

Formulating Group Chair, and shall be considered during the comment resolution process (See 6.9). Comments not adopted may be deferred to the next revision of the Standard.

**"No" (Comments mandatory).** Indicates disagreement with the proposed Standard for the reasons stated. Comments must be specific as to the points or omissions being objected to, and shall state what changes or actions would resolve the objection. Comments shall be acknowledged by the Formulating Group Chair and shall be considered during the comment resolution process (See 6.9). Negative ballots received without comments may be counted as unresponsive. Negative ballots received with nonspecific comments or which do not state what changes or actions would resolve the objection may be counted as unresponsive if, after being contacted by the Formulating Group Chair or his or her representative, the originator fails to furnish his or her specific written objections.

**"Abstain" (with or without stated reasons for the abstention).** A company may return a ballot indicating that it has chosen to abstain from voting. Such ballots are not tallied and comments, if any, do not require acknowledgment or resolution. A returned ballot indicating abstention may be counted as a response for the purpose of meeting Membership continuation criteria (See 3.2.5.), and qualifies the respondent to receive a default ballot, if issued.

An unreturned ballot is considered to be a form of abstention but is not counted as a vote or as a response.

#### **6.7.1 Non-Technical or Non-Germane Comments**

TIA Engineering Committees are expected to limit themselves to technical matters, and to leave commercial considerations to other elements of the Association.

Problems arise when ballots are cast on Standards Proposals, with comments attached which are not technical in nature or are not germane to the document being balloted.

On March 17, 1993, the TIA Technical Committee adopted the following resolution:

**"The Technical Committee resolves to create a standing committee to address non-technical Standards related matters, and that such a Committee be comprised of the Chair of the Technical Committee, the Chairs of the Sections and Divisions of the related Engineering Committees, Association Staff, and Association counsel when appropriate."**

The Technical Committee Chair will act as the Chair of the Standing Committee, which shall be known as "The Standing Committee on Non-Technical Standards-Related Matters."

It is intended that the Membership of the Standing Committee will vary depending on which TR or FO Committee referred the comment. In each case, the Chairs of the TIA Division and Section sponsoring that TR or FO Committee will serve, along with the TC Chair, Staff, and General Counsel.

The following process will be followed for resolution of non-technical or non-germane comments attached to ballots:

Affirmative with comment: The Committee Chair should acknowledge the comment (as always), and where appropriate, advise the person making the comment that non-technical matters are outside the purview of the Committee. If the Chair deems it appropriate, or upon a majority vote of the Committee, the non-technical or non-germane comment(s) may be sent to the Standing Committee on Non-Technical Standards-Related Matters for consideration and recommendation. Unless there are other technical comments, the ballot should be counted as "affirmative without comments".

Negative with comment: The Committee Chair should acknowledge the comment (as always), and advise the person making the comment that such matters are outside the purview of the Committee. Non-technical or non-germane comments accompanying a negative ballot must be forwarded to the Standing Committee on Non-Technical Standards-Related Matters for consideration and recommendation. The ballot should be counted as "negative with comments". The person casting the ballot should be advised that the non-technical or non-germane comments have been forwarded to the Standing Committee on Non-Technical Standards-Related matters for consideration and recommendation.

## **6.8 Ballot Results**

All ballots received by the TIA are forwarded to the Chair of the Formulating Group. If no negative ballots have been received by the close of the balloting period, the Standards and Technology Department, after receiving any editorial changes from the Chair, will proceed to process the proposal as in 6.12, below.

If negative ballots have been received, the TIA Staff will enclose a response card with each negative ballot when they are forwarded to the Chair for resolution.

## **6.9 Comment Resolution**

Purely editorial comments, once acknowledged, do not require further coordination with the originator.

Technical comments received with a "Yes" ballot shall be acknowledged when received, and the originator shall be advised, in writing, of the disposition of the comments. If adoption of the comments results in changes in the technical requirements of the proposed Standard, the proposed Standard will be re-balloted (See 6.10 below).

Objections accompanying a "No" ballot shall be acknowledged when received, and the Chair of the Formulating Group shall attempt to resolve the negative ballot in one of the following ways:

- (1) by explaining to the originator the rationale followed by the Formulating Group in arriving at the proposed Standard. The Chair shall maintain a detailed written record of all correspondence and contacts on this matter.
- (2) by proposing changes to the proposed Standard which are editorial only and which do not result in changes in the technical requirements of the proposed Standard. Such revisions shall be supported by a consensus within the Formulating Group.

**Note:** If the originators of all negative ballots agree to withdraw their objections without technical changes in the proposed Standard, they will be asked to do so in writing, and to return the response card to the TIA as proof that the negative has been withdrawn. When all objections are withdrawn, processing will continue as in 6.12 below.

- (3) by proposing revisions to the technical requirements of the proposed Standard which would remove the objections of the originator. Such revisions shall be supported by a consensus within the Formulating Group. If the revisions result in changes in the technical requirements of the proposed Standard, the proposed Standard shall be re-balloted (See 6.10 below).

If one or more unresolved "No" ballots remain in spite of reasonable efforts to resolve them, and if a clear consensus is believed to exist, a default ballot shall be issued as described in 6.10.2, below.

Copies of all acknowledgements and correspondence with originators of comments shall be furnished to the Standards and Technology Department. This file is necessary when the TIA submits the Standard proposal for TSSC and ANSI approval.

## **6.10 Re-balloting of a Standards Proposal**

A proposed Standard shall be re-balloted if revisions have been made which change the technical requirements or increase the range of products to which the Standard applies.

### **6.10.1 Complete Re-ballot**

If, as the result of a major rewriting of large sections of a proposed Standard, the revisions are so broad as to merit a complete re-balloting, a new Standards Proposal (See 6.6 above) is prepared and issued as in 6.6. The identifying number of the new Standards Proposal will be that of the original with a suffix letter added (e.g., SP-1111-A).

### **6.10.2 Default Ballot**

A "default" ballot, which is a form of a 30-day letter ballot, may be issued whenever;

- (a) limited technical changes are made to a proposed Standard in order to resolve a negative ballot, or;
- (b) when all reasonable efforts have been exhausted without success to resolve a negative ballot, and yet a clear consensus is believed to exist.

Voting on a default ballot is limited to those parties who responded to the original ballot<sup>14</sup> and allows those parties to reaffirm or change their response, based upon the changes made, or the statement of objections accompanying the unresolved negative ballots (if

---

<sup>14</sup> For two reasons, the default ballot is limited to those who originally responded. Firstly, it pertains only to changes resulting from the previous balloting or to unresolvable negative comments. Therefore, the purpose of the default ballot is to afford those interested parties who have responded to the Standards Proposal ballot an opportunity to reconsider their previous responses in the light of the changes made or of the unresolved comment. Secondly, because of the complex technical content of TIA Standards, it is not unusual for the original recipient of a Standards Proposal ballot to forward it to the appropriate expert within his organization for study and response. In order to ensure that the default ballot reaches the person who actually voted, it must be sent directly to the respondent.

any). New objections may not be raised to unchanged material which has not been the subject of a negative ballot. A 30-day public review notice will be given to ANSI for publication in *Standards Action*.

The following information will be included with the default ballot:

- (1) a tally of the original votes cast (yes, yes with comments, no with comments);
- (2) a summary of which objections were resolved (and for which a written withdrawal has been received), a brief indication of how they were resolved and a revised tally of the votes after the withdrawal(s);
- (3) any changes which were made to the draft document (other than purely editorial changes);
- (4) negative ballots that remain unresolved, including the originator's statement of his or her objections, and a description of actions taken by the Formulating Group in an attempt to resolve those negative votes.

When the results of the default letter ballot show a consensus in favor of adoption of the proposed Standard, the TIA will proceed toward approval of the Standard as described in 6.13, below. If unresolved negative ballots still remain at this time, full documentation of the objections and of the efforts to resolve them shall be provided to the Staff of the Standards and Technology Department for review and consideration by the TSSC.

#### **6.11 One-Company, One-Vote Rule**

TIA policy limits voting on Standards Proposals to one vote per company. When like votes (all yes or all no) are received from more than one individual in the same company, they shall be counted as one vote, unless it can be established by the respondents that they represent sectors of the company so different that they fall into different interest categories (manufacturer, user, etc.). Notwithstanding the above, all comments accompanying the multiple ballots shall be acknowledged and dealt with as described in 6.8.

When unlike votes (yes and no) are received from more than one individual in the same company, the Chair of the Formulating Group or his or her representative shall contact the company, and request that they consolidate and resolve their differing votes and comments, withdrawing the ballots which do not represent the consolidated company position unless it can be established by the respondents that they represent sectors of the company so different that they fall into different interest categories.

Should the company fail to consolidate its vote, then the company's votes shall be counted as one vote determined by the majority of votes (yes or no) cast by the company representatives, or as an abstention if the number of yes and no votes cast by the company representatives is equal.

### **6.12 Standards Approval**

Standards Proposals are approved as TIA Standards or Specifications as outlined in Section A4 of Annex A of this Manual.

When the TSSC has verified that the Standards Proposal has been prepared in full compliance with the rules, policies and legal guides of the TIA and that the balloting process has met the requirements of ANSI, pertinent forms (BSR 9) shall be submitted to ANSI to obtain approval from their Board of Standards Review.

### **6.13 Declaration as an ANSI/TIA/EIA Standard or Specification**

After approval of a Standards Proposal by the Technical Standards Subcommittee, and after receipt from ANSI of their Notification of Approval as an American National Standard, the material therein is declared by the Technical Committee Chair to be an ANSI/TIA/EIA Standard or Specification. Notification is then issued to industry by the Standards and Technology Department through the TIA Public Relations Office and other media means.

## **7 REAFFIRMATION, REVISION OR RESCISSION OF STANDARDS**

### **7.1 Requirements**

Not later than five years after publication of a TIA Standard, the Formulating Group shall initiate action to:

- (1) reaffirm that a review resulted in a decision that the technical content is valid and does not need change;
- (2) revise the Standard to incorporate additional language or delete language that will change its technical content or meaning; or
- (3) rescind the Standard following determination that the technical content is no longer of value.

NOTE: Revision and rescission require that a Standards Proposal be developed and processed in the same manner as that of a new proposed TIA Standard.

## **7.2 Procedures to Initiate Action**

Since ANSI and TIA rules require that Standards must be revisited every five years, approximately one year before the anniversary date the TIA Standards and Technology Department Staff will notify the Formulating Group Chair that the Formulating Group must undertake reaffirmation, revision or rescission of the Standard. Where appropriate, the Standards and Technology Department Staff will provide the Chair with a summary of all comments not incorporated into the Standard during its development period five years earlier.

### **7.2.1 Procedures for Revision**

The process of revising a TIA Standard is similar to the development of a new Standard in that consensus shall be reached by industry ballot on changes to the technical content or meaning of the Standard. Usually the revision takes the form of a complete revision and reissuance of the Standard.

Note: When additional technical requirements need to be added to an existing Standard without changing the previously published requirements, or when only one or two portions of a large existing Standard need to be revised, a Formulating Group may propose an **addendum** instead of a complete revision. When the Standard is next revised, the addendum is incorporated in the revision.

Revision of or addition to the technical content of an existing TIA Standard, even in the form of an addendum, requires that the procedures for the development of a new TIA Standard be followed. (See 6.3 through 6.13.)

When a revision of a TIA Standard is approved, it will be reprinted with the same TIA number, but with a suffix revision letter. The date carried on the front cover of the revised Standard will be the date of the revision. When issued, an addendum will carry the same number as the Standard, followed by a dash and a numerical suffix.

### **7.2.2 Procedures for Reaffirmation**

A Formulating Group shall recommend reaffirmation of a Standard if it finds the technical content is still valid and does not require change.

Reaffirmations shall be accomplished without any substantive change to the main text of the Standard.<sup>15</sup>

Reaffirmation requires a formal industry balloting process. The procedures for the development of a new TIA Standard shall be followed. (See 6.3 through 6.12.) Copies of the Standard will not normally be distributed with the industry ballots, but copies may be purchased through normal channels.

### **7.2.3 Procedures for Rescission**

A Formulating Group shall recommend rescission of a Standard if it determines that the Standard is no longer required to meet the purpose for which it was written. (See 6.2.)

Rescission requires a formal industry balloting process. The procedures for the development of a new TIA Standard shall be followed. (See 6.3 through 6.12.) Copies of the Standard will not normally be distributed with the industry ballots, but copies may be purchased through normal channels.

### **7.2.4 Editorial Changes in an Approved Standard**

Once approved as a TIA Standard and an American National Standard, no changes may be made in a Standards document without going through the full consensus, comment and balloting process prescribed for a Standards Proposal. The only exception to this rule allowed by ANSI is the issuance of an erratum to correct a publishing error, and that only where the error should have been obvious to the user of the Standard.

Any other changes to a TIA Standard may be made only by revision or addendum. (See 7.2.1.)

---

<sup>15</sup>A substantive change in a Standard is one that directly and materially affects the use of the Standard.

Examples of substantive changes:

- (1) "shall" to "should"; "should" to "shall";
- (2) addition, deletion or revision of requirements, regardless of the number of changes;
- (3) addition of mandatory compliance with referenced Standards.

## **8 INTERIM STANDARDS, BULLETINS AND SPECIFICATIONS**

### **8.1 Interim Standards**

A TIA Interim Standard (formerly referred to as a Trial Use Standard) may be published when there is an urgent need for a Standard and time is of the essence. Interim Standards are never considered an end unto themselves but rather are an expedient step in the process of development of a permanent TIA Standard. Development of a TIA Interim Standard follows the same procedures as for a TIA Standard except that it may be approved by consensus of the Formulating Group and published without circulation of a Standards Proposal and the attendant resolution of received comments. The existence of Interim Standards is acknowledged by ANSI, but such Standards are not recognized as American National Standards.

**NOTE:** Chairs of Formulating Groups preparing Interim Standards need to be especially mindful of the need to avoid dominance by any one interest group during the formulating process (See 3.2.1).

Any TIA Formulating Group may prepare an Interim Standard on any material within its scope. If prepared by a subelement of an Engineering Committee, the proposed Interim Standard shall be submitted to the parent Committee with justification of need. After establishment of a consensus by Committee letter ballot, it shall be submitted to the Standards and Technology Department for review of the development record by the Vice President responsible for Standards activities and the Chair of the TSSC. This administrative review is to verify that the development was conducted in compliance with the rules and policies of the TIA, that a consensus in favor of the Standard exists in the Formulating Group, and that all written comments of Committee Members have been addressed. The Chair of the TSSC may have the material reviewed by the entire TSSC. If approved by the TSSC, or its Chair, an Interim Standard may be published without circulation of a Standards Proposal. If not approved by the TSSC, the proposed Interim Standard will be returned to the Formulating Group for reconsideration.

A TIA Interim Standard shall contain an introductory statement indicating that public review via the TIA Standards Proposal and comment resolution process was not conducted.

Interim Standards shall be revised or reaffirmed annually by the Formulating Group. Failure to do so may result in administrative rescission. Interim Standards shall be canceled by the Formulating Group and removed from the TIA Standards Catalog before the end of their third year of existence unless at that time an extension (maximum two years additional) has been granted, or they are in the public review process for adoption

as a TIA Standard. Revision requires establishment of a consensus by Committee Letter Ballot.

Reaffirmation can be accomplished by a recorded vote in the Meeting Report demonstrating a consensus for the reaffirmation. The fact that a reaffirmation vote will be taken must have been listed on the published agenda for the meeting. In the alternative, a Committee Letter Ballot can also be used for reaffirmation of an Interim Standard. After a reaffirmation vote, a letter must be sent by the Chair to the TIA Standards Secretariat reporting the reaffirmation.

Rescission procedures contained in 7.2.3 do not apply to Interim Standards.

## 8.2 Bulletins

TIA Bulletins may be proposed by Formulating Groups to publicize material which, although not a published Standard, may have significant value to industry or users. Approval of a proposed Bulletin requires a two-thirds affirmative vote on a 30-day Committee letter ballot. See 6.7 for balloting options. Negative ballots must be accompanied by comments, and all comments must be considered by the Formulating Group, but not all negative comments need be resolved if a 2/3 affirmative vote has been achieved.

Once approved by the Formulating Group, Bulletins require the approval of the TSSC Chair prior to publication.

On occasion, a Bulletin may be used to bring important information to the attention of industry and the public prior to the publication of a Standard on the same subject, but a Bulletin is not a Standard, and must bear a statement to that effect.

A Bulletin may never serve to modify an existing Standard.

## 8.3 Specifications

Development of TIA Specifications shall follow the normal Standards Proposal procedures.

## **9 PUBLISHED DOCUMENTS**

### **9.1 General**

Documents published by the Standards and Technology Department are issued through the authority of the Chair of the TSSC and fall into broad categories of TIA Standards and other documents listed below.

### **9.2 TIA Standards and Technology Department Documents**

Standards

Specifications

Bulletins

Standards Proposals

Committee Letter Ballots proposing adoption of an Interim Standard

Interim Standards

Engineering Publications

Workshop Proceedings

Index of Standards and Engineering Publications

Roster of Engineering Committees

Formal Interpretations of TIA Standards and Specifications

Committee Scope Manual

Style Manual

Engineering Manual

This list may be modified from time to time.

### 9.3 Subscriptions and Sale of Documents

The Standards and Technology Department makes finished documents (other than Committee rosters) available by sale or subscription.

A limited number of copies of Standards are provided to Formulating Groups as needed for Committee work.

Committee rosters and mailing lists are made available for use of Committee Chairs and Members in the course of TIA business but remain the property of the TIA. Standards and Technology Department policy does not permit use of its lists by other parties.

## 10 INTERPRETATION OF STANDARDS AND INTERIM STANDARDS

The TIA Staff and Formulating Group Members may from time to time be called upon by users or would-be users of TIA Standards or Interim Standards to provide guidance in the application or understanding of TIA Standards or Interim Standards<sup>16</sup>. While the TIA encourages a helpful attitude toward users of Standards and Interim Standards, Staff and Formulating Group Members are cautioned that since use of the Standards and Interim Standards is voluntary, their interpretation should be left to the user, except as provided below.

CAUTION: An interpretation may never be used as a means to change the requirements of a TIA Standard or Interim Standard.

### 10.1 Request for Formal Interpretation

When a Member of the public having a direct and material interest in a Standard issued by the TIA wishes a formal interpretation of any provisions of the Standard, he or she may petition the Standards and Technology Department in writing for such an interpretation. The petition shall include as a minimum the following information:

- (1) the name, address, and telephone number of the person requesting the interpretation;
- (2) a statement demonstrating the petitioner's direct and material interest in the Standard;

---

<sup>16</sup>Experience has shown that it is useful in such cases to determine whether the inquiring party has in his or her possession a current copy of the Standard in question.

- (3) the number, issue, and issue date of the Standard in question;
- (4) a statement of the question(s).<sup>17</sup>

## **10.2 Processing an Interpretation Request**

Upon receipt of a request for formal interpretation, the Standards and Technology Department will review the request for proper form, contacting the petitioner if necessary. The Department will then forward the petition to the appropriate Formulating Group Chair.

The Formulating Group Chair shall acknowledge receipt of the petition in writing to the petitioner and provide an estimate of the time required to respond to the petition. The Chair shall place the petition on the agenda of the next regularly scheduled meeting of the Formulating Group and distribute copies of the petition to Members of the Formulating Group. The Chair may add his or her comments if desired.

The Formulating Group shall attempt to form a consensus on a reply to the petitioner. The reply may include clarifying explanations or other comments of the Formulating Group. If a consensus is formed, the Chair shall forward the agreed-upon reply to the Standards and Technology Department for formal transmittal to the petitioner. The petition and the reply will be retained with the records of the Standard in the Department files, and copies will be furnished to the Formulating Group for consideration when the Standard is next considered for revision or reaffirmation.

Failure to form a consensus on a petition for interpretation is an indication of serious trouble with the subject Standard, and the Standard should be scheduled for immediate study and revision.

Formal interpretations will not be provided on Standards Proposals or Committee Letter Ballots which propose adoption of an Interim Standard.

## **11 CORRESPONDENCE AND RECORDS**

The Chair of each Formulating Group shall ensure prompt and proper handling of correspondence concerning the activities of his or her group. This is vital to the satisfactory operation of TIA Formulating Groups.

---

<sup>17</sup>The question(s) should be stated in such a manner as to allow an answer in yes or no form or by the statement of a specific value. For example, "Is the Standard applicable to guyed tubular masts?" would be acceptable, while "What does the Standard cover?" would not be acceptable.

An Engineering Committee Chair shall send copies of all correspondence to the TIA Standards and Technology Department.

A Chair of a subelement of an Engineering Committee shall send copies of all correspondence to the next higher Chair and to the TIA Standards and Technology Department.

When the Chair is responding to letters on which others have been copied, the Chair shall in addition send copies of the response to all recipients of the original letter.

Formulating Group correspondence shall be on TIA Committee Correspondence letter-heads (See Annex F) and shall be signed by the Chair or Secretary with his or her title in the TIA Formulating Group.

Upon receiving a comment on a TIA Standards Proposal originated by his or her Formulating Group, the Chair or his or her designee shall acknowledge the comment to its originator regardless of its nature.

The Chair shall maintain a complete file of meeting reports, correspondence, and other records. These files shall be turned over by the chair to his or her successor upon leaving office. If the Formulating Group is dissolved, records should be turned over to the next higher Chair in case of a Subcommittee or Working Group, or to the Standards and Technology Department in the case of an Engineering Committee.

Chairs, in corresponding with government bodies or agencies, shall comply with the requirements of Section 12.3 of this Manual.

## **12 RELATIONS WITH OTHER ORGANIZATIONS**

### **12.1 Avoidance of Duplication of Effort**

Standardizing activities by TIA Formulating Groups should primarily be directed toward the preparation of documents pertaining to telecommunications products within their Scopes. Adequate liaison should be maintained with professional societies and other Standards bodies in order to avoid unnecessary duplication of effort and to permit complementary activities.

### **12.2 References**

TIA Formulating Groups are encouraged to make reference to any pertinent Standards of other Standards bodies.

### **12.3 Public Pronouncements**

Generally, Formulating Group Members are not permitted to speak in the name of the Telecommunications Industry Association or to transmit outside the Telecommunications Industry Association any document which appears to present a public position on behalf of the Association or any of its parts. These functions are specifically reserved for the TIA Board of Directors. However, a Chair may request prior clearance from the Standards and Technology Department to make a statement on technical matters for publication or oral presentation on behalf of the Formulating Group or the TIA. Both the nature of the event or publication and the text of the statement shall be cleared through the Standards and Technology Department and the TIA General Counsel or an attorney authorized by the TIA General Counsel prior to publication or presentation.

For liaison purposes, Formulating Groups may exchange working technical documents with other comparable technical organizations so long as it is made clear that the document is a working paper and does not represent the policy of the Telecommunications Industry Association, its product Divisions, or its standing committees. The use of "Committee Correspondence" letterhead is required for such exchanges. When in doubt, Chairs should consult the Vice President responsible for Standards activities or the TIA General Counsel. Persons engaging in such correspondence shall comply with the TIA Legal Guides.

If a Formulating Group desires to conduct a survey to determine industry interest in a particular subject, the proposed questionnaire shall be submitted to the Standards and Technology Department for review and approval.

### **12.4 International Commonality**

During the development of a TIA Standards Proposal, the TIA Formulating Group should review and compare the proposed technical content with any similar International Electrotechnical Commission (IEC) or International Organization for Standards (ISO) Standards and with the International Telecommunication Union ITU-T and ITU-R (formerly CCITT and CCIR) recommendations. Where similar international Standards exist, a determination shall be made regarding the extent to which the TIA Standards Proposal can be based upon an existing international Standard. Where similar international Standards do not exist, it shall be recognized during the development of the TIA Standards Proposal that the resulting Standard may represent a basis for a U.S. position in the development of an international Standard.

The TIA maintains contact with the U.S. Secretariats for many international Technical Advisory Groups (TAG) and with the U.S. National Committees for ITU. The Standards and

Technology Department Staff can provide information on how a draft TIA Standards Proposal may be reviewed by these groups.

### **13 Appeals**

Persons who have directly and materially affected interests and who feel that they have been or will be adversely affected by a Standard or Specification within the TIA's jurisdiction, or by the lack of such a Standard or Specification, have the right to appeal substantive or procedural actions of the TIA Standards and Technology Department and its Formulating Groups. The appeals procedure is described in detail in Section A5 of Annex A to this Manual.

## **ANNEX A - Technical Standards Subcommittee (TSSC)**

### **A1. SCOPE OF THE TECHNICAL COMMITTEE AND THE TSSC**

The Technical Committee of the TIA is charged by the Board of Directors with overseeing the Association's engineering activities and the Standards and Technology Department.

A specialized Subcommittee of the Technical Committee, known as the **Technical Standards Subcommittee** (TSSC), oversees the manner in which the various Engineering Committees carry out their Standards and Specifications programs and acts as a final procedural review body in the development of a TIA Standard or Specification.

The roles of the TSSC and the product Divisions differ in that the Divisions have the responsibility to provide guidance and direction for their respective Engineering Committees, while the TSSC is responsible for reviewing the manner in which these activities are carried out.

### **A2. RESPONSIBILITIES**

The Technical Standards Subcommittee is specifically responsible for the following functions:

- (1) to review, confirm, or deny the stated justification of need for any requested TIA Standards project.
- (2) acting as a procedural review body, to review the comment resolution action on all TIA Standards Proposals, and to give final approval for their publication as TIA Standards;
- (3) to resolve disputes between Formulating Groups, if possible;
- (4) to monitor projects of other Standards Developing Organizations for overlap with TIA projects;
- (5) to oversee the relations between the Standards and Technology Department and its Engineering Committees and other portions of the TIA and other trade associations, technical societies, national and international Standards organizations, and governmental bodies;
- (6) to approve recommendations for TIA Engineering Awards to individuals who have performed outstandingly in TIA engineering activities.

### **A3. MEMBERSHIP**

The membership of the TSSC consists of the following:

- (1) the Chair of the TIA Technical Committee, who is also Chair of TSSC;
- (2) the Chair of each TIA Group or Division, or a duly delegated representative;
- (3) the Chair of each Engineering Committee;
- (4) a limited number of persons, not exceeding six, to act as members-at-large, as approved by the Committee. Members-at-large should be of such national distinction and experience as to aid and complement the Committee in its procedural reviews and managerial functions.

The term of office of the members-at-large shall be one year. They shall be eligible for reappointment.

- (5) the Vice President responsible for Standards activities, *ex officio*. The Vice President responsible for Standards activities is the Secretary of the Technical Standards Subcommittee.

### **A4. OPERATION OF THE TECHNICAL STANDARDS SUBCOMMITTEE (TSSC)**

The Subcommittee shall operate through meetings held in person, by telephone, or by other suitable telecommunications means, and through mail or electronic circulation of documents and ballots.

- (1) The Subcommittee shall hold at least one meeting per year at such time and place as directed by the Chair. As many additional meetings as shall be deemed necessary in the judgment of the Chair and the Vice President responsible for Standards activities may be called by the Chair to carry out the Subcommittee's responsibilities. The meeting can be held concurrently with a Technical Committee meeting if the Chair so elects.
- (2) A meeting notice and agenda for each meeting shall be issued by the Secretary to each Member not less than one month prior to the meeting date. In emergency situations, the time requirements may be waived.

- (3) The Chair shall preside, and the Secretary shall keep the minutes or reports of all meetings. The Chair may designate a presiding officer pro tem if he or she will not be present.
- (4) A quorum of the Technical Standards Subcommittee shall be a majority of the Members or their designated representatives. A simple majority of those present shall be adequate for taking action on all matters except as otherwise provided. A representative may be designated by a Member to vote on his or her behalf.
- (5) When matters are referred to the Subcommittee for action by letter ballot, a two-thirds majority of the total Membership is required to take action except as otherwise provided.
- (6) The Secretary shall be responsible for the circulation of all documents and ballots that come to the Subcommittee in the conduct of its business.
- (7) The Subcommittee may authorize or the Chair may appoint such special Task Groups as the responsibilities of the Subcommittee may require.
- (8) The TSSC reviews and approves as appropriate all requests for new projects as forwarded by the TIA Standards Secretariat. TSSC Members have five (5) business days to indicate if they have a problem with a particular project requests. If there are none, the Standards Secretariat will assign the Project Number and notify the requesting Formulating Group. This process helps ensure that TIA Engineering Committees and Subcommittees do not undertake overlapping projects. If a problem develops that can be handled intra-Committee, the Chair of that Committee should resolve it. If the issue is inter-Committee, the Chairs involved should try to resolve it, failing that, the TSSC can attempt a resolution or escalate the matter to the Chair of the Technical Committee for resolution.
- (9) The TIA Secretariat will also select from other SDOs particular Project Initiation Notification System (PINS) Forms of interest to TIA and forward them to the TSSC for review and to monitor duplication with TIA's Standards activities. Depending on the issues raised, appropriate action may be required.
- (10) In acting to approve or reject a new or revised Standards Proposal for the TIA, the Subcommittee shall act in a procedural and policy review capacity only, without regard to technical subject matters, to ensure that:

- (a) the Proposal has been prepared in accordance with the rules of the Standards and Technology Department and the Legal Guides therefor;
- (b) the Proposal includes a valid justification of need;
- (c) all known parties having a substantial interest in the subject have been given a fair opportunity to be heard and to express approval or disapproval or comment;
- (d) a proper tabulation of favorable, unfavorable and no comment responses has been submitted;
- (e) all comments accompanying favorable returns have been acknowledged and have received consideration;
- (f) all unfavorable comments submitted with substantive technical reasons have been considered by the responsible Committee, and that its Chair has diligently attempted to resolve such comment either through personal meeting or correspondence;
- (g) there is evidence of consensus of all parties of interest. (Unanimity of opinion is not required.)

#### **A4.1 Approval of TIA Standards Proposals**

The approval of TIA Standards Proposals on the first ballot requires a vote in which four-fifths of the Members of the Technical Standards Subcommittee cast affirmative ballots. Ballots shall indicate approval or disapproval. Negative ballots shall indicate the reason for the negative vote.

The casting of any negative ballot on the first balloting shall be cause for recirculation of the Standards Proposal for a second ballot by the Subcommittee. The reason for the negative vote shall accompany the second ballot. If, on the second vote, affirmative ballots are not received from four-fifths of the Subcommittee Members, a third and final vote may be made only at a meeting of the TSSC. A three-fourths affirmative vote of the TSSC Members attending the meeting shall be required for approval.

#### **A5. APPEALS**

Persons who have directly and materially affected interests and who have been or will be adversely affected by a Standard or Specification within the TIA's jurisdiction, or by the

lack thereof, shall have the right to appeal substantive or procedural actions of the TIA Standards and Technology Department and its Formulating Groups.

#### **A5.1 Complaints**

The appellant shall file a written complaint with the Standards and Technology Department within 30 days after the date of notification of action or at any time with respect to inaction. The complaint shall state the nature of the objection(s) including any adverse effects, the clause(s) of these procedures or the Standard(s) that are at issue, actions or inactions 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.

#### **A5.2 Response**

Within 30 days after receipt of the complaint, the respondent (Formulating Group Chair or Department representative) shall respond in writing to the appellant, specifically addressing each allegation of fact in the complaint to the extent of the respondent's knowledge.

#### **A5.3 Hearing**

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

#### **A5.4 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. Where the parties to the appeal cannot agree on an appeals panel within a reasonable amount of time, the matter may be referred to the ANSI Executive Standards Council or its designee, which shall appoint members of the appeals panel.

#### **A5.5 Conduct of the Hearing**

The appellant has the burden of demonstrating adverse effects, improper actions or inactions, and the efficacy of the requested remedial action. The respondent has the burden of demonstrating that the Formulating Group and the department 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.

#### **A5.6 Decision**

The appeals panel shall render its decision in writing within 30 days, stating findings of fact and conclusions, with reasons therefor, based on a preponderance of the evidence.

Consideration may be given to the following positions, among others, in formulating the decision:

- (1) finding for the appellant, remanding the action to the Committee or the department with a specific statement of the issues and facts in regard to which fair and equitable action was not taken;
- (2) 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;
- (3) finding that new, substantive evidence has been introduced, and remanding the entire action to the Committee or the department for the appropriate reconsideration.

#### **A5.7 Further Appeal**

If the matter under appeal relates to a TIA Standard or Specification which has been or is expected to be recognized as an American National Standard, further appeal may be made directly to ANSI. If the appellant gives notice that further appeal to ANSI is intended, a full record of the complaint, response, hearing, and decision shall be submitted by the department to ANSI.

## **Annex B - TIA Legal Guide**

### **PART I GENERAL GUIDES APPLICABLE TO ALL TIA ACTIVITIES**

This PART I includes general guides applicable to all Telecommunications Industry Association activities. They are required to be read and followed by all Members of the Association and Staff, Chairs and Members of all Committees, Sections, Divisions, and other TIA sponsored groups.

It is the policy of the TIA strictly to comply with the antitrust laws and regulations of the United States and any other jurisdiction applicable to TIA meetings, programs, or activities. Any discussion or conduct in violation of such laws or regulations is contrary to TIA policy and must be avoided.

#### **Section A. IMPROPER ACTIVITIES AND PROGRAMS**

TIA activities or programs relating to any of the following subjects are **improper** and are **not permitted**:

(1) **Restraint of Trade Agreements.** The establishment of prices, production quotas, or uniformity of conduct, the allocation of customers or markets, Standard terms or conditions of sale, boycotts, or other competitive restraints are improper activities. Therefore, any activities within, or in conjunction with, Association meetings relating to any of these matters are improper and Committee Chairs, Staff, and participants should take affirmative action to assure that no such discussions are initiated or pursued.

(2) **Prices and Pricing Policies.** Any consideration or discussion of product prices or industry pricing policies is improper and therefore not permitted. This applies to all discussions and casual remarks relating to individual company prices, changes in prices, or general price levels whether involving formal or informal exchanges between participating representatives. Such discussions are improper and must be avoided.

(3) **Terms and Conditions of Purchase and Sale.** Any discussion at, or in conjunction with, TIA meetings of terms and conditions of purchase and sale, including but not limited to warranty and warranty periods, discounts, allowances, or terms of credit, or the formulation of uniform or Standard terms and conditions of purchase or sale, uniform basing points or zoning prices, or the recommendation thereof for voluntary use by the Membership also is improper and is prohibited. It is usually proper, however, to discuss and propose comments and recommendations to Government agencies relating to

general contract provisions, or modifications thereof, or other procurement practices or policies proposed or adopted by such agencies.

(4) **Costs.** Programs or activities involving the exchange of information relating to individual company costs of production or distribution and any formulas for computing such costs are improper. Discussions at TIA meetings of industry costs are not permitted.

(5) **Future Plans.** Programs involving the exchange of future plans of individual companies affecting the design, research and development, production, and distribution or marketing of products are also improper. Any discussions at TIA meetings relating to such programs are not permitted. This does not preclude normal new product introductions or announcements at TIA sponsored trade shows.

(6) **Boycotting Customers or Products.** Any activity involving the black-listing or boycotting of customers, competitors, suppliers, or others or establishment of patterns of uniform dealing is improper. Therefore, there shall be no activities relating to any form of boycotting or any activity which may be interpreted as such.

## **Section B. PROCEDURES FOR CONDUCTING ACTIVITIES**

(1) **Notices and Agendas.** Notices and agendas for TIA meetings shall be prepared in advance and distributed prior to the date of the meeting. Agendas shall not include any subjects which are stated as improper for consideration or discussion under the rules established in these Legal Guides. All agendas otherwise shall be in conformity with the rules established in the TIA Engineering Manual and any rules which may be established by the TIA General Counsel. Any exceptions must be specifically approved by the TIA General Counsel or an attorney authorized by the TIA General Counsel. Whenever feasible, background information which would be helpful in the consideration of items on the agenda should be distributed in advance of meetings.

(2) **Conduct of Meetings.** All meetings shall be conducted in such a way as to assure ample opportunity and freedom in the exchange of ideas and an equal voice in all decisions by parties entitled to vote thereon. Committee Chairs and TIA Staff personnel shall make sure that all actions and discussions at meetings are kept within the bounds of proper Association activity. Committee Chairs should immediately rule out of order discussion deemed improper or questionable under the policies set forth herein until the propriety of such discussion has been determined by general counsel. If any doubt exists concerning the propriety of a program, either from a legal or policy point of view, it shall not become final or effective until after review by general counsel. Committee Chairs should follow the published agenda and not depart therefrom except for a good and

legitimate reason, in which event the minutes should record the reasons for such departure.

(3) **Voting in Committees.** All Committees other than Engineering Committees shall adopt rules consistent with these Guides and other rules, policies and by-laws adopted by the TIA to ensure that each company represented shall be entitled to vote in a manner which will give equal weight to the vote of each company represented on the Committee, regardless of the number of representatives from any one company, if there should be more than one. Engineering Committees shall follow the rules set forth in the TIA Engineering Manual.

(4) **Preparation and Review of Minutes.** Minutes or reports of all meetings shall be taken and recorded. Minutes shall include the time and place of the meeting, a list of all Committee Members and non-Members attending, a statement of all matters discussed and actions taken with appropriate reasons therefore, and a record of all voting. The votes of participants need not be identified by company or individual.

All minutes or reports of meetings shall be approved by the TIA General Counsel or an attorney authorized by the TIA General Counsel before distribution. Upon approval, they should be distributed to all Members of the Committee and any other TIA Members desiring or requesting copies.

## **PART II SPECIAL GUIDES APPLICABLE TO ENGINEERING STANDARDIZATION PROGRAMS**

This PART II contains legal policies applying specifically to the operations and conduct of all TIA engineering Standardization and related programs. It details the general policies of the TIA and supplements the procedures contained in Standards and Technology Department "Engineering Manual" ("Manual"). In addition to the rules established in this PART II, all engineering Standardization programs are required to be conducted in accordance with the rules set forth in PART I of these Legal Guides.

### **Section A. LIMITATIONS ON STANDARDIZATION PROGRAMS**

TIA Standardization programs shall be confined to the formulation of Standards within the rules set forth in this PART II defining or describing the dimension, quality, reliability, operating characteristics, performance, compatibility, interoperability, nomenclature, or any combination of these, and similar factors relating to telecommunications products, processes, systems, and procedures or those useful in the provision of communications