

COMMITTEE ON STANDARDS  
Bylaws

Issued 1936

Revised: 1942, 1951, 1958, 1966, 1968, 1971, 1973, 1978 (3), 1979, 1980, 1981, 1982, 1991, 1995, 2000, 2003, 2005, 2013

Scope

The Committee on Standards is responsible for the review and approval of all technical committee recommendations for actions on standards. COS verifies that the procedural requirements of the Society's regulations and its criteria for due process have been satisfied. The committee acts to resolve jurisdictional disputes with respect to standards. COS develops, maintains, and interprets the "Form and Style for ASTM Standards" manual and reviews all requests from technical committees for exceptions to the manual.

1. Functions and Responsibilities

1.1 Functions – The functions of the COS shall include the following:

1.1.1 To act upon recommendations from technical committees for action on standards as specified in 1.2;

1.1.2 To serve in an advisory capacity to the Board of Directors in standardization activities in general;

1.2 Responsibilities for Standards -- It is the responsibility of the COS to ensure whether due process has been followed in the development of standards. The responsibilities of COS with respect to the approval of the standards shall be in accordance with the Regulations Governing ASTM Technical Committees.

1.3 COS Actions on Standards Review Procedures

1.3.1 Prior to publication, COS reviews and approves reports from Headquarters covering actions leading to recommendations for the approval of new standards, revisions of standards, reapproval of standards, withdrawal of standards and acceptance of provisional standards.

1.3.2 When negative votes are found to be not persuasive or not related on a recommendation for action on standards, COS shall review and adjudicate the procedures, the history, and documentation involved in the action. COS shall also afford all interested parties an opportunity to present their cases before a meeting of COS (see 4.8).

1.3.3 COS reviews and adjudicates controversies and jurisdictional disputes between technical committees regarding sponsorship of standards.

1.3.4 It is the prerogative of COS to delegate to the Staff the responsibility for determining whether procedures have been met and consensus established on recommendations which have not received negative votes. Such actions are subject to periodic audit by and at the discretion of the COS.

#### 1.4 Responsibilities for the Manual, "Form & Style for ASTM Standards".

The responsibilities of COS with respect to the manual, "Form and Style for ASTM Standards," shall include:

1.4.1 Organizing, evaluating, and approving recommendations for changes to the manual and forwarding recommendations to the Board of Directors for approval.

1.4.2 Reviewing and adjudicating the requests from technical committees for exceptions to the manual.

### 2. Members

2.1 The COS shall consist of:

2.1.1 Nine members of the Society appointed by the Chairman of the Board of Directors for a term of three years, subject to reappointment for one additional three-year term.

2.1.2 Ex-officio members to include the Chairman of the Board and the Chairman of the Committee on Technical Committee Operations (COTCO). Ex-officio members are entitled to vote on all actions at meetings.

### 3. Officers

3.1 The officers of COS shall consist of a chairman and secretary.

3.2 The Chairman shall be appointed by the Chairman of the Board.

3.3 The term of office of the Chairman shall be three years, term to begin January 1. The Chairman is eligible for reappointment to an additional three-year term.

3.4 The Secretary shall be appointed by the President of the Society and shall be a nonvoting member of COS.

#### 4. Reports on Standards

4.1. For all recommendations (see 1.2) on standards, ASTM Staff shall maintain a complete report listing the title, designation, and a voting summary (including number of voting members, number of affirmative votes, number of abstaining votes, and percent of voting members returning ballots) which will indicate whether all Society numerical requirements have been met in the process of promulgating the standard, the revision, the reapproval, or the withdrawal.

4.2 For all negative votes on Committee ballots and Society ballots found not persuasive or not related, a tally of the vote in the technical subcommittee and in the technical committee along with a complete documentation describing the resolution of the negative shall be included in the report from the COS secretary.

4.3 For all recommendations that do not have not persuasive or not related actions, COS places the responsibility on ASTM staff to ensure that all voting requirements have been met.

#### 4.4 Representatives of Technical Committees

The technical committee may designate representatives to present the recommendations in person at a scheduled meeting of COS.

#### 4.5 Vote Necessary for Approval at a Meeting of the COS

When at its discretion, COS undertakes a formal vote on approval of recommendations or administrative issues, a minimum of five affirmative votes with a two-thirds affirmative vote of those attending shall be required for approval at a meeting.

#### 4.6 COS Letter Ballot

If a recommendation or administrative issue is submitted to letter ballot, a minimum of seven members voting, excluding the ex-officio members, is required. If a negative vote(s) is(are) received as a result of the letter ballot, unless such action is resolved and withdrawn in the interim period, action on the recommendation or administrative issues shall be suspended and the item placed on the agenda for consideration at the next meeting. The reason given by the negative voter, or voters, shall be circulated by the staff to the members of the COS no later than the agenda for the next meeting. Approval of the recommendation or administrative issues is then subject to the two-thirds affirmative vote rule at such a meeting.

4.7 Approval Date – The approval date for publication of a standard is given after completion of affirmative action by COS.

#### 4.8 Review of Negative Votes on Technical Committee Ballots or Society Review

4.8.1 The names and affiliations of those casting negative votes found not persuasive or not related shall be given and shall be accompanied by verbatim quotation of the reasons for so voting and information on the action taken by the technical committee on the negative votes.

4.8.2 Dissenting members shall have the privilege of presenting their views in person at the meeting of the COS when the recommendation is considered.

4.8.3 Alternately they may submit in writing a more complete statement supporting a position that procedures fulfilling due process have not been met.

4.8.4 Negative voters and officers of the sponsoring technical committee shall be notified by the COS secretary of their privileges to attend, and of the time and place of the meeting of COS at which the recommendation in question will come under consideration.

4.8.5 If consideration by COS is planned by letter ballot, the negative voters shall under these circumstances also be informed by the secretary of the Committee on Standards prior to the consideration of the recommendation on which they have voted negatively of the opportunity to amplify further in writing their points of view.

4.8.6 If any negative voters feel that the case is of sufficient importance, the privilege is accorded of petitioning for a hearing before COS.

#### 4.9 Technical Committee Action

If, as a result of the action by COS, a technical committee must give further consideration to objections raised by a negative voter, that committee shall be required to advise COS within one year of the disposition of this question or the status of their progress.

#### 5. Unassigned Standards

5.1 In the event of the discharge of a technical committee by action of the Board of Directors, every effort shall be made to transfer the standards under the jurisdiction of the discharged committee to another appropriate committee.

5.2 If the standards cannot be assigned to another committee, they will be placed under the jurisdiction of COS. If no interest in retaining the standards is expressed by the members of the Society they shall be withdrawn subject to ballot of COS.

## 6. Overdue Standards

6.1 An Overdue standard is one that has not been reviewed and balloted by the responsible committee in accordance with the applicable section of the Regulations Governing Technical Committees

6.2 COS will review annually the list of overdue standards and will request the responsible technical committees to take specific action on them within a stated time period.

## 7. Meetings

7.1 A regular meeting of COS shall be held in the spring and fall of each year. Additional meetings may be held at the call of the Chairman.

7.2 Quorum – Five of the nine COS members appointed by the Board of Directors constitutes a quorum. Actions taken in the absence of a quorum shall be subject to confirming letter ballot.

## 8. Amendments

Amendments to or revision of these bylaws require a 75% affirmative vote at a COS meeting or a confirming letter ballot. These bylaws shall take effect upon final approval by the Board of Directors.

## APPENDIX A

### Procedure for Consideration of Proposed Exemptions To Section F1 on Commercial-Contractual Items in the ASTM Form and Style for ASTM Standards

Approved by COS – September 2013

Approved by the ASTM Board of Directors – October 2013

COS may grant exemptions to Section F1 of the *Form and Style for ASTM Standards*. The procedure below shall be followed when requesting an exemption to Section F1.

1. A request to include a commercial-contractual item in an ASTM standard shall be submitted in writing to ASTM Headquarters signed by no less than 5 voting interests of the sponsoring subcommittee.
2. After the request is received, a permission ballot to the subcommittee shall be conducted to determine if there is a consensus to include the specific commercial-contractual item in the standard. The requestors shall provide ASTM Headquarters with rationale for incorporating the commercial-contractual item, the specific requirements within the standard that are being subjected to the commercial-contractual item and if the commercial-contractual item is an effective date, the effective date required (i.e. 6 months after publication, etc.).
3. The permission ballot requires an affirmative vote of at least two-thirds of the combined affirmative and negative votes cast by voting members with not less than 60 percent of the voting members returning their ballots. The subcommittee shall address all negatives and comments submitted on the permission ballot in accordance with Section 11.4 *Subcommittee Handling of Negative Votes* of the *Regulations Governing ASTM Technical Committees*.
4. If the permission ballot fails to achieve a 2/3 affirmative or if any negative is found persuasive, the permission ballot fails and the standard shall not be developed with the inclusion of that commercial-contractual item. If the permission ballot achieves the 2/3 affirmative and all negatives are either withdrawn or found not persuasive, the request for the inclusion of the commercial-contractual item shall be forwarded to COS. The submittal to COS shall be comprised of, at a minimum: the rationale for including the commercial-contractual item, the results of the permission ballot, copies of all negatives and comments received on the permission ballot, and a report on the resolution of the negatives by the subcommittee.
5. Any negative voter whose negative has been found not persuasive shall have the right to appeal to COS and participate in COS' consideration of the request for an exemption. A representative from those who made the request also may participate in COS' consideration for an exemption.
6. If COS grants an exemption, the technical ballot proposal can proceed through the normal balloting process with the commercial-contractual item included. If the commercial-contractual item is an effective date, it shall be editorially removed once the effective date passes.