

Entertainment Services and Technology Association



**Policies and Procedures
for the
Development and Approval of Technical Standards
Version 7.1**

Approved by the ESTA Board of Directors on 14 July 2007

Table of Contents

- 1 Scope**
- 2 Purpose**
- 3 Definitions**
- 4 Committee structure**
- 5 Membership**
- 6 Officers**
- 7 Meetings**
- 8 Voting**
- 9 Anti-trust policy**
- 10 Metric policy**
- 11 Protected intellectual property**
- 12 Records retention policy**
- 13 Communications**
- 14 Standards-development process**
- 15 Reaffirmation, revision, and withdrawal**
- 16 Appeals**
- 17 Requests for interpretation of standards**
- 18 Parliamentary procedures**

1 Scope

These policies and procedures define the process by which the Entertainment Services and Technology Association (ESTA) will develop, approve, revise, reaffirm, and withdraw technical standards and recommended practices applicable to the entertainment industry. Guided by these policies and procedures, ESTA will approve and publish standards documents that represent the consensus of entertainment industry equipment manufacturers, equipment and service providers, users, and other parties that are directly and materially affected by the standards and recommended practices.

These policies and procedures, and their implementation, shall be referred to as ESTA's Technical Standards Program.

2 Purpose

ESTA principally seeks to develop technical standards that will promote compatibility among equipment, products, and systems of competing manufacturers. ESTA may also seek to develop standards that are designed to insure that equipment or products or the manner in which they are to be used do not create unreasonable risks of injury to either persons or property. Wherever possible, ESTA will strive to develop performance-based standards and to avoid construction-based standards, which may indirectly work to limit advances or innovation in design.

ESTA hopes that its technical standards and recommended practices will ultimately gain acceptance in the entertainment industry and benefit manufacturers, distributors, purchasers, and ultimately the public. However, ESTA's technical standards and recommended practices are completely voluntary in nature. Membership in ESTA shall not be contingent upon an organization's compliance with the technical standards and recommended practices promulgated in accordance with the procedures set forth in this document.

ESTA shall not suggest prohibition of products or practices that do not comply with its technical standards or recommended practices. ESTA does not approve, inspect, or certify any installations, procedures, equipment, or materials for compliance with codes, recommended practices, or standards. Compliance with an ESTA standard, recommended practice, or American National Standard developed under any committee for which ESTA serves as the secretariat is the sole and exclusive responsibility of the manufacturer or provider and is entirely within their control and discretion. Any markings, identification, or other claims of compliance do not constitute certification or approval of any type or nature whatsoever by ESTA.

3 Definitions

For the purposes of this document, the following terms and expressions are defined as follows.

ESTA Board of Directors: the directors are elected to the ESTA Board of Directors by the ESTA membership pursuant to the By-Laws of the organization with the general power to do all things as shall be permitted in accordance with the By-Laws and applicable law.

Custom-market producer: a working group interest category, a member of which is a producer of goods in which 50% or more of its product lines are designed and manufactured for specific customers to meet specifications provided by those customers and in which the products provided to different customers are substantially different. The proportion of the product line shall be determined by the relative monetary values of the products at the wholesale level.

Dealer or rental business: a working group interest category, a member of which is a company whose major business (more than 50%) is in the reselling or renting of products from several manufacturers to the company's customers.

General interest: a working group interest category, a member of which is a party that is affected by the work of the group but that may not reasonably be considered a custom-market producer, a dealer or rental business, a mass-market producer, or a user of the products that are the subject of the working group. Examples are consultants or companies that do such a variety of business in a subject area that no one thing (renting or manufacturing, for example) could be considered over 50% of the business.

Interest category: a category of parties directly and materially affected by a standard or recommended practice based on the relationship of the parties to the subject of that standard or recommended practice. For example, manufacturers of a product covered by a standard may be considered a member of one of the producer interest categories. Users of the products covered by the standard are considered members of the user interest category.

Mass-market producer: a working group interest category, a member of which is a producer of goods in which more than 50% of the product line is uniform products, designed and manufactured for non-specific customers without modification for any particular customer. The proportion of the product line shall be determined by the relative monetary values of the products at the wholesale level.

Quorum: the number of people required to be present at a meeting to conduct the business of the meeting, according to the rules for that particular assembly or committee.

Recommended practice: a form of standard in which the bulk of the recommendations relate to work practices or human activities as opposed to the specifications of objects.

Simple-majority: the affirmative vote of more than 50% of those casting a vote other than abstain.

Standard: a guidance document that has been developed in an open consensus process in which input has been solicited from all parties that are directly and materially affected by the requirements of the document.

Super-majority: the affirmative vote of at least two-thirds of those who voted, excluding abstentions, and more than 50% of the total voting body, including abstentions.

Task group: a subcommittee of a working group, formed by the working group to draft a document or perform a prescribed task.

Technical Standards Committee or TSC: the committee appointed by the ESTA Board of Directors to manage the activities necessary to identify new standards projects, to develop and review emerging standards, and to forward finished standards to the ESTA Board for further action.

Total voting body: all possible votes that may be cast, including those votes not cast because of absence, abstention, or other reasons. A principal and his or her alternates, however many alternates there may be, constitute one vote in the total voting body.

User: a working group interest category, a member of which is a person or company that uses the products that are the subject of a working group, and for whom this use results in a net income that is greater than any income derived from making, selling, or renting the subject products to others.

Working group: a committee of experts and interested parties created by the TSC to address an area of technology or practice having interest to the entertainment industry. The working group is the consensus body for standards and other documents it develops.

4 Committee Structure

ESTA shall use the following hierarchy of committees, working groups, and task groups for the development, processing, and approval of standards and recommended practices.

- ESTA Board of Directors
 - Technical Standards Committee (TSC)
 - One or more topic-oriented working groups
 - One or more document-oriented task groups within each working group

4.1 ESTA Board of Directors

The ESTA Board of Directors shall have oversight authority over all the standards development work undertaken by ESTA. The Board shall vote on approval of any standards document for final adoption, on forwarding of adopted documents to other organizations (e.g., the American National Standards Institute or the United States Institute for Theatre Technology), and on withdrawal of documents.

4.2 Technical Standards Committee

The TSC shall manage the activities necessary to identify new standards projects, to develop and review emerging standards, and to forward finished standards to the ESTA Board for further action.

The TSC shall be responsible for:

- a) Creating working groups to address areas of technology or practice of concern to the entertainment industry.
- b) Applying for accreditation by ANSI and maintaining accreditation in accordance with ANSI requirements, including submission of consensus body rosters;
- c) Overseeing compliance with these procedures by the working groups;
- d) Maintaining a roster of the consensus bodies and a list of standards for which each consensus body is responsible;
- e) Providing a secretary to perform administrative work, including secretarial services; preparation of meeting notices and the handling of meeting arrangements; preparation and distribution of meeting agendas, minutes, ballots, and draft standards; and maintenance of adequate records;
- f) Establishing budgets and overseeing financial matters relating to the Technical Standards Program, subject to review and approval by the ESTA Board of Directors;
- g) Submitting candidate standards approved by consensus bodies, with supporting documentation, for approval by the ESTA Board and for ANSI review and approval as American National Standards; and
- h) Performing other administrative functions as required by these procedures.

4.3 Working groups

Working groups shall be created by the TSC to address an area of technology or practice having interest to the entertainment industry. The TSC may create as many or as few working groups as it deems necessary. The TSC shall make every reasonable effort to insure that its working groups do not directly conflict with the standards-making efforts of any other entertainment industry organization. A super-majority vote of the TSC shall be required to approve the creation of a new working group.

The working group shall be considered the consensus body for standards developed by the working group.

4.3.1 Working group responsibilities

The working group shall be responsible for:

- a) Proposing standards within the scope of ESTA's Technical Standards Program;
- b) Voting on approval of proposed standards within the scope of ESTA's Technical Standards Program;
- c) Maintaining the standards developed by it within ESTA's Technical Standards Program;
- d) Responding to requests for interpretations of the standard(s) developed by the consensus body;
- e) Other matters requiring consensus body action as provided in these procedures

4.3.2 Formation of working groups

The TSC may form a working group to address any issue within the scope of ESTA's Technical Standards Program, with or without a specific request coming from outside the TSC.

Any person or organization may ask the TSC to create a working group by sending a written request to that effect to the TSC chair. Neither the ESTA Board of Directors nor the TSC shall restrict in any way a person's or organization's ability to request creation of a working group. The written request should include a description of the area of interest to be covered by the proposed working group, examples of projects that might be undertaken by the working group, the name of one or more qualified persons who are willing to chairperson the working group, and any other justification of the need that might be useful to the TSC. The TSC shall respond in writing within six months to any written request to create a working group.

The minimum size of a working group shall be three principal or individual voting members.

The TSC shall appoint a chairperson or multiple chairpersons for each working group being formed. The working group chairperson or chairpersons shall appoint at least two initial principal or individual working group members to meet the minimal size requirement. At any working group meeting, additions to the working group membership shall be approved via a simple-majority vote of the existing working group membership.

The TSC shall supply a secretary for the working group.

4.3.3 Dissolution of working groups

A working group that has finished all tasks within its charter, by super-majority vote can request that the TSC disband the working group. The TSC shall review any such request and possibly disband the working group. The TSC shall use a super-majority vote when considering disbanding a working group.

The TSC may disband a working group if its principal and individual voting membership falls below three.

4.4 Task groups

A task group is created by a working group to address a single task, such as drafting the text of a standard. Creation of a task group shall require a simple-majority vote of the working group. The task group shall remain in existence until its task has been completed. The disbanding of a task group shall require a supermajority vote of the working group.

5 Membership

5.1 ESTA Board of Directors

The ESTA Board of Directors is governed by the ESTA Bylaws. Its membership requirements and selection procedures are described in that document.

5.2 Technical Standards Committee

Membership in the Technical Standards Committee is by appointment by the ESTA President. In accordance with ESTA's By-Laws, at least two members of the Technical Standards Committee shall be members of ESTA's Board of Directors. The Technical Standards Committee may recommend possible members to the President. The President may ask affiliated organizations to recommend persons to serve on the TSC as representatives of the organizations.

The ESTA President and the TSC chairperson shall work to insure that there is a balance of interests in the TSC and that it is not dominated by any sector of the entertainment industry.

5.3 Working groups

Membership in a working group shall be open to all persons and organizations who are directly and materially affected by the actions of the working group. Working group membership shall not be conditioned upon membership in any organization. Working group membership or voting status may be limited, within reason, on the basis of technical qualifications or interest category.

ESTA desires that a balanced cross-section of interested parties participate in working group activities, including: consultants, distributors, installers, insurers, manufacturers, professional societies, trade associations, vendors, workers, and users. However, the ESTA standards making process is intrinsically voluntary. Parties committed to the success of a standards-making project will produce a better standards document.

5.3.1 Membership entities

A membership entity is a person; corporation or company; federal, state, local, or military agency; partnership; labor union; association; or any other legal entity. Generally, there shall be only one voting membership for each separate entity. For purposes of membership and voting, all subsidiaries, affiliates and related entities comprising a corporation or company shall be deemed to be a single entity controlled by one parent.

There shall be only one voting membership for each separate corporation or company. A separate corporation or company is defined as an entity that has a controlling body (such as a Board of Directors) that is not controlled by another body. When a working group member is employed by a company that is controlled by another company, the member shall be considered as representing the interests of the uppermost, controlling company.

There shall be only one voting membership for each federal or military department or agency, state or local government. If distinct divisions of a governmental organization demonstrate independent interests and authority to make independent decisions in the area of the activity of the working group, each shall be considered a separate entity and shall be permitted to apply for membership.

There shall be only one voting membership for each separate consultant organization. A consultant organization is defined as an organization whose principle source of revenue is derived from providing consulting services for other organizations. In order to be in a voting member status category, consultant organizations shall have to declare that their participation is not being funded by any organization already having a voting membership.

There shall be only one voting membership for each separate educational institution. A separate educational institution is defined as an entity that has a controlling body (such as a Board of Regents) that does not report to another, similar controlling body. If distinct divisions of an educational

organization demonstrate independent interests and authority to make independent decisions in the area of the activity of the working group, each shall be considered a separate entity and shall be permitted to apply for membership.

There shall be only one voting membership for each separate labor union. If distinct locals of a labor union demonstrate independent interests and authority to make independent decisions in the area of the activity of the working group, each shall be considered a separate entity and shall be permitted to apply for membership.

There shall be only one voting membership for each separately organized special interest club or society, professional society, trade association, research or testing consortium, or other standards development organization. For these types of entities, their principal and alternate representatives may be employed by other organizations who have voting memberships.

5.3.2 Balance of interests

The standards development process should have a balance of interests and shall not be dominated by any single interest category. Processing of membership requests shall be done with the goal of maintaining a balance of interests in mind.

Dominance means a position or exercise of dominant authority, leadership, or influence by reason of superior leverage, strength, or representation to the exclusion of fair and equitable consideration of other viewpoints. The requirement implicit in the phrase "shall not be dominated by any single interest category" normally will be satisfied by the criteria for balance that (a) no single interest category constitutes more than one-third of the membership of a committee dealing with safety, or (b) no single interest category constitutes a majority of the membership of a committee dealing with standards that do not address safety issues.

Unless it is claimed by a directly and materially affected person that a single interest category dominated the standards development process, no test for dominance is required.

5.3.3 Interest categories

The interest categories in a working group appropriate to the development of consensus in any given standards activity are a function of the nature of the standards being developed. In defining the interest categories appropriate to a standards activity, consideration shall be given to at least the following:

- a) mass-market producer;
- b) custom-market producer ;
- c) dealer or rental business;
- d) user;
- e) general interest.

Where appropriate, more detailed categories and subdivisions shall be used.

ESTA shall insure that no single interest dominates a working group. To verify proper interest balance in a working group, each voting organization shall be assigned one of the interest categories.

5.3.4 Voting status

Working group members shall be identified as belonging to one of the following voting status categories:

- principal
- alternate
- individual
- observer

Principal and alternate working group members are representatives of a single organization. A voting organization shall have one principal member. An organization may have as many alternate members as it desires.

Individual working group members are persons of special expertise who are not affiliated with an organization having an interest in the work of the group. Each Individual working group member shall have one vote.

An observer member may not vote, but may participate in discussions at working group meetings or submit written comments on the activities of a working group to a working group.

5.3.5 Membership application

Requests for membership in an active working group shall be submitted in writing to the working group chair. The TSC shall provide a standard form for requesting working group membership. The form shall be readily available. Copies of all processed working group membership forms shall be forwarded to the TSC and archived.

The membership application shall have fields for the applicant to list contact information, and indicate interest category and voting status desired. The application shall also ask the applicant to state his or her interest in the work of the group and ability to participate in the working group's activities. The application shall also carry a notice in keeping with the policies regarding protected intellectual property stated in clause 11.2, "Copyright policy."

5.3.6 Membership processing

5.3.6.1 Voting for membership

After initial formation of a working group, the working group membership shall approve the addition of new members by a simple-majority vote. Any requests for working group membership shall be acted upon at the first working group meeting following the chair's receipt of them. Working group processing of new membership requests shall be done at working group meetings before any voting on documents for action. The right to vote in a working group meeting shall take effect immediately after a membership request has been approved and the new member's voting status has been determined.

5.3.6.2 Denial of membership or requested voting or interest category

The working group may deny working group membership to applicants who have no direct and material interest in the work of the group.

The working group may assign a different interest category to an applicant if the interest category shown on the application form was clearly in error.

The working group may deny voting status to an applicant if the applicant's interest category is over-represented on the working group. In this case, the applicant shall be given observer status and shall be put on a waiting list. As voting members in the over-represented interest category leave, they shall be replaced by people on the observer waiting list on a first-come-first-serve basis.

The working group may deny voting status to an applicant and assign observer status if the working group has reason to believe that the applicant will not be able to attend meetings regularly, will not be able to respond to letter ballots, or lacks the technical expertise needed to participate in the deliberations of the working group.

Any applicant denied his or her requested voting status shall be notified of his or her right to appeal. Notice of the appeals process shall be included on the working group membership application form.

5.3.7 Changes in employment

Whenever a working group member who is employed by or affiliated with, and represents, an entity leaves the employment of that entity or otherwise terminates his or her affiliation with same, that representative's membership shall be terminated, unless the entity certifies in writing that the member shall continue as its representative. Each member shall promptly inform the chair of the working group of a change in employment or termination of affiliation which may cause a termination of his or her membership hereunder.

If a represented entity is sold to or in any way consolidated with another entity that does not have representation on the working group, the representative's working group membership shall be reviewed by the working group chairperson, who may ask that the working group reaffirm the person's working group membership by a simple-majority vote.

If a represented entity is sold to or in any way consolidated with another that already has representation on the working group, affected representatives shall be advised by the working group chair that only one may serve as the principal voting member for the combined companies, and the voting status for one of the former principals shall be changed to alternate.

5.3.8 Review of membership

The Technical Standards Committee shall review working group membership lists annually with respect to maintaining a balance of interests and active participation by members. Where a working group is found to be out of balance or a member is found in habitual default of the obligations for active participation, the TSC shall direct the matter to the working group for appropriate actions. The working group shall be directed to make changes of voting status for the purpose of restoring interest balance on a non-preferential basis.

5.3.8.1 Attendance

The working group chairperson shall set the attendance requirements for working group meetings to ensure active participation. The attendance requirements shall be made known to all working group members at every working group meeting. If a working group member fails to meet the attendance requirements, the organization or individual shall be notified in writing that their working group membership is in jeopardy. If the organization or individual fails to meet the attendance requirements set by the chairperson after the written notification, their status shall be changed to observer.

Absentee voting shall not count toward meeting attendance.

5.3.8.2 Responding to letter ballots

If any voting member and his or her alternate fails to actively participate by failing to respond to two consecutive letter ballots, the TSC shall notify the working group chairperson and the affected working group member that the working group membership is in jeopardy. If the voting member and his or her alternates fails to respond to the next working group letter ballot, their status shall be changed to observer.

5.4 Task groups

A task group's membership shall be drawn solely from the membership of its parent working group. The membership shall be appointed by the working group chairperson from volunteers in the working group. The appointments are subject to confirmation by a simple-majority vote of the working group.

6 Officers

6.1 ESTA Board of Directors

The ESTA Board of Directors, including the qualification and selection of membership, is governed by the ESTA By-laws.

6.2 Technical Standards Committee

The chairperson of the Technical Standards Committee shall be appointed by the ESTA President.

6.3 Working groups

The Technical Standards Committee shall appoint the initial chairperson or chairpersons of a working group at its formation. Subsequent chairs and co-chairs shall also be appointed by the TSC, but shall be subject to confirmation by a simple-majority vote of the working group. If the working group rejects an appointment, reasons shall be given to the TSC.

6.4 Task groups

The working group chairperson shall appoint a chairperson or chairpersons for each task group. The task group chairperson shall be drawn solely from the membership of its parent working group. The appointment shall be subject to affirmation by the working group, by any method acceptable to the working group voting members that shows a simple-majority in favor of the appointment.

7 Meetings

7.1 Open meetings

Meetings of the Technical Standards Committee, working groups, and all subordinate bodies shall be open to all members and to all others having a direct and material interest. An agenda shall be available and shall be distributed in advance of the meeting to members and to others expressing interest.

7.2 Scheduling

Working groups shall meet at least once per year but no more than six times per year. The TSC shall review the status of any working group that fails to meet at least once per year and may disband the group because of inactivity.

A working group may recess a meeting and split its work over several days. However, a working group may not recess its meeting for longer than four weeks. If the chairperson plans to recess a working group meeting and conduct business on more than one day, this plan shall be declared in the working group meeting announcement.

Working and task group chairperson or chairpersons shall inform the TSC of any meetings as soon as said meetings are scheduled. The TSC shall notify all working group members, including observers, of every working group meeting and those task group meetings reported to it. The notification for working group meetings shall be given at least two weeks prior to each meeting. The notification shall state the location and time of the meeting.

If several meetings will occur at the same location during a given ten-day interval, the TSC may send one notification describing all the meetings to all affected working group members.

Any working group meeting held without proper notification shall be treated as a task group meeting. Any votes taken at such a meeting shall be subject to ratification at the next properly scheduled and advertised meeting.

7.3 Two-week rule

Documents should be distributed at least two weeks prior to a working group meeting. Any documents postmarked or emailed later may be considered, but final action may only be taken in the absence of any objection by any voting member present. If there are any objections, actions on the documents shall be taken by letter ballot or deferred until the next working group meeting.

7.4 Quorum

7.4.1 ESTA Board of Directors

The ESTA Board is governed by the ESTA By-laws. Its quorum requirements are set by that document.

7.4.2 Technical Standards Committee

A quorum for the TSC shall consist of more than 50% of the total voting body. If 50% or less of the total voting body is present at a meeting, business may be conducted, but all decisions must be decided by letter ballot or be subject to confirmation at the next meeting at which there is a quorum.

7.4.3 Working groups

Quorum for working group meetings shall be one-third of the total voting body or three, whichever is the greater number. If a quorum is not present at a meeting, business may be conducted, but all decisions must be decided by letter ballot or be subject to confirmation at the next meeting at which there is a quorum.

7.4.4 Task groups

All task group decisions are advisory to the working group. There is no quorum requirement for task groups.

7.5 Minutes

Technical Standards Committee and working group meetings shall have recorded minutes. Task group meetings should have recorded minutes.

Meeting minutes shall contain:

- a) Date(s), location(s), chair, secretary, time of opening and adjournment.
- b) List of all attendees.
- c) Record of any important announcements made during the meeting, such as the call for patents or the recitation of ESTA's anti-trust policy.
- d) List of the voting body effective for the questions decided during the meeting. This list shall include the voting status and interest category of each member of the voting body.
- e) Approval of previous meeting minutes.
- f) Each motion seconded and not withdrawn, identifying the maker of the motion, the fact of a second, and the voting results.
- g) Tasks assigned to members.
- h) Future meeting schedule.

7.5.1 Technical Standards Committee minutes

A list of all TSC members, including name, organization (if any), voting status, and contact information shall be appended to TSC meeting minutes. This list shall reflect any changes of status made during the meeting.

The chairperson shall review all meeting minutes before they are distributed. In a timely fashion after the meeting, the draft minutes (clearly marked as draft) shall be distributed to TSC members for review and comment. At the next meeting, the minutes from the previous meeting shall be amended or approved by a simple-majority vote. The approved minutes shall be distributed to TSC members and an electronic copy of the minutes shall be placed in a widely accessible, public, download site on the World Wide Web.

7.5.2 Working group minutes

A list of all working group members, including name, organization (if any), voting status, interest category, and contact information shall be appended to every working group meeting minutes. This list shall reflect any changes of status made during the meeting.

The chairperson shall review all meeting minutes before they are distributed. In a timely fashion after the meeting, the draft minutes (clearly marked as draft) shall be distributed to working group members for review and comment. At the next meeting, the minutes from the previous meeting shall be amended or

approved by a simple-majority vote. The approved minutes shall be distributed to the working group members and TSC members, and an electronic copy of the minutes shall be placed in a widely accessible, public, download site on the World Wide Web.

8 Voting

Voting procedures for the ESTA Board of Directors are established and governed by the ESTA By-laws.

Each Technical Standards Committee member shall have one vote, except for organizational members, who shall have one vote per organization.

For the working groups, each organization or individual member shall have one vote. Alternate members may vote when the principal member is absent or when the principal member delegates his or her vote to an alternate.

8.1 Simple-majority votes

Unless otherwise specified, issues being voted upon shall be approved when a simple-majority of those voting choose in the affirmative.

8.2 Super-majority votes

Super-majority votes shall be required for approval in the following cases:

- forwarding standards documents to a higher committee
- accepting responses to review comments
- recommending standards documents for final acceptance and publication

The above list is not exhaustive; super-majority votes may be required in additional cases.

8.3 Methods of voting

Votes may be taken as

- voice votes
- show-of-hands meeting votes
- roll call meeting votes
- letter ballot votes

Unless a specific method of voting is required, the choice of voting method shall be at the discretion of the chairperson.

8.3.1 Voice votes and show-of-hands meeting votes

Voice votes and show of hands meeting votes shall be indications of yes, no, or abstain.

8.3.2 Roll call and letter ballot votes

When a working group forwards a draft standard or recommended practice to first public review, a letter ballot vote shall be used by the working group. When documents are forwarded to a higher committee, second and subsequent public reviews are being authorized, responses to public review comments are approved, or standards documents are being voted on for final approved, either a roll call meeting vote or a letter ballot vote shall be used.

The final result of the voting shall be reported, by interest categories, to the consensus body.

8.3.2.1 Voting positions with roll call and letter ballot votes

For TSC and working group roll call and letter ballot votes, each member shall vote one of the following positions:

- a) yes;

- b) yes, with comment;
- c) no, with reasons (the reasons for a negative vote shall be given and if possible should include specific wording or actions that would resolve the objection);
- d) abstain, with reasons.

For a roll call vote, accompanying comments and reasons shall be entered in the meeting minutes. For a letter ballot vote, the accompanying comments and reasons shall be written and attached to the returned letter ballot. Any negative vote that should have accompanying reasons but that does not shall be considered a negative vote, but no attempt need be made to solicit the reasons for the negative vote, and no attempt need be made to resolve the issue to the satisfaction of the negative voter.

8.3.2.2 Letter ballots

8.3.2.2.1 Length of voting period

The deadline for completing letter ballots shall be no less than 28 days from the date the letter ballot is sent, unless a shorter ballot period is specified for a particular situation elsewhere in this document. The ballot shall remain open until the deadline has passed or a ballot has been received for each voting member, whichever occurs first.

8.3.2.2.2 Recirculation of letter ballots

If any comments or objections are received during a letter ballot, the comments and objections, attempts at resolution, and any substantive changes shall be delivered to the consensus body voting members, who then shall have, as determined by the working group chairperson in his or her sole and absolute discretion, either (a) 21 days or (b) until the date of the next working group meeting (but in no event less than 14 days), to reconsider and possibly change their votes in light of the comments or objections.

8.4 Proxy votes

Voting by proxy shall not be permitted. A written vote on an issue to be acted upon at the meeting may be submitted by an absent voting member provided it is received by the chairperson prior to that point on the agenda when the issue is brought to a vote.

Absentee voting shall not count toward meeting attendance.

9 Anti-trust policy

To insure compliance with all applicable state and federal anti-trust laws, ESTA prohibits the discussion of costs of research, development, procurement, manufacturing, marketing, or price of any particular product, system, or service at any ESTA meeting. Additionally, if in the standards-making process it becomes necessary or desirable to obtain proprietary or confidential business information from ESTA members or from other firms in the industry, ESTA will first consult with counsel as to the potential legal ramifications of such action and the most appropriate way to proceed. Whenever possible, the collection and dissemination of proprietary or confidential business information should be handled by an independent party, and in such a way as not to reveal the original source of the information.

Participants in the drafting of standards and recommended practices shall be reminded at regular intervals that the ESTA Board of Directors, the Technical Standards Committee, and the leadership of working groups will reject or nullify any actions that unlawfully restrain trade. Participants will be asked to bring anti-trust concerns to the attention of the relevant chairperson immediately, and to take the matter to the next higher level of authority if the matter is not resolved appropriately.

10 Metric policy

Units of the International System of Units (SI), the modernized metric system, shall be the primary units of measurement in documents developed by ESTA under these policies and procedures. When customary units, such as units in the inch/pound system, must be used in a document, the SI equivalent will also be given.

11 Protected intellectual property

11.1 Patent policy

ESTA intends to publish no standard that contains protected intellectual property, unless that property is necessary for technical reasons, can be licensed by anyone without bias for a reasonable fee or at no cost, and the holder of the protected intellectual property is willing to certify this in writing. ESTA shall make a good faith effort to avoid publishing standards documents that contain protected intellectual property for which reasonable patent licensing is unavailable. ESTA shall use a process of voluntary notification disclosure to implement this intent, and shall not be required to conduct patent searches, or warrant that its standards contain no protected intellectual property.

11.1.1 Voluntary notification disclosure process

ESTA's process of voluntary notification disclosure process shall include these elements:

- Every public review of a draft standards document shall include a request that reviewers report possible conflicts with protected intellectual property.
- At every working group meeting, the chairperson shall request that anyone present call attention to any conflicts they are aware of between working group activities and intellectual property for which they, their organization, or any other party may hold the rights or be in the process of applying for patent rights.

11.1.2 Statement from patent holder

When conflicts are discovered between standards documents and protected materials, ESTA shall receive from the identified party or patent holder

- (a) a written general disclaimer to the effect that such party does not hold and does not currently intend holding any invention the use of which would be required for compliance with the proposed standard, or
- (b) written assurance that a license will be made available without compensation to the applicants desiring to use the license for the purpose of implementing the standard; or
- (c) written assurance that a license will be made available to applicants under reasonable terms and conditions that are demonstrably free of any unfair discrimination.

If the above assurances are unavailable, the standards document shall be revised to remove the protected material or the standards document shall be withdrawn.

11.1.3 Record of statement

A record of the patent holder's statement shall be placed and retained in the files associated with the standard.

11.1.4 Notice

When ESTA receives from a patent holder the assurance set forth in 11.1.2 (b) or (c), the standard shall include a notice as follows:

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

"By publication of this standard, no position is taken with respect to the validity of this claim or of any patent rights in connection therewith. The patent holder has, however, filed a statement of willingness to grant a license under these rights on reasonable and nondiscriminatory terms and conditions to applicants desiring to obtain such a license."

11.2 Copyright policy

ESTA intends to publish no standard that contains material for which another party holds the copyright, unless ESTA has been granted permission to use it.

Letter ballot voting forms shall include a statement that the person and organization submitting the letter ballot grant ESTA non-exclusive, royalty-free rights to the use of the material contained in their comments. Applications for working group membership shall include a statement that the person submitting the application agrees to grant ESTA non-exclusive, royalty-free rights to the use of the material the person may develop for the working group, and shall not be considered a joint author of the work.

Working groups and task groups shall not accept as input to their work any copyrighted or company confidential material unless such material is accompanied by a letter on company letterhead waiving copyright and/or confidentiality for the purposes of ESTA standards making. Acceptance of copyrighted or confidential material by a task group or a working group shall require a simple-majority working group vote. The letter waiving the copyright or confidentiality shall become part of the records documenting the development of a document.

12 Records retention policy

Records shall be prepared and maintained to provide evidence of compliance with these procedures. Records shall be retained for one complete standards cycle, or until the standard is revised. Records concerning withdrawals of standards shall be retained for at least five years from the date of withdrawal. These records shall be available for review by request of the American National Standards Institute or any parties materially affected by the standards developed or under development.

13 Communications

13.1 Internal communications

If correspondence between working groups or task groups involves issues or decisions (i.e., non-routine matters) affecting other working groups or task groups, copies shall be sent to the chairs of all affected working groups and task groups and the Technical Standards Committee.

13.2 External communication

Because participation in the development of ESTA standards and recommended practices shall be open to anyone who expresses an interest, without regard to ESTA membership, subject only to the limitations specifically set forth in this document, ESTA shall maintain a comprehensive list of interested and affected professional societies, research or testing organizations, and other standards development organizations. These interested organizations shall be consulted regarding participation in ESTA standards-making activities. ESTA shall maintain a list of electronic and print media, for press release distribution. ESTA shall also maintain a list of manufacturers and distributors of theatrical and entertainment equipment who are not currently members of ESTA. ESTA shall make reasonable efforts to notify these organizations of any proposed standards that may affect them and to solicit their

participation in the standards-making process. These efforts may include, without limitation (a) the distribution of press releases to affected parties and to periodicals likely to be read by those parties, (b) the publication of notices on the World Wide Web, (c) oral presentations to groups and assemblies that may have an interest, and (d) personal communication with individuals.

The TSC shall direct its staff to issue press releases or communiqués on ESTA Technical Standards matters. Working groups and task groups shall request that the TSC issue needed press releases on their behalf.

The TSC shall cause press releases to be issued to announce:

- a) The formation of a new working group
- b) The start of work on a new draft standard or recommended practice
- c) The start of a public review period for a standard or recommended practice
- d) The final adoption of a standard or recommended practice
- e) The withdrawal of a standard or recommended practice

The TSC may issue press releases and communiqués on other topics as it sees fit, consistent with the goals of the Technical Standards Program.

Press releases shall provide sufficient information to allow affected parties to protect their interests and to respond to the release in a manner that accomplishes the intent of the press release.

14 Standards-development process

14.1 Initiation of a standards-drafting project

Proposals for a standards project may be initiated within an existing working group by members of the working group, or may be suggested by interested parties outside the working group.

Proposals from parties not belonging to any working group should be addressed in writing to the chairperson of the Technical Standards Committee. The chairperson shall forward the proposal to the appropriate working group. If no appropriate working group exists, the TSC may form one, or the TSC may decline the project on the basis of not having the resources to undertake it. In all cases, the party making the proposal shall be informed of the disposition of the proposal in writing within six months of its receipt by the TSC chairperson.

The working group shall make every reasonable effort to identify any conflicts that might exist between the proposed project and existing standards or standards-making efforts of ESTA or other organizations. The working group shall attempt to assess the value of the proposed project to the entertainment industry relative to the value of other projects now in progress or planned and relative to the available resources to carry out the proposed project.

The working group shall vote to undertake the project or not by roll call ballot, letter ballot, show-of-hands, or a voice vote, with the approval requirement being a simple-majority. If the project is refused, the person making such proposal shall be informed of this in writing and shall be supplied with reasons for the refusal.

14.2 Announcement of a standards-drafting project

Notification of standards activity shall be announced in suitable media as appropriate to demonstrate the opportunity for participation by all directly and materially affected persons. At the initiation of a project to develop or revise an American National Standard, notification shall be transmitted to ANSI using the Project Initiation Notification System (PINS) form, or its equivalent, for announcement in *Standards Action*. A statement shall be submitted and published as part of the PINS announcement that shall include:

- (a) an explanation of the need for the project; and
- (b) identification of the stakeholders (e.g., telecom, consumer, medical, environmental, etc.) likely to be directly impacted by the standard.

If written comments are received within 30 days from the publication date of a PINS announcement in Standards Action, and these comments assert that a proposed standard duplicates or conflicts with an existing American National Standard (ANS) or a candidate ANS that has been announced previously in Standards Action, the Technical Standards Committee shall make a good faith effort to organize a deliberation of representatives from the relevant stakeholder groups within 90 days from the comment deadline. This deliberation shall be organized by the TSC and the commenter and shall be concluded before a draft of the disputed standard is offered for public review. If the deliberation does not take place within the 90-day period and the TSC can demonstrate that it has made a good faith effort to schedule and otherwise organize it, then the project shall be allowed to proceed to public review.

The purpose of the deliberation shall be to provide the relevant stakeholders with an opportunity to discuss whether there is a compelling need for the proposed standards project. The outcome of such a deliberation shall be conveyed in writing by the Technical Standards Committee and the commenter to the ANSI Board of Standards Review (BSR) for consideration if the proposed standard is eventually submitted to ANSI for approval.

14.3 Development of a draft document

The working group shall bear the responsibility for drafting the standards document, but is encouraged to delegate the task to a task group. The task group would then write the document in consultation with the larger membership of the working group.

The working group and task group should seek input from all relevant sources when developing a draft standards document. The working group shall track other standards-making efforts and determine their impact on the ESTA standards document being developed.

14.4 First public review

All proposed ESTA standards shall have at least one public review.

14.4.1 Vote for first public review

14.4.1.1 Working group vote for public review

A letter ballot shall be used to determine if the working group feels that a document is ready for first public review. Negative votes with reasons will require the recirculation of the letter ballot, as described in 8.3.2.2.2, "Recirculation of letter ballots." The approval requirement shall be a super-majority.

When the balloting has been closed, the secretary shall forward the ballot tally to the chairperson of the working group. The final result of the voting shall be reported, by interest categories, to the consensus body.

Any comments or unsettled objections shall be considered by the working group. The chairperson shall determine whether the expressed comments and objections shall be considered by correspondence or at a meeting. Prompt consideration shall be given to the expressed views and objections of all participants. An effort to resolve all expressed objections to the satisfaction of the objector shall be made, and each objector shall be advised in writing (including electronic communications) of the disposition of the objection and the reasons for this disposition. If resolution is not achieved, the objector shall be informed in writing of the appeals process.

If substantive changes to the document are made to resolve objections, the motion to send the revised document to public review shall be decided by letter ballot with a 21-day or longer balloting period.

14.4.1.2 TSC vote for public review

The TSC must approve the working group's motion for public review of a document by a super-majority. The vote in the TSC may be conducted by letter ballot or by a roll call vote at a meeting.

If the working group's motion to offer a draft document for public review fails in the Technical Standards Committee, the TSC shall provide written reasons for the rejection of the motion to the working group. Any comments or objections offered by the members of the TSC during the vote, even if the motion is accepted, shall be reported to the working group.

14.4.2 Conduct of first public review

The public review shall be announced to the public and to all interested parties as widely as possible. The public review of documents that are intended to become American National Standards shall be announced to the American National Standards Institute for listing in *Standards Action*.

The draft document and all materials needed to review it shall be distributed at no cost to any interested party. The draft document shall be clearly labeled "draft" on every page that contains normative information. The review materials shall include a response form on which the question is whether the reviewer recommends that the draft document be accepted as a standard. The choices offered on the public review response form shall be:

a) yes;

b) yes, with comment; and

c) no, with reasons. The reasons for a negative response shall be given and, if possible, should include specific wording or actions that would resolve the objection.

If possible, the public review materials shall be distributed in electronic format, and an Internet website URL shall be published at which immediate access to the materials is obtainable, or an email address shall be published at which a request for materials will be fulfilled within one day. If distribution in electronic form is not possible, distribution in hard-copy by mail or other similar method shall be acceptable.

The deadline for the return of the response form shall not be earlier than 45 days after the first public announcement of the public review if the review materials are made available in electronic format and access to them is immediate or within one day by accessing an Internet website or placing an email request. The deadline for the return of the response form shall be at least 60 days after the first public review announcement if the review materials are available only in hard-copy format, or if the review materials are in electronic format but cannot be delivered within one day.

The public review responses with comments and reasons received during the public review shall be collated and delivered to the working group by the secretary in a timely fashion.

14.4.3 Resolution of first public review objections

The working group shall review all positive responses with comments and negative responses with reasons received during the first public review of the draft standards document. The working group may consider any comments received subsequent to the closing of the public review and comment period, or shall consider them at the next review. An effort to resolve all expressed objections shall be made, and each objector shall be advised in writing (including electronic communications) of the disposition of the objection and the reasons for this disposition. If resolution is not achieved, the objector shall be informed in writing that an appeals process exists within procedures used by the standards developer.

The working group may delegate drafting resolutions to a task group, but the responsibility for attempting to achieve resolution remains with the working group. The working group must approve the comment resolutions by a super-majority vote, which may be taken by a roll call vote, letter ballot, or a show-of-hands. The final result of the voting shall be reported by interest categories to the consensus body.

14.5 Second and subsequent public reviews

If substantive changes are made to the normative sections of a draft standards document after a public review, another public review shall be held.

14.5.1 Voting for subsequent public reviews

The motion for a subsequent public review shall be approved by a super-majority of the working group and the TSC in a manner similar to the motion for the first public review, with the following exceptions:

- (1) The working group may approve the motion by roll call ballot at a meeting in lieu of a letter ballot.
- (2) The TSC must find both the previous review's resolutions and the document acceptable in order to approve the motion for another public review.

14.5.2 Conduct of subsequent public reviews

Subsequent public reviews shall be conducted in the same manner as the first public review.

14.5.3 Resolution of subsequent public review objections

Objections raised in a subsequent public review shall be handled in the same manner as objections that are raised in a first public review.

14.6 Abandonment of a standards-drafting project

A standards-drafting project may be abandoned at any time. Reasons may include, but are not limited to:

- (1) Failure to make progress developing consensus with an important part of the entertainment community that would be expected to use the standard or be affected by it.
- (2) Lack of resources or expertise within the working group to develop a standards document.
- (3) Discovery of an existing standard or another standards-drafting project with which the proposed standard would conflict.
- (4) Discovery of protected intellectual property that cannot be used by any one at no charge or for a reasonable fee, and that is necessary for the implementation of the proposed standard.

A project may be abandoned by a working group with a super-majority vote taken by a roll call at a meeting or by letter ballot. The final result of the voting shall be reported, by interest categories, to the consensus body.

The Technical Standards Committee may recommend that a working group abandon a project. The motion to recommend abandonment shall be determined by super-majority vote conducted by a roll call vote or show-of-hands at a meeting, or by letter ballot. The TSC shall supply reasons for recommending abandonment to the working group.

If an abandoned project was a project to draft an American National Standard, the American National Standards Institute shall be informed of the abandonment of the project.

14.7 Final approval of a standards document

14.7.1 Approval by the working group

When the working group feels that no further changes to normative sections of a standards document are warranted, the working group may vote to accept the document as a standard and forward it to the Technical Standards Committee for approval. The approval requirement shall be a super-majority, and the vote may be taken either after the last public review of the document or simultaneously with it. All members of the consensus body shall have the opportunity to vote on the final approval of a document or portion thereof that is intended to be submitted to the American National Standards Institute as a proposed American National Standard.

14.7.1.1 Vote after the last public review

A vote for final approval by the working group of a draft standard after the last public review shall be conducted by letter ballot or roll call ballot taken at a meeting. Absentee votes (see 8.4) shall be solicited before a meeting at which a roll call ballot for final approval is anticipated.

14.7.1.2 Vote concurrent with last public review

A vote for final approval by the working group of a draft standard may be conducted concurrently with what is expected to be the last public review. In this case, the vote shall be by letter ballot and the ballot period shall equal the public review period and be contemporaneous with it. Any objections received during the public review shall be treated as if they were negative votes received from within the working group and shall trigger a recirculation of the ballot with the negative comments.

The final result of the voting shall be reported, by interest categories, to the consensus body.

14.7.2 Approval by the Technical Standards Committee

When a document is forwarded to the TSC for final approval, the TSC shall evaluate the document and the last set of comment resolutions. The TSC may vote on the motion for approval by roll call or letter ballot. The approval requirement shall be a super-majority.

If the TSC rejects a motion to approve a standards document, reasons shall be provided to the working group. The TSC shall not edit or revise standards documents sent to it.

14.7.3 Approval by the ESTA Board of Directors

When the TSC forwards a standards document to the ESTA Board for final acceptance, letters shall be sent to any organization or individual who voted negatively on the document's acceptance and did not have their negative comments resolved. The recipients of these letters shall be given 15 days to appeal the final approval in writing to the ESTA Board.

When a document is forwarded to the ESTA Board of Directors for final approval, the approval requirement shall be a super-majority. The Board may use any voting method it wishes, as long as the method allows the super-majority approval to be verified and documented.

If the ESTA Board rejects a motion to approve a standards document, reasons shall be provided to the TSC and working group. The ESTA Board shall not edit or revise standards documents sent to it.

14.7.4 Approval by the ANSI Board of Standards Review

If the standards document is intended to become an American National Standard, the document and all relevant material required by ANSI for approval shall be sent to the ANSI Board of Standards Review.

14.8 Publication of a standards document

ESTA shall publish each adopted standard and recommended practice that it develops within six months after the date on which it is adopted in final form. ESTA-published standards shall be made available for sale and purchase at a price to be established by ESTA.

The publication of an ESTA standard shall be announced to the public and to all interested parties as widely as possible.

15 Reaffirmation, revision, or withdrawal of a standards document

The TSC shall ensure that ESTA standards are reaffirmed, revised, or withdrawn no more than five years after their final acceptance by the ESTA Board of Directors. The TSC shall refer reaffirmation, revision, or withdrawal questions to the appropriate working group for action.

Any person or organization may ask the TSC to withdraw an ESTA standard or recommended practice by sending a written request to that effect to the TSC chairperson. The TSC shall respond in writing within six months to any written request for withdrawal.

15.1 Reaffirmation and withdrawal

Motions to reaffirm or withdraw an existing standard shall be handled as though the standard were in development at the point of final public review, except that the inquiry shall be limited to whether the standard shall be reaffirmed or withdrawn. The public review may be conducted prior to the working group vote, or contemporaneously with it, as described in Section 14.6. The required public review shall be conducted as described in Section 14.3.2, with the exceptions that reviewers may be required to purchase the referenced standard at the current price and the standard will not be marked "draft" on each page.

The public review of a standard that is proposed to be reaffirmed or withdrawn shall be announced to the public and to all interested parties as widely as possible. Proposals to reaffirm or withdraw American National Standards shall be transmitted to ANSI for listing in *Standards Action* for comment.

Attempts shall be made to resolve promptly any objections received during the public review and working group balloting. Resolving the objections may require making substantive changes to normative sections of the document. In this case, the project becomes one of revising an existing standard.

Motions to reaffirm or withdraw existing standards must be approved by the working group, the TSC, and the ESTA Board by the methods and approval requirements described in Section 14.6. Motions to reaffirm or withdraw existing American National Standards must be forwarded to the ANSI Board of Standards Review for approval.

The reaffirmation or withdrawal of an ESTA standard shall be announced to the public and to all interested parties as widely as possible. In the case of a withdrawal, the reasons for the withdrawal shall also be publicized.

15.2 Revision

Motions to revise an existing standard shall be handled as though the standard were in development at the point of Section 14.2, "Development of a draft document," except that the existing standard may serve as the first draft. All the steps and approvals described in Sections 14.2 through 14.7 shall apply.

16 Appeals

Persons who have directly and materially affected interests and who have been or may be adversely affected by a substantive or procedural action or decision (including, without limitation, a decision not to act) of a task group, a working group, the Technical Standards Committee, or the ESTA Board of Directors regarding a technical standards matter, shall have the right to appeal any such action or decision, regardless of whether they participated in debate preceding that action. In addition, conflicts

between ESTA standards or recommended practices and existing industry standards, or the lack of balanced interest representation on a working group may each form the basis for an appeal of such action or decision.

When the TSC forwards a standards document to the ESTA Board for final acceptance, letters shall be sent to any organization or individual who voted negatively on the document's acceptance and did not have their negative comments resolved. The recipients of these letters shall be given 15 days to appeal the final approval in writing to the ESTA Board.

16.1 Complaint

The appellant shall file a written complaint with the Technical Standards Committee within 30 days after the date of notification of action or at any time with respect to a failure to act. The complaint shall state the nature of the objection(s) including any adverse effects, the clause(s) of these procedures or the standard that is at issue, actions that are at issue, and the specific remedial action(s) that would satisfy the appellant's concerns. Previous efforts to resolve the objection(s) and the outcome of each shall be noted.

16.2 Response

Within 30 days after the receipt of the complaint, the TSC shall respond in writing to the appellant, specifically addressing each allegation of fact in the complaint to the extent of the respondent's knowledge.

16.3 Hearing

If the appellant and the respondent are unable to resolve the written complaint informally in a manner consistent with these procedures, the TSC shall schedule a hearing with an appeals panel on a date agreeable to all participants, giving at least 10 working days notice.

16.4 Appeals panel

The appeals panel shall consist of three individuals who have not been directly involved in the matter in dispute, and who will not be materially or directly affected by any decision made or to be made in the dispute. At least two members shall be acceptable to the appellant and at least two shall be acceptable to the respondent. If the parties to the appeal cannot agree on an appeals panel within six weeks, the matter shall be referred to the ESTA Board or its designee, which shall appoint the members of the appeals panel.

16.5 Conduct of the hearing

The appellant has the burden of demonstrating adverse effects or improper actions, and the efficacy of the requested remedial action. The respondent has the burden of demonstrating that the working group and TSC took all actions in compliance with these procedures and that the requested remedial action would be ineffective or detrimental. Each party may adduce other pertinent arguments, and members of the appeals panel may address questions to individuals. *Robert's Rules of Order* (latest edition) shall apply to questions of parliamentary procedure for the hearing not covered herein.

16.6 Decision

The appeals panel shall render its decision in writing within 30 days after the conclusion of the hearing, stating findings of fact and conclusions, with the reasons for the conclusions, based on a preponderance of the evidence presented to the appeals panel. Consideration shall be given to the following positions, among others, in formulating the decision:

a) Finding for the appellant, remanding the action to the working group or to the Technical Standards Committee with a specific statement of the issues and facts in regard to which fair and equitable action was not taken;

b) Finding for the respondent, with a specific statement of the facts that demonstrate fair and equitable treatment of the appellant and the appellant's objections;

c) Finding that new, substantive evidence has been introduced, and remanding the entire action to the working group or to the Technical Standards Committee for appropriate reconsideration.

16.7 Further appeal

If the appellant gives notice that further appeal to the American National Standards Institute is intended, a full record of the complaint, response, hearing, and decision shall be submitted by the TSC to ANSI.

17 Requests for interpretation of standards

Any person or organization may request an interpretation of an ESTA standard or recommended practice. Requests for interpretation should be made in writing. All requests for interpretation shall be forwarded to the TSC chairperson.

If an appropriate working group exists, the TSC shall forward the request for interpretation to the working group. Otherwise, the TSC itself shall respond to the request for interpretation or may form a working group to address the request for interpretation. If a working group prepares the response to a request for interpretation, the response shall be forwarded to the TSC for approval. The TSC shall approve a response to a request for interpretation by a simple-majority vote.

The TSC shall respond in writing within six months to any written request for interpretation. Both the request and the response shall be archived for the public record.

Revisions to a standard resulting from requests for interpretations shall be processed in accordance with these procedures.

18 Parliamentary procedures

All matters of parliamentary procedure not covered in these procedures shall be in accord with the most recent edition of *Robert's Rules of Order*.

Annex A Summary of Voting Requirements
(Informative)

Table A.1 summarizes the requirements for votes taken at the ESTA Board of Directors. Table A.2 summarizes the requirements for votes taken in the Technical Standards Committee (TSC). Table A.3 summarizes the requirements for votes taken in a working group meeting. In all cases, when no voting requirement is stated, Robert's Rules of Order or a simple-majority vote shall be used. Unless explicitly stated, the method of voting is the decision of the chairperson.

Table A.1 Voting requirements in the ESTA Board of Directors	
ESTA board action	Approval requirement
Final standards document adoption	Super-majority
Forward a standards document to another organization (e.g., ANSI, USITT, PLASA)	Super-majority
Withdrawal of a standards document	Super-majority

Table A.2 Voting requirements in the TSC		
TSC action	Voting method	Approval requirement
Starting first public review	Roll call Letter Ballot	Super-majority
Starting second and subsequent public reviews	Roll call Letter Ballot	Super-majority
Final standards document adoption	Roll call Letter Ballot	Super-majority
Creating (or disbanding) a working group	Roll call Letter Ballot	Super-majority
Appointment of a working group chairperson	Show-of-hands Voice vote	Simple-majority
Reaffirmation of a standards document	Roll call Letter ballot	Super-majority
Withdrawal of a standards document	Roll call	Super-majority

Table A.3 Voting requirements in a working group		
Working group action	Voting method	Approval requirement
Starting first public review	Letter ballot	Super-majority
Accept responses to letter ballot or public review comments and reasons	Roll call Letter ballot Show-of-hands	Super-majority
Starting second and subsequent public reviews	Roll call Letter ballot	Super-majority
Final standards document adoption	Letter ballot Roll call	Super-majority
Withdrawal of a standards document	Letter ballot Roll call	Super-majority
Approving new working group members	Roll call Show-of-hands Voice vote	Simple-majority
Reaffirming the membership of a working group member who has changed status in some way	Roll call Show-of-hands Voice vote	Simple-majority
Starting a new project or task	Roll call Letter ballot Show-of-hands Voice vote	Simple-majority
Cancellation of a previously approved project or task	Roll call Letter ballot	Super-majority
Approval of a response to a request for interpretation	Letter ballot Show-of-hands Voice vote	Simple-majority
Approval of minutes	Show-of-hands Voice vote	Simple-majority
Reaffirmation of a standards document	Roll call Letter ballot	Super-majority
Withdrawal of a standards document	Roll call Letter ballot	Super-majority