

May 29, 2008

Guidelines for U.S. TAG Operations

In general, CGA-administered U.S. TAGs follow *ANSI Procedures for U.S. Participation in the International Standards Activities of ISO, 2008 edition*.

In addition, U.S. TAGs operate under the following guidelines:

Quorums

For all ballots and meetings there will not be a quorum requirement.

Ballots/Comments

Schedule to be determined based on the document type. Generally, the timing is 50% for initial U.S. TAG vote and comment, and 50% for obtaining a consensus position. Usually a meeting to resolve the vote and comments will be 60% through the second period.

Ballots require a two-thirds majority of those voting for technical matters.

Meetings

The TAG should meet approximately six weeks before a Technical Committee/Subcommittee meeting. The TAG should be notified of the meeting at least three months in advance. The type, location, and date of the meeting is the responsibility of the TAG Chairman with the assistance of the U.S. TAG Administrator.

Meetings can be via T/C or face-to-face.

For emergency face-to-face meetings, four weeks notice is required.

For emergency T/C meetings, two weeks notice is preferred.

Meetings can be in conjunction with meetings of other organizations such as NHA, CGA, ASME, etc.

Membership Requirements

Requirements for membership follow guidelines in *ANSI Procedures for U.S. Participation in the International Standards Activities of ISO, 2008 edition*.

Participation Requirements

There will be yearly affirmation of participation and reminders on voting and meeting attendance record. Potential minimum participation requirement of 25% will be considered in the future.

Subgroups

Formation of subgroups will be deferred until requested by the TAG Chairman. The TAG Chairman should present a proposal to the TAG with subgroups identified along with subgroup leaders and standards or work items assigned.