

AESSC Administration - Operating Procedures of the Audio Engineering Society Standards Committee

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Foreword

These Operating Procedures of the Audio Engineering Society Standards Committee were approved by the AES Board of Governors on 2018-10-13 following a ballot of the AESSC on 2018-08-18. These Operating Procedures supersede the procedures approved by the AES Board of Governors on 1984-10-09.

0 General

The Audio Engineering Society (AES) Standards Committee (AESSC) is the organization responsible for conduct of the AES Standards Program, and as such operates within the overall policy approved by the AES Board of governors. In order to implement its responsibilities, the AESSC has adopted the following operating procedures.

1 Publications

Publications of the AES standards program include Standards, Standards revisions and addenda, Information Documents, and reports. All documents shall be approved by the AESSC Steering Committee prior to publication.

2 Standards writing

2.1 The Subcommittees of the AESSC are responsible for the engineering and technical aspect of standards writing. The AESSC is responsible for the administrative aspect of standards writing, such as encouraging, coordinating and supervising the development of standards; reviewing proposed standards for conformity to editorial requirements, and for achieving consensus; and for coordination of the work both inside and outside of the Society, including developing and maintaining lists of the active projects and committees. The Subcommittees are formed by the AESSC by Letter Ballot, after consultation with the AES Technical Council.

2.2 The standards writing process would typically go as follows. At each point, unfavorable action returns the project to the preceding step, and favorable action sends the project on to the following step.

2.2.1 The initiation of work in the field of standards may be proposed by any person, whether a member of the Society or not. A standards proposal may be a document of any length - from a sketchy outline to a detailed proposed standard, accompanied by an AESSC project request form that sets out the arguments in favor of developing the standards document. The standards proposal shall be directed to the AESSC Secretariat, either directly or through a Subcommittee. If the proposal pertains to the field of audio engineering or the allied arts and sciences and fills a demonstrable need not met elsewhere, the AESSC Secretariat will assign the project to an appropriate Subcommittee, with a recommendation for the assignment to the appropriate working group for further study and action, or form a new Subcommittee according to these procedures.

2.2.2 The Subcommittee shall prepare an AES Standards Project Request Form (a form available from the Standards Committee).

2.2.3 Following approval by the Subcommittee, the Project Request Form shall be submitted to the AESSC.

2.2.4 The AESSC shall circulate the Request Form to all AES administered organizations so that all concerned interests may participate. Interested organizations may participate by circulation of drafts, by appointment of liaison representatives, by having common membership, or by establishing a joint standards writing body, or by any combination of these activities.

2.2.5 After coordination is established, the Subcommittee shall initiate, according to its procedures, a Standards Writing Group (Working Group) to carry out the actual standards writing project to prepare a Draft Standard. After the Draft Standard is written and agreed by the Writing Group, the Subcommittee shall ballot its entire membership, that is, its officers and chairs and vice-chairs of its working groups.

2.2.6 The Draft Proposal, the outcome of this ballot, and the history of activity shall be submitted to the Subcommittee for forwarding to the AESSC secretariat according to Subcommittee Procedures.

2.3 Intellectual Property

2.3.1 The AES shall own the copyrights of all standards, information documents, and standards reports, whether in draft or published form. This does not affect the rights of authors regarding their own contributions.

2.3.2 AES standards documents may include technology that is subject to essential patent claims if it is considered that technical reasons justify this approach, and where all known patent holders are prepared to comply with the current published AESSC patent policy.

3 Publication of Draft Standards

3.1 A Draft Standard with its record submitted to the AESSC shall be reviewed by the Secretariat for editorial style, and adherence to procedures.

3.2 Unless returned to the Subcommittee or Working Group, the corrected Draft shall be circulated to the membership of the AESSC.

3.3 Taking into consideration any objections from the Membership, the Steering committee shall decide approval for publication and any concurrent submittal to other bodies.

3.4 If approved for publication, the Draft shall be composed for publication with its draft status clearly indicated on all pages.

3.5 The publication type (standard, information document, standards report, etc.) shall be as specified by the Steering Committee.

3.6 The Draft will be published by being posted on the Call for Comments portion of the AES Standards web site.

3.7 Six weeks following publication, all comments shall be reviewed by the Secretariat. The Secretariat shall determine the need for editorial revisions based on the comments in consultation with the leader of the Writing Group. Technical comments and objections shall be referred by the Secretariat to the Subcommittee for formulation of replies.

3.8 The Steering Committee shall review the record of comments, replies, and committee proceedings to determine whether to publish and whether to submit to other bodies. If the record so suggests, the Draft shall be returned to the Subcommittee for revision or withdrawal.

3.9 Once all comments have been resolved the document shall be formatted for publication according to AESSC rules.

4 Appeals

Directly and materially affected interests who believe they have been or will be adversely affected by a standard within the jurisdiction of the AESSC, or by the lack thereof, shall have the right to appeal substantive or procedural actions or inactions of the Committee or the Secretariat.

4.1 Complaint

The appellant shall file a written complaint with the Secretariat within thirty 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 section(s) of these procedures or the standard 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.

4.2 Response

Within thirty days after receipt of the complaint, the respondent (Chair or Secretariat 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.

4.3 Hearing

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

4.4 Appeals Panel

The appeals panel is appointed by the Chair of AES Standards Committee, and 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.

4.5 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 Committee and the Secretariat 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.

4.6 Decision

The appeals panel shall render its decision in writing within thirty 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;

4.6.1 Finding for the appellant, remanding the action to the Committee or the Secretariat with a list of the issues and facts in regard to which fair and equitable action was not taken;

4.6.2 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;

4.6.3 Finding that new, substantive evidence has been introduced, and remanding the entire action to the Committee or the Secretariat for appropriate reconsideration.

4.7 Further Appeal

If the appellant gives notice that further appeal to AES is intended, a full record of the complaint, response, hearing, and decision shall be submitted by the Secretariat to the AES Executive Committee.

5 Parliamentary Procedures

On question of parliamentary procedure not covered in these procedures, *Robert's Rules of Order* (latest edition) may be used to expedite due process.