



United States
National Committee
of the IECQ

RULES OF PROCEDURE

United States National Committee for the IECQ (USNC/IECQ)

11NOV2015 Ed.3

FOREWORD

These Operating Procedures complement the Constitution and By-laws of the American National Standards Institute (ANSI) and the Statutes and Operating Procedures of the U.S. National Committee of the International Electrotechnical Commission (USNC/IEC).

The USNC/IECQ is a standing committee of the USNC/IEC Council. It operates under the USNC's Statutes and Rules of Procedure, has liaison, ex-officio non-voting membership on the USNC/IEC Council and reports, as necessary, to keep the USNC/IEC Council informed of activities in its area of responsibility. The USNC/IECQ coordinates its activities with the other Systems in the U.S. by actively participating in the USNC/IEC Council and the Conformity Assessment Policy Coordination Committee (CAPCC).

The USNC/IECQ will submit the following to the USNC/IEC Council:

- Any proposed amendments to its Operating Procedures
- Names of its officers for confirmation
- Proposals to host international meetings of the related IECQ Committees in the U.S. for information

© 2015 ECC Corporation

839 N Rochester Road

Clawson, MI 48017-1732

TABLE OF CONTENTS

1	Purpose and Objective	1
2	Committee Membership, and Function	1
3	Committee Officers	1
4	Secretariat	3
5	USNC/IECQ Meetings	3
6	Participation in the IECQ	4
7	Appeals Procedure	7
8	Terms & Definitions.....	9
9	Revision History.....	10

1 Purpose and Objective

The USNC/IECQ represents the national electrotechnology community and is intended to include a wide representation from manufacturing and user industries and standards bodies in addition to conformity assessment interests associated with national activity.

This objective is achieved by the implementation of quality assessment procedures in such a manner that organizations, processes, and components are certified as conforming to the requirements of applicable standards and/or specifications that are acceptable to all participants.

2 Committee Membership, and Function

2.1 Membership

USNC/IECQ membership is open to all U.S. interested parties directly and materially affected including:

- a corporation or an organization domiciled in the U.S.;
- a U.S. federal, state or local government entity; or
- a U.S. citizen or permanent resident

Requests for membership are to be submitted to the USNC/IECQ Secretary, including identification of the membership category being sought:

- Industry (e.g., manufacturers, users, and associations)
- General (e.g., individuals without CB affiliation, industry, or government affiliation)
- Government (e.g., Federal, State, or municipal)
- U.S. certification bodies (CBs)

2.2 Membership Dues

Dues for members of USNC/IECQ are assessed on an annual basis and are non-refundable.

2.3 Liaison Membership

A USNC/IECQ Liaison Member is a non-voting member representing another organization in one of the IEC Schemes, including non-U.S. interested parties. Liaison Members are named by the USNC/IECQ Chair, subject to the approval of the membership.

2.4 Representation

Each member will name one primary representative and may identify one or more alternates. Alternates may attend meetings with or without the primary and participate in the discussions, but only one vote is permitted per member on any motion or ballot. No individual may cast multiple votes representing multiple organizations. Proxy votes are not permitted.

3 Committee Officers

3.1 The officers of the USNC/IECQ include:

- Chairman
- Vice Chairman
- Treasurer

- Secretary

The Officers are nominated by the USNC/IECQ at a duly constituted meeting of the USNC/IECQ. Alternatively, the USNC/IECQ may appoint a Nominating Committee for this purpose.

Officers are elected by letter ballot of the eligible voting membership and final results are submitted to the USNC Council for confirmation. Officers are elected for a term of four years. They may be re-elected for successive terms subject to conditions specified within this document.

3.2 Chair

The Chairman shall take office and assume the duties of the office on the date stipulated in the election, and shall continue to serve until the completion of a four-year term or until a successor is elected. In the case of having served a partial term by completing a term of a vacated Chair position, the Chairman may only serve a maximum of 8 consecutive years in total.

The duties of the Chairman, at a minimum, include the following:

- Preside over meetings;
- Prepare provisional agendas for meetings;
- Subject to the concurrence of the USNC/IECQ, appoint delegates to both domestic and international meetings;
- Disseminate information

3.3 Vice Chair

The Vice-Chair supports the Chair, as appropriate, in the handling of his/her duties. In the absence of the Chair, the Vice Chair performs the duties and has the authority of the Chair.

In case of death, incapacity, misconduct or dereliction of duty, or resignation of the Chairman, the Vice-Chairman serves as Chairman for the remainder of that term or until a new Chairman is elected.

3.4 Secretary/Treasurer

The roles of Secretary and Treasurer are combined into a single officer role.

The Secretary coordinates the activities of the Secretariat in the administration and logistics of the committee. This includes, at a minimum, communicating with the Secretariat concerning:

- Meeting document preparation, distribution
- Meeting logistics
- Formal document distribution and communication (e.g., meeting announcements, agendas, minutes, draft documents, outside organization document distribution, committee ballots and surveys.
- Record retention

Unless the Members agree to assess annual dues in accordance to Section 2.2, the Treasurer's current role is to determine the appropriate annual financial requirements, then communicate and solicit that amount of support from the Secretariat, ECC Corporation. The USNC/IECQ is a committee and all the members participate on a voluntary basis.

4 Secretariat

The ECC Corporation is the Secretariat of the USNC/IECQ Committee and is responsible for providing administrative support for the activities of the USNC/IECQ including, but not necessarily limited to:

- Phone, email and postal mail answering and forwarding
- Accounting Services
- Document control and retention
- Meeting planning and logistics
- Sales forecast data collection
- Interface with Certified Bodies and their customers
- IECQ Certificate support
- Information Technology services
- Voting process
- IECQ activities

Details of the list of responsibilities are found in the USNC/IECQ Terms of Reference of the Secretariat.

5 USNC/IECQ Meetings

5.1 Frequency

The USNC/IECQ goal is to meet twice per year face-to-face. Other meetings may be called at the Chair's discretion or at the request of at least four members of the USNC/IECQ. Additional meetings may also be conducted via teleconference.

5.2 Agenda items

Matters not on the previously distributed proposed agenda may be added to a meeting agenda by any Committee Member. Except for those actions requiring approval by two-thirds of those voting, actions may be taken at the meeting where a quorum is present. Otherwise, actions shall be taken, subject to confirmation by letter ballot.

5.3 Quorum

Determination of a quorum of a Committee face-to-face or teleconference meeting is at least a majority of the active voting membership. An active voting member is a member in good financial standing concerning dues payment and is either present at the meeting (including by teleconference, if available) or having attended at least two of the last three official face-to-face or official teleconference meetings.

5.4 Voting

Except where otherwise covered by these procedures, appropriate basic operational or budgetary matters to be considered at meetings of the USNC/IECQ shall be decided by a two-thirds majority of the active voting members present at a duly constituted meeting. Other matters are decided by simple majority.

5.4.1 Voting is limited to active voting members only.

5.4.2 Basic operational procedures or budgetary matters include, but are not necessarily limited to the following:

- USNC/IECQ determination of annual dues for U.S. participants (any recommendations decided at a meeting shall be subsequently confirmed by a letter ballot to all members).

- USNC/IECQ budget requests/recommendations to the USNC/IECQ Secretariat - ECC Corporation.
- Election of Officers of USNC/IECQ
- Amendment of these Operating Procedures

5.5 Letter Ballots

Except where otherwise covered in these procedures, letter ballots on basic operational or budgetary matters shall be decided by a two-thirds majority of the active voting members returning a ballot provided at least 75 percent of the active voting members return their ballots by the closing date. Other matters, subject to letter ballot, are decided by a simple majority provided that not less than half the active voting members return a ballot. Letter ballots normally should close thirty days from issue. The Secretary shall indicate on the letter ballot whether a simple or two-thirds majority is required for acceptance. Appeals to this process shall be made in accordance with the Section on Appeals in this document.

A letter ballot may be authorized for distribution by any of the following:

- The Chair of the USNC/IECQ.
- A majority vote at a duly constituted meeting of the USNC/IECQ.
- Petition of four or more members of the USNC/IECQ.

6 Participation in the IECQ

The USNC/IECQ participates in the IECQ in accordance with:

- the Statutes of the IEC,
- the Operating Procedures of the IEC and
- the basic rules and applicable operating procedures of the IECQ system as may be amended by the IECQ:

IECQ 01 IEC Quality Assessment System for Electronic Components (IECQ System) - Basic Rules

IECQ 02 IEC Quality Assessment System for Electronic Components (IECQ System) - Rules of Procedure - General requirements for the acceptance of IECQ Certification Bodies into the IECQ System

IECQ 03-1 IEC Quality Assessment System for Electronic Components (IECQ System) - Rules of Procedure - Part 1: General Requirements for all IECQ Schemes

IECQ 03-2 IEC Quality Assessment System for Electronic Components (IECQ System) - Rules of Procedure - Part 2: IECQ Approved Process Scheme

IECQ 03-3 IEC Quality Assessment System for Electronic Components (IECQ System) - Rules of Procedure - Part 3: IECQ Approved Component Products, Related Materials & Assemblies Scheme

IECQ 03-4 IEC Quality Assessment System for Electronic Components (IECQ System) - Rules of Procedure - Part 4: IECQ AVIONICS Scheme Avionics Parts and Assembly Management

IECQ 03-5 IEC Quality Assessment System for Electronic Components (IECQ System) - Rules of Procedure - Part 5: IECQ HSPM Scheme - Hazardous Substance Process Management Requirements

IECQ 03-6 IEC Quality Assessment System for Electronic Components (IECQ System) - Rules of Procedure - Part 6: IECQ ITL Scheme - Independent Testing Laboratory Assessment Program Requirements

IECQ 03-7 IEC Quality Assessment System for Electronic Components (IECQ System) - Rules of Procedure - Part 7: IECQ Counterfeit Avoidance Programme (IECQ AP-CAP) - Programme Requirements

IECQ 04-1 IEC Quality Assessment System for Electronic Components (IECQ System) - Standard Training - Part 1: IECQ Training Body Requirements and Process for IECQ Acceptance

IECQ 04-3-2 IEC Quality Assessment System for Electronic Components (IECQ System) - Standard Training - Part 3-2: Standard operational procedures for conducting IECQ AC-AQP Training

IECQ 04-5 IEC Quality Assessment System for Electronic Components (IECQ System) - Standard Training - Part 5: Standard operational procedures for conducting IECQ HSPM Training

6.1 Expansion of Scope within the IEC and the IECQ

6.1.1 Coordination with Other Committees

When the IEC or sub-organization of the IEC invites the U.S. to recognize new proposed international programs or additional product categories, or, participate in a new system/scheme or procedure, the USNC/IECQ shall coordinate its response with the USNC/IEC Conformity Assessment Policy Coordination Committee (CAPCC) and seek agreement with the USNC/IEC in order to participate and to insure a unified US position.

6.1.2 Determination of Standards/Specifications, and National Differences

Prior to the joining of a new or enhanced System or Scheme, it shall be determined which U.S. standards/specifications may be applicable, and what national differences there may be.

6.1.3 National Applications

Approved applications shall be in accordance with the rules published by the committee assigned, by the IEC, to manage the additional product category, new System or procedure. The application shall be forwarded to the secretariat - ECC Corporation, by the USNC/IECQ.

6.2 Application by a Candidate for Acceptance as a US-MB Sponsored CB in the IECQ System

6.2.1 Application Preparation

The applicant shall prepare an application requesting acceptance as a US-MB Sponsored CB and its associated testing laboratory, if any, and submit the application to the Secretariat of the USNC/IECQ, ECC Corporation.

6.2.2 Review and Submission of Applications

Upon receipt of the Application, the Secretariat of the USNC/IECQ, ECC Corporation will submit the candidate's application to the Secretariat of the IECQ in a timely manner (normally within ten working days). The Secretariat of the USNC/IECQ, ECC Corporation, shall make no substantive comments, suggestions, or changes to the application of any applicant, but shall be permitted to verify the completeness of the application according to the rules and procedures of the System and shall, at the same time, inform the members of the USNC/IECQ in writing of this action.

6.2.3 Request for Scope Extensions

When an accepted USNC/IECQ Sponsored CB wishes to apply for extension of their acceptance to include additional schemes, it shall prepare the necessary application(s) and submit it/them to the Secretariat of the USNC/IECQ. The applicant USNC/IECQ Sponsored CB will also be responsible for paying the applicable IECQ application fee.

6.2.4 Expenses

The candidate CB shall declare that it agrees to pay the traveling, accommodation, other reasonable expenses, and such other charges as agreed by the MC arising from inspection by an international inspection team. These expenses shall be agreed in advance by the applicant. An estimate of the expenses shall be provided to the applicant in advance of the inspection by the team leader of the inspection team.

6.2.5 Withdrawal of CB from IECQ System or One of Its Schemes

6.2.5.1 Notification to USNC/IECQ

An accepted US-MB Endorsed CB wishing to withdraw from recognizing and issuing IECQ Certifications with respect to certain IECQ Schemes, or wishing to withdraw from any of the other Schemes under the IECQ System, shall notify the US-MB (USNC IECQ – ECC Corporation) accordingly and shall indicate the date on which such shall become effective. The withdrawing IECQ CB shall advise the US-MB of the provisions made to recognize certificates issued before the date of notification of its withdrawal was made known to the applicants.

6.2.5.2 Effective Date

A CB wishing to withdraw completely from the System shall notify the USNC/IECQ at least one year in advance, indicate the reason for withdrawal and give the date on which the withdrawal will become effective. The CB shall continue to pay any applicable annual dues and fees for the calendar year in which notice is given and for the calendar year following the year in which notice was given.

6.3 Development of U.S. Positions on International Proposals

6.3.1 Position on Matters at IECQ MC and IECQ Working Group Meetings

USNC/IECQ positions on matters to be considered at international IECQ and IECQ MC-Working Group meetings, when developed and adopted in advance (either at a meeting of the USNC/IECQ or by correspondence) shall be expressed and supported by USNC/IECQ Delegates and/or WG members to such meetings.

6.3.2 Position on Matters at Conformity Assessment Board

USNC/IECQ positions on matters presented to the Conformity Assessment Board (CAB) of the IEC to member organizations by correspondence for vote or for review and comment shall be developed by

the members of the USNC/IECQ either at a meeting or by correspondence in time for the USNC/IECQ Secretary to submit the USNC/IECQ position by the announced deadline. Such positions shall be coordinated with other USNC/IEC Committees, (e.g., the USNC/IECEE and USNC/IECEX, and the USNC/IECRE) to insure coordinated USNC responses. Persons representing US-MB Sponsored CBs are responsible only to the bodies they represent, not to the USNC/IECQ.

6.4 Appointment of IECQ MC Working Group Members

The Chair of USNC/IECQ nominates official U.S. representatives to IECQ Working Groups subject to the approval of USNC/IECQ in accordance with voting procedures. (Note: Individuals already in working groups prior to the adoption of this revision of the Rules of Procedure are considered to have met this requirement.)

6.5 Selection of Official US Delegates to IECQ MC

The Chair of USNC/IECQ nominates official U.S. delegates to IECQ MC meetings, subject to approval of USNC/IECQ in accordance with Voting procedures. At least one official delegate should be an officer of USNC/IECQ.

6.5.1 Funding

Normally, it is expected that all delegates are to be responsible for their travel expenses. Subject to availability of budgeted funds, reimbursement of a portion of travel expenses may be authorized by the USNC/IECQ. In such cases, adequate receipts accompanied by an expense report must be submitted.

6.5.2 IECQ Working Group Members

USNC/IECQ, in accordance with voting procedures, shall approve representatives of IECQ MC working groups. Participation of USNC/IECQ members in IECQ MC working groups, other than those appointed by a US-MB Sponsored CB, shall be approved in accordance with voting procedures. All IECQ MC working group members should be chosen for their expertise in the area in which the working group is chartered to operate. Approved working group members should be from organizations that are members of USNC/IECQ.

6.5.3 Observers

The Chairman of the USNC/IECQ may, upon request, appoint any interested member as an observer to the IECQ MC or IECQ MC WG international meetings subject to permission of the organizer of the relevant international meeting.

6.6 IECQ Systems Standards

As IEC Standards are accepted by the IECQ for use in the System, the USNC/IECQ shall identify those standards to which participating US-MB sponsored CB's in the IECQ system are prepared to adhere.

The USNC/IECQ Secretariat shall maintain a master set of current U.S. national differences to relevant IECQ System Standards.

7 Appeals Procedure

Each member of the USNC/IECQ agrees that if a dispute shall arise in connection with the activities of the USNC/IECQ, all appeals available within the USNC/IECQ, the USNC/IEC and ANSI must first be pursued and exhausted before resort can be made to any judicial means of dispute resolution. A directly and materially affected interested party, who believes they have been or will be adversely

affected by action or inaction of the USNC/IECQ or any of its subordinate committees or their officers, shall have the right to appeal.

7.1 Complaint

The appellant shall file a written complaint to the Secretary of the USNC/IECQ within thirty (30) days after the date of notification of action or at a time with respect to inaction. The complaint shall state the nature of the objection(s) including any adverse effects, the section(s) of these Rules of Procedure or the specific action(s) or inaction(s) that are at issue, and the specific remedial action(s) that would satisfy the appellant's concerns. Previous efforts to resolve the objection(s) and the outcome shall be noted.

7.2 Response

Within thirty (30) days after receipt of the complaint, the respondent (i.e., USNC/IECQ) shall respond in writing to the appellant, specifically addressing each allegation of fact in the complaint to the extent of the respondent's knowledge.

7.3 Hearing

If the appellant and the respondent are unable to resolve the written complaint informally in a manner consistent with these procedures, the USNC/IECQ Secretary shall schedule a hearing with an appeals panel on a date agreeable to all participants, giving at least ten (10) working days' notice.

7.4 Appeals Panel

The Appeals Panel shall be appointed by the Chairman of the USNC/IECQ and consists of three (3) individuals who have not been directly involved in the matter in the dispute, and who will not be materially or directly affected by any decision made or to be made in the dispute. At least two (2) members shall be acceptable to the appellant and at least two (2) shall be acceptable to the respondent.

7.5 Conduct of 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 USNC/IECQ 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 not covered herein.

7.6 Decision

The Appeals Panel shall render its decision to the USNC/IECQ in writing within thirty calendar days, stating findings of fact and conclusions, with reasons therefore, based on a preponderance of the evidence. Consideration may be given to the following positions, among others, in formulating the decision:

- Finding for the appellant with a specific statement of the issues and facts in regards to which fair and equitable action was not taken.
- Finding for the respondent, with a specific statement of the facts that demonstrate fair and equitable treatment of the appellant and the appellant's objections, and
- Finding that new, substantive evidence has been introduced, and remanding the entire action to the committee for appropriate reconsideration.

7.7 Further Appeals

If the appellant gives notice that further appeal to USNC/IEC is intended, a full record of the complaint, response, hearing and decision shall be submitted by the USNC/IECQ Secretary to the Secretary of the USNC/IEC.

7.8 Decisions between USNC/IECQ Sponsored CBs

If the complaint involves a dispute between a U.S. Sponsored CB and a Sponsored CB of another country, the USNC/IECQ may assist in the resolution of the matter through communication in writing with the IECQ Secretary and with the MC, and/or the IECQ Board of Appeal. If further appeal is requested by the U.S. Sponsored CB it shall be made through the USNC/IEC.

7.9 IECQ MC Application Rejection

If the complaint relates to the rejection by the IECQ MC of the application of an organization seeking recognition as a Sponsored CB or CB Testing Laboratory, the USNC/IECQ, through its status as the U.S. Member Body shall arrange for the presentation of such complaint before the IECQ Board of Appeals, but the USNC/IECQ shall assume no advocacy position to either support or not support the matter being appealed.

8 Terms & Definitions

CAB – IEC Conformity Assessment Board.

CB – IECQ Certification Body. The IECQ System provides industry with a "Supply chain verification tool" for seeking assurance that electronic components, assemblies, processes and related materials conform to declared technical Standards and Specifications. An IECQ CB is a body which has been accepted according to the IECQ Rules and which issues IECQ Certificates of Conformity. The IECQ CB is responsible for accepting applications, conducting assessments, issuing IECQ Certificates and the planning and conducting of on-going surveillance activities in accordance with IECQ Scheme(s) Rules of Procedure and supporting IECQ Operational Documents.

IECQ – The IECQ is a worldwide approval and certification system covering the supply of electronic components and associated materials and assemblies (including modules) and processes. It uses quality assessment specifications that are based on International Standards prepared by the International Electrotechnical Commission (IEC).

MB – IECQ Member Bodies. Membership of the IECQ System is open to any country whose industries have an interest in the day to day operations of the IECQ and who may have Certification Bodies or Training Providers that may wish to participate in the IECQ System and be given the right to issue International IECQ Certificates.

MC – IECQ Management Committee. The overall responsibility for the functioning of the IECQ System is vested in the MC, which is a committee of the IEC and operates under the authority of the CAB

9 Revision History

Revisions will be recorded in this section once approved by the USNC/IECQ Committee.

Revision Letter or Edition Number	Changes
USNC/IECQ RoP 11NOV2015	New Rules of Procedure published.
USNC/IECQ RoP 11NOV2015 Edition 2	Clause 3.4 Create combined officer role of Secretary/Treasurer.
USNC/IECQ RoP 11NOV2015 Edition 2	Clause 3.1 Added Treasurer to list of Officers.
USNC/IECQ RoP 11NOV2015 Edition 3	Correct the name of MB to USNC IECQ - ECC Corporation, throughout the document
USNC/IECQ RoP 11NOV2015 Edition 3	Harmonized reference to ECC Corporation throughout the document.