The Standards Process for BIFMA Project

Standards Development Process

- This is not an all inclusive list of the ANSI/BIFMA standard development process.
- The ANSI process may be completed in as little as 3 months, or much longer to allow for openness and fairness, as stated in the ANSI Essential Requirements.
ANSI Ensures Due Process

Due process means that any person (individual, organization, company, etc.) with a direct and material interest has a right to participate by:

- Expressing a position and its basis
- Having that position considered
- Having the right to appeal

ANSI Requirements for Due Process

- Openness
- Notification of standards activity
- Lack of dominance
- Balance of interests
- Consideration of views and objections
- Evidence of consensus
- Appeals procedures
JC Balloting Requirements

- Affirmative ballot of at least 2/3 of those who voted, excluding abstentions.
- Affirmative ballots must represent at least a simple majority of the JC membership (> 50%).
- All negative votes or comments have been considered.

May 2008

- BIFMA work groups review and revise draft document to prepare for ballot.
- Ballot standard to Joint Committee pending BIFMA board approval.
- BIFMA board vote at May Meeting:
  - Approval - move forward to vote, or
  - Denial - go back to work groups for review.
June/July 2008

 JC ballot period begins (21 days)
 Public Comment period begins (45 days)
 Ballot/comments are received which must be resolved or adjudicated.
   • Work groups review and resolve comments associated with negative votes and public comments.

 June/July 2008

 Negative votes/comments are addressed
   • If resolved, vote changed to affirmative, or adjudication process is followed.
   • Voting criteria must have been met:

 Affirmative ballot of at least 2/3 of those who voted, excluding abstentions.
 Affirmative ballots must represent at least a simple majority of the JC membership (> 50%).
August/September 2008

- Notification to comment submitters of their right to appeal to ANSI.
- Final approval of ANSI/BIFMA standard for sustainable furniture occurs:
  - after all comments are adjudicated or addressed, and
  - any appeals are completed.
- ANSI/BIFMA standard is made available for use as soon as practical and within six months of final approval.

Issue Papers

- Items for the consideration of the Joint Committee, may be brought by anyone, and are submitted to the secretariat of the JC via an issue paper.
- The issue paper provides a means by which items may be brought to the JC for ballot, or sent to the Work Group for discussion.
QUESTIONS?

THANK YOU!