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ASME-ITI Higher Education Standard Committee Charter

Mission

The purpose of the Committee is to develop and maintain a higher education risk standard to be submitted to the American National Standards Institute (ANSI) in accordance with the "Procedures for ASME Innovative Technologies Institute, LLC Standards Development Committee" (November 15, 2006, Revised January 26, 2007). While the standard is based on the RAMCAP PlusSM methodology, it is the responsibility of the Committee to determine the direction of the standard and to provide uniform and definitive guidance for campus decision-makers.

Composition

The standard development process will rely on individual volunteers from the higher education community, risk experts, and emergency responders to draft and reach a consensus on the standard. The Committee will include at least 12 members but shall not exceed 25.

A balanced representation of interests shall comprise the Committee. To assure fair representation of interests, the Committee will be classified into three categories based on the business interests or primary expertise:

1. Users – university deans, provosts, presidents, etc.
2. Operators – campus security and risk officers, business continuity experts, etc.
3. Responders - emergency management personnel, first responders, etc.

NOTE: Not more than one-third of the membership of the Committee shall come from any single category without the recorded approval of the supervisory body.

Members are technically qualified individuals with a concern and willingness to participate in work as defined by this charter. Selection of Committee members shall include consideration of the business interest of the employer who supports participation as well as the type of experience or expertise the individual brings to the Committee. Committee members, however, will participate as individuals and will not represent their employers or other organizations.

An absent member may be represented by a *representative* or by an *alternate*.

- a. A representative is proposed by the absent member to act on the member's behalf at a meeting and is accepted by the chair. Such service by a representative automatically terminates at the conclusion of the meeting at which the individual is representing the absent member. Representatives may only vote on actions other than standards actions.
- b. An alternate is a person intended to serve for two or more consecutive meetings or intended to vote in place of the member on standards actions. Alternates are proposed by the absent member and are subject to acceptance by the Committee and approval by the Chair. An alternate shall have an interest classification that maintains the required balance unless otherwise approved by the Committee and/or Chair. An alternate has all the privileges of a member during

the period of his/her service in this capacity. Such service by an alternate automatically terminates on request of the member, on the member's return from absence, or when the member is no longer on the Committee.

Except during the final balloting process, the Committee may, at its discretion and with the approval of the Chair, add to or subtract from the list of Committee members.

Leadership

The officers of the Committee will be as follows:

1. Chair
2. Vice Chair
3. Secretary (staffed by ASME-ITI)

Each term of office of Chair and Vice Chair shall not exceed three years. A Committee member can volunteer or be nominated for Chair. The voting process will be through secret ballot and the Chair shall be elected by majority of the membership. Members of the Committee will send their votes to ASME-ITI, which will tally the votes.

The Chair shall review the overall performance of the Committee and ensure that the development of the standard runs smoothly. The Vice Chair, in the absence of the Chair, shall fulfill the duties of the Chair and shall perform all duties assigned by the Chair. In the absence of both Chair and Vice Chair, the Secretary will nominate a temporary Chair to preside at the meeting.

Secretariat

The Secretary shall prepare and distribute agendas and minutes of all meetings of the Committee to the members. The Secretary shall receive and maintain all documents related to the Committee and distribute and receive proposals for standard actions, record votes, correspond with relevant organizations or individuals in the name of the Committee, and perform other duties as requested by the Chair.

Roles & Responsibilities

Member duties are to give thorough consideration to each subject brought before the Committee for action, to provide expertise as the standard is developed, to vote on approval or disapproval of the standard and any other proposals, to advise on personnel for membership, and to assist generally in carrying out the functions of the Committee. These duties will be carried out through attendance at meetings and correspondences by telephone and email. The administrative duties will be provided by ASME-ITI staff in the role of Secretariat.

At the initiation of the project, notification shall be submitted to ANSI using the Project Initiation System (PINS) form. The standard shall be revised as necessary and the standard shall be reaffirmed, revised, or withdrawn within five years of its approval.

The Committee as a whole is responsible for:

- 1) Developing and voting on a proposed new standard, a proposed revision to an existing standard, a proposal to reaffirm an existing standard, or a proposal to withdraw an existing standard.
- 2) Approving editorial actions.
- 3) Approving personnel and administrative items.

Voting Procedures

"Consensus" means that a substantial agreement has been reached by directly and materially affected interest categories defined in this charter. It will not be defined as a simple majority (unlike the voting procedures for Chair and Vice Chair), nor does it constitute unanimity. "Consensus" will be defined as a two-thirds minimum majority unless otherwise agreed upon by the Committee. Consideration of all views

and attempted resolution of any objections shall be a priority. Each member or alternate shall exercise his/her voting privilege within prescribed time limits. An alternate's vote shall be counted only if the member's vote is not recorded. Voting members are encouraged to vote as soon as possible. Votes may be cast by letter, facsimile, recorded votes at meetings, or email. The Secretary will provide the Committee with official ballots at the appropriate time, providing the Committee with:

1. An explanation of why the action is being proposed.
2. A summary of unresolved substantive comments made during the development phase and the Committee's response to the comments.
3. The closing date for the voting period (no less than two weeks from the date Committee members receive their ballot).

The ballot will contain four options for a response:

1. Approve
2. Disapprove
3. Abstain
4. Not voting

A response of "not voting" signifies neither approval nor disapproval and should only be submitted when the Committee member believes he/she has a conflict of interest. Members who cast "disapprove" or "abstain" votes shall provide written justification. Votes to disapprove shall include a proposed alternative action which, if followed, would enable him/her to vote to approve.

Public Review

All proposed, revised, reaffirmed or withdrawn standards shall be announced on the ASME-ITI website for public review. The standard will also be announced in ANSI's Standards Action bulletin. The Committee may supplement this public review by having a proposed standard sent to groups or individuals known to have an interest in the scope and purpose of the standard. The public review can also be supplemented with public hearings addressing the scope and provisions of the standard. The Committee will attempt to resolve any objections or other comments received through the public review. All unresolved public review objections shall be distributed to the Committee prior to any vote on the standard.

Meetings

The Committee shall hold in-person meetings or phone conferences as determined by the Chair. Meetings shall be open so that members of the public may express their views on items being discussed but they shall not have voting privileges. A quorum will consist of at least 50% of the Committee membership eligible to vote. In the absence of a quorum, the minutes of the meeting and any consequential action shall be subject to approval by a recorded vote of the membership.

Approval

The Committee shall take the appropriate action to attest that the procedures outlined in this charter have been followed and met prior to submitting the standard to ANSI. Requests for ANSI approval shall be submitted within one year from the close of the ANSI public review comment period unless ANSI has been notified in writing of good cause for a different schedule for submittal. The ANSI criteria for approval are as follows:

- a. The standard was developed in accordance with the procedures upon which the developer (ASME-ITI) was granted accreditation, with particular attention given to whether due process was followed, consensus was achieved, and an effort was made to resolve any objections to the standard;
- b. Any appeal to the standards developer with respect to the standard was completed (in accordance with ASME-ITI Standards Procedures);

- c. Notice of the development process for the standard was provided to ANSI in accordance with PINS or its equivalent;
- d. Any identified significant conflict with another American National Standard was resolved;
- e. Other known national standards were examined with regard to harmonization and duplication of content;
- f. ANSI's patent policy was met, if applicable;
- g. ANSI's policy on commercial terms and conditions was met, if applicable.