

BYLAWS AND RULES

American Nuclear Society

**Risk Informed Standards Consensus Committee
(RISC)**

Written: October 13, 1999
Approved: October 26, 1999
Revised: April 17, 2000
Revision Approved: July 6, 2000

TABLE OF CONTENTS

<u>Section</u>	<u>Page</u>
1. Scope	1
2. Organization	1
2.1 RISC	1
2.2 American Nuclear Society (ANS)	1
2.3 Committee Responsibilities	1
2.3.1 Consensus Committee	1
2.3.2 Subcommittees	1
2.3.3 Working Groups	2
2.3.4 Ad Hoc Groups and Special Committees	2
3. Membership	2
3.1 RISC	2
3.1.1 Selection of Members and Officers	2
3.1.2 Balance of Membership	2
3.1.3 Responsibilities of Membership	2
3.1.4 Alternates	3
3.1.5 Observers and Experts	3
3.2 Subcommittees	3
3.3 Working Groups	3
4. Officers	4
4.1 Chair and Vice Chair	4
4.2 Secretary	4
5. Conduct of Business	4
5.1 Policies and Procedures	4
5.2 Meetings	4
5.3 Conduct of Meetings	5
5.4 Quorum	5
5.5 Consensus	5
5.6 Review of Draft Standards	5
5.7 Balloting Process	6
5.8 Public Review	6
5.9 Maintenance of Standards	6
5.10 Interpretations	7
6. Appeals	7
7. Revisions to These Bylaws and Rules	7

1. **Scope**

The Risk Informed Standards Committee (RISC or the "Committee") is responsible for the development of standards that establish risk criteria and methods for probabilistic risk analysis, risk assessment, and risk management for nuclear facilities. These criteria and methods are applicable to design, construction, and operational activities as well as decontamination, decommissioning, waste management, and environmental restoration.

The Committee is responsible for reviewing standards being developed by other standards developing organizations on related topics to ensure consistency and lack of duplication.

2. **Organization**

2.1 ***RISC***

The RISC shall establish subcommittees, working groups, and ad hoc groups or special committees as necessary to fulfill its responsibilities.

2.2 ***American Nuclear Society (ANS)***

ANS sponsors the RISC and provides (1) staff assistance to help fulfill consensus balloting procedures, to maintain the official records of the RISC, to provide administrative support, to assist in the distribution of draft standards, to publish approved standards, and to publicize Committee meetings, and (2) contractual services whenever a contract or grant is provided by an external source.

2.3 ***Committee Responsibilities***

2.3.1 ***Consensus Committee***

The consensus committee shall be responsible for establishing and managing the activities of subcommittees, working groups, and ad hoc groups needed to develop and maintain standards within its scope of responsibility.

2.3.2 ***Subcommittees***

Subcommittees may be established by the Committee to manage the activities of working groups and to perform detailed technical reviews of all proposed standards within their assigned scopes of responsibility. Each subcommittee shall be assigned a name and specific area of technical responsibility and shall review proposed standards for technical need, clarity, and completeness.

Subcommittees shall ensure that its standards are consistent with other related American National Standards.

2.3.3 Working Groups

The Committee and its subcommittees shall establish working groups to develop and maintain standards within their assigned scopes of responsibility.

2.3.4 Ad Hoc Groups and Special Committees

The Committee and its subcommittees may establish ad hoc, temporary groups to conduct technical analysis, evaluations, or studies. The Committee may establish special committees to perform specific technical or administrative tasks in support of other Committee activities.

3. **Membership**

3.1 **RISC**

3.1.1 Selection of Members and Officers

The initial membership of the RISC shall be approved by the SSC. New members shall be selected by the Committee and shall be approved by majority vote at a meeting, by letter, or by electronic means. The Chair and Vice Chair shall be elected by the Committee (see Section 4.1). ANS shall provide a staff member to the Committee to assist in administrative matters, and this member shall be designated as the Secretary. The Secretary may have voting privileges in procedural and policy matters but shall not have balloting privileges.

3.1.2 Balance of Membership

All directly and materially affected interests shall have an opportunity for fair and equitable participation on the Committee without dominance by any single interest group. Opportunity for membership on the Committee shall be provided to individuals and organizational representatives willing to participate. Each member should have a background in the scope of the Committee. To ensure proper balance, not more than one-third of the membership shall be from any particular interest group, such as manufacturers and suppliers, owners and operators, designers and constructors, government agencies, insurance interests, academia and laboratories, and consultants. Representatives from other standards developing organizations having scopes closely related to that of the Committee shall be sought for liaison membership.

3.1.3 Responsibilities of Membership

Each Committee member shall be expected to give thorough consideration to each subject brought before the Committee for action, to vote on the approval of each proposal, to advise on the development of standards and their maintenance, to assist in establishing the membership of

subcommittees, and to assist generally in carrying out the functions of the Committee. The Chair shall take appropriate action to ensure that all members actively participate in the work of the Committee. The Chair shall annually review the record of activity of each member with regard to his or her contribution, balloting record, response to ballot comments, attention to correspondence, and meeting attendance. If the Chair finds, after a review of a member's record, that the member should be removed, then the Chair shall inform the member and the Secretary in writing stating the reasons for the removal. Any member removed from the Committee may appeal that decision to the SSC.

3.1.4 *Alternates*

Any member of the Committee who cannot attend a Committee meeting should be represented by an alternate who shall have all the privileges and obligations of a member during the period of his or her service in this capacity. The selection of an alternate for two or more consecutive meetings shall be subject to acceptance by the Chair.

3.1.5 *Observers and Experts*

Any individual and organization having an interest in the work of the RISC may request being designated as an observer. The RISC may also select individual experts to provide technical assistance to the Committee. Individual experts shall serve for a specified period and shall be accepted by majority vote at a meeting, by letter, or by electronic means. Observers and individual experts shall be advised of RISC activities, may attend meetings, and may submit comments for consideration, but shall not vote, ballot, or hold office.

3.2 *Subcommittees*

Each member of a subcommittee shall have competence in and concern with the scope of the subcommittee. To ensure a balance of interests, no more than 40 percent of the membership shall be from any one interest group as defined in Section 3.1.2, except with the approval of the Chair. Approval to exceed 40 percent shall be given in cases where the required expertise resides within a few categories of interest only.

3.3 *Working Groups*

Each member of a working group shall have demonstrated expertise in the technical field of the proposed standard. The size and diversity of the working group shall be consistent with the goals of developmental efficiency, user interest, and the breadth of scope of the proposed standard.

4. Officers

4.1 *Chair and Vice Chair*

The Chair and Vice Chair of the consensus committee shall be elected by the Committee for a specified, renewable term as determined by majority vote by the Committee. Elections shall be approved by majority vote at a meeting, by letter, or by electronic means. The election of the Chair or Vice Chair shall be valid only if at least two-thirds of the eligible membership vote.

The Chair shall preside at all meetings of the Committee and shall perform such duties as are customarily required by this office. The Vice Chair shall act for the Chair in his or her absence, or as requested.

The Chair shall maintain technical liaison with other related standards developing organizations and appropriate regulatory agencies to coordinate activities and to attempt to avoid conflicts, deficiencies, or overlaps.

4.2 *Secretary*

The Secretary shall be an ANS staff member and shall be responsible for the administration of the consensus balloting process, including the distribution of draft standards and ballot forms, and collection and documentation of ballot results. The Secretary shall be responsible for recording and distributing minutes of all Committee meetings to the membership and shall maintain the records of the Committee.

5. Conduct of Business

5.1 *Policies and Procedures*

Policies and procedures shall be established to carry out the management responsibilities of the Committee and to ensure that the principles of due process and consensus are properly executed.

5.2 *Meetings*

Meetings of the Committee shall be held at least twice in each calendar year. The time and location of each meeting shall be announced as early as possible but no later than 60 days prior to the meeting. To facilitate the conduct of business and to provide timely communication to Committee members, the Chair shall convene teleconferences and shall direct the Secretary to distribute pertinent information to the Committee by electronic means.

Meetings of subcommittees and working groups shall be held as judged necessary by the respective chairs to fulfill their assigned responsibilities on schedule. Conference calls and

electronic communication shall be used to expedite the conduct of business and to rapidly disseminate needed information.

5.3 *Conduct of Meetings*

Committee meetings shall be conducted in accordance with Roberts Rules of Order Newly Revised, except where specifically superseded by these Procedures.

5.4 *Quorum*

Except for the purpose of balloting, election of officers, or revising these Procedures, a quorum shall consist of more than 50 percent of the voting membership, including designated alternates. When a quorum exists, a simple majority of those present shall determine actions and decisions of the Committee.

5.5 *Consensus*

Consensus is the state of having reached substantial agreement on an issue by employing a process wherein portions from various proposals are incorporated after open consideration and development of positive alternatives. Actions taken by the Committee on proposed standards shall adhere to the spirit of gaining consensus.

Consensus for approval of a draft standard shall be declared if, in the final ballot tally, at least two-thirds of the ballots cast are affirmative. A determination of consensus shall be made only if at least two-thirds of the membership that is eligible to ballot has submitted valid ballots.

A valid ballot is a ballot submitted by the due date by a Committee member and, in the case of a negative ballot, is accompanied by substantive technical comments explaining the negative position.

Once the Chair has declared that consensus for approval has been achieved and agreed-upon comments have been addressed, the standard shall be submitted to the SSC for certification.

5.6 *Review of Draft Standards*

Draft standards developed by a working group shall be subjected to a technical review prior to being balloted. This technical review shall be conducted by the responsible subcommittee, where one has been established, or by a special review committee selected for that purpose by the Committee. In addition, the Committee may conduct a pre-ballot review of the draft standard.

The working group shall address all comments received.

5.7 *Balloting Process*

The Committee shall ballot each draft standard at such time that the working group Chair and responsible subcommittee Chair determine that the standard is sufficiently complete. The consensus ballot shall be conducted by the Secretary of the Committee.

Ballots submitted as "approved with comments" or "not approved" shall be accompanied by comments in support of the ballot. The working group shall address all comments received and shall respond to all members who submitted comments. The working group shall make a concerted effort to resolve all negative ballots by working directly with the balloters and shall provide individual responses to all "not approved" ballots. The working group shall request a response from each negative balloter within 60 calendar days. Negative balloters shall be requested to upgrade their ballots to "approve" or "approve with comments."

If one or more negative ballots remains unresolved, all Committee members shall be advised and shall be provided an opportunity to reconsider their ballots based on an examination of the open issues.

If substantive changes are made to the standard to resolve the negative ballots, the standard shall be balloted again, unless the substantive changes have been agreed to by a vote of the Committee during a meeting. The Chair of the Committee, in consultation with the responsible subcommittee Chair, shall determine whether the changes are substantive.

5.8 *Public Review*

Proposed standards shall be sent to ANSI to be noticed for public review simultaneous with or following the consensus ballot. An announcement that the standard is available for public review shall be published in Nuclear News and shall be distributed by appropriate electronic means.

If a standard is re-balloted, as set forth in Section 5.7, a second public review shall be conducted.

5.9 *Maintenance of Standards*

American National Standards developed by the Committee shall be considered for maintenance within four years after the year of ANSI approval. The Committee shall direct that formal action be initiated to revise, reaffirm, or withdraw each standard within five years after approval.

5.10 Interpretations

Interpretations and clarifications shall be handled as set forth in the Accredited Rules and Procedures of the ANS Standards Committee and in the policies of the SSC. Interpretations shall be subjected to the complete consensus process, including Committee ballot. Clarifications shall be developed in the spirit of the consensus but do not require Committee ballot.

6. Appeals

An appeal regarding the conduct of any procedure called for under Section 5 may be made at any time. Appeals shall be submitted in writing to the Secretary of the SSC stating the explicit reason for the appeal and specifying what part of the process was not adequately implemented. The appeal shall be addressed as set forth in the Standards Committee Accredited Rules and Procedures and implementing policies established by the SSC.

7. Revisions to These Bylaws and Rules

Proposed revisions shall be approved by two-thirds majority vote by the Committee at a meeting, by letter, or by electronic means.