</td>
<td>See summary for 4.8.2.1.</td>
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<td>4.8.6.1</td>
<td>Affirmative Votes</td>
<td>See summary for 4.8.2.1.</td>
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<tr>
<td>4.8.7.11</td>
<td>Consideration and Resolution of Comments and Objections</td>
<td>See summary for 4.8.2.1.</td>
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<tr>
<td>4.8.8.2</td>
<td>Appeals During Approval Process</td>
<td>The ANSI auditor suggested the AWS Appeals Policy be revised to: (1) include the requirement that an attempt be made to resolve an appeal informally before a hearing is scheduled, and (2) that the appellant will receive a written copy of the decision. The first suggestion is not applicable to the AWS policy. The proposal implements the second suggestion.</td>
</tr>
<tr>
<td>4.9</td>
<td>Procedures for Document Maintenance</td>
<td>Adoption of the ANSI stabilized maintenance process will reduce the effort to maintain some AWS standards.</td>
</tr>
<tr>
<td>4.9.1</td>
<td>Revision</td>
<td>See rationale for subclause 4.6.2</td>
</tr>
<tr>
<td>4.9.4</td>
<td>Stabilized Maintenance</td>
<td>Inserted new language that corresponds with the ANSI Stabilized Maintenance option.</td>
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<tr>
<td>4.9.4.1</td>
<td>ANSI Notification</td>
<td>Inserted new language that corresponds with the ANSI Stabilized Maintenance option.</td>
</tr>
<tr>
<td>4.9.4.2</td>
<td>Request for Maintenance</td>
<td>Inserted new language that corresponds with the ANSI Stabilized Maintenance option.</td>
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<tr>
<td>4.9.4.3</td>
<td>Document Notice</td>
<td>Inserted new language that corresponds with the ANSI Stabilized Maintenance option.</td>
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<tr>
<td>4.11.1.1(2) (a), (b), and (c) Approved by Technical Committee</td>
<td>See summary for 4.8.2.1.</td>
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RULES OF OPERATION OF
THE TECHNICAL ACTIVITIES COMMITTEE

The rules set forth herein govern the organization and operation of the Technical Activities Committee (TAC), the technical committees reporting to TAC, and their subcommittees. These Rules of Operation have been approved by the Board of Directors.

1. Authorization

The Technical Activities Committee is authorized as a standing committee under Article VII, Section 1, of the Bylaws of the American Welding Society (AWS). TAC reports to Standards Council.

2. General Requirements, Normative References, and Terms and Definitions

2.1 General Requirements

2.1.1 Membership. The TAC shall consist of those individuals and perform those duties prescribed in the current AWS Membership and Duties Statement for the Technical Activities Committee. Membership on the technical committees shall consist of those individuals that meet the criteria outlined in Clause 3 of these rules.

2.1.2 Activities

2.1.2.1 The activities of a technical committee shall be in line with those presented in that technical committee's scope, as approved by TAC. A technical committee may alter its scope with the approval of TAC.

2.1.2.2 The activities of a subcommittee shall be approved by the relevant technical committee, except as otherwise provided in these rules.

2.1.2.3 The activities of a task group shall be approved by the relevant committee Chair, except as otherwise provided in these rules.

2.2 Normative References

The following documents contain provisions which, through reference in this text, constitute mandatory provisions of this AWS document. For undated references, the latest edition of the referenced standard shall apply. For dated references, subsequent amendments to, or revisions of, any of these publications do not apply.

- ANSI Essential Requirements: Due Process Requirements for American National Standards
- AWS TACPM, Technical Activities Committee Policy Manual
- AWS TSD 1.1, Specification for the Preparation of American Welding Society Standards
- AWS SM, Style Manual for AWS Published Standards
- AWS Board of Directors’ Policy Manual
- AWS Board of Directors’ Rules of the American Welding Society
- AWS Membership and Duties Statement for the Technical Activities Committee
- AWS Code of Conduct for Members of AWS Technical Committees
2.3 Terms and Definitions. For the purposes of this document, the following definitions apply:

**active standard.** The latest published edition of a standard.

**addendum.** An addition or supplement to a published standard or portions thereof required before the complete revision and publication of the next edition of the standard.

**amendment.** The correction of an error in substantive content in a published standard that had been inadvertently approved by the required approval procedures.

**committee.** A generic term whose scope may include technical committees, subcommittees, and task groups.

**consensus.** The achievement of substantial agreement by the members of a group on issues put before or considered by the group. Consensus signifies the concurrence of more than a simple majority, but not necessarily unanimity. Consensus requires that all views and objections be considered and that an effort be made toward their resolution.

**consensus body.** The group that approves the content of a standard and whose vote demonstrates evidence of consensus. For AWS, the consensus body is defined as the technical committee that has the assigned responsibility for the preparation and approval of a standard.

**editorial, adj.** Involving matters that are not substantive. See substantive.

**editorial change.** A change to a standard not affecting its meaning, intent, or use. See also substantive change. Examples include:

1. Change in sentence structure or vocabulary having no effect on the meaning of a provision;
2. Changing term(s) to standard AWS terminology per AWS A3.0M/A3.0 with no change in the meaning of a provision;
3. Moving text material to a table, or vice versa;
4. Adding a reference directing the standard user to a related provision;
5. Correcting a typographical error; and
6. Relocating a provision in which the meaning or applicability is unchanged.

**errata.** A list of corrections to errors introduced during the typesetting process, after a standard has been approved by the balloting process. Errors in a standard’s content that are discovered after having been approved by the balloting process cannot be corrected by issuing errata.

**ex-officio.** Membership status by virtue of one's office on another committee (e.g., technical committee chairs serve as ex-officio on all of their subcommittee).

**inactive standard.** A standard that has been superseded by a later edition but must still be accessible for archive or historical reference.
proxy. A representative assigned by a voting member of a committee to vote in the member’s stead.

resolved objection. Either (a) a negative vote submitted by a committee member or (b) written comments submitted as a result of public review where the negative voter agrees to change their vote or the negative commenter accepts the proposed resolution of their comment.

subcommittee. A committee reporting to a technical committee.

substantive, adj. Involving matters addressed in a standard that directly and materially affect the use of that standard.

substantive change. A change to a standard affecting its meaning, intent, or use. Examples include:

(1) Changing the term “shall” to “should” and vice versa;

(2) Adding, deleting, or revising requirements, regardless of the extent of these changes;

(3) Adding or deleting mandatory compliance with referenced standard(s);

(4) Changes made to correct the technical meaning in a document, in order to reflect the committee's original intent;

(5) A change from “less than” to “equal to or less than.”

task group. A group organized by a committee Chair to perform a specific assignment for the committee.

technical committee. A committee reporting directly to the Technical Activities Committee. Synonymous with the term “main committee.” Technical committees may or may not have subcommittees and task groups reporting to them.

unresolved objection. Either (a) a negative vote submitted by a committee member or (b) written comments submitted during public review expressing disagreement with some or all of the proposed standard, that have not been satisfied and/or withdrawn after having been addressed according to the developer’s approved procedures.

withdrawn standard. An obsolete standard that has been officially removed from publication and will not be revised. It may still have to be accessible for archival or historic purposes but shall not be cited in new AWS standards or publications.
3. Personnel

3.1 Committee

3.1.1 Size. A committee shall be large enough to represent all directly and materially affected interests, yet small enough to provide an effective working group.

3.1.2 Application Process

3.1.2.1 Requirements. The members of a committee shall be selected on the basis of their experience in the field (technical, commercial, industrial, or other), their willingness to participate in the work of the committee, and their ability to devote sufficient time and other necessary resources to the prompt execution of the work.

3.1.2.2 Application. Prospective members shall submit a completed application form (available online at the AWS website or by email, fax, or postal mail) stating their qualifications, their desire to serve, and that they have the support and resources necessary to carry out their committee obligations. Within 30 days of receipt of the application, the technical committee’s secretary shall send the applicant a written response acknowledging receipt of the application, indicating that the application has been forwarded to the committee’s Chair. The applicant will be notified of the next meeting.

By default, the prospective member will be considered an applicant upon receipt of a completed application. Should the Chair determine that the applicant does not meet the requirements of committee membership as set forth in 3.1.2.1, the Secretary shall notify the applicant in writing and they will be removed as an applicant.

The applicant’s contact information shall be entered into the AWS database for the committee(s) or subcommittee(s) membership to which the individual is applying. The applicant’s status shall be listed as “Applicant” until approval of membership is completed (see 3.1.5.3). The applicant shall be invited to the next meeting to complete the membership approval process. Should the applicant fail to respond to the initial invitation, the applicant will be invited to the next meeting. Should the applicant fail to respond to this second meeting invitation or fail to attend that meeting, the applicant will be notified that they will be removed as an applicant.

Applicants, by their signature on the application (electronic or hard copy), shall indicate that they will abide by the Rules of Operation of the Technical Activities Committee and all other AWS rules and policies.

3.1.3 Duties. The duties of each member of a committee are to:

(1) Give thorough consideration to each subject requiring committee action and to vote when called upon to do so;

(2) Provide technical input for publications;

(3) Assist with the preparation of material for publication;

(4) Provide advice on personnel for membership on the committee; and
(5) Assist generally in carrying out the work of the committee by attending meetings, replying to correspondence, and communicating with other members, as required.

Failure to carry out these duties may result in discharge from the committee (See 3.1.7.3 through 3.1.7.6).

3.1.4 Members shall be selected on the basis of their individual qualifications, rather than their affiliation with any particular company or organization, and in accordance to the requirements of 3.1.5.

3.1.5 Balance and Membership Approval Process. Technical committees that develop standards should be balanced as specified in 3.1.5.1 through 3.1.5.3. Subcommittees need not be balanced, but they are encouraged to obtain members who represent all directly and materially affected interests. TAC shall designate those technical committees that are required to be balanced. This list shall be maintained as a TAC policy statement.

3.1.5.1 Balance. The membership of each balanced technical committee shall be such that no single category of interest constitutes a majority. The membership shall be sufficiently diverse to preclude dominance by the members of any one category of interest. For committees that publish Health and Safety standards, no single interest category should constitute more than one-third of the voting membership of the consensus body. In the absence of a complaint contending that the members of a single category of interest have acted to exclude fair consideration of viewpoints other than their own, no test for dominance is required.

3.1.5.2 Categories of Interest. The categories of interest are described below. The technical committee Chair shall assign the category of interest for members in those cases in which the proper category is not readily apparent.

(1) Producers. Those directly concerned with the production or distribution of any product or service specified in the standard.

(2) Users. Those directly concerned with the use of any product or service specified in the standard.

(3) Consultants. Those who provide services related to technical standards.

(4) Educators. Those primarily involved in the technical education of individuals.

(5) General Interest. Those whose interests are other than the interests described in Items 1 through 4 above.

3.1.5.3 Members’ Approval. Committee Chairs may require participation at a minimum of one committee or subcommittee meeting, which may be the meeting of appointment, teleconferences, and/or document reviews, prior to committee appointment. New members of a technical committee shall be appointed by the Chair of that technical committee pending subsequent approval of the appointment by a majority vote of the voting members of TAC. Voting rights are granted to a new technical committee member upon TAC approval. New members of a technical committee, upon approval, shall be notified of their appointment by the secretary of the committee.
New members of a subcommittee shall be appointed by the Chair of that subcommittee and approved by the relevant technical committee Chair. The appointment of more than one member from any given company or organization is not specifically prohibited, but such appointments shall be kept to a minimum, and the ramifications of each shall be thoroughly considered before the appointment is made.

3.1.5.4 Advisors. Advisors shall be appointed to or removed from the technical committee directly by the technical committee Chair. A change in status from member to advisor shall be approved by the technical committee Chair. Advisors shall be appointed to or removed from subcommittees directly by the subcommittee Chair.

Advisors are encouraged to participate in committee activities, including casting votes on ballots. Advisors shall not be counted toward quorum when determining committee balance, and their votes shall not be counted in the formal tally of the consensus body. The appointment of advisors should be restricted to those infrequent cases where continuity of committee activity or the special qualifications of some particular individual are needed, and membership for that individual is not possible because of the requirements for committee size, balance, or attendance, as set forth in 3.1.1, 3.1.5, or 3.1.7, respectively.

3.1.5.5 Voting Status. Once appointed, members may participate in the committee’s activities but they do not have a vote until they are approved, as set forth in 3.1.5.2 and 3.1.5.3. The voting status of members during a meeting is established by the committee roster at the time the meeting is called to order. Changes approved during the meeting to committee membership by the removal of a technical committee member shall not go into effect until the provisions of 3.1.7.3 are met. Changes approved during the meeting to committee membership by the change of status to advisor or the removal of a subcommittee member shall not go into effect until the provisions of 3.1.7.4 are met and shall not go into effect until the conclusion of the meeting.

3.1.6 Proxies and Alternates. Proxies and alternates may be appointed to TAC and committees, as described in 3.1.6.1 and 3.1.6.2, to permit TAC and the committees to function during the absence of any of its members. No individual may act as a proxy or alternate for more than one person. AWS staff may not act as a proxy or alternate because of potential conflicts of interests. The position of a proxy or alternate is not restricted to members of the committee but may be anyone the member chooses provided the criteria of 3.1.6.1 and 3.1.6.2 are met.

3.1.6.1 Proxy. A proxy is a person selected by a member of the committee to attend a meeting in place of that member to observe the transactions and express the member’s views. The proxy shall be acceptable to the Chair of the committee. The Chair of the meeting shall be notified in advance of the meeting that the proxy will be attending. The Chair shall confirm the assignment of proxy. A proxy shall not be appointed at the meeting, except under unusual circumstances that would preclude appointment before the meeting (e.g., the member does not know which members will be in attendance) and only if the member makes a request to the Secretary requesting the Chair appoint a proxy on their behalf. If this request was verbal, it must be confirmed by email or other written record prior to issuance of the minutes of the meeting. A proxy may vote at the meeting but may not cast a vote on another type of ballot.

3.1.6.2 Alternates. An alternate is a person selected by a member of the committee to attend meetings and to act for the member during the member’s extended absence. Such selections shall be communicated to the Chair of the committee in writing and shall be subject to acceptance by that Chair. Alternates selected to serve on TAC shall be approved by the TAC Chair; Standards
Council shall be informed of the appointment. An alternate shall have all of the duties and privileges of the member during the period of service in that capacity. Such service shall automatically terminate on the:

1. Request of the member,
2. Return of the member from the absence, or
3. Termination of the member’s membership.

3.1.7 Activity. For each meeting of TAC, committees, and subcommittees, the relevant secretary shall prepare a tally of the activity of each member and advisor with respect to meeting attendance and response to ballots during the preceding 24 months. The tally shall also include the activity of alternates and proxies. Any voting member or advisor who meets any of the following conditions shall be advised that they have not met the expected level of participation and a change in membership status is under consideration:

1. Attended in person less than 25% of the meetings, including teleconferences, during the previous two years;
2. Attended or have been represented by an alternate or proxy at less than 50% of the meetings, including teleconferences, during the previous two years;
3. Responded to fewer than 75% of letter ballots over the past two years.

Only the period of time where a member has voting or advisory status on the committee shall be taken into consideration when determining participation. The chair shall take into consideration percentages that may be skewed due to factors such as few ballots being issued or few meetings being held.

3.1.7.1 Change in Status. When the activity tally (see 3.1.7) documents the inactivity of a member, the Chair or Secretary shall advise the member of their failure to meet participation expectations. The Chair may also:

1. Change that member’s status to advisor,
2. Initiate proceedings to discharge that member from the committee, or
3. Delay action until a future date or indefinitely.

3.1.7.2 Approval of the Executive Subcommittee of TAC (see 4.2.1) is required to release any technical committee member.

3.1.7.3 Committee advisors who have not met the participation requirements of 3.1.7 may be released at the discretion of the Chair.

3.1.7.4 When committee members and advisors are released, they shall be notified by the Chair or the Secretary of the committee, as the Chair elects.
3.1.7.5 Only the president of the Society may release a member of TAC and may do so only with the approval of the Board of Directors.

3.1.7.6 A subcommittee member or advisor may be discharged by the Chair of the subcommittee with the approval of the technical committee Chair.

3.1.8 TAC At-Large members. A total of six at-large members shall be appointed to TAC for a three-year term. Annually the TAC Chair shall appoint two at-large members, plus any required to fill at-large member vacancies, with majority concurrence of the TAC Chair and Vice Chairs. At-large members are eligible to serve a maximum of two consecutive terms.

3.1.8.1 A candidate’s technical committee activity record and professional qualifications shall be considered in making the appointment.

3.1.8.2 Individuals with a desire to communicate their interest in being considered as an at-large member candidate shall contact the TAC Secretary and/or Chair to express their interest and share their qualifications (e.g., resume or CV).

3.1.9 Ex-Officios. Ex-officio positions are assigned to committees by the committee chair or are required by membership and duties statements or these TAC Rules of Operation. Ex-officios are not required to attend meetings, respond to correspondence, or participate in committee activity. Their name will not appear in the published standards. Ex-officios do not have voting rights unless the membership & duties statement for a specific committee states otherwise, or if the ex-officio has previously established voting rights as a committee member or other means. Ex-officio roster positions should be updated annually to reflect the current individual in that position or role.

3.1.10 Corresponding Members. Corresponding members may be added to committee rosters in order to keep certain individuals informed of the committee’s activities. The corresponding member is not required to attend meetings, respond to correspondence, or participate in committee activity. The corresponding member’s name will not appear in the published standards. The corresponding member does not have voting rights.

3.2 Officers

3.2.1 TAC and each technical committee shall have a Chair and should have at least a first and a second vice chair elected from among its members to a three-year term. Each subcommittee shall have a Chair appointed by the relevant technical committee Chair. All officers of TAC, technical committees, and subcommittees shall be members of AWS. Vice chairs shall indicate their willingness to accept the position of Chair should that position become vacant during their term. Officers of TAC shall not be eligible to serve more than one full term in the same office, unless an exception is made for them by Standards Council on the recommendation of TAC. Officers of technical committees shall not be eligible to serve more than (a) two full consecutive terms in the same office, (b) or a total of four full terms in the same office; unless an exception is made for them by TAC on the recommendation of the relevant technical committee.

3.2.2 In accordance with 3.1.7, 3.2.1, and 3.3.2 (3) (b), TAC shall replace any Chair of a committee who becomes inactive or who otherwise fails to carry out the duties of the office. Justification for removal shall be brought before TAC in writing by the individual(s) concerned with the performance of the Chair. Such justification (e.g., time, place, event, etc.) shall be properly
documented to permit TAC to make a rational conclusion about the Chair’s non-performance of duties.

3.2.3 TAC and the technical committees shall hold elections for their officers. The election of technical committee officers shall be such that the officers of approximately one-third of the technical committees are elected each year.

3.2.3.1 Before February 1 of the year in which the Chair's term of office expires (December 31st), the Chair of TAC and the Chair of each affected technical committee shall arrange for an election of officers to serve for the ensuing three years by appointing a nominating committee. The nominating committee shall solicit potential candidates from the committee membership. The nominating committee shall recommend a list of candidates to be considered for nomination, appointment, or election, after having first ascertained that the candidates:

1. Agree to serve,

2. Are members of AWS, and

3. Have the resources necessary to perform as officers.

3.2.3.2 A member of the nominating committee shall not be nominated for any office while still serving as a member of the nominating committee.

3.2.3.3 In selecting the nominees for officers, factors to be considered are the following:

1. Leadership ability,

2. Willingness and ability to serve, and

3. Prior committee experience and activity level.

The chair and vice chairs of committees who are serving their first term in office shall be considered for renomination to a consecutive term. When a Chair of a committee is in the second term, the vice chairs shall be considered for advancement, although neither nomination for a second term nor advancement shall be automatic.

3.2.3.4 Nominations for TAC officers shall be presented to the Chair of TAC by April 1 and to the membership of TAC for balloting no later than May 1. Election shall be by majority of the votes cast. Elections shall be conducted through letter ballot and votes shall be kept confidential. The names of all newly elected TAC officers shall be submitted to the AWS president for appointment after the completion of the election.

3.2.3.5 The nominations for committee officers shall be presented to the Chair of the committee by no later than April 1 and to the committee membership for balloting by no later than May 1. Election shall be by majority of the votes cast. Elections shall be conducted through letter ballot and votes shall be kept confidential. By July 1, the results of the election shall be passed to the Secretary of TAC for approval by TAC at its next summer meeting. Upon approval by TAC, the Secretary of TAC shall forward the names of the new chairs of the technical committees to the AWS president for appointment to TAC.
3.2.3.6 If any technical committee fails to meet these requirements, TAC shall appoint the new officers for that technical committee at its winter meeting.

3.3 Duties of Officers

3.3.1 The duties of the Chair, as the executive officer of a technical committee, are the following:

(1) Conduct the activities of the technical committee within its scope, following closely the schedule and actions of the subcommittees and task groups, to assure timely progress of the technical committee's business.

(2) Determine the extent to which the activities of the technical committee shall be carried out at meetings (as opposed to correspondence), schedule and call meetings, and plan the agendas.

(3) Officiate at the meetings and communicate all rules, policies, and related matters to the members of the technical committee.

(4) Keep the Vice Chairs and the Secretary informed, by means of copies of all correspondence, of the activities of the technical committee.

(5) Ensure that the documents of the technical committee are technically correct, well written, and prepared according to these rules.

(6) Withdraw from the approval process and remand to its subcommittee any document produced by a subcommittee of the Chair's technical committee that is found to contain a significant error or discrepancy that cannot be readily resolved, regardless of its stage in the approval cycle.

(7) Recommend new members to the technical committee, recommend release of inactive members of the technical committee, and change status of a member to advisor in accordance with the pertinent portions of 3.1.5.3 and 3.1.7.1 through 3.1.7.3, respectively.

(8) Appoint the chairs of subcommittees reporting to the technical committee and approve the appointment of new subcommittee members and the discharge of inactive members (including officers) of these subcommittees in accordance with 3.1.5.3 and 3.1.7.1 through 3.1.7.3, respectively.

(9) Keep abreast of the activities of other committees and establish liaison with them and with other organizations to (a) ensure coordination and avoid duplication of effort, and (b) avoid technical contradictions in AWS publications within the scope of the committee's work.

(10) Serve as an ex-officio or advisor member of all subcommittees under the Chair's technical committee. In so doing, the Chair shall not be counted in establishing a quorum of the subcommittee, nor shall the Chair vote, unless the Chair is a voting member of the subcommittee.

(11) Serve as a member of TAC, in which case the Chair has a responsibility for the overall technical affairs of AWS. The Chair shall participate in the activities of TAC and shall keep it informed on matters relating to the work of the Chair's technical committee. In work
with both TAC and the Chair's technical committee, the Chair shall elicit - even demand - a high level of professionalism in all documents that are published. TAC members who are chairs of multiple technical committees shall hold only one vote as a TAC member.

(12) Submit to TAC a report of the activities of the Chair's committee as requested by the Chair of TAC (see 5.1).

3.3.2 The duties of the Vice Chairs are as follows:

(1) Carry out the duties assigned to them by the Chair; and

(2) Keep the Chair and the Secretary fully informed of their activities by copies of their correspondence.

(3) The first Vice Chair shall:

(a) Carry out the duties of the Chair, should the Chair become temporarily incapacitated, and relinquish those duties when the Chair returns.

(b) Be prepared to assume the position of Chair, should the Chair become unable to complete the term of office.

3.4 Secretary

3.4.1 The secretary of a committee is both a member and officer and shall be selected from either the AWS Staff (by the Secretary of TAC) or from the membership of the committee (by the Chair of the committee). Secretaries appointed from AWS Staff shall not vote and shall not be included in counting a quorum or determining the balance of the technical committee. An AWS staff appointed secretary is both a member and officer of the committee but is unique in that he or she is expected to be impartial and therefore not allowed to vote.

3.4.2 The duties of the Secretary, whether from AWS Staff or committee membership, shall be to (1) keep the minutes of meetings, (2) act as parliamentarian if requested by the Chair of the committee, and (3) maintain the official files of the committee.

3.4.3 If selected from the AWS Staff, the Secretary shall have the following additional duties:

(1) Assist the committee, in all ways possible, to meet its defined objectives;

(2) Advise the committee regarding adherence to rules and policies applicable to the committee;

(3) Serve as liaison with other AWS committees, AWS business units, and other organizations to assure coordination of efforts;

(4) Handle all committee correspondence, answering or acknowledging receipt of all correspondence, as appropriate;

(5) Provide related services, such as editing, word processing, duplication, and distribution of meeting minutes, committee reports, and drafts of committee prepared documents;
(6) Prepare, distribute, record, and maintain records of all committee ballots;

(7) Process all formal inquiries and requests for interpretations, directing them to the proper source for development of a response, and sending the formal response to the inquirer; and

(8) Make arrangements for meeting locations and whatever other facilities are required.

3.4.4 Secretary of TAC. Applicable duties noted in 3.4.2 and 3.4.3 shall apply to the Secretary of TAC. Also, it shall be the Secretary’s duties to maintain current the following documents and make these documents available to all TAC and committee members:

(1) AWS TACRO, Rules of Operation of the Technical Activities Committee;
(2) AWS TACPM, Technical Activities Committee Policy Manual; and
(3) AWS TSD1.1, Specification for the Preparation of American Welding Society Standards.

The Secretary of TAC shall be responsible for all the approvals in 8.3 and the submission to TAC of any revisions required as a result of changes to ANSI Essential Requirements: Due Process Requirements for American National Standards.

4. Operation. Technical committees shall actively pursue their objectives. In so doing, they shall hold periodic meetings, and they may establish subcommittees (including executive subcommittees) and develop their own rules of operation. Rules adopted by technical committees shall not conflict with AWS TACRO and are subject to approval by TAC.

4.1 Meetings

4.1.1 TAC shall hold a minimum of two meetings each year. The time and place shall be deemed suitable by the majority of the members of TAC.

4.1.2 The Chair of a committee shall schedule and call the meetings of the committee. The frequency of the meetings shall be determined by the workload of the committee and the method by which the committee operates. The Chair shall be required to call a meeting upon the written request of five members or two-thirds of the membership of the committee, whichever is smaller.

4.1.3 All committee meetings involving preparation of the technical provisions of AWS publications shall be open meetings, and attendance by any interested party shall be welcomed. Such guests shall not have the right to vote, however; nor shall they, except by specific permission of the Chair of the committee, be entitled to receive copies of the minutes of the meetings. It shall be permissible for executive subcommittees to hold closed meetings when technical matters relating to the development of standards are not discussed.

4.1.4 An AWS staff member should be present and serve as secretary at all meetings involving the preparation of AWS standards. However, when circumstances do not permit this, the committee Chair shall assign a member to serve as acting secretary for the meeting. The acting secretary shall have the same responsibilities for that meeting as the official staff secretary (see 3.4.2 and 3.4.3). If the acting secretary is a voting member of the committee, the secretary retains the right to vote on all business while acting as secretary.
4.1.5 On questions of parliamentary procedure not covered by these rules, the most recent edition of Robert’s Rules of Order shall prevail.

4.1.6 A meeting quorum shall consist of a simple majority (>50%) of the members (either present or represented) of the committee and shall be adequate to conduct the business of the committee except for publication approval, which shall be in accordance with 4.8 and 4.11, as applicable. When a meeting does not have a quorum, the members present may proceed with the agenda, but all items requiring committee approval shall be submitted to the entire membership of the committee for approval by ballot.

Quorum requirements for meeting ballots concerning the approval of standards are noted in 4.8.2.3.

4.1.7 Minutes. Minutes shall be prepared as soon as possible after a meeting but no later than 30 days after the meeting date by the secretary of the committee. Minutes of all committee meetings shall be properly prepared as per Standards Development Division format and instructions (see forms and templates on AWS internal server). Each page of the minutes shall be clearly identified in the header and footer with the following:

4.1.7.1 Header Content. The header shall contain the following disclaimer text on each page:

These minutes shall not be distributed outside the AWS committee structure or each committee member’s organization (employer) without the committee chair’s approval.

4.1.7.2 Footer Content. The footer shall contain the following on each page:

(1) File name containing the committee name and meeting date(s),

(2) Page number (centered), and

(3) Issue date of the minutes.

4.1.8 Recording of Committee Meetings and Teleconferences. Any recording of meetings and teleconferences is prohibited, except when the following are met:

(1) The meeting or teleconference secretary making the recording is an AWS staff member.

(2) The director of the AWS department under which the committee operates has given prior approval for the recording.

(3) The recordings is made as a backup to written notes of the discussion for use during preparation of the minutes.

(4) The recordings is erased or deleted immediately after approval of minutes.

Violators of this recording policy will be asked to stop recording. Failure to stop recording or repeated attempts to record may result in expulsion from the meeting.
4.2 Executive Subcommittees

4.2.1 TACX Subcommittee. The TACX Executive subcommittee shall be comprised and function as outlined in the current AWS Membership and Duties Statement for the Technical Activities Committee.

4.2.2 Executive Subcommittees of Technical Committees. An executive subcommittee, organized when deemed necessary by the Chair of a technical committee, shall be composed of the Chair, the vice chairs, and as many other members of the technical committee as the Chair considers necessary. The size and the membership of this subcommittee shall be closely controlled by the Chair since it acts as the main steering group for the activities of the technical committee. The Chair of the technical committee shall be the Chair of the executive subcommittee.

4.3 Subcommittees

4.3.1 Subcommittees of TAC

4.3.1.1 TACR Subcommittee. TACR, a TAC/AWS staff subcommittee, shall be organized by the chair of TAC for rules review and revision oversight. TACR is a permanent subcommittee of the Technical Activities Committee that shall be comprised of the Second Vice Chair of TAC, one at-large member of TAC, one technical committee chair, the Secretary of TAC, one additional staff member of the technical department, and one additional member from TAC. The TAC members shall be appointed annually at the winter meeting by the Chair of TAC. The Secretary and additional staff member shall be designated by the Managing Director of the technical department. The purpose of this subcommittee is to provide recommendations to the Technical Activities Committee for proposed changes to AWS TACRO, Rules of Operation of the Technical Activities Committee, to AWS TACPM, Technical Activities Committee Policy Manual, and AWS TSD1.1, Specification for the Preparation of American Welding Society Standards. Changes to the TSD1.1 regarded as editorial or trivial by the TAC Chair, TAC Secretary, and TACR Chair may be implemented prior to approval by TAC; TAC shall be notified of all these changes to the TSD1.1. The Second Vice Chair of TAC shall be the Chair of TACR.

4.3.1.2 TACA Subcommittee. A subcommittee on awards, TACA, shall be organized by the Chair of TAC. TACA is a permanent subcommittee of the Technical Activities Committee that shall be comprised of the First Vice Chair of TAC, and two of the at-large members of TAC as appointed annually at the winter meeting by the Chair of TAC. The purpose of this subcommittee is to recognize the technical volunteers of the Society by actively nominating said volunteers for awards of the Society as well as other societies. The First Vice Chair of TAC shall be the Chair of TACA.

4.3.2 Subcommittees of Technical Committees

4.3.2.1 Subcommittees may be organized, as necessary, to carry out the work of a technical committee. The questions in 7.2 may be helpful in determining a technical committee's need for subcommittees. The Chair of the technical committee shall appoint the Chairs of the subcommittees and shall assist these chairs in selecting the members of their subcommittees. All subcommittee membership appointments shall be subject to approval by the Chair of the technical committee.
4.3.2.2 Each subcommittee shall operate within its scope, as assigned by the technical committee. Each subcommittee takes its direction, in general, from the technical committee. This is done through the Chair of the technical committee and the Chair of the subcommittee.

4.4 Task Groups. Task groups may be organized by the Chair of a committee to perform a specific task. Members of the task group do not necessarily have to be members of AWS or of the committee. The task group shall be discharged by the Chair of the originating committee upon completion of its assignment.

4.5 Correspondence. The committee shall continue to operate by means of correspondence (such as letters, email messages, teleconferences, virtual meetings, and drafts of documents) during the interval between meetings. Copies of correspondence shall be forwarded to the Chair, vice chairs, and secretary of the committee.

4.6 Publications

4.6.1 Technical committees may prepare standards (codes, specifications, recommended practices, methods, classifications, and guides) including their annexes and commentary, and documents other than standards (such as manuals, handbooks, textbooks, and reports) for publication. Technical committees shall cooperate in the preparation and review of publications of other AWS committees. Standards shall be categorized as active, inactive or withdrawn.

4.6.2 Permission to Prepare a New Document. Before preparation of a new document may begin, a technical committee shall obtain the authorization of TAC and Standards Council.

4.6.2.1 Process Initiation. This process is initiated by completing and submitting an official Request for Permission to Prepare (PTP) form (available from Qualtrax or the AWS Online Committee System-OCS) to the Secretary of TAC who shall include it as an exhibit and action item for the next TAC meeting. The technical committee or its Chair shall complete the entire form and include an outline of the proposed document in the submission package. Prior to submission to TAC, the PTP shall be approved by the subcommittee or technical committee which will be responsible for the preparation. Once approved by TAC, the PTP shall be submitted to Standards Council for approval.

4.6.2.2 PINS Submission. After Standards Council approval has been received to prepare a new standard, typically at the next scheduled Standards Council meeting immediately after TAC approval, the Committee Secretary shall submit an American National Standards Institute Project Initiation Notification System (PINS) form for listing in ANSI’s Standards Action. The requirement to complete the PINS form also applies to the revision of standards (see 4.9.1). A PINS form may be submitted, but is not required, at the initiation of a project to reaffirm or withdraw an American National Standard. No PINS are submitted for nonstandard projects.

4.6.2.3 Time Limitations. The permission to prepare (PTP) shall expire after notification is issued to the committee Chair if no activity has occurred within three (3) years of the PTP submission date. If the PTP is allowed to expire, the document shall be removed from the Document Status Report (DSR). To resume work (if that is desired), a new PTP shall be submitted using the process in 4.6.2.

Furthermore, if a period of continuous inactivity of three (3) years is allowed to persist any time during the preparation and approval process, the relevant committee chair will be notified and
asked to (1) update the PTP schedule or (2) withdraw the PTP for the document. The three-year time period commences from the closing date of the last ballot in the DSR. This requirement is designed to maintain a reasonable preparation schedule and automatically eliminate documents from the DSR where interest in their preparation no longer exists.

4.6.2.4 Discontinuance of a Document Project (Withdrawal of PTP). If a technical committee feels that a document project needs to be discontinued, the committee shall submit to TAC the request to withdraw the PTP and cease all work on it. A brief justification for discontinuance of the document’s development shall be submitted with the request. Once approval for discontinuance of a standard project is received, the Committee Secretary shall notify ANSI to remove the project from their records.

4.6.3 Commercial Terms and Conditions and Patent Policy. AWS shall comply with the current ANSI Commercial Terms and Conditions Policy in its standards development activities (see ANSI Essential Requirements: Due Process Requirements for American National Standards). AWS shall comply with the current ANSI Patent Policy in its standards development activities (see ANSI Essential Requirements: Due Process Requirements for American National Standards).

4.6.4 Document Compliance. Members of the standards-writing committees and AWS staff shall verify that all new American National Standard standards and the revisions to existing standards that are in need of a substantial revision comply with AWS TSD1.1, Specification for the Preparation of American Welding Society Standards, AWS TACRO, Rules of Operation of the Technical Activities Committee, and AWS TACPM, Technical Activities Committee Policy Manual. All standards shall contain the following components:

4.6.4.1 Statement on Use of AWS Standards (see AWS TSD1.1). All revisions to the Statement on Use of AWS Standards page(s) are subject to legal review prior to use of the revised text.

4.6.4.2 Safety Clauses or Disclaimer. Safety precautions shall be addressed in those publications that pertain to products or processes for which precautionary measures are appropriate. Within any guidelines established by TAC, the manner in which this is done and the extent to which it is done shall be determined by the technical committee for each of the publications it prepares (see TSD1.1 and TACPM, Policy 21). All revisions to the safety disclaimer are subject to legal review prior to use of the revised text.

4.6.4.3 Identification of Drafts. Each page of all drafts of documents shall be clearly marked as prescribed in AWS TSD 1.1.

4.6.5 Contributor Recognition. The roster for the technical committee and the subcommittee (if any) shall be shown in the document (as prescribed in AWS TSD1.1) as a means of recognizing those who participated in the preparation of the document. The roster shall be the complete roster as it stood at the time of final approval (last ballot) of the document by each of the approving committees. In unusual cases, for contributions of a special nature by one who is not a member of the committee, the Chair, at his discretion, may recognize that individual in a suitable manner as prescribed in AWS TSD1.1.

4.7 Approval of Documents

4.7.1 All documents submitted for publication shall have the approval of AWS before they can become official documents of the Society. Approval by TAC of standards without unresolved
objections constitutes approval by AWS, while approval by Standards Council of standards with unresolved objections constitutes approval by AWS. An official document becomes an official publication only when it has been copyrighted and published by AWS.

4.7.2 All standards shall be approved by the procedure in 4.8. All documents other than standards shall be approved by the procedure in 4.12.

4.7.3 TAC shall determine whether a document is a standard or a document other than a standard.

4.7.4 All documents approved as standards shall be submitted to the American National Standards Institute (ANSI) as American National Standards unless directed otherwise by Standards Council upon recommendation of TAC. All standards approved by ANSI shall be published and made available as soon as possible, but no later than six months after approval as an American National Standard.

If an AWS standard is not published within six months of its approval, the standard’s developer may request an extension of this deadline from the ANSI Executive Standards Council (ExSC) or its designee. Such a request shall be in writing, shall supply the reason for the delay, and shall indicate a firm final date for publication. At its discretion, the ExSC of ANSI or its designee may grant an additional period of time for publication.

4.7.5 The final vote by the technical committee to publish any standard that is to be submitted as an American National Standard shall be accomplished by a formal process (letter ballot, meeting ballot, electronic ballot, online ballot, etc.). The results of the ballot shall be recorded to show the vote of each voter. For technical committees that are required to be balanced (see 3.1.5 and 3.1.5.1), the voter’s category of interest shall also be recorded.

4.8 Procedures for Approval of Standards

4.8.1 Voting Sequence

4.8.1.1 The voting sequence begins with the subcommittee (as applicable) and progresses through TAC or Standards Council (with unresolved comments or negatives only), one step at a time, as outlined below:

(1) Subcommittee (as applicable),

(2) Technical Committee,

(3) Technical Activities Committee, and

(4) Standards Council (if required; see 4.7.1).

4.8.1.2 Simultaneous voting is permitted by the subcommittee and technical committee.

4.8.1.3 A public review shall be conducted in accordance with 4.8.4.1, as well as a review by other AWS committees or organizations outside AWS, if applicable, in accordance with 4.8.4.2.

4.8.1.4 The voting record for all previous levels (see 4.8.2) shall accompany the ballot to each committee above the subcommittee level in the Ballot Verification Record. In the case of
simultaneous voting by a subcommittee and technical committee, it shall be clearly shown on the voting record that it was a simultaneous ballot.

4.8.1.5 The due date of ballots shall be at least 30 days after the ballot issue date. Reminders should be sent prior to the due date to the committee members who have not cast a ballot. If the needed quorum for ballots (see 4.8.2.3) has not been achieved at the due date, the Chair may authorize an extension. The closing date of the ballot shall be the actual closing date, not the due date. A vote may be cast by telephone (to the secretary of the committee and documented as such in the ballot tabulation form), Email, or fax, provided it is cast by the closing date. A vote cast by telephone shall be followed by written confirmation by email, fax, or mail within a week after the call.

4.8.1.6 To be incorporated, all substantive changes shall be balloted back through the originating subcommittee, the technical committee, and TAC, according to 4.8.2 and 4.8.3. The reason for each change shall be provided; it shall accompany the ballot, in the case of a nonmeeting ballot.

4.8.1.7 Each unresolved objection and attempt at resolution, and any substantive change made in a proposed standard, shall be reported to the main technical committee in order to afford all its members an opportunity to respond, reaffirm, or change their vote.

4.8.2 Voting Requirements for Subcommittees and Technical Committees

4.8.2.1 Voting Options for Letter, Electronic, or Online Ballots. The following are the voting options for these types of ballots:

(1) **Affirmative**
This vote denotes that the voter accepts the standard even though there may be some disagreement with a portion of it. Comments may be provided to identify issues in the draft standard and suggest recommended changes.

(2) **Negative.** This vote denotes that the voter cannot accept the standard because of major faults, which are detailed in the ballot comments. Negative votes shall be accompanied by a statement of the substantive reasons for the negative vote and a recommended change in the standard that will correct each of the problems cited.

(3) **Abstain.** Abstain responses may be made by members when the member does not feel competent to judge the merit or the technical accuracy of the particular material in the standard or a conflict of interest exists.
4.8.2.2 Voting Options and Requirements for Meeting Ballots.

(1) **Voting Options.** The following are the voting options for ballots conducted at meetings:

(a) Affirmative,

(b) Negative, or

(c) Abstain.

(2) **Additional Requirements.** When recorded votes are taken at technical committee meetings and they are on the final vote by the technical committee to publish any standard that is to be submitted as an American National Standard, the technical committee members who are absent shall be given the opportunity to vote. If an absent member chooses to vote, they shall submit their vote within 15 days of the issuance of the meeting minutes.

4.8.2.3 Consensus Criteria and Quorum Requirements. To pass the consensus and quorum requirements, a standard shall be approved by the subcommittee and the technical committee that prepared it by one of the balloting options noted in 4.8.2.1 or 4.8.2.2. To be approved by the subcommittee or technical committee, all of the following criteria shall be satisfied:

(1) **Quorum.** Votes shall be cast by not less than 65% of the members with voting privileges;

(2) **Percent Affirmative of Votes Cast.** The Affirmative votes shall be not less than 75% of the votes cast (excluding Abstain responses);

(3) **Percent Affirmative of Total Voting Membership.** The sum of the Affirmative votes (qualified and unqualified) shall be not less than 55% of the total voting members of the committee or subcommittee; and

(4) **Comments.** All comments received during balloting shall be addressed as outlined in 4.8.7.

4.8.2.4 Simultaneous Ballots. If a standard is simultaneously balloted at the subcommittee and technical committee levels, as permitted by 4.8.1.2, and if there are any substantive comments from the subcommittee members, the technical committee members shall be made aware of those comments, and shall be allowed to change their vote within 15 days after the notification.

4.8.2.5 Recirculation Ballots. Once a ballot has satisfied the quorum criteria in 4.8.2, any comment(s) submitted during subsequent balloting of a recirculated revised draft that do not pertain to the revisions made will be considered new business by default.

4.8.3 Procedures and Voting Requirements for the Technical Activities Committee

4.8.3.1 Procedure after Committee Approval. After a standard has been approved by a technical committee and the ballot comments have been addressed according to 4.8.7, the secretary of the technical committee shall submit the following to TAC for balloting:
(1) The latest approved draft or revised portions thereof presented in Proforma style summary document (for large standards, i.e. AWS D1.1) of the standard; this draft or portions thereof shall contain all revisions approved at the previous balloting level;

(2) If applicable, the subcommittee/committee-approved resolutions to substantive comments from previous TAC ballots; a Proforma style summary document, including revisions as a result of the resolutions to TAC comments, may be used for smaller documents only after the first consideration (DS1) draft has been approved by TAC;

(3) Subcommittee (if applicable) and technical committee voting record(s).

Prior to submitting the latest ballot, all approved changes as a result of resolutions to editorial and substantive comments shall be incorporated into the latest draft or the revised portions thereof (i.e., Proforma style). Documents submitted for TAC balloting shall identify by any convenient means those paragraphs, tables, figures, etc. that have been revised during the current revision cycle.

4.8.3.2 Voting Options for Letter, Electronic, or Online Ballots. Members of TAC shall vote on two aspects (parts) of standards prepared for publication. The parts and voting options are shown below.

(1) Part A: Conformance with the Rules of Operation of the Technical Activities Committee

(a) Affirmative. This vote denotes the voter knows of no violations of the TACRO, Rules of Operation of the Technical Activities Committee, conflicts with other standards, or noncompliance with the established policies of the Society.

(b) Negative. This vote denotes that the voter believes the document approval should not proceed until violations of the TACRO, Rules of Operation of the Technical Activities Committee, conflicts with other standards, or noncompliance with the established policies of the Society have been addressed. Negative votes for Part A shall be accompanied by a statement of the substantive reasons for the negative vote, such as the specific TAC rules being violated.

(2) Part B: Technical Content of the Standard. (See 4.8.2.1 for explanations of options.)

(a) Affirmative (with or without comments),

(b) Negative

(c) Abstain

4.8.3.3 Consensus Criteria and Quorum Requirements. To pass the consensus and quorum requirements, a draft approved by the originating subcommittee and the relevant technical committee requires a simple majority of the votes cast by TAC on each of the two parts: Part A, Conformance with the Rules of Operation of the Technical Activities Committee and Part B, Technical Content of the Standard. Members whose vote is “Abstain” are counted in determining quorum requirements. All of the following criteria shall be satisfied:
(1) **Quorum:** Votes shall be cast by not less than 50% of the members with voting privileges (excluding ex-officios);

(2) **Part A Approval:** Affirmative votes shall be not less than 50% of the votes cast (excluding ex-officios);

(3) **Part B Approval:** The Affirmative votes shall be not less than 50% of the votes cast (excluding Abstain responses); and

(4) **Comments.** All comments received during balloting shall be addressed as outlined in 4.8.7.

### 4.8.4 Public Review and Review by Other Committees

#### 4.8.4.1 Public Review.** At each submittal of the draft standard, or revised portions of the standard, to TAC for balloting, the secretary of the technical committee shall submit the standard for public review in accordance with the ANSI Essential Requirements: Due Process Requirements for American National Standards. All comments received from public review shall be addressed in accordance with 4.8.7 prior to publication of the standard.

#### 4.8.4.2 Review by Other Committees.** When a standard prepared by a technical committee contains information that is included in, or is related to information in, any publication of a committee not reporting to TAC, the standard shall be submitted to that committee by the relevant technical committee secretary for review at the same time it is submitted to TAC for balloting. That committee shall be requested to review the standard and provide comments by the due date for TAC balloting. The absence of a timely response shall not be allowed to impede the publication of the standard, for the responsibility to complete the standard rests with the technical committee that started it. All comments shall be addressed in accordance with 4.8.7.

#### 4.8.5 Standards Council.** When all comments from the final TAC ballot and public review period have been addressed, the Committee Secretary shall proceed with 4.8.5.1 or 4.8.5.2.

#### 4.8.5.1 No Negative Vote(s) or Comment(s).** If the document has no unresolved negatives, the document does not need to be balloted to Standards Council. In this case, approval by TAC is on behalf of Standards Council and of the Board of Directors, and this approval constitutes acceptance of the standard as an official AWS document. However, the following items shall be sent to Standards Council:

1. The entire voting record summary (subcommittee (if any), technical committee, and TAC) for the latest drafts balloted; and

2. A letter advising that the draft has been approved for publication with no unresolved comments or negatives and that a copy will be sent to a member of Standards Council upon request.

#### 4.8.5.2 With Unresolved Negative Vote(s) or Comment(s).** If the document has unresolved objections (excluding ballots recorded as “Negative without comment”), the document along with all the information about the unresolved objections shall be balloted to Standards Council using the TAC procedures and criteria in 4.8.3. In this case, the final ballot by Standards Council shall signify approval by the Board of Directors, and this approval constitutes acceptance of the standard as an official AWS document.
Standards Council members may comment on the technical content of the standard, but this is not required. Since the main purpose of voting at this stage is to ensure compliance with the rules and procedures, any substantive comments shall be sent to the technical committee for consideration during the next revision of the standard.

### 4.8.6 Significance of Votes

#### 4.8.6.1 Affirmative Votes
Affirmative votes, in comparison with the number of Negative votes, determine whether the standard passes or fails. Each comment shall be given due consideration in accordance with 4.8.7, regardless of whether it is part of an Affirmative or a Negative vote. No standard may pass to the next voting level or be published unless it has satisfied the voting requirements for passing and all comments have been given due consideration.

#### 4.8.6.2 Negative Votes
Negative votes have a dual role. They count in determining whether a standard passes or fails, and they serve as an expression of a major objection with parts or all of the standard. A single Negative vote is not a veto, but the comments it contains shall be given due consideration in accordance with 4.8.7. No standard with a Negative vote may pass to the next voting level or be published until all accompanying comments have received due consideration per 4.8.7.

#### 4.8.6.3 Abstain Responses
A member of a voting body (subcommittee, technical committee, or TAC) may abstain from voting on the technical content of a standard when the member does not feel competent to judge the merit or the technical accuracy of the particular material in the standard or when the member is unable to devote the necessary time to evaluate the standard.

### 4.8.7 Consideration and Resolution of Comments and Objections
Comments and objections from ballots at all organizational levels, as well as all comments and objections from the public review and any review by members of other committees shall be addressed in accordance with the rules that follow.

#### 4.8.7.1 Comments and objections
Comments and objections, regardless of whether they are submitted with a ballot or separately (e.g., public review comments), should be submitted with a suggested change or action that will overcome the problem addressed by the comment or objection. If a comment, objection, or negative vote is not accompanied by a suggested change, it shall still be recorded and addressed.

#### 4.8.7.2 The secretary of the technical committee shall compile all comments from a ballot in an orderly manner in a comment review report. This report shall then be forwarded to the Chair of the responsible subcommittee and/or technical committee for categorization of comments in accordance with 4.8.7.3.

#### 4.8.7.3 Comments shall be considered substantive by default. The Chair of the subcommittee shall identify comments in accordance to 4.8.7.4. All of the comments are then forwarded to the Chair of the technical committee and the responsible AWS Committee Secretary for concurrence on comment categorization. Identification of an issue as editorial shall be consistent with the definitions contained in this document. If no subcommittee exists, determination shall be made by the Chair and the vice chair of the technical committee, with concurrence of the responsible AWS Committee Secretary. Members may appeal the categorization of a comment to the Chair for full committee consideration.
4.8.7.4 Comment categories include the following:

(1) Substantive

(2) Editorial

(3) Not Applicable to the content of the proposal

(4) New Business

(5) In Violation of a TAC Policy or Procedure

4.8.7.5 Resolutions to comments determined to be editorial require only the agreement of the Chair of the technical committee and Chair of the originating subcommittee for approval.

4.8.7.6 Resolutions to comments determined to be not applicable to the content of the proposal may be rejected with the agreement of the Chair of the technical committee and Chair of the originating subcommittee.

4.8.7.7 Resolutions to comments determined to be new business, through the concurrence of the Chair of the technical committee and Chair of the originating subcommittee, are not required. However, the comment and proposed resolution shall be added to the action item log for consideration by committee in the next publication cycle (see 4.9.1.1).

4.8.7.8 If the Chair of the technical committee and Chair of the originating subcommittee do not concur with respect to the handling of comments in accordance with 4.8.7.4-4.8.7.7, the comment shall be treated as substantive, and 4.8.7.9 and 4.8.1.6 shall apply.

4.8.7.9 All substantive comments shall be addressed by the subcommittee (if applicable) and technical committee. The Chair of the committee(s) shall submit the comment to a meeting vote (see 4.8.2.2) or other ballot (see 4.8.2.1) to determine whether it should be accepted or rejected. If accepted, the comment may be addressed by using the voter’s proposed resolution or a revised resolution. The committee may use any of the following reasons to reject substantive comments:

(1) The proposed resolution to the comment lacks adequate technical merit or justification

(2) The committee agrees to address as new business in next cycle

(3) The comment had prior consideration within the committee during the current approval cycle, and no new information has been presented with, or as a result of, the comment. Such comments may be ruled as ‘previously considered’

(4) The comment is not applicable to the content of the proposed document; or

(5) The comment is in violation of any TAC policy or procedure.

The originating subcommittee (if applicable) or technical committee may choose to amend a specific portion of a standard to reflect the approved resolutions brought forth in multiple comments.
4.8.7.10 All comments received after the closing date for the public review period shall be considered either during the current approval process or during the next review. The Chair of the technical committee responsible for the standard shall make this determination.

4.8.7.11 A Negative vote may be changed to an Affirmative or Abstain vote by the voter on the basis of the response to the voter's comments or objections. All such changes shall be dated and affirmed in writing (manually or electronically), and shall be reflected in the revised tally for the ballot.

4.8.7.12 A comment may be withdrawn from the committee consideration process by the voter at any time. The withdrawal of a comment shall be done in writing or recorded in meeting minutes.

4.8.7.13 After the resolutions to all ballot comments have been approved at each required level, the secretary of the technical committee shall record the disposition of each comment in the comment database or Comment Review Report (CRR).

If comments (from any ballot) were addressed by deferring the proposed recommendation to the next edition, these deferred issues shall be carried forward to the next edition and shall be properly logged in a revision task log by the Committee Secretary for the next edition. The deferred items shall be the initial items addressed by the committee in the next edition. See 4.9.1.1.

4.8.7.14 All individuals who submit comments shall be notified of how their comments were addressed. This notification may be accomplished by direct correspondence, by inclusion of the comment resolutions in meeting minutes, or by inclusion of the comment resolutions in subsequent ballot material.

4.8.7.15 All persons with unresolved objections from the consensus ballot process or from public review shall be notified in writing of the right to appeal by the Committee Secretary (see 4.8.8).

4.8.8 Appeals. An appeal is intended to offer the opportunity for recourse to individuals who feel that their position was not given proper consideration relative to the content of a committee-prepared standard or the procedure followed in its preparation. Individuals who have been or may be affected by any Committee action or inaction shall have the right to appeal such action or inaction. This process shall not be used as another forum for the expression of a minority opinion that has previously been considered, responded to, and thoroughly documented at the original level of contention.

4.8.8.1 An appeal may be filed by any person who has provided comments in accordance with 4.8.7.

4.8.8.2 Appeals During Approval Process. If an appeal is filed relative to a standard that is undergoing the approval process, the procedure listed below shall be followed.

(1) The appeal shall be filed with the AWS Managing Director, Standards Development within fifteen (15) working days of the date of the communication reporting the action or inaction that is to be appealed. The appeal shall be in writing, and it shall state the subject being appealed the reason for the appeal, and the specific change necessary to satisfy the appeal.

(2) When the standard is forwarded to the next higher level for balloting in the normal course of its approval process, the appeal shall be included and so noted in the transmittal letter.
(3) The balloting action taken by this next higher level shall constitute final resolution of the appeal.

(4) The appellant shall be provided with the final resolution in writing.

4.8.8.3 Appeals after the Approval Process. If an appeal is (1) filed after the approval process of a standard is completed, (2) not related to the approval process, or (3) related to procedure rather than document content, the procedure listed below shall be followed:

(1) The appeal shall be filed with the AWS Managing Director, Standards Development within fifteen (15) working days of the date of the communication reporting the action or inaction that is to be appealed. The appeal shall be in writing, and it shall state the subject being appealed, the reason for the appeal, and the specific change necessary to satisfy the appeal.

(2) The Managing Director, Standards Development shall provide a copy of the appeal to the secretary of the responsible technical committee and shall forward the appeal to the Chair of Standards Council who shall appoint a panel to consider the appeal. The panel shall consist of the Chair (or someone appointed by the Chair) of Standards Council and an even number (at least two) of other members from Standards Council. All members of the panel shall be disinterested parties in the appeal.

(3) The appeal shall be handled by ballot. The Secretary of the responsible technical committee shall forward the letter of appeal, the information supporting the action or inaction of the technical committee involved, and any other pertinent information to each member of the panel.

(4) The action on the appeal shall be completed within two months of the date on which the appeal was filed. The issue shall be settled by the majority vote of the panel. The Secretary of the responsible technical committee shall promptly notify all concerned of the result. The action of the panel constitutes final resolution of the appeal.

4.8.9 Review of Proof Copies. The following procedure shall be used to review documents just before proceeding with publication.

4.8.9.1 The secretary to the technical committee shall inform the Chair(s) of the technical committee and the subcommittee (if any) that the first proof copy is ready for review. The Chair(s) shall then determine who shall receive a copy of the page proofs for review prior to publication. The Chair may designate the responsible subcommittee chair or others to conduct this review. Proof pages are not to be generally distributed to committee members. The purpose of the review is to:

(1) Ensure that the changes that were balloted have been incorporated into the document as they were accepted; and

(2) Make corrections to punctuation, grammar, and spelling.

Substantive changes to the approved content of page proofs are not permitted during this review. If substantive errors are identified in the approved content during page proof reviews, the Chair(s) of the technical committee and/or subcommittee (as appropriate) shall determine whether the
errors are to be addressed at the next revision or if the current document shall be revised in accordance with 4.8.11 (amendments for the erroneous items) or 4.9.1 (complete revision) before publication.

4.8.9.2 The Chair of the technical committee, the Chair of the subcommittee, the Committee Secretary, and/or the Chair’s designee(s) shall review any corrections to punctuation, grammar, and spelling that are suggested for acceptability as editorial changes. Such changes shall not change the substantive content of the document.

4.8.9.3 This review should be completed within 15 days of the receipt of the materials. However, if the corrections and approvals are not returned to the committee secretary within one month of receipt, the Secretary may proceed with printing.

4.8.10 Procedures for Processing Errata after Publication. Errata shall be treated as follows:

4.8.10.1 Grammar, misspellings, and punctuation are corrected at the next printing, but no errata sheet is added unless the error changes the meaning of the sentence.

4.8.10.2 Corrections to technical errors are entered on an errata sheet that is inserted in newly purchased documents. Such corrections are also published in the Welding Journal and on the AWS Web page.

4.8.10.3 Corrections to technical errors that are considered safety related are entered on errata sheets for newly purchased documents, published in the Welding Journal and on the AWS Web page, and mailed to previous buyers of the standard.

4.8.11 Procedures for Creating and Approving Amendments. The use of amendments is limited to the correction of substantive errors that cannot await the completion of the next revision cycle. Amendments are issued to AWS Standards when essential for the prompt correction of an error that could be misleading. In such cases, an immediate notification of the error in the AWS Welding Journal and on the AWS website should precede the production of an amendment.

4.8.11.1 Since amendments are partial revisions of a standard, all amendments shall be approved by the procedures in 4.8 required for standards except that only the corrected portion (amendment) is open for balloting. Any comments received that do not pertain to the balloted item shall be processed as new business for the next edition and logged per 4.8.7.9, second paragraph.

4.8.11.2 After an amendment has been officially approved, it shall be posted on the AWS website and placed in the AWS Welding Journal. Furthermore, all amendments shall be incorporated into the existing text of the standard which shall be reprinted and clearly marked as incorporating an amendment(s) and which shall be identified in the revised foreword.

4.8.11.3 No more than two separate amendments may be issued per edition of a standard. If a third is needed, a complete new revision shall begin and a new edition be published. Complete new revisions are preferred to separate amendments and should be used if the size of the amendment amounts to more than 15% of the text. Furthermore, the issuance of amended portions of a standard does not constitute a new edition nor does it alter the five-year review requirement for the edition.

4.8.11.4 The style of amendments shall conform to TSD1.1.
4.8.12 Procedures for Creating and Approving Addenda. Addenda to AWS Standards are issued when an item is to be added to the standard where a full revision of the standard could delay essential information from being transmitted to users of the standard. The item to be added could include but not be limited to a list, table, or figure. The Technical Activities Committee shall designate which standards and portions thereof are permitted for revision by addenda. TAC shall list the permitted standards and portions thereof in Policy 30 of the TAC Policy Manual.

4.8.12.1 Since addenda are partial revisions of a standard, all addenda shall be approved by the procedures in 4.8 required for standards except that only the items proposed for addition (addenda) are open for balloting. Any comments received that do not pertain to the balloted item shall be processed as new business for the next edition and logged per 4.8.7.9, second paragraph.

4.8.12.2 After an addendum has been officially approved, it shall be posted on the AWS website and placed in the AWS Welding Journal. Unlike amendments, addenda do not need to be incorporated into the existing text of the published standard until the next edition. All addenda approved prior to the five-year revision cycle being complete shall be incorporated in the edition being revised.

4.8.12.3 There is no specific limit to the number of addenda permitted. However, addenda should not be issued more than annually unless there is a defined need for more frequent additions. Furthermore, the issuance of addenda of a standard does not constitute a new edition nor does it alter the five-year review requirement for the edition.

4.8.12.4 The style of addenda shall conform to TSD1.1.

4.9 Procedures for Document Maintenance. Each standard, other than those approved for stabilized maintenance, shall be reviewed at least once every five years and revised, reaffirmed, or withdrawn by the technical committee having jurisdiction. The status of documents approved for stabilized maintenance shall be reviewed at least once every ten years. In both cases, the review/revision cycle begins with the ANSI approval date of the latest edition of the document. The technical committee shall establish a scheduling procedure to ensure that the appropriate action occurs within the established time limits.

4.9.1 Revision. A standard that is revised shall be approved according to the procedures specified in 4.6.2.2 and 4.8. ANSI shall be notified when the revision process is initiated. A revision schedule shall be created and maintained by the technical committee’s secretary using any suitable format. The technical committee chair shall report schedule progress on a regular basis.

4.9.1.1 The revision or new business items shall be handled in accordance with the following requirements:

(1) Issues deferred from the previous edition’s ballots shall be addressed (see 4.8.7.9).

(2) New changes, issues, and additions shall be allowed only during the originating subcommittee’s review.

(3) The committee chair(s) shall select a date at which time all new business items will be deferred to the following revision. This is required to prevent an open-ended review process. All new business items brought up after this cut-off date will be deferred to the
next revision unless the committee determines that the proposed change is needed to make the current version technically correct or meet applicable laws, codes, or other standards.

(4) The deferred new business items can be included in the revision task log (see 4.8.7.9), for the next revision.

(5) There is no minimum limit to the time between revised documents. Proposed changes that make major improvements to the document should be carried out as quickly as possible.

(6) All drafts shall clearly identify revisions made in text, tables, and figures.

4.9.1.2 Standards may be revised by submitting for approval only those portions (pages) that have revisions. This, however, does not preclude voters from commenting on those portions of the standard not covered by the balloted revision items. Such documents are usually under time constraints. However, compliance with the procedure of 4.8 shall be required in all cases.

4.9.2 Reaffirmation. A technical committee may propose the reaffirmation of a standard if the existing document is considered to still be correct and representative of the pertinent technology. No change in content is permitted in the main text of the standard being reaffirmed. Changes are permitted, as follows: (1) to the front matter, such as the cover, personnel listing, foreword, abstract, and keywords; (2) to incorporate published errata; (3) to correct typographical errors. These permitted changes shall be made only when the standard is reprinted. The reaffirmation approval date, however, shall be included in the standard along with the original approval date of the standard. The procedure to be followed for reaffirmation approval shall be as in 4.8.1 through 4.8.8, except as noted in 4.9.2.1 through 4.9.2.3.

4.9.2.1 Voting Options for Subcommittees and Technical Committees. The voting options relative to technical content shall be restricted to:

(1) Affirmative,

(2) Negative, or

(3) Abstain.

Affirmative votes indicate agreement that the standard is acceptable in its present form. Although the voter may recommend changes, these recommended changes are not significant enough to warrant a revision of the standard at this time.

Negative votes indicate disagreement that the standard is acceptable in its present form. The voter has significant recommended changes, and these changes warrant a revision of the standard instead of reaffirmation.

4.9.2.2 Voting Options for TAC. The voting options relative to technical content shall be restricted to:

(1) Affirmative,

(2) Negative, or
(3) Abstain.

4.9.2.3 Negative votes (from either committee or TAC ballots) shall be accompanied by a statement of the specific reasons (comments) for that vote, but specific recommended changes in the standard are not required. Negative votes shall be addressed according to 4.8.7 except that the committee(s) need only review the comments accompanying the negative vote and decide whether the standard should be reaffirmed or revised.

4.9.3 Withdrawal. A standard which the technical committee determines is no longer needed shall be considered for withdrawal. The procedure for consent to withdraw shall be as in 4.8.1 through 4.8.8 except as noted below.

4.9.3.1 Relative to technical content, the voting options at the subcommittee through TAC levels, shall be as in 4.9.2.1 and 4.9.2.2.

4.9.3.2 Negative votes shall be accompanied by a statement of the specific reasons (comments) for that vote, but recommended changes in the standard are not required. Negative votes shall be addressed according to 4.8.7 except that the committee(s) need only review the comments accompanying the negative vote and decide whether the standard should be withdrawn.

4.9.3.3 TAC may withdraw standards that have not been revised or reaffirmed within the past 10 years. A majority of TAC members shall vote, and a simple majority shall be required for withdrawal. Standards Council shall vote on the withdrawal; the same voting requirements as TAC are required.

4.9.4 Stabilized Maintenance. TAC may designate standards that satisfy the following eligibility criteria will be maintained under the stabilized maintenance option:

(1) the standard addresses mature technology or practices, and as a result, is not likely to require revision; and

(2) the standard is other than safety or health related; and

(3) the standard currently holds the status of American National Standard and has been reaffirmed at least once; and

(4) at least ten years have passed since the approval or last revision of the standard as an ANS; and

(5) the standard is required for use in connection with existing implementations or for reference purposes.

4.9.4.1 ANSI Notification. If it is determined in connection with the 10-year review that the standard shall continue to be maintained under the stabilized maintenance option and as such does not require revision or withdrawal, then this shall be communicated to ANSI and a related announcement shall be made in Standards Action. Notification to ANSI shall be accomplished via the submittal of an informational announcement if the standard will continue to be maintained under the stabilized maintenance option or will be withdrawn, or via a PINS, if the standard will be revised.
4.9.4.2 Request for Maintenance. If a recommendation is made at any time by a materially affected and interested party that a standard maintained under the stabilized maintenance option requires revision or should be withdrawn, then that recommendation shall be considered in the same manner as a new proposal but within a maximum of 60 days from receipt. A recommendation should include rationale to begin a revision and shall not be dismissed due to the fact that it does not necessarily suggest a specific revision. The submitter of such a recommendation shall be responded to in writing within 60 days of the receipt of the recommendation and advised of the decision relative to the maintenance status of the standard.

4.9.4.3 Document Notice. A document maintained under the stabilized maintenance option shall incorporate a clear statement as prescribed in AWS TSD1.1, of the intent to consider requests for change and information on the submittal of such requests.

4.10 Disposition of Standards from Discharged Technical Committees

4.10.1 When a technical committee has been discharged, TAC shall determine whether the standards assigned to that technical committee be withdrawn or assigned to another technical committee or committees.

4.10.2 When a subcommittee has been discharged, the technical committee that discharged it shall reassign the standards assigned to that subcommittee elsewhere within the technical committee, or it shall request TAC to reassign the standards to another technical committee or committees.
4.11 Interpretations of Standards

Interpretations of AWS standards shall only be made in response to written inquiries submitted via email or letter.

4.11.1 Official Interpretations

4.11.1.1 Approval by Technical Committee. Inquiries shall first be sent to the relevant committee for response. Inquiries that are answered only with a reference to a paragraph or component in the standard may be answered by the subcommittee with the approval of the technical committee Chair without approval of the technical committee. Such responses will not be published in accordance with 4.11.1.6. Inquiries that require a response which is more than a reference to a paragraph or component in the standard shall be processed as outlined below. This includes “yes” or “no” answers that include a reference to a component in the standard. All replies to inquiries shall be sent by the Committee Secretary of the relevant technical committee.

To become an official interpretation of a standard, the interpretation shall be approved by the subcommittee (if applicable) and the technical committee responsible for the standard in question by either a ballot or an equivalent formal procedure (see 4.7.5).

1. The voting options are the same as those in 4.8.2.1.

2. To be approved at the subcommittee and technical committee levels, all of the following voting criteria shall be satisfied:

   a. A majority of the committee shall vote,

   b. Members whose vote is “Abstain” shall be counted in determining quorum requirements, and

   c. Acceptance or rejection of the interpretation shall be by simple majority of the Affirmative and Negative votes.

However if there are any Negative votes, members shall be given the opportunity to review the objection(s) and to consider changing their votes after being informed of the objection(s). This consideration period shall be limited to 10 working days for final approval of the interpretation.

4.11.1.2 Approval by Interpretation Subcommittee/Task Group. An interpretation subcommittee/task group may be used between committee meetings when the technical committee chair determines the issue is important enough to do so. The Secretary shall provide the request to the technical committee chair and subcommittee chair (if applicable). At the discretion of the technical committee chair, an interpretation subcommittee/task group may be established, composed of at least three members including:

   - At least one officer of the technical committee

   - At least one officer of the appropriate subcommittee (if applicable)

   - One or two other members of the committee, subcommittee or task group, as determined by the technical committee chair and subcommittee chair
AWS Staff Secretary

The interpretation subcommittee/task group shall review the request and prepare the response.

Inquiries that require a response which is more than a reference to a paragraph or component in the standard shall be processed according to 4.11.1.1; this includes “yes” or “no” answers that make a reference to a component in the standard. All replies to inquiries shall be sent by the Committee Secretary of the relevant technical committee.

4.11.1.2.1 All members of this interpretation subcommittee/task group shall approve interpretations handled per 4.11.1.2, otherwise the interpretation request shall be addressed per 4.11.1.1.

4.11.1.3 If the interpretation is rejected, comments accompanying Negative votes shall be reported to the document subcommittee for assistance in preparing a new interpretation. The new interpretation shall be processed according to 4.11.1.1.

4.11.1.4 Except as permitted in 4.11.1, respondents to inquiries are not authorized to speak or write on behalf of AWS, and they may not use official stationary or the logo of AWS unless they have obtained specific, written permission to do so from the AWS Board of Directors, in accordance with A3.3 of the AWS Board Policy Manual.

4.11.1.5 Any member having a conflict of interest with the inquirer or the inquirer’s employer shall not participate in drafting the reply.

4.11.1.6 All official interpretations shall appear in the Welding Journal and shall be posted on the AWS website.

4.11.2 Official Intent Interpretations. An intent interpretation is an interpretation issued to clarify the *intent* of a standard and edition rather than to explain or reinforce what it actually states. An intent interpretation is to be used only when the code states one thing but the technical committee really intended it to state another thing.

An intent interpretation should be used *only* when absolutely necessary.

The Secretary shall provide the request to the technical committee chair and subcommittee chair (if applicable).

Since the code is not worded in the manner that is intended, a revision to the code shall be issued in parallel with the intent interpretation. Both shall be approved by the technical committee and appropriate subcommittee. These cannot be approved by an interpretation subcommittee/task group.

Once the intent interpretation and revision are approved by the technical committee, the revision shall be balloted to TAC for approval, via expedited ballot of 10 working days, prior to issuing the intent interpretation. A disclaimer shall be included in the intent interpretation reply, stating that the standard is being revised appropriately to address the issue.
All replies to requests for intent interpretations shall be sent by the Committee Secretary of the relevant technical committee.

4.11.2.1 The voting options are the same as those in 4.8.2.1.

4.11.2.2 If the intent interpretation is rejected, comments accompanying Negative votes shall be reported to the subcommittee for assistance in preparing a new interpretation. The new interpretation shall be processed according to 4.11.1.1.

4.11.2.3 Except as permitted in 4.11.2, respondents to inquiries are not authorized to speak or write on behalf of AWS, and they may not use official stationary or the logo of AWS unless they have obtained specific, written permission to do so from the AWS Board of Directors.

4.11.2.4 Any member having a conflict of interest with the inquirer or the inquirer’s employer shall not participate in drafting the reply.

4.11.2.5 All official intent interpretations shall appear in the Welding Journal and shall be posted on the AWS website.

4.11.3 Informal/Unofficial Responses to Questions. When a question is submitted to the AWS Secretary, or a committee or subcommittee officer, which does not require an official interpretation (for reasons such as it is so basic or simple), a written informal/unofficial response can be provided. The Secretary, Committee Chair, and Subcommittee Chair (if applicable) shall review the question and agree to a response, verifying with others if they so decide. Once all agree, the Secretary issues this informal response to the inquirer in writing (such as via email), with a statement that it is not an official AWS interpretation but represents the opinions of the individuals who prepared it. These informal/unofficial responses to questions will not be published anywhere.

4.12 Procedure for Approval of Documents Other than Standards

4.12.1 Documents other than standards (see 4.6.1) may be approved for publication by a task group comprised of members of TAC and Standards Council at the discretion of TAC and Standards Council. To form the task group, the Chair of TAC shall appoint two or more members from TAC and the Chair of Standards Council shall appoint two or more members from Standards Council. Other members of TAC and Standards Council may join the task group if they elect to do so. The Chair of the technical committee that developed the document or a member of that committee, as the technical committee Chair chooses, shall be the Chair of the task group.

4.12.2 The document shall be approved according to the following procedure:

4.12.2.1 It shall be balloted to the task group formed as per 4.12.1 according to the voting options specified in 4.8.2.1.

4.12.2.2 To pass, the requirements of 4.8.2.3 shall be met.

4.12.2.3 The resolution of comments shall be conducted within the task group according to the provisions of 4.8.7.

4.12.2.4 Appeals shall be handled according to 4.8.8.3, except that the members appointed per 4.8.8.3, Item 2, shall not be members of the task group.
**4.12.3** Revised documents shall be approved according to 4.12.1 and 4.12.2.

**4.12.4** A document may be withdrawn according to the following procedure:

**4.12.4.1** It shall be balloted to the task group formed as per 4.12.1 according to the voting options specified in 4.9.2.1.

**4.12.4.2** To pass, the requirements of 4.8.2.3 shall be met.

**4.12.4.3** Negative votes shall be handled within the task group according to 4.9.3.2.

**4.12.4.4** Appeals shall be handled according to 4.12.2.4.

**4.12.5** TAC and Standards Council shall be given an opportunity to accept or reject the task group approval of the document through letter ballot or at their next meeting following approval by the task group.

**4.12.6** Approval by the task group constitutes approval by the Board of Directors if no action to the contrary is taken under 4.12.5.

**4.13 Joint Committees with Other Organizations.** It is preferable that technical committees responsible for preparation of a document be entirely under the auspices of AWS. However, exceptions may be made when the following apply:

1. The subject matter includes topics other than welding and requires experts in those fields,
2. AWS is invited to join in the preparation of a document by an outside organization, or
3. An outside organization is determined to prepare a document involving welding and will do so alone unless a joint committee is established.

**4.14 ISO Adoptions**

**4.14.1** AWS technical committee members, acting through the relevant U.S. Technical Advisory Group (TAG) to ISO TC44, an ISO TC 44 subcommittee, or other working unit producing ISO standards, should be active in developing ISO standards that are compatible with U.S. industry.

**4.14.2** Once a technical committee member identifies an ISO standard as potentially suitable for U.S. industry, the technical committee member shall bring this to the attention of the relevant AWS technical committee, along with a recommendation as to whether the ISO standard is suitable for US industry in one of the following forms:

1. As published, or
2. Modified, which may include modification or addition of text, annexes, tables and figures. It may include the addition of appropriate mandatory (normative) and/or nonmandatory (informative) national annex(es). A normative national annex might be used to include filler metal dimensions in U.S. Customary Units, for example, or to include material compositions that are significant in the U.S. market but not included in the ISO standard. An informative national annex might be used to include, for example, application information not present in the ISO standard.
4.14.3 If the technical committee determines that the ISO standard is suitable for U.S. industry, the technical committee shall advance the ISO standard, with appropriate normative and/or informative national annex(es) through the normal route to becoming an AWS and ANSI standard. If the ISO standard is to replace an existing AWS standard, the resulting AWS standard should, if at all possible, carry the same AWS standard number as the AWS standard which it replaced. In no case can the ANSI expedited process be used when ISO standards are being adopted either as a whole or in part.

4.14.4 If the technical committee determines that the ISO standard is not suitable for U.S. industry, the technical committee should provide feedback, through the U.S. TAG, to ISO concerning what would be required to make the ISO standard acceptable to US industry.

4.14.5 Any subsequent revisions, amendments, or technical corrigenda issued by ISO shall be balloted to the appropriate subcommittee, main committee, and TAC before changes are incorporated into the AWS adoption.

4.15 Use of AWS Standards in the Development of ISO Standards

4.15.1 No AWS standard shall be offered or agreed to be used in the development of an ISO standard without the approval of TAC.

4.15.2 No member of TAC or its committees shall offer to ISO the use of an AWS standard unless it has been approved by TAC.

5. Reports and Records

5.1 Reports

5.1.1 Schedule. Reports from technical committees shall be requested by the Chair of TAC for presentation at TAC’s semiannual meetings. This schedule allows for each technical committee to report approximately every three years. Generally, technical committee Chairs in the second year of their three-year term of office should be requested to provide reports. The content of each report shall follow the instructions in 5.1.2.

5.1.2 Content. The content of the report should include the following items:

(1) The committee’s scope and goals;

(2) The number of meetings held during the year (including meetings of the subcommittees);

(3) Activities completed (include subject, date of approval, and any pertinent comments available on each document);

(4) Activities under consideration (include subject, status, expected date of completion, and any comments);

(5) New activities to be undertaken (comments and suggestions may be requested from TAC);

(6) Obstacles the committee faces that are impeding progress with their work; and
(7) Membership balance (if applicable). (See 3.1.5.)

5.2 Records. Records shall be prepared and maintained to provide evidence of compliance with the rules and procedures in this document. Records concerning new, revised, or reaffirmed American National Standards shall be retained for one complete standards cycle. Once a new edition is published or a reaffirmation has been completed, the records for the previous edition may be discarded unless an AWS Board Policy or other AWS policy requires longer retention. Records concerning withdrawn standards shall be retained for at least five (5) years from the date of withdrawal.

The records to be retained shall be related to the approval of a standard for publication, and shall include, but not be limited to, the following:

(1) Minutes of technical and subcommittee meetings,

(2) Final verification records for all ballots,

(3) Ballots,

(4) Comments on draft standards including public review comments,

(5) Committee resolutions to comments on draft standards, and

(6) Production files (hard copy and electronic) for the latest published edition.

All editions of published standards shall be permanently retained.

6. Discharge of Committees

6.1 Technical Committees. A technical committee may be discharged for cause by TAC, with the approval of Standards Council. The action, when submitted for approval, shall include the reason for the discharge. Any standards assigned to the discharged technical committee shall be reassigned or withdrawn according to 4.10.1.

6.2 Subcommittees. A subcommittee may be discharged for cause by the technical committee that established it. Any standards assigned to the discharged subcommittee shall be reassigned according to 4.10.2.

6.3 Task Groups. The discharge of a task group shall occur on completion of its assignment (see 4.4).
7. New Technical Committees

7.1 Organization Origination. The need for a new technical committee may be brought to the attention of AWS by any of its members or by responsible and interested nonmember individuals or organizations.

7.2 Investigation. On receipt of a request for a new technical committee, AWS Headquarters shall refer the matter to TAC. The Chair of TAC shall appoint an investigation committee. Standards Council shall be informed of such actions. The investigation committee shall promptly respond to the following questions and shall report back to TAC:

1. Is there a real need for a new technical committee?

2. Can the cooperation of all (or a substantial number of) interested parties be obtained and can and should the technical committee have balanced membership, in accordance with 3.1.5?

3. Should the technical committee be organized solely as a technical committee of the Society, or should it be a joint committee with one or more other interested organizations? (See 4.13.)

7.3 Formation. TAC shall review the report of the investigation committee and shall take one of the appropriate courses of action listed below.

7.3.1 TAC may accept the report and recommend that a new technical committee be formed. In this case, TAC shall request approval from Standards Council to form a new technical committee. The approval request shall include the name of the technical committee, the scope of the technical committee, proposed interim officers, and a request for the assignment of a committee secretary from AWS staff.

7.3.2 TAC may tentatively accept the report but request additional information. In this case, TAC shall specifically identify the additional information required. Standards Council shall be informed of such actions.

7.3.3 TAC may not accept the report and not recommend the formation of a new technical committee. In this case, TAC shall clearly indicate the reasons for not approving the formation of a new technical committee. Standards Council shall be informed of such actions.

7.4 Organization and Operation. A new technical committee shall be subject to all of the rules governing the organization and operation of technical committees, as set forth herein.

7.5 Publications. Initiation of work on new publications by new technical committees shall be in accordance with 4.6.
8. Amendments and Appeals to TAC Rules

8.1 Initiation of Amendments. Any AWS member may initiate a proposed amendment to these rules. Proposed amendments shall be submitted in writing to the Secretary of TAC at least two months prior to a scheduled meeting of TAC.

8.2 Transmittal of Proposed Amendments to TAC

8.2.1 Upon receipt of a proposed amendment to these rules, the Secretary of TAC shall determine if the proposed amendment conflicts with the AWS constitution and bylaws.

8.2.2 The Secretary of TAC shall submit the proposed amendments to the members of TACR (Rules Subcommittee), in writing, as least six weeks prior to a scheduled TAC meeting. The amendment shall then be presented to TAC for review. If the Secretary of TAC had identified any conflicts between the proposed amendment and the AWS constitution and bylaws, and TACR agrees, the Secretary of TAC shall return the proposed amendment to the proposer with the conflict identified.

8.3 Adoption of Amendments

8.3.1 Amendments to these rules shall be adopted after they have been approved by TACR, TAC and Standards Council at a regular meeting or by a ballot. An affirmative vote of two-thirds of the members of both TAC and Standards Council shall be required to approve amendments.

8.3.2 For all changes to these rules that pertain to standards, any changes shall also be subject to the American National Standards Institute approval. The revised rules shall be submitted to the appropriate personnel at ANSI for review and approval after approval by Standards Council.

8.4 Approval of Amendments. Duly adopted amendments to these rules by TAC and Standards Council become effective upon the approval by Standards Council who acts on behalf of the AWS Board of Directors. The approval(s) shall be presented by the secretary of Standards Council to the AWS Board of Directors as information items at their meeting.

8.5 Appeals. All interested persons may appeal any item within these rules of operation. Appeals shall be submitted in writing according to the following procedure:

8.5.1 Appeals pertaining to the balloting of standards or other documents shall be processed according to 4.8.8 and 4.12.2.4, respectively.

8.5.2 Appeals pertaining to all other matters shall first be processed through the relevant group having direct responsibility and proceeding to the next level as follows:

(1) Subcommittee,

(2) Technical Committee,

(3) TAC,

(4) Standards Council,
(5) Board of Directors.

The Board of Directors shall render the final decision on all matters that are appealed to that body.