

# **AESSC Administration - Operating Policy of the Audio Engineering Society Standards Committee**

## **0 General**

The Audio Engineering Society (AES) encourages and supports the preparation, development, and publication of audio engineering standards, especially at the International Electrotechnical Commission (IEC) and International Organization for Standardization (ISO) level.<sup>1</sup> In implementing the publication of audio engineering standards, the Audio Engineering Society may publish both Standards and Information Documents.<sup>2</sup>

The Audio Engineering Society Standards Committee (AESSC) is the organization within the Audio Engineering Society charged with the following activities:

1. recommending AES policy and actions in standardization;
2. recommending approval or disapproval of proposed audio engineering standards when required;
3. promulgating AES procedures relative to standardization and its own (AESSC) procedures;
4. supervising the Society's Standards Secretariat to serve the AESSC and any national or international standards committee for which the AES holds the Secretariat.
5. acting for the AES in the Society's role in standards activities with international and national standards organizations such as the IEC, the ISO, and the American National Standards Institute (ANSI).

The Society, through the AESSC, serves standards activities in the following capacities:

1. provides leadership for standardization in audio engineering through its participation in activities of nationally or internationally recognized standards organizations;
2. provides the technical opinion, with respect to standards, of the audio engineering community, through any national or international standards committee for which the AES holds the Secretariat, hereinafter called "Supported Committee,"<sup>3</sup> or other mechanisms designated by the AESSC, when such opinions are requested from the AES by standards producing organizations or other professional organizations;
3. maintains the standards secretariats for Supported Committees; operating them in accordance with procedures promulgated by the appropriate Standards Organization;
4. publishes, where appropriate, audio engineering standards or information documents, occasionally in conjunction with other organizations;
5. advises government agencies and others in response to requests for development or interpretation of standards or standards procedures, in accordance with these procedures and the laws under which the AES is incorporated.

In order to implement this policy, the AESSC has adopted (and the Board of Governors has approved) the following operational policies.

## **1 Duties of the AESSC**

**1.1** The AESSC shall formulate the policy of the AES with respect to standards in audio engineering. Such policies become official by action of the Board of Governors.

**1.2** The AESSC shall act for and in the name of the AES in:

**1.2.1** Administering the standards development and publication program of the AES;

**1.2.2** Approving for publication by the AES those proposed national standards developed and approved by any Supported Committee;

**1.2.3** Voting on proposed Standards submitted to the AES under an approved Standards Organization method;

**1.2.4** Coordinating the AES standards activities with those of other professional organizations and standardization bodies;

**1.2.5** Administering, formulating, and updating the AES relations to Standards Organizations in conformance with the AES policy and prevailing procedures of those Standards Organizations;

**1.2.6** Appointing and guiding the AES representatives to other standards organizations by:

**1.2.6.1** Appointing:

- a. the AES voting members on any Standards Committee where the AES is represented;
- b. the AES member of any Standards Board of a Standards Organization;
- c. any AES member of any Organizational Member Council of a Standards Organization;

**1.2.6.2** Monitoring the performance of these representatives and providing direction where required;

**1.2.6.3** Establishing the AES positions, where required, for guidance of the AES representatives.

**1.3** The AESSC shall ensure that any Supported Committee complies with the appropriate Standards Organization's procedures for secretariat functions and appeals procedures.

**1.3.1** Secretariat functions include:

1. organizing any Supported Committee;
2. applying for Standards Organization accreditation and maintaining accreditation for any Supported Committee in accordance with Standards Organization requirements including submission of committee rosters;
3. overseeing any Supported Committee's compliance with its accredited procedures;
4. maintaining the roster of any Supported Committee and a list of standards for which the Supported Committee is responsible to the Standards Organization;
5. providing the Secretary for any Supported Committee and performing administrative work including secretarial services; preparation and distribution of meeting agenda and minutes, ballots and draft standards, and maintenance of adequate records;
6. submitting candidate standards approved by any Supported Committee with supporting documentation, for Standards Organization review and approval as Standards;
7. publishing standards, revisions and agenda for any Supported Committee;
8. performing other administrative functions for any Supported Supported as required by its Procedures.

**1.3.2** Complaints by any directly and materially affected interests who believe they have been or will be adversely affected by any substantive or procedural action or inaction of any Supported Committee or its Secretariat shall be filed in writing with the Secretariat in accordance with the Supported Committee procedures. A response in writing shall be made by the Secretariat, in conjunction with the Supported Committee Chair, to the complainant.

**1.3.3** In the event a complaint under 1.3.2 is not resolved by the Supported Committee Chair and Secretariat, the complainant may appeal their action by requesting an appeals hearing through the AESSC. The Chair of the AESSC shall appoint an appeals panel, in accordance with the Supported Committee procedure, to take appropriate action on the appeal.

**1.3.4** Interpretation of Standards is provided only by a Supported Committee in accordance with its accredited procedures. The Secretariat shall acknowledge in writing all requests for interpretation, transmit such requests to the appropriate Supported Committee for action, and transmit any formal Committee response in writing to the requestor.

**1.4** The AESSC shall appoint and remove if deemed necessary, subject to ratification by any Supported Committee, and subject to the operating procedures of that Committee, for a term not to exceed three years, with no more than one successive renewal, the Chair and Vice-Chair of the Supported Committee.

**1.5** The AESSC shall be responsible for the AES Standards Secretariat:

**1.5.1** Shall formulate and recommend to the AES Board of Governors plans for financing the standards operations of the AES, including the publication of standards;

**1.5.2** Shall recommend to the AES Board of Governors the appointment, remuneration, and grade of the Standards Manager and such other personnel as are required for the operation of the Standards Secretariat;

**1.5.3** Shall monitor, through its Chair and the Standards Manager, financial matters of the Standards Secretariat and overall standards operations.

## **2 Composition of the AESSC**

### **2.1 Membership**

The membership of the AESSC consists of:

**2.1.1** The Officers of the AESSC;

**2.1.2** The Chair and Vice-Chair of Supported Committees;

**2.1.3** The AES voting representative to any Supported Committee; (Note - In the event that the Chair or Vice-Chair of a Supported Committee is also the AES representative to the Supported Committee, the Chair of the Supported Committee may designate an additional Supported Committee member to be a member of the AES Standards Committee, after receiving no objection from the members of the Supported Committee within 30 days of announcing the candidate);

**2.1.4** One representative from each of the AESSC Sub-Committees, working groups, and working groups of Sub-Committees;

**2.1.5** One representative from each of the AES Technical Committees that declares its desire to be represented;

**2.1.6** When requested, the Chair of any national Technical Advisory Groups (TAGs) for IEC, ex-officio, without vote;

**2.1.7** The Past-Chair of the AESSC, ex-officio without vote, for one year following the appointment of a successor;

**2.1.8** The Chair of the AES Technical Council, ex-officio without vote;

**2.1.9** The Treasurer of the AES, ex-officio without vote;

**2.1.10** The AES appointed representative to any acoustical standards board of any Standards Organization, ex-officio without vote.

*NOTE - Even though an individual serves on the AESSC by virtue of more than one office, such individual shall have only one vote.*

## **2.2 Officers and duties of the AESSC**

**2.2.1** The Chair, appointed by the President of the Society with the advice of the AESSC and the consent and approval of the Board of Governors at its annual meeting; for a term of not more than three years with the term to be stated at time of appointment, who shall be eligible for reappointment. This term of office will begin concurrently with that of the Governors. The duties of the chair are:

**2.2.1.1** To preside over meetings of the AESSC;

**2.2.1.2** To act for the AESSC on decisions reached by letter ballots, at meetings, or, in urgent cases, at the chair's own initiative subject to subsequent approval by the AES Standards Committee;

**2.2.1.3** To approve all the AESSC matters emanating from the Secretariat with respect to budget of the Standards Secretariat and overall Standards operation, transmittal of drafts, agenda for meetings, and other documentation.

**2.2.2** The Vice-Chair, appointed by the Chair of the AESSC, for a one-year term, effective during the term of the Chair. The duties will be those of the Chair, when the Chair is unable to perform them, and such other duties as are assigned by the Chair.

**2.2.3** The International Vice-Chairs, appointed by the Chair of the AESSC, for a one-year term. There shall be one International Vice-Chair for the three American Regions, one for the European Region and one for the International Region; except that, including the Vice-Chair per 2.2.2, there shall be only one Vice-Chair per region.

**2.2.4** The Secretary of the AESSC shall be the AES Standards Manager, appointed by the AES Board of Governors in consultation with the AESSC Chair. The Standards manager may be employed by the AES. The duties are:

**2.2.4.1** To record minutes of the AESSC meetings;

**2.2.4.2** To circulate, tally and report the AESSC letter ballots;

**2.2.4.3** To prepare, with the cooperation of the AES Standards Committee Chair, news items on the AESSC and on new standards for the Journal of the AES and other media;

**2.2.4.4** To prepare and manage, after approval by the AES Board of Governors, the annual budget of the Standards Secretariat in coordination with the Chair of the AESSC, and the AES Treasurer.

**2.2.4.5** To serve as Secretary for each of the Supported Committees when feasible.

**2.2.4.6** To administer the day-to-day operations of the AESSC.

### **3 Meetings of the AESSC**

**3.1** The AESSC shall meet at least once annually, normally in conjunction with an AES Convention.

**3.2** The Secretary, in cooperation with the Chair, shall notify the members of the AESSC of a slated meeting at least 30 days before such meeting will take place, and shall include with such notification the agenda for the meeting.

**3.3** A quorum at any meeting of the AESSC shall consist of a majority of the AESSC voting members.

**3.4** If at an the AESSC meeting for which adequate notification has been given, a quorum does not exist, the meeting may take place but actions proposed at such a meeting must be ratified according to AESSC Policy, Procedures, and administrative rules by letter ballot of the AESSC voting members.

**3.5** Any items that arise for consideration at a slated meeting of the AES Standards Committee which have not previously been made part of the agenda circulated prior to the meeting, may be added to the agenda by a majority vote of members present and voting. Any actions proposed on these added items must be ratified subsequently by the AESSC voting members by letter ballot.

**3.6** Procedures for the AESSC meetings not otherwise specified in these guidelines shall be in accordance with Robert's Rules of Order.

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<sup>1</sup> *This Policy continues a policy approved by the Board of Governors on 1978-11-03, and published in the Journal of the AES, Vol. 27, p 52 (1979 Jan/Feb); and adds to it numerous details not covered in the original policy. It is derived from a similar document of the Acoustical Society of America, dated 1982-09. This policy, in its 3rd draft, was approved by the Board of Governors 1984-10-09.*

<sup>2</sup> *In the context of these policies, a Standard is a practice, procedure, method, or specification originated by a technically competent writing group, which document has been received, approved, and promulgated by a nationally or internationally recognized standardization organization.*

*An Information Document is a summary of scientific and technical information; originated by a technically competent writing group; important to the preparation and justification of a Standard or to the understanding and application of such information to a specific technical subject; reviewed, approved, and published by a nationally or internationally recognized scientific, technical, or professional organization.*

<sup>3</sup> *For example, in the United States of America, under this policy, the AESSC may provide the secretariat for an Accredited Standards Committee (ASC), which is coordinated by the American National Standards Institute. An ASC is an independent entity operating in accordance with procedures promulgated by ANSI and is not a committee of the AES. The technical content of standards produced and maintained by such ASC is solely the responsibility of that committee and not of the AES.*