AIA Standards Development and Approval Procedures

Version 1.0 DRAFT

January 2012
Table of Content

1 General ................................................................. 1
   1.1 Accreditation .................................................. 1
   1.2 Scope .......................................................... 1
2 Organization ......................................................... 1
3 Responsibilities ...................................................... 2
   3.1 AIA Board of Directors ........................................ 2
   3.2 Coordinating Committee ....................................... 2
   3.3 Technical Committee .......................................... 2
   3.4 Secretariat .................................................... 2
4 Officers ............................................................... 3
5 Membership .......................................................... 3
   5.1 Coordinating Committee member .............................. 3
   5.2 Associate Membership ......................................... 3
   5.3 Technical Committee member .................................. 3
   5.4 Application .................................................... 4
   5.5 Review of membership ......................................... 4
   5.6 Membership roster ............................................. 4
6 Creation of sub-committees ......................................... 4
   6.1 Officers and members of sub-committees .................... 4
   6.2 Approval of sub-committee work .............................. 4
7 Meetings ............................................................. 5
   7.1 Restricted discussions ......................................... 5
   7.2 Chair .......................................................... 5
   7.3 Quorum ......................................................... 5
8 Voting ............................................................... 5
   8.1 Vote ........................................................... 5
      8.1.1 Vote of alternate ........................................... 6
      8.1.2 Single vote ................................................ 6
      8.1.3 Voting period .............................................. 6
   8.2 Actions requiring approval by a majority ................... 6
   8.3 Actions requiring approval by two-thirds of those voting 6
   8.4 Authorization of letter ballots ................................ 6
   8.5 Deposition of views and objections .......................... 7
   8.6 Report of final result ......................................... 7
9 Approval of standard ............................................... 7
10 Records ............................................................ 7
   10.1 Files ......................................................... 7
   10.2 Retention .................................................... 8
11 Communications ................................................... 8
   11.1 Formal internal communication ................................ 8
   11.2 External communication ..................................... 8
   11.3 Requests for interpretation of standards .................. 8
11.4 Release and review of draft standards ................................. 8
12 Appeals ................................................................. 9
  12.1 Complaint .......................................................... 9
  12.2 Response ........................................................... 9
  12.3 Hearing ............................................................. 9
  12.4 Appeals panel ....................................................... 9
  12.5 Conduct of the hearing .............................................. 9
  12.6 Decision ............................................................ 10
13 Parliamentary procedures ..................................................... 10
14 Metric policy ............................................................... 10
  14.1 Technical interest .................................................... 10
  14.2 General interest ..................................................... 10
15 Commercial terms and conditions .......................................... 10
16 Patent and Intellectual Property policy .................................. 11
  16.1 Participating committee member .................................... 11
  16.2 Potential claims from third parties ................................. 11
  16.3 Statement from claimant ........................................... 11
  16.4 Record of statement ................................................ 11
  16.5 Notice ................................................................. 11
  16.6 Responsibility for identifying patents ............................. 12
Foreword

The AIA is the USA based trade association for the Machine Vision Industry. Among the various goals of the Association is the furtherance of free trade and the assurance of level playing fields for all competitors. One method of achieving a level playing field is standardization and the use of voluntary industry standards.

Toward that goal the AIA is willing to take the sponsorship of a Machine Vision Standards, intended to advance the use of Machine Vision and specifically to allow equipment from multiple vendors to run with equipment made by multiple other vendors.

Within the context of the global agreement for promoting standards entered into by the AIA, the EMVA and JIIA, the AIA seeks to promote industry standards around the world, and to support its members in their efforts. Membership in any of the cooperating Associations allows full participation on an AIA committee under these procedures.

1 General

The AIA supports the development of Machine Vision Standards for imaging equipment that allows full interoperability between differing hardware; and is considered critical to the productivity of the machine vision industry. In furtherance of that goal, the AIA establishes these procedures for development of a standard. These procedures are intended to be consistent with due process in standards development; however, the AIA projects will limit participation to a selected membership and therefore will not conform to balance requirements.

1.1 Accreditation

At this time no attempt at accreditation is anticipated. Should a later decision be taken to move a standard into a recognized consensus standard, the applicable committee will be re-established using full internationally prescribed procedures.

1.2 Scope

The AIA shall act as a host association to develop Machine Vision standards suitable for industry-wide dissemination and use. The AIA shall act as a conduit to promulgate and support global standards developed by the AIA and other Associations. Changes in scope shall be the prerogative of the AIA Board of Directors.

2 Organization

The organization for the development of standards shall consist of:

a. The AIA Board of Directors, or its appointed sub-committee on Standards, as applicable;

b. A Coordinating Committee for each developed standard consisting of one member and alternate from each of the member companies;

c. A Technical Committee for each developed standard consisting of one member and alternate from each of the designated participating member companies;
d. A Secretariat, led by a designated member of the AIA staff and consisting of the chair, vice-chair, and sub-committee chairs (as applicable) for each developed standard.

3 Responsibilities

3.1 AIA Board of Directors
The AIA Board of Directors has the responsibility for the overall direction and oversight of the AIA standards development programs, including:

a. Approval of the embarkation of a standard under AIA stewardship;
b. Recommendations of new standards development work;
c. Approval of the embarkation of a major revision to an approved standard;
d. Approval of compliance and licensing models;
e. Soliciting support for standards development from among the membership and encouragement to actively support development work with manpower;
f. Promotion of AIA sponsored standards.

3.2 Coordinating Committee
The Coordinating Committee has the oversight for its specific standard and shall be responsible for:

a. Proposing work within the scope of the group;
b. Adopting sub-committee procedures and revisions thereof;
c. Other matters requiring action as provided in these procedures.

3.3 Technical Committee
The Technical Committee is designated a Standing Committee for its specific standard and shall be responsible for:

a. Approval and maintaining the technical content of the standard and other approved work;
b. Establishing appropriate subject matter sub-committees for the purpose of developing and writing supporting documentation or related technical papers;
c. Establishing appropriate technical certification and validation requirements;
d. Other matters requiring action as required by these procedures.

3.4 Secretariat
The Secretariat shall be responsible for:

a. Overseeing the respective Committee’s compliance with these procedures;
b. Representing the Committees in all activities related to development not requiring action by the committee as a whole;
c. Reporting to the AIA Board of Directors on all matters related to the standard development;
d. Recruiting and selecting qualified officers and persons to membership on the committees and various sub-committees;
e. Maintaining a roster of the committees and a list of projects for which they are responsible;
f. Providing a secretary to perform administrative work, including secretarial services; preparation of meeting notices and handling of meeting arrangements; preparation and distribution of meeting agendas, minutes, ballots, and drafts; and maintenance of adequate records;
g. Publication of the standard and other works developed by the specific Committees;
h. Performing other administrative functions as required by these procedures.

4 Officers
There shall be a chair for each standard appointed by the AIA Board of Directors. A vice chair may be appointed by the Secretariat, subject to approval by majority (51%) vote of the Coordinating Committee. Officers will serve in their capacity for both the Coordinating and Technical Committees. Officers will serve until a successor is selected and ready to serve. The secretary shall be appointed by the Secretariat.

5 Membership

5.1 Coordinating Committee member
Coordinating Committee members shall consist of representatives of AIA member companies, who produce or market registered product compliant with the specific standard. In the case of globally accepted standards, membership may be in their respective Associations. In the case of development where the standard has not yet been approved, membership is open to any interested company until six months following adoption of the standard. Membership shall be dependent on remaining a paid member in good standing of the participating Association, and payment of any additional committee organization fees assessed. Failure to maintain Association membership and payment of fees assessed shall result in automatic disqualification from the Committee.

5.2 Associate Membership
Associate Membership shall be available to AIA Member companies having a direct and material interest in the activities of the Committee, but not having registered product. Membership shall be dependent on remaining a paid member in good standing of the AIA, and payment of any additional committee organization fees assessed. Failure to maintain AIA membership and payment of organizational fees assessed shall result in automatic disqualification from the Committee. Associate members shall have no voting privileges.

5.3 Technical Committee member
Technical Committee membership shall be limited to representatives from Coordinating Committee member companies who agree to a specific level of active participation in the detailed development and maintenance of the standard including attendance at called meetings. Failure to
maintain qualifying requirements and payment of fees assessed shall result in automatic disqualification from the committee.

### 5.4 Application

A request for membership on the specific Coordinating Committee shall be addressed to the Secretariat and shall indicate the applicant’s direct and material interest in the committee’s work, qualifications and willingness to participate. In addition, the application shall identify a primary representative and an alternate, if desired. All applications shall be reviewed by the Secretariat for verification of Association membership status and product compliance.

If distinct divisions of a company (including as a result of merger or acquisition) can demonstrate independent interests and authority to make independent decisions in the area of the activity of the Committee, each may petition for separate Coordinating Committee membership with voting rights. Multiple divisions of a company may participate in meetings without voting privileges.

### 5.5 Review of membership

The Secretariat shall review the Committee membership lists annually with respect to the criteria of Clause 5. Members are expected to fulfill obligations of active participation including current dues. Where a member is found in habitual default of these obligations, the Secretariat shall take appropriate action, which may include termination of membership. This review shall include information on officer performance.

### 5.6 Membership roster

The Secretariat shall maintain a current roster of all committees and committee members. These shall be made available to the membership as necessary and on request.

### 6 Creation of sub-committees

When one or more sub-committees within a specific standard committee are formed to work on specific topics of interest, their formation (and later disbandment) requires approval by a majority vote of the respective Technical Committee. The scope of the sub-committees shall be approved at the time it is formed, and subsequent changes in scope or duties shall also require approval by the respective Technical Committee.

### 6.1 Officers and members of sub-committees

Sub-committees shall mirror the Technical Committee in make-up and procedures. Officers and members of a sub-committee shall be appointed by the Secretariat and confirmed by the Technical Committee. The Secretariat shall review the scope, duties, and membership of all sub-committees annually.

### 6.2 Approval of sub-committee work

Drafts and any substantive change in the content of a draft proposed by a sub-committee shall be referred to the respective Technical Committee for approval.
7 Meetings
Coordinating Committee meetings shall be held at least annually, as decided upon by the Committee, the chair, the secretariat, or by petition of five or more members, to conduct business such as receiving reports of work, resolving differences, and considering views and objections from any source. Meetings of the Technical Committee and any sub-committees may be held as decided by the members or chair of the respective committee, or by the Secretariat.

Meeting notices and a preliminary agenda should be provided at least 45 days prior to a scheduled meeting of the Coordinating Committee. The Technical Committee and any subcommittees may post shorter notice if agreed by all affected members.

7.1 Restricted discussions
There shall be:

a. No discussion which could be interpreted as an attempt to agree or bring about an understanding regarding price, conditions of sale including warranties, and customers;

b. No discussion regarding cost data of any manufacturer or seller;

c. No discussion on prices or pricing methods;

d. No attempt to exclude any products from manufacture or sale by means of standardization requirements greater than needed to effect a legitimate end use;

7.2 Chair
The chair (or vice chair) shall preside at all meetings. In the absence of the chair, and vice chair (if applicable), the secretary shall take the chair for the purpose of nomination and election of a chair pro-tem, who shall then preside at that meeting.

7.3 Quorum
Attendance by twenty percent (20%) of current members shall constitute a quorum for conducting business at a meeting. Actions requiring majority (51%) or higher percentages shall only be taken subject to subsequent confirmation by letter ballot or vote at a future meeting.

8 Voting
8.1 Vote
Except in regard to votes on general questions and officer-related issues, each member shall vote one of the following positions:

a. Affirmative;

b. Affirmative, with comment;

c. Negative, with reasons (the reasons for a negative vote shall be given and if possible should include specific wording or actions that would resolve the objection);

d. Abstain, with reasons.
For votes on general questions and officer-related issues, the yes/no/abstain method of voting shall be followed.

8.1.1 Vote of alternate
An alternate’s vote is counted only if the designated principle representative fails to vote.

8.1.2 Single vote
Generally, no representative shall have more than one vote. However, if two or more organizations appoint the same individual to represent each of them, that individual may cast a separate vote for each organization represented. The organizations shall confirm in writing to the Secretariat that they are aware of the dual role of their representative, and will accept the results. Additionally, representation of more than one organization by the same individual shall require approval by a majority of the Coordinating Committee, excluding the vote of that individual.

8.1.3 Voting period
The voting period for letter ballots shall end six weeks from the date of issue or as soon as all ballots are returned, whichever comes earlier. An extension may be granted at the chair’s option, when warranted.

A follow-up requesting immediate return of the ballot shall be sent, as appropriate, to members and alternate members whose votes have not been received within ten working days before the ballot closes.

8.2 Actions requiring approval by a majority
The following actions require approval by a majority (51%) of the membership of the Committees either at a meeting or by letter ballot:

a. Confirmation of officers appointed by the Secretariat;
b. Formation of sub-committees, including their procedures and scope;
c. Disbandment of sub-committees;
d. Approval for submission to the AIA Board of Directors of a change of committee scope.

8.3 Actions requiring approval by two-thirds of those voting
The following actions require a letter ballot or an equivalent formal recorded vote with approval by at least a majority of the membership and at least two-thirds of those voting, excluding abstentions:

a. Adoption of sub-committee procedures, or revisions thereof;
b. Approval of a new standard or reaffirmation of an existing one;
c. Approval of revision or addendum to part or all of a standard;
d. Approval of withdrawal of an existing standard.

8.4 Authorization of letter ballots
A letter ballot shall be authorized by any of the following:
a. Majority vote of those present at a Committee meeting;
b. The chair;
c. The Secretariat;
d. Petition of five or more members of the Committee.

Views and objections resulting from the above shall be dealt with in accordance with clause 8.5.

**8.5 Deposition of views and objections**

When the balloting has been closed, the secretary shall forward the ballot tally to the chair of the Committee or, if appropriate, of the sub-committee; the chair shall determine whether the expressed views and objections shall be considered by correspondence or at a meeting.

An effort to resolve all expressed objections shall be made, and each objector shall be advised of the disposition of the objection and the reasons therefore. In addition, each objector shall be informed that an appeals process exists within procedures used by the committees. This notification may be in the same correspondence as the disposition of the comments.

Substantive changes to a standard required to resolve objections, and unresolved objections, shall be reported to the Technical Committee members. This report shall include a “reconsideration ballot” with a two week voting period in order to afford all members an opportunity to respond to the objections or changes and to reaffirm or change their previously registered vote.

**8.6 Report of final result**

The final result of the voting shall be reported, by company, to the Coordinating Committee.

**9 Approval of standard**

Upon completion of the procedures for voting, disposition of views and objections, and appeals, the proposed standard(s) shall be declared approved by the Secretariat and processed for publication.

**10 Records**

**10.1 Files**

The Secretariat shall maintain appropriate files for documents relative to activities of the Coordinating Committee, the Technical Committee, sub-committees, and other activities supported by the AIA and the Secretariat.
10.2 Retention
Minimum record retention is necessary to provide a coherent record of significant standards development activity:

<table>
<thead>
<tr>
<th>Record Type</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>General correspondence</td>
<td>2 years</td>
</tr>
<tr>
<td>Records concerning new or revised standards</td>
<td>until revised</td>
</tr>
<tr>
<td>Withdrawn standards</td>
<td>5 years from date of withdrawal</td>
</tr>
<tr>
<td>Other, not covered above</td>
<td>3 years</td>
</tr>
</tbody>
</table>

11 Communications
Correspondence of committee officers should be directed to the Secretariat for preparation on suitable letterhead or template. At no time may individual corporate letterhead be used for communications implying the support of the AIA or its committees.

11.1 Formal internal communication
If correspondence between sub-committees or between working groups of different sub-committees involves issues or decisions (i.e., non-routine matters) affecting other sub-committees, copies shall be sent to all affected sub-committee chairs, and the Secretariat.

The AIA, through the Secretariat, will host necessary electronic communications as deemed appropriate, i.e. e-mail reflector and conference calling capabilities.

11.2 External communication
Inquiries relating to the committees should be directed to the Secretariat, and members should so inform individuals who raise such questions. All replies to inquiries shall be made through the Secretariat.

11.3 Requests for interpretation of standards
Written requests for interpretation shall be addressed to the Secretariat. The Secretariat in turn will forward the request to the appropriate Technical Committee for comment. At the discretion of the Secretariat, the request will be submitted to the Technical Committee for review. Revisions to the standard resulting from requests for interpretations shall be processed in accordance with these procedures.

11.4 Release and review of draft standards
The Technical Committee or sub-committees working on developing standards shall report on progress to the Coordinating Committee at least semi-annually. Once the developing committee deems a draft standard is ready for review, the draft shall be released to members of the Coordinating Committee and Board of Directors with a request for review and comment.

A review period of not less than 45 days shall be provided prior to any final balloting on a standard.
12 Appeals

Persons who have directly and materially affected interests and who have been or may be adversely affected by a substantive or procedural action or inaction of the Committee shall have the right to appeal.

12.1 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 clause(s) of these procedures or the standard that is at issue, actions or inactions that are at issue, and the specific remedial action(s) that would satisfy the appellant’s concerns. Previous efforts to resolve the objections(s) and the outcome of each shall be noted.

12.2 Response

Within thirty days after receipt of the complaint, the Secretariat shall respond in writing to the appellant, specifically addressing each allegation of fact in the complaint to the extent of the responder’s knowledge.

If the appeal is not satisfied, the process shall be repeated with the AIA Board of Directors.

12.3 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.

12.4 Appeals panel

The appeals panel 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 panelists shall be acceptable to the appellant and at least two shall be acceptable to the respondent. If the parties to the appeal cannot agree on an appeals panel within four weeks, the matter shall be referred to the AIA Board of Directors, which shall appoint the members of the appeals panel.

12.5 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.
12.6 Decision

The appeals panel shall render its decision in writing within thirty days, stating findings of fact and conclusions, with reasons therefore, based on a preponderance of the evidence presented to the appeals panel. Consideration shall be given to the following positions, among others, in formulating the decision:

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

b. Finding for the respondent, with specific statement of the facts that demonstrate fair and equitable treatment of the appellant and the appellant’s objections;

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

13 Parliamentary procedures

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

14 Metric policy

The AIA herein adopts the International System of Units (SI) as the universally accepted method of expressing measurements in all standards developed under its auspices. Standards prepared and published by the AIA shall annotate measurements using the following convention.

14.1 Technical interest

Documents intended solely for use within the engineering community shall use the SI exclusively.

14.2 General interest

Documents expected to have a broader appeal shall use the SI primarily, with English units provided parenthetically.

15 Commercial terms and conditions

Provisions involving business relations between buyer and seller such as guarantees, warranties, and other commercial terms and conditions shall not be included in a standard developed by the AIA. Generally, the inclusion of proper names or trademarks of specific companies or organizations should not be included in the text of a standard except as they are required for compliance with the standard. Where a sole source exists for essential equipment or materials, the name and address of the source shall be included in a footnote or informative annex with the words “or the equivalent” added to the reference. In connection with standards that relate to the determination of whether products or services conform to one or more standards, the process or criteria is limited to technical and engineering concerns and does not include what would otherwise be a commercial term or proper name.
16 Patent and Intellectual Property policy

16.1 Participating committee member
Members of the respective Technical Committees shall agree in writing to grant the AIA a royalty free, worldwide, irrevocable, non-exclusive, non-transferable and non-assignable license to reproduce, create derivative works, distribute, display, perform and sublicense the rights to reproduce, distribute, display and perform any of such member's contribution to the standard development effort, including without limitation, any innovation or intellectual property rights of the granting member and its affiliates or subsidiaries included in such contribution, solely for the purposes of implementing, developing, publishing and distributing the Standard as well as products based on or containing the Standard.

16.2 Potential claims from third parties
When the Technical Committee determines that technical reasons justify the inclusion in the standard of requirements to use an invention subject to potential patent and Intellectual Property claims by non-participating parties, the procedures in 16.3 through 16.5 shall be followed.

16.3 Statement from claimant
Prior to submitting such a proposed standard to balloting, the Secretariat shall receive from the identified claimant party or patent holder either: assurance in the form of a general disclaimer to the effect that such party does not hold and does not currently intend holding any invention the use of which would be required for compliance with the proposed standard or assurance that:

a. a license will be made available without compensation to the applicants desiring to utilize the license for the purpose of implementing the standard; or

b. a license will be made available to applicants under reasonable terms and conditions that are demonstrably free of any unfair discrimination as determined by the committee.

16.4 Record of statement
A record of the claimant’s statement shall be placed and retained in the files for that standard.

16.5 Notice
When the secretariat receives from a claimant the assurance set forth in 16.3a) or b), the general disclaimer in the standard shall have added a note as follows:

NOTE – The user’s attention is called to the possibility that compliance with this standard may require use of an invention covered by patent rights not included in the general licensing agreement for use of this standard. By publication of this standard, no position is taken with respect to the validity of this claim or of any patent rights in connection therewith. The patent holder has, however, filed a statement of willingness to grant a license under these rights [a] without compensation; or [b] on reasonable and nondiscriminatory terms and conditions to applicants desiring to obtain such a license. Details may be obtained from the standards developer.
16.6 Responsibility for identifying patents

Committees developing standards under AIA sponsorship shall exercise due diligence when requiring provisions for which a license may be required because of patent rights. Each standard shall contain the following standard disclaimer: “The AIA shall not be responsible for identifying all patents for which a license may be required by a standard or for conducting inquiries into the legal validity or scope of those patents that are brought to its attention.”