ASIS INTERNATIONAL
STANDARDS AND GUIDELINES DEVELOPMENT
PROCEDURES*

JULY 2020

*These procedures apply to non-ANSI standards and guidelines.

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1. INTRODUCTION

The purpose of this document is to describe the procedures that apply to ASIS International (non-ANSI) standards and guidelines.   ASIS International is an accredited standards developer and in a continuing effort to advance the security profession ASIS International develops security management standards and guidelines that set best practices in today's evolving and demanding security environment.

Founded in 1955, ASIS International is the largest membership organization for security management professionals crossing all industry sectors, embracing every discipline along the security spectrum from operational to cybersecurity. With hundreds of chapters across the globe, ASIS is recognized as the premier source for learning, networking, certification, standards and guidelines, and research. ASIS is dedicated to increasing the effectiveness of security professionals at all levels and ensures its members and the security community have access to the intelligence and resources necessary to protect their people, property, and information assets. Learn more about the work we do at asisonline.org. Additionally, ASIS International works with standards bodies around the world to promote consensus-based standards and training to increase the effectiveness and productivity of security professionals.

2. ORGANIZATION

In general, the standards work of ASIS International is accomplished in various technical committees ("Committee"). Committees are established as necessary to carry out the work of standards development. Working groups within Committees are formed as needed, based on work programs. Ad hoc groups may be created to accomplish a definitive objective related to the development or revision of a standard or guideline as preparatory work, and usually within a defined period of time. Preparatory work within ad hoc groups typically takes place prior to the establishment of a Committee and is intended to provide direction and/or a starting point for Committee work.

2.1 Professional Standards Board
The Professional Standards Board (PSB) is the governing body within ASIS International that oversees the development of security management standards and guidelines that will advance the security profession worldwide. The PSB, in conjunction with the ASIS Program Office, is responsible for initiating standards projects and establishing Committees as defined in ASIS International Policies and Procedures.

2.2 Committee Officers and Duties
Committee officers (i.e., chair, co-chairs, vice-chair) are appointed by the PSB Chair and/or Vice-chair to serve the term of the project. Candidates may come from the PSB or Committee participants and should have previous Committee and industry experience.

Committee officers should preside at all meetings of the Committee and perform its duties and exercise such other powers as prescribed from time-to-time by the Committee. Officers are responsible for ensuring that these procedures are followed and that the meetings are conducted in a fair and efficient manner. Officers should remain neutral in all discussions and should not influence decisions based on his/her leadership position.

2.3 Program Office
ASIS International acts as Program Office and is responsible for:

- Organizing Committees.
- Overseeing compliance with these procedures, including legal review as necessary.
- Maintaining rosters of all Committees and Working Groups.
- Maintaining all records pertaining to the Committees.
- Providing project management and other support as necessary, to the Committees.
- Publishing approved standards and guidelines.
- Performing other functions as required.

3. RECORDS

Material associated with the development of a Standard (including revisions, reaffirmations, and withdrawals) should be retained for one complete Standards cycle, or until the Standard is revised.

4. MEMBERSHIP

Participation on ASIS International Committees is open to any directly and materially affected individual with the capability and willingness to participate in the work of the Committee. Voting representation includes a broad range of industry representation, such as organizations, companies, government agencies, educational institutions, and individuals. Voting membership on the consensus body is not conditional upon ASIS membership, nor unreasonably restricted on the basis of technical qualifications or other such requirements. Participants will be sought from the following: supervisors or persons in charge of the day-to-day security operations or systems, equipment manufacturers/suppliers, government, academia, members of ASIS subject matter communities and other ASIS members with appropriate expertise. Representation typically includes, but is not limited to: security directors and managers, equipment manufacturers and suppliers, owners, and end users of security systems, insurers, professional consultants, service providers, police, government agencies, branches of the military, private individuals, and not-for-profit trade or professional associations.

An individual seeking to participate as a Committee member that is not an ASIS member may be assessed a non-ASIS member Committee participation administrative fee. The fee may be waived or reduced upon sufficient evidence of hardship.

The membership of the ASIS International Committees should be sufficiently diverse to ensure reasonable balance without dominance by any single interest category. Participants from diverse interest categories will be sought with the objective of achieving balance.

4.1 Request for Membership

Any individual wishing to join a Committee must apply for committee membership. A completed application form should be submitted to the ASIS Program Office for review and approval. Consideration will be given to any applicant with a direct and material interest in the Committee's work who has the capacity and willingness to participate actively. If the applicant is an organization, company, or government agency, it must identify a representative (and an alternate, if desired). An organization, company or government agency may change its identified representative (or alternate) by notifying the Program Office in writing. No organization, company or government agency will designate as a representative (or alternate) any individual who is already designated as the representative (or

alternate) for another organization, company or government agency. Each member must self-declare its own interest category as appropriate and in accordance with the ASIS established categories.

In recommending membership requests, the ASIS Program Office will consider the following:
- Industry knowledge and experience;
- Need for active participation by each interest;
- Potential for dominance and imbalance by a single interest category; individual or organization
- Extent of interest expressed and the willingness to participate actively and;
- The representative identified by the organization, company or government agency.

The ASIS Program Office may consider reasonable limits on Committee size (up to 50 members).

4.2 Conflict of Interest

Applicants must disclose any potential conflicts of interest. A conflict of interest exists where a person has a private or personal interest sufficient to appear to influence the objective exercise of his or her duties; a situation in which a person has competing interests or loyalties.

A potential conflict of interest does not necessarily disqualify an applicant from independent voting status on a consensus body.

4.3 Membership Participation

Committee members must attend and participate in meetings so as to allow for maximized standards and guidelines development progression. The ASIS Program Office will notify, in writing, committee voting members who fail to attend meetings. If a member so notified fails to attend future meetings, that member may be removed from the Committee and/or working group. In special circumstances, a member may be reclassified as an observer. Upon written request, a member reclassified as an observer may obtain reinstatement as a voting member pursuant to attending three consecutive meetings.

4.4 Code of Conduct

Committee members must comply with ASIS International standards development code of conduct. A Committee member found to be in violation of the code of conduct will be notified in writing of the requirements to adhere to the code. A member so notified in writing who continues to violate the code of conduct may be removed from the Committee.

4.5 Membership Resignation

A committee voting member or observer may resign by written correspondence.

5. INTEREST CATEGORIES

For purposes of developing an ASIS International standard and guidelines, all members of Committees will be classified as:
- User/Managers - supervisors or persons in charge of the day-to-day security management, operations or systems.
- Producer/Service Providers – consultants, service firms, and equipment manufacturers and suppliers.

- General Interest - members of ASIS Communities, government, not-for-profits, academia and other interested parties.

6. MEMBERSHIP ROSTER

The ASIS Program Office will prepare and maintain a membership roster documenting the classification of each Committee member.

7. MEETINGS

Committee meeting locations and dates will be selected through the Committee Chair and ASIS International. The purpose of these meetings is to conduct committee business. Virtual meetings are conducted wherever possible.

7.1 Frequency

The Committees will meet to develop ASIS International standards and guidelines on an as-needed basis.

7.2 Notification

All meetings, including virtual meetings and conference calls, should be announced via e-mail and/or through the Committee's project portal. Special exceptions for extraordinary circumstances may be made on an as-needed basis. When an exception for extraordinary circumstances is necessary, the Committee Chair or Vice-chair in conjunction with the ASIS Program Office will announce the meeting as soon as practicable. A draft agenda is typically distributed with the meeting notice.

7.3 Meeting Notes

Meeting notes typically include at a minimum:
- Date(s), type of meeting (i.e. virtual, conference call, face-to-face), leadership;
- Attendance list;
- Approved agenda;
- Identification of matters discussed and their status;
- Identification of corrections/additions made to previous meeting record;
- Points noted/discussed including opposing viewpoints;
- Agreements reached;
- Action items indicating responsible party and due date;

7.4 Quorum

Participation, by either physical presence, teleconference, virtual means, of a simple majority of the voting members of the Committee will constitute a quorum for conducting business at a meeting. If a quorum is not present, action items may be subject to ratification by the Committee.

7.5 Parliamentary Procedures

For any procedural issues not covered under these procedures, "Robert's Rules of Order" (latest edition) applies on questions of parliamentary procedure.

7.6 Guests

Requests for meeting attendance by non-committee members must be made in writing to the ASIS Program Office in advance of the meeting. Attendance may be subject to relevant requirements such as registration, meeting fee if required, etc. Attendance may be limited based on practical considerations such as meeting room size (if conducted in-person). Guests in attendance at meetings may participate in discussions, however, at the discretion of the Committee officer(s), it is permissible to limit comments to members.

8. PUBLIC REVIEW AND COMMENT

Proposals for new or revised standards and guidelines will be announced through the ASIS' web site to afford for public review and comment. All received comments will be considered by the Committee and the commenter will be notified, in writing of the Committee decision.

9. VOTING PROCEDURES FOR LETTER BALLOTS

All documentation associated with ASIS standards and guidelines will undergo the letter ballot process.

9.1 Voting

Voting options are as follows:
Affirmative.
Affirmative, with comment.
Negative, with reasons (the reasons for a negative vote must be given and should include specific wording or actions that would resolve the objection).
Abstain.
Abstention, with comment.

9.2 Voting Rights

A Committee member's representative should ordinarily cast that member's vote. The member's alternate representative may cast that member's vote only if the member's representative fails to vote.

9.3 Proxies

Proxies are not permitted.

9.4 Voting Period

The voting period for letter ballots end 14 calendar days from the date of issue unless the Committee concludes a 30-calendar day voting period is warranted. An extension may be granted at the Committee Chair's option, when warranted. A follow-up letter requesting immediate return of the ballot will be sent, as appropriate, to the representative and alternate representative of members whose votes have not been received within 5 calendar days before the ballot closes. Additional follow-up notices may be sent as necessary.

9.5 Approved Actions

ASIS Internationals standards and guidelines are considered approved where a majority of the Committee membership returns ballots, including abstentions, and at least two-thirds of those voting approves the action.

9.6 Reporting Votes

The results of each vote on all ASIS International standards and guidelines will be reported as follows:
Number of members.
Number of members voting affirmatively.
Number of members voting negatively with reasons.
Number of members voting negatively without reasons.
Number of members abstaining.
Number of members not returning ballots.

9.7 Negative Votes

A negative ballot must be accompanied by a reason and, if possible, should include specific wording or actions that would resolve the objection. A negative ballot not supported by a reason is not required to be considered.

9.8 Voting Obligations

Committee members of the consensus body must exercise their voting privileges within the prescribed time limits and meet the defined participation requirements.

9.9 Confidentiality

The ASIS International Program Office will report voting results as outlined in section 9.6. All other information pertaining to the votes will remain confidential.

9.10 Considering of Views and Objections

Prompt consideration will be given to the written views and objections of all participants. A concerted effort to resolve all comment(s) must take place.

In connection with an objection articulated during a public comment period, or submitted with a vote, an effort to resolve all expresses objections accompanied by comments related to the proposal under consideration will be made, and each such objector will be advised in writing (including electronic communications) of the disposition of the objection and the reasons therefor.

When the above process is completed, comments received subsequent to the closing of the public review may be considered, or they will be considered at the next review. Timely comments that are not related to the proposal under consideration will be documented and considered in the same manner as submittal of a new proposal. The submitter of the comments will be so notified.

10. WITHDRAWAL CRITERIA

10.1 Discontinuance of a Project

ASIS International may decide to abandon or modify the processing of a proposed new or revised ASIS International standard or guideline or portion thereof at its own discretion and without a vote of the relevant Committee.

11. COPYRIGHT

In order that ASIS International may disseminate the work of its Committees, it is necessary that each contributor grant ASIS International the rights necessary to adapt, copy, and publicly distribute any contribution or submittal made to an ASIS Committee.

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12. REVISIONS TO PROCEDURES

These procedures are maintained by ASIS International.   Proposed revisions to these procedures may be submitted in writing by any ASIS International Committee member along with the supporting rationale for the proposed change. The ASIS International Program Office will present proposed revisions as appropriate to the PSB for review and consideration. ASIS International may reject a proposed procedural revision. Questions or comments concerning these procedures are to be directed in writing to the Director of Standards and Guidelines at standards@asisonline.org ASIS International, 1625 Prince Street, Alexandria, VA 22314.