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 from=apco911.org; domainkeys=neutral (no sig)
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 Subject: APCO ANS Policy
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Attached please find the APCO Standards Development Policy and Procedures for American National Standards (ANS), requested from today's call. If you have any questions, please do not hesitate to contact Comm. Center and 9-1-1 Services Director Robert Smith, smithr@apco911.org.

Thanks,
Amanda

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[APCO Policies ANSI F.pdf](#)

**Association of Public-Safety
Communications Officials, International**

**Standards Development Policies
and Procedures**

September 1, 2006

APCO International 351 N.
Williamson Blvd. Daytona
Beach, FL 32114
APCO International, Inc.

Association of Public-Safety Communications Officials, International

Standards Development Policies and Procedures

1.0 Standards Development

1.1 American National Standards

The Association of Public-Safety Communications Officials International, Inc. (hereafter referred to as APCO) will follow the established Standards Development Policies and Procedures when developing standards as American National Standards (hereafter referred to as ANS). These requirements are defined in the Essential Requirements of the American National Standards Institute (hereafter referred to as ANSI). Where APCO is silent on an issue, the ANSI Essential Requirements will be the precedent document.

1.2 Other Standards

When developing standards not intended as ANS, APCO will follow its organizational policies, procedures, and processes.

1.3 Priority of Standards

APCO International shall set the priority of and the schedules for the development of standards.

2.0 Standards Development Committee

2.1 Purpose

A Standards Development Committee (hereafter referred to as SDC) will be authorized and established by APCO. The procedures identified in this document will be employed by APCO and the SDC in the development, approval, maintenance, revision, reaffirmation, adoption, and withdrawal of APCO's ANS standards. APCO International shall ensure that the SDC has access to the resources needed to execute the ANS development process in compliance with these policies and procedures. The SDC and all activities of the committee are accountable to APCO International, Inc.

2.2 Scope

The Standards Development Committee of APCO International will be responsible for the development of standards that are to become American National Standards and the approval, maintenance, revision, reaffirmation, adoption and withdrawal of ANS in the field of public safety



communications.

2.3 Responsibilities

The Standards Development Committee (SDC) shall be responsible for all ANS activities. The activities of the SDC shall be performed in accordance with this Standards Development Policy and Procedures.

2.3.1 The responsibilities of the Standards Development Committee shall be to:

2.3.1.1 Facilitate the development, approval, maintenance, revision, reaffirmation, adoption, and withdrawal of APCO's ANS standards.

2.3.1.2 Interpret standards in accordance with the Interpretation Procedure (10.0)

2.3.1.3 Review standards no later than four (4) years after initial approval to consider revision or re-approval to ensure compliance with the five (5) year ANSI cycle.

2.3.1.4 Serve as the consensus body for APCO International's ANS and to execute such responsibilities in accordance with the procedures established within this Standards Development Policy and Procedures and the ANSI Essential Requirements.

2.4 Membership of Standards Development Committee

2.4.1 Notification of SDC formation shall be announced in suitable media as appropriate, including the APCO International Website, to provide communications for directly and materially affected persons.

2.4.2 APCO and the secretary shall appoint the members of the SDC from an applicant pool. The SDC membership shall be of diverse interest categories with the objective of achieving balance. The committee shall be of sufficient size, but membership will not exceed 30 members. In considering the size limitations, APCO shall use the criteria in 2.4.5 to maintain balance.

2.4.3 Individuals wishing to present their candidacy for service on the SDC shall present an application for membership to the Secretary at the APCO International Headquarters Office. Candidates must convey their direct and material interest in the committee's work and must indicate their affiliation and interest category. The applicant must also indicate his/her qualifications and willingness to participate.

2.4.4 Members of the committee shall be assigned an interest category. Consideration shall be given to at least the following interest categories:

- Producer: producer of public safety communications equipment, products, processes, systems, services
- User: user of public safety communications equipment, products, processes, systems, services
- General Interest: all others including, but not limited to, professional associations/societies, regulatory agency

2.4.5 A good faith effort shall be made by APCO to attain a diverse committee membership to ensure reasonable balance without dominance by a single interest category.

2.4.5.1 The SDC shall be comprised of varied interest categories in public safety communications with no single interest category represented by a majority of the SDC membership.

2.4.5.2 Participation shall be open to persons who are directly and materially affected by the standards activities.

2.4.5.3 Participation in the SDC shall not be conditioned upon membership in any organization nor unreasonably restricted on the basis of technical qualifications or other such requirements.

2.4.5.4 APCO shall seek out participants from diverse interest categories with the objective of achieving balance.

2.4.6 The name, affiliation, and interest category of each member of the consensus body shall be made available to interested parties upon request.

2.4.7 Officers of Standards Development Committee

2.4.7.1 The officers of the SDC shall be the chairperson, vice-chairperson, secretary and co-secretary.

2.4.7.2 APCO shall appoint from the individual members of the SDC, a chairperson and vice-chairperson. Terms shall be for one (1) year and officers are eligible for reappointment.

2.4.7.3 APCO shall appoint a secretary and a co-secretary from the APCO staff to serve on the SDC. The secretary and co-secretary shall be non-voting ex-officio members of the committee and shall not be used to make up a quorum or majority of the committee.

2.4.8 Duties of SDC Officers

2.4.8.1 The duties of the chairperson shall be to:

- prepare an agenda for SDC meetings and preside over those meetings,
- authorize subgroups and chairperson
- form subgroups and assign tasks as appropriate

2.4.8.2 The duties of the vice-chairperson shall be to:

- assist the chairperson in the discharge of his or her duties,
- assume the duties of the chairperson when he/she is unavailable or unable to act,
- carry out assignments made by the chairperson

2.4.8.3 The duties of the secretary shall be to:

- act as liaison to ANSI
- publish approved, revised, and/or reaffirmed standards
- maintain, update, and distribute the SDC rosters
- record and distribute the minutes of all SDC meetings,
- conduct ballots when required
- oversee compliance of the ANSI Essential Requirements
- maintain, distribute, and ensure compliance with Standards Development Policies and Procedures
- receive applications for SDC membership
- assume a role in the appointment of the members
- maintain all necessary records pertaining to the committee and subgroup activities
- provide administrative support related to the SDC as appropriate
- Develop, adopt, implement, maintain, revise, and withdraw policies and procedures as required by ANSI
- perform other functions that may be materially necessary to the standards process

2.4.8.4 The duties of the co-secretary shall be to:

- act in conjunction with the secretary in the discharge of duties, attendance of meetings, and related activities
- assume the duties of the secretary when the secretary is unavailable or unable to act

2.4.9 Change or termination of membership status

2.4.9.1 SDC members must notify the Secretary within thirty (30) days of any changes in employment affecting representation to the committee and must submit a new

application if continued membership on the SDC is desired.

2.4.9.2 APCO shall be authorized to terminate the membership of an individual on the SDC for cause including:

- failure to actively participate in the SDC proceedings or responsibilities:
 - failure to return 25% of ballots
 - failure to attend 25% of meetings
 - missing 3 consecutive meetings

2.4.9.3 SDC members resigning membership from the committee must tender a written resignation to the secretary giving the effective date and reason for resignation.

3.0 Meetings

The SDC shall meet a minimum of twice annually, one of which shall occur at the APCO Annual Conference. The chairperson may find it necessary to call for additional meetings. Meetings may be conducted in person, by teleconference, by web-based means, by other virtual means, or combinations thereof.

- 3.1 The secretary shall issue a meeting notice to all members specifying the date, time, and place of meetings at least thirty (30) days in advance for face-to-face meetings and at least fifteen (15) days for teleconference and virtual meetings.
- 3.2 The SDC chairperson shall develop an agenda for each meeting and forward it to the secretary at least ten (10) days prior to meetings. The secretary will subsequently communicate the meeting agenda to all members at least five (5) days in advance of the meetings.
- 3.3 Each member is expected to attend each meeting. The secretary shall maintain records of attendance.
- 3.4 The secretary shall record the minutes of meetings and distribute the draft copy to all members within thirty (30) days. The minutes of each meeting shall contain the date of the meeting; a list of members attending; the time the meeting opened and its location; approval of previous minutes, if appropriate; action items; and the time the meeting adjourned.
- 3.5 A minimum of 50% of members present at an announced meeting of the SDC shall be required to constitute a quorum for conducting business at a meeting.
- 3.6 Robert's Rules of Order (latest edition) shall be used to expedite due process on questions of parliamentary procedure not covered

in this policy.

- 3.7 Minutes shall require approval by a majority vote of SDC members present at a meeting.
- 3.8 Attendance of an SDC meeting by interested parties as observers shall be permitted provided that they have submitted a written request to the secretary at least (five) 5 days in advance of the meeting. The secretary will forward the request to the chair. Non-committee members shall not have voting privileges.
- 3.9 The SDC chair reserves the right to call for an executive session. Only members of the SDC are to attend executive sessions. Matters related to the technical content of any standards, the disposition of ballots, or public comments shall not be conducted by executive session. Executive sessions shall be permitted for the purpose of considering administrative and sensitive issues.
- 3.10 The chairperson or a majority of the SDC shall have the authority to call for a special meeting in the event of extraordinary circumstances or emergencies. The chairperson or secretary will announce the meeting as soon as practical.

4.0 Subgroups

- 4.1 The SDC is authorized to establish subgroups (such as subcommittees, work-groups, technical committees, writings groups) to facilitate the work of standards development.
 - 4.1.1 The chairperson and members of a subgroup shall be appointed and subsequently disbanded by the chairperson of the SDC when the assignment(s) are fulfilled.
 - 4.1.2 The officers and members of a subgroup are not required to be members of the SDC.
- 4.2 Assignment(s) to the subgroup shall be made by the chairperson. The subgroup responsibilities may include, among other activities, the development of content of a standard, assisting the SDC in responding to views and objections, assisting with interpretation of a standard, conducting research, or serving in an advisory function.
- 4.3 The chairperson of the subgroup shall notify the secretary of the SDC of all meetings, specifying the date, time, and place of meetings and of the activities of the meetings.
- 4.4 Draft Standards and any proposed substantive change in the content of a standard by a subgroup shall be submitted to the SDC secretary who shall forward it to the SDC for consensus balloting as appropriate.

5.0 Voting Procedures

5.1 Consensus Ballots

- 5.1.1 Consensus ballots will be used by the SDC for approval, revision, reaffirmation, withdrawal of, or substantial changes to an ANS and/or a candidate ANS. All members of the consensus body shall have the opportunity to vote within the deadline. When recorded votes are taken at meetings, members who are absent shall be given the opportunity to vote before or after the meeting.
- 5.1.1.1 The deadline for consensus ballots shall be clearly marked and shall be no less than fifteen days (15) for electronic votes or thirty days (30) if paper ballots are used.
- 5.1.1.2 Proxies are not permitted.
- 5.1.2 Consensus ballots shall be cast by paper, fax, or by electronic means. Roll-call votes may be used at the discretion of the chairperson. The vote shall be recorded by the secretary.
- 5.1.3 Consensus ballots may be initiated by the SDC chairperson or by a majority of members present at a meeting.
- 5.1.4 At least a two-thirds (2/3) majority of the consensus body votes must vote in the affirmative for a ballot to pass.
- 5.1.4.1 Abstentions shall not be factored into the numerical requirements for consensus
- 5.1.4.2 Negative votes without comment or negative votes accompanied by comments not related to the proposal shall not be factored into the numerical requirements for consensus
- 5.1.5 With the exclusion of abstentions, the affirmative vote must represent at least the majority of the SDC for the ballot to pass.
- 5.1.6 Consensus Ballots are required to achieve SDC consensus for:
- approval of a proposed ANS
 - approval of substantive changes to a proposed ANS
 - reaffirmation of an ANS
 - revision of an ANS
 - withdrawal of an ANS
- 5.1.7 Consensus Ballot votes shall be cast with one of the following positions:
- affirmative
 - abstain
 - negative, with reasons (the reasons for the negative vote shall be submitted in writing to the secretary and if possible should include specific wording or actions that would resolve the

- objection)
- ballots not returned shall be recorded as "Unreturned Ballots"

5.2 Negative Vote Process (Consensus Ballot)

- 5.2.1 Negative votes which are not accompanied by reasons shall be recorded as "negative without reasons" and no further action shall be required. Such votes shall not be factored into the numerical requirements for consensus.
- 5.2.2 Negative votes accompanied by comments not related to the proposal under consideration, shall not be considered in the numerical requirements for consensus.
- 5.2.3 Negative votes with reasons shall be sent by the secretary to the SDC chairperson; subsequent referrals to a subgroup may be necessary to attempt to resolve the objection.
- 5.2.4 If comments with the negative ballot are withdrawn by the commenter, the commenter may resubmit the ballot as either an affirmative vote or an abstention.
- 5.2.5 The SDC may review the negative vote with the voter at a meeting of the SDC or a subgroup, in efforts to resolve the negative vote.
- 5.2.6 Each unresolved consensus body negative vote with comment shall be reported to the consensus body in order to afford all members of the consensus body an opportunity to respond, reaffirm, or change their vote.
- 5.2.7 If in the process of a review, the SDC determines that substantive changes are required, the revised provision shall be re-balloted.
- 5.2.8 All negative votes that are not resolved shall be addressed as follows:
 - If the negative vote has been previously answered, the SDC may reference the previous action on the negative vote
 - If the negative vote is not germane to the item being balloted, such must be affirmed by at least two-thirds (2/3) majority of the SDC members returning ballots (excluding abstentions)
- 5.2.9 If a negative vote from a consensus body member is not resolved, the voter will be notified in writing of the right to appeal by means of the APCO appeals procedure.

5.3 Administrative Ballots

- 5.3.1 Administrative ballots will be used for matters not requiring consensus balloting (5.1). Votes with regard to these issues need

not be accompanied by reasons and need not be resolved or circulated to the consensus body.

- 5.3.2 Ballots shall be cast by paper, fax, or by electronic means or by verbal votes. The vote shall be recorded by the secretary.
- 5.3.3 Proxies are not permitted.
- 5.3.4 Ballots may be initiated by the SDC chairperson or by a majority of members present at a meeting.
- 5.3.5 Appointments of subgroups and their assignments that are made by the chairperson can be overruled by a majority vote of the members.
- 5.3.6 The deadline for ballots shall be announced by the SDC chairperson. The deadline shall be no more than fifteen (15) days for electronic votes or thirty (30) days if paper ballots are used. The action will proceed once votes indicating a majority affirmative or a majority negative have been received.
- 5.3.7 Votes on administrative ballots shall be recorded as "affirmative", "negative", or "abstain"

5.4 Ballots Distribution and Collection

All paper ballots shall be distributed to members by the secretary, and completed ballots returned by members to the secretary. The secretary shall issue directions for electronic ballots. The secretary shall record the votes and report the results to the chairperson within fifteen (15) days after the deadline.

5.5 Recording of Committee Votes

The results of each vote shall be reported as follows:

- Number of voting members voting affirmatively
- Number of voting members voting negatively with reasons (*does not apply for Administrative Ballots*)
- Number of voting members voting negatively without reasons
- Number of voting members abstaining
- Number of voting members not returning ballots

6.0 Notification of Standards Activity

- 6.1 Notification of Standards activity shall be announced in suitable media as appropriate, including the APCO International Website, to provide communications for directly and materially affected persons. At the initiation of a project to develop or revise a Standard, notification shall be transmitted to ANSI using the Project Initiation Notification System (PINS) form, or its equivalent, for announcement in ANSI's

publication *Standards Action*. A PINS form may be submitted, but is not required, at the initiation of a project to reaffirm or withdraw a Standard.

- 6.2 Comments received within thirty (30) days from the publication date of a PINS announcement and said comments assert that a proposed standard duplicates or conflicts with an existing ANS or a previously announced candidate ANS, will result in APCO initiating a deliberation in accordance with ANSI Essential Requirements.

7.0 Public Review and Comments

- 7.1 Proposals for new ANS and proposals for revision, reaffirmation, or withdrawal of an ANS shall be transmitted to ANSI using a BSR-8 form for listing in the *Standards Action* in order to provide opportunity for public comment.
- 7.2 All written views and objections that are received from participants shall be considered by the SDC and the commenter shall be notified, in writing, of the Committee's decision or response in accordance with the following section on Public Review and Comments. An effort shall be made to resolve all expressed objections accompanied by comments related to the proposal under consideration.
- 7.3 Negative comments (objections) received during the public review which are not resolved informally, shall be reviewed and considered by the SDC. By two-thirds (2/3) majority of the voting members returning ballots (excluding abstentions), the SDC shall respond in one of three ways in a timely manner:
- 7.3.1 Accepted; the comment has resulted in a change to the proposed Standard.
 - 7.3.2 Not accepted; the comment has not resulted in a change to the proposed Standard. The commenter shall be informed as to the reasoning for the decision.
 - 7.3.3 Not accepted, but to be considered during the next revision; the commenter shall be informed as to the reasoning for the decision.
- 7.4 Substantive changes made to a Standard during the public review process shall require an additional SDC consensus ballot per Section 5.0 and additional public review per Section 7.0. A substantive change in a Standard is one that directly and materially affects the use of the Standard. Examples are:
- "shall" to "should" or "should" to "shall"
 - The addition, deletion or revision of requirements, regardless of the number of changes
- 7.5 Each unresolved objection and attempt at resolution, and any substantive change made in a proposed American National Standard shall be reported to the consensus body in order to afford all members of the consensus body an opportunity to respond, reaffirm, or change their vote.

- 7.6 If an objection from a public commenter is not resolved, the objector shall be notified in writing of the right to appeal by means of the APCO appeals procedure.
- 7.7 Following the resolution of comments and objections, a BSR-9 form and required documents shall be submitted to ANSI by the secretary requesting BRS approval of the standard.

8.0 Publication

Standards approved as an ANS, shall be published no later than 6 months after approval. A request for an extension of this deadline may be filed with ANSI. APCO shall publish the standard or grant the right of publication to ANSI.

9.0 Appeals Procedure

9.1 Policy

Persons who have directly and materially affected interests and who have been or will be adversely affected by any procedural action or inaction by APCO with regard to the development of a proposed ANS or the revision, reaffirmation, or withdrawal of an existing ANS shall have the right to appeal.

9.2 Complaint

The appellant shall file a written complaint with the SDC secretary within thirty (30) days after the date of notification of action or at any time with respect to inaction. The appellant has the responsibility of demonstrating adverse effects.

9.3 Response

After receipt of the complaint, the SDC chairperson shall respond in writing to the appellant, in an effort to resolve the complaint through an informal process. If feasible, the response to the appellant will occur within thirty (30) days. Otherwise, the appellant will be advised as to the reason for a delay.

9.4 Hearing

If the appellant and the committee chairperson are unable to resolve the written complaint informally in a manner consistent with these procedures, the secretary shall schedule a hearing with an appeals panel on a date agreeable to all participants, giving at least fifteen (15) calendar days notice.

9.5 Appeals Panel

The appeals panel shall be appointed by the SDC chairperson. The appeals panel shall consist of three individuals who have not been directly involved in the matter in dispute and who will not be materially or directly affected by any decision made or to be made in the dispute. The appellant must be notified of the panel's composition and given the opportunity to object to the composition of the panel. Objections must be specific and valid to be considered.

9.6 Conduct of the Hearing

The appellant has the responsibility of demonstrating adverse effects. The respondent has to demonstrate that the SDC and APCO took all actions in compliance with these procedures. Each party may present pertinent arguments, and members of the appeals panel may address questions to individuals.

9.7 Decision

The appeals panel shall render its decision in writing within thirty (30) days, to the secretary presenting the findings of facts and conclusions, with reasons therefore, citing the evidence. The secretary shall notify the appellant and the SDC of the decision of the appeals panel, which shall be binding. The findings may include the following positions:

- finding for the appellant, giving specific issues and facts in regard to which actions or inactions were not taken with subsequent remanding the action to the SDC or APCO
- finding for the SDC or APCO, that all actions or inactions were taken in compliance with these procedures

9.8 Further Appeal

If the appellant gives notice that further appeal to ANSI is intended, full record of the complaint, response, hearing and decision shall be submitted by APCO to ANSI.

10.0 Interpretation Procedure

10.1 Procedures

The SDC shall have the task of addressing issues related to interpretations of APCO ANS standards whenever questions arise regarding the intention of the standards.

10.2 Inquiries

10.2.1 Request for interpretations of Standards shall be submitted in writing to the secretary and shall be forwarded to the SDC chairperson. An inquiry:

- must be in writing and addressed to the SDC Secretary at APCO Headquarters. The secretary shall log the inquiry and forward it to the SDC chairperson.
- should include references to the applicable section(s) of the standard and/or previous interpretation of the standard.

10.3 Process

10.3.1 An interpretation subgroup of at least five individuals from the SDC shall be appointed by the SDC chairperson. All proposed interpretations shall be prepared in writing and shall be submitted to the SDC for final approval.

10.3.2 Approved interpretations shall be sent in writing to the requester by the secretary.

11.0 Metric Policy

The International System of Units (SI), the modernized metric system, is the preferred units of measurement in American National Standards and will be used by APCO when applicable.

12.0 Patent Procedure

APCO has adopted the Patent Policy as outlined in the ANSI Essential Requirements for ANS development.

13.0 Record Retention Procedure

13.1 Policy

It is the policy of APCO International to establish and maintain records of standards development in compliance with ANSI Essential Requirements. Records concerning new, revised, or reaffirmed standards shall be retained for at least one complete standards cycle (or until the standard is revised). Records concerning withdrawn standards shall be retained for at least five years from the date of withdrawal.

13.2 Responsibilities

13.2.1 The secretary of the SDC shall be responsible for all record keeping. The records shall be retained by APCO Headquarters.

13.2.2 Committee members shall transmit to the secretary copies of all documents that are required to be retained:

SDC records

- Roster of the consensus body that indicates:

- Votes of each member including abstentions and unreturned ballots
- Names of the members, their organization or business affiliation and interest categories
- List of officers
- Meeting attendance
- All meeting minutes
- Copy of ballots and any associated documents

Standards records

- All public or general interest comments or objections with name of objector, and APCO's responses
- Proposed standards and revisions submitted to ANSI
- Communications between ANSI and APCO relative to the development of a ANS
- All appeals and results
- Scope of the ANS
- Copy of ballots and any associated documents

14.0 Correspondence

14.1 Purpose

To provide for the use and distribution of various correspondence associate with the ANS development process.

14.2 Standards Committee Correspondence

14.2.1 All official SDC correspondence, including meeting notices, agendas, reports and ballots, shall be distributed by the Secretary. Copies of all other correspondence between SDC members, relating to APCO standards activities, shall be forwarded to the Secretary.

14.3 External Correspondence

14.3.1 The SDC may designate a member(s) to correspond to external parties on its behalf. All external official ANS correspondence must be approved by the SDC and distributed by the Secretary.

14.3.2 Inquiries relating to the SDC and to ANS shall be directed to the Secretary. Committee members should refer individuals who contact them regarding the SDC to the secretary.

15.0 Revisions to APCO Standards Development Policies

15.1 Purpose

To provide procedures for the proposal of revisions in the APCO ANS Standards Development Policies and Procedures.

15.2 Procedure

15.2.1 APCO may present proposed revisions to these Standards Development Policies and Procedures to the SDC for consultation.

15.3.2 Any revisions to these policies and procedures must be submitted to ANSI for processing, review and approval. Any approved revisions to these Standards Development Policies and Procedures shall be effective upon ANSI approval and publication.

15.3.3 The secretary will distribute any updated versions of these policies and procedures to the SDC.