

NORTH AMERICAN CROSSBOW FEDERATION

POLICIES AND PROCEDURES FOR THE DEVELOPMENT OF AMERICAN NATIONAL STANDARDS

1.0 INTRODUCTION

The North American Crossbow Federation (NACF) is a not-for-profit organization whose purpose is to advocate for the safe use of crossbows for recreation and as a legal hunting tool for any licensed hunter during all seasons in which archery equipment is permitted.

As an ANSI-accredited Standards Developer (ASD), NACF intends to operate in accordance with all procedures, policies, and requirements outlined in the *ANSI Essential Requirements: Due Process Requirements for American National Standards (Essential Requirements)*. These procedures and any changes in them shall be approved by the NACF Board.

The scope of NACF standards development activities includes the safety and performance of crossbows.

2.0 NOTIFICATION OF STANDARDS DEVELOPMENT AND COORDINATION

2.1 Project Initiation Announcement

After approval by the NACF Board of Directors (Board), a Project Initiation Notification System (PINS) form shall be submitted to ANSI by the secretariat for the development of any new or revised American National Standard (ANS) for announcement in *Standards Action*.

The information supplied to ANSI by the secretariat shall include all relevant material required by ANSI as outlined in the *ANSI Essential Requirements, Section 2.5.1*.

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, including, if it is the case, a statement of intent to submit the standard for consideration as an ISO, IEC or ISO/IEC JTC-1 standard; and
- (b) identification of the stakeholders likely to be directly impacted by the standard.

2.1.1 Assertions of Conflict or Duplication

If NACF receives written comments within 30 days from the publication date of a PINS announcement in *Standards Action*, and said 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 (or concurrently) in *Standards Action*, the comment shall be addressed by the secretariat in accordance with Section 2.5.1.2 of *ANSI Essential Requirements*.

2.1.2 PINS Deliberation Report

The outcome of a PINS deliberation shall be conveyed in writing (the “Deliberation Report”) within 30 days after the conclusion of the deliberation by the developer to the commenter and to ANSI by the secretariat in compliance with Section 2.5.1.3 of *Essential Requirements*.

2.2 Public Review

Proposals for new American National Standards and proposals to revise, reaffirm, or withdraw approval of existing American National Standards shall be transmitted to ANSI by the secretariat using the BSR-8 form, or its equivalent, for listing in Standards Action in order to provide an opportunity for public comment.

The comment period shall be one of the following:

- a) A minimum of 30 calendar days if the full text of the revision(s) can be published in Standards Action; or
- b) A minimum of 45 calendar days if the document is available in an electronic format, deliverable within one day of a request, and the source (e.g., URL or an E-mail address) from which it can be obtained by the public is provided to ANSI for announcement in Standards Action; or
- c) A minimum of 60 calendar days, if neither of the aforementioned options is applicable.

Such listing may be requested at any stage in the development of the proposal, at the option of NACF, and may be concurrent with final balloting. However, any substantive change subsequently made in a proposed American National Standard requires listing of the change in Standards Action.

2.3 NACF, by action of its Board, may choose to discontinue a standards project without a vote of the Standards Committee. NACF shall promptly notify ANSI of this, or similar, actions.

3.0 CONSENSUS BODY/COMMITTEE CREATION

The NACF Standards Committee (Committee), consisting of not more than fifteen materially affected individuals or organizations, shall be the consensus body for the purpose of documenting consensus on any candidate American National Standards proposed by NACF. The NACF Board approves membership on the Committee and the procedures under which it operates, and retains its rights to determine whether the Committee is managed in compliance with the *ANSI Essential Requirements*.

4.0 ORGANIZATION OF CONSENSUS BODY/COMMITTEE AND ITS FUNCTIONS

4.1 Organization and Responsibilities

The NACF Standards Committee (Committee) shall consist of not more than fifteen voting members, who are or whose organization is materially affected by the subject of any given standard being developed. The Committee's responsibilities are:

- a) Reviewing proposals for standards within the scope of accreditation;
- b.) Creating and approving standards to be submitted to ANSI, according to NACF procedures;
- c) Maintaining the standards developed in accordance with the *ANSI Essential Requirements*;
- d) Responding to requests for interpretations of the standard(s);

e) Other matters requiring consensus body action as provided in these procedures or by the NACF Board of Directors (Board).

4.2 Officers

There shall be a Chair and Vice Chair of the Committee, recommended by the secretariat and approved by the Board, annually. The Chair and Vice Chair may succeed themselves in accordance with Board policy. Each will serve until a successor is selected and ready to serve. The Vice Chair shall carry out the Chair's duties if the Chair is temporarily unable to do so. The officers, along with the secretariat, are responsible for the development timetable assigned by the Board and for assuring the Committee acts in accordance with its procedures and *ANSI Essential Requirements*.

4.3 Membership

Members of the consensus body shall consist of organizations, companies, government agencies, individuals, or other entities having a direct and material interest in the standards developed by NACF. The selection, addition, replacement and removal of members, along with their interest category, shall be subject to approval by the Board. There shall be no undue financial barriers to participation required by NACF, nor shall membership on the committee be conditioned upon membership in any organization nor be unreasonably restrictive with respect to technical qualifications of applicants.

Members may name an alternate. The qualifications of the alternate shall be the same as those for a member, and the alternate shall be approved by the Board. An alternate shall have full authority of the member, in the members' absence, when the secretariat is notified in writing of the unavailability of the member.

4.3.1 Application

A request for membership on the consensus body shall be addressed to the secretariat and shall indicate the applicant's direct and material interest in the standards developed or being developed, qualifications and willingness to participate actively. In addition, if the applicant is an organization, company, or government agency, it shall identify a representative (and an alternate, if desired).

In recommending appropriate action to the Board on applications for membership, the secretariat shall consider the following:

- a) Need for active participation by each interest category;
- b) Potential for achieving or maintaining balance in accordance with ANSI's historical definition of balance;
- c) Extent of interest expressed by the applicant and the applicant's willingness to participate actively;
- d) Qualifications of the representative identified by the applicant organization, company, or government agency.

4.3.2 Review of Membership

The secretariat shall review the consensus body membership list annually with respect to the criteria of Clause 4.3.1. Members are expected to fulfill obligations of active participation. Where a member is found in habitual default of these obligations, the secretariat shall direct the matter to

the Board for appropriate action, which may include termination of membership on the consensus body.

4.3.3 Consideration of Removal of Committee Members

- a) After not attending three consecutive meetings a member will receive a communication from the secretariat asking if the member is interested in continuing membership. The secretariat will present the correspondence to the Board for consideration and voting.
- b.) After not returning three consecutive ballots, a member will receive a communication from the secretariat asking if the member is interested in continuing membership. The secretariat will present the correspondence to the Board for consideration and voting.
- c.) Attendance, either telephonically or electronically, will be considered attendance.

4.3.4 A Balance of Interests Shall be Maintained

Such balance shall exist when no single interest category constitutes more than one-third of the membership of the consensus body when dealing with safety-related standards and no single interest category constitutes a majority of the consensus body membership when dealing with other than safety-related standards. If the consensus body were to become out-of-balance, steps will be immediately taken through direct contact and general industry outreach to reinstate the balance.

4.4 Observers and Individual Experts

Individuals and organizations having an interest in NACF's standards work may request listing as observers. The consensus body may also select individual experts to assist it. Individual experts shall serve for a renewable term of one year and shall be subject to approval by vote of the Board. Observers and individual experts shall be advised of NACF activities relating to standards development, may attend meetings, and may submit comments for consideration, but shall have no vote.

4.5 Interest categories

All appropriate interests that are directly and materially affected by the standards activity of NACF shall have the opportunity for participation. Each member shall propose its own interest category as appropriate and in accordance with these procedure's established categories.

The interest categories shall be established or revised by a vote of the Board.

Interest Categories include:

- 1 - Producers - companies who manufacture crossbows or components of crossbows
- 2 - Users/consumer - those who use crossbows
- 3 - Retailers/dealers/distributors - companies or persons who sell crossbows directly to users/consumers
- 4 - Regulators/advisors to regulators - government entities having a regulatory interest in crossbows or those who advise or volunteer to regulators about user education programs
- 5 - Organizations - associations or other entities whose members' products could be affected by NACF standards (such as fire arm safety organizations)

6 - General Interest - materially affected persons or organizations not included in the other Interest Categories

4.6 Meetings

Committee meetings shall be held, as agreed upon by the consensus body, the Chair, the secretariat, or by petition by a majority of members, to conduct business, such as making assignments, receiving reports of work, considering draft standards, resolving differences among subgroups, and considering views and objections from any source. Meetings of subgroups may be held as decided upon by the members or Chair of the subgroup and approved by the Committee Chairman.

4.6.1 Open Meetings

Meetings of the consensus body and all subgroups shall be open to all members and others having a direct and material interest. At least three weeks' notice of regularly scheduled meetings of the consensus body shall be given by the secretariat in ANSI's *Standards Action*, or in other media designed to reach directly and materially affected interests, or in both. The notice shall describe the purpose of the meeting and shall identify a readily available source for further information. An agenda shall be available and shall be distributed in advance of the meeting to members and to others expressing interest. The secretariat may maintain a mailing list of other interests.

4.6.2 Quorum

A majority of the members of the consensus body shall constitute a quorum for conducting business at a meeting. If a quorum is not present, actions shall only be taken subject to subsequent confirmation by letter ballot (electronically is acceptable) or vote at a future meeting.

4.7 Voting

Votes may be obtained by recorded votes at a meeting or electronic means.

4.7.1 Votes

Each member shall vote one of the following positions on standards issues whether at a meeting of the Committee or by letter ballot:

- a) Affirmative;
- b) Affirmative, with comment;
- c) Negative, with reasons: The reasons for a negative vote shall be given, should be technical in nature, and should include specific wording or actions that would resolve the objection;
- d) Abstain, with reasons.

4.7.2 For votes on membership, Committee administration and officer-related issues, the yes/no/abstain method of voting shall be followed.

4.7.3 Vote of alternate

An alternate's vote is counted only if the principal representative fails to vote.

4.7.4 Single vote

Generally, no representative shall have more than one vote.

Additionally, representation of more than one organization by the same individual shall require approval by the board.

4.7.5 Voting period

The voting period for letter ballots shall end four weeks from the date of issue or as soon as all ballots are returned, whichever occurs earlier. An extension may be granted at the Chair's option, when warranted.

A follow-up communication (including letter and/or e-mail) requesting immediate return of the ballot shall be sent, as appropriate, to members and alternate members whose votes have not been received within ten working days before the ballot closes.

All members will be given the right to vote on ANS-related actions regardless of attendance of meeting.

4.7.6 Approved Actions

Approvals of, substantive changes to, and reaffirmations, interpretations and withdrawals of all standards shall be considered approved/achieved when all of the following conditions have been met:

1. At least 75 percent of the members have voted.
2. At least 75 percent of the votes cast, excluding abstentions and negatives without reasons, are affirmative.
3. All negative votes with reasons have been addressed in accordance with 4.7.6.1.

4.7.6.1 Negative Votes

A negative ballot shall be required to be accompanied by a substantive and technical reason and should include specific wording or actions that would resolve the objection.

A negative ballot not supported by a reason is not required to be recirculated but is recorded as a negative without comment on the ANSI Board of Standards Review (BSR) BSR-9 form during submittal to ANSI. The ballot shall be counted as returned for the purpose of establishing a quorum.

Committee(s) shall use the following procedures in attempting to resolve negative votes:

a. All negative ballots and comments shall be forwarded to the Committee for resolution. When possible, the negative ballot shall be reviewed with the voter. Committee officers (with other Committee members as necessary) will draft the response on behalf of the Committee and provide it to the voter in writing. Negative ballots may be judged as valid, invalid (with explanation) or not germane (with explanation). Efforts to resolve all written objections shall be made. All comments shall be given a comprehensive response. NACF will report 'negative votes without comment' on the final submittal to the BSR. However, NACF will not factor 'negative without comment votes' into the numerical requirements for consensus.

b. Unresolved objections from public review and the Committee vote, along with attempts at resolution and substantive changes, shall be circulated to the Committee by a new ballot to give Committee members the opportunity to respond, reaffirm or change their votes based on the unresolved objections, attempts at resolution and substantive changes.

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

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

4.8 Interpretations

Processing Interpretations - Requests for interpretations of standards shall be submitted in writing to the secretariat and shall be forwarded by the secretariat to Committee officers. Proposed interpretations may be prepared by any Committee member with particular expertise on the subject in question. All proposed interpretations shall be prepared in writing and shall be submitted to the Secretariat for a letter ballot of the Committee. Interpretations shall be approved in accordance with voting section 4.7.

Notification of Interpretations - Notification of approved interpretations shall be sent in writing to the requester. Notification shall also be given to other users of the standards and posted on the NACF web site.

4.9 Appeals

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

4.9.2 Response - Within 30 days after the receipt of the complaint, the secretariat shall respond in writing to the appellant, specifically addressing each allegation in the complaint to the extent possible. The secretariat shall attempt to resolve the complaint of the appellant.

4.9.3 Appeals Panel and Hearing - If the secretariat is unable to informally resolve the complaint, it shall appoint an appeals panel to hold a hearing on a date agreeable to all participants, with at least fifteen 15 working days' notice. The appeals panel shall consist of three individuals who have not been directly involved in the dispute and who will not be materially affected by any decision made in the dispute. At least two members of the panel shall be acceptable to the appellant and at least two shall be acceptable to the secretariat. If the appellant and the secretariat cannot agree upon the composition of the panel within fifteen (15) working days, the NACF Standards Committee shall appoint the panel.

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

4.9.5 Decision - The appeals panel shall render its decision in writing within 30 days of the hearing, based upon a preponderance of the evidence, stating its findings of fact and conclusions, with reasons therefore and citing the evidence. The secretariat shall notify the appellant and the Committee of the decision of the appeals panel.

Further appeal may be made directly to ANSI. If the appellant gives notice to NACF that such a further appeal to ANSI is intended, all relevant materials, including the decision made by the appeals panel set forth above, shall be submitted to ANSI by NACF.

5.0 SECRETARIAT RESPONSIBILITIES

A secretariat shall be named by NACF for all Committees operating in accordance with these procedures.

The secretariat, with the approval of NACF, shall:

- a. Organize the Committee;
- b. Oversee compliance with these procedures;
- c. Apply for accreditation by ANSI and maintain accreditation in accordance with ANSI requirements;
- d. Maintain rosters of all Committees and make such rosters available upon request including a point of contact along with the name of the organization that is the voting member of the Committee;
- e. Submit candidate standards approved by the Committee with supporting documentation for ANSI review and approval as American National Standards;
- f. Ensure adherence to periodic maintenance of Standards, in accordance with Clause 4.7 of ANSI *Essential Requirements*;
- g. Maintain all records pertaining to the Committee;

Material associated with the development of a Standard (including reaffirmations and withdrawals) shall be retained for one complete Standards cycle, or until the Standard is revised, whichever comes first. Records regarding the withdrawal of a Standard shall be retained for at least five years from the date of withdrawal.

- h. Provide administrative support and secretarial services, as necessary, for the Committee;
- i. Publish approved Standards and revisions and reaffirmations thereto;
 - i. It shall assure that any reaffirmed American National Standard is appropriately identified as a reaffirmed document, by republishing with a designation that includes the year of reaffirmation, inserts the reaffirmation notice that accompanies the standard, and/or by notation of the reaffirmation in or on the document;
 - ii. It shall assure that any portions of a document that were not approved through the American National Standards process shall be labeled appropriately as such and shall not include provisions that are required for conformance to an American National Standard.
- j. Perform other functions as required.

6.0 ADDITIONAL POLICIES

All NACF policies pertaining to standards development and the NACF Standards Committee are intended to meet the requirements of ANSI's *Essential Requirements*. This includes all normative policies that are part of *Essential Requirements* including the policies on patents, commercial terms, antitrust, evidence of compliance and interpretations.

6.1 Metric Policy

U.S. Customary Measurement System (U.S.) units shall be used as the standard unit of measure in all standards developed by the NACF Committee. If desired, SI units may be indicated in parenthesis following the U.S. units, or may be provided in a table of equivalent values as an informative index. When the SI units are those used in the U.S. industry for the specific application, the SI units may be used, with the U.S. equivalent provided in parentheses or in an informative index.