

Technical Working Group Bylaws

ARTICLE I: OFFICIAL NAME

1.1 Name The name of the organization shall be the Technical Working Group (TWG) - TWG for 3D Toolmark Technologies and shall herein be referred to as TWG3D2T.

ARTICLE II: PURPOSE AND OBJECTIVES

2.1 Purpose To support and promote the advancement of the forensic application of 3-Dimensional (3D) optical topography instruments in the Firearms/Toolmarks community through the development and dissemination of consensus-based standards, guidelines, best practices, and recommendations.

2.2 Objectives TWG3D2T shall at a minimum:

- Define the scope and practice areas of the discipline(s) of Firearms/Toolmarks (F/T) specific to 3D measurement technology and its application to the discipline of F/T.
- Recommend standard practices, protocols, reports, limitations, and terminology.
- Recommend standards for data interpretation and wording of conclusions.
- Recommend education, training, and continuing education requirements.
- Promote and disseminate research and development priorities for the community.
- Collect and distribute discipline-specific information on scientific foundation.
- Seek international recognition and harmonization of appropriate TWG3D2T work products.
- Establish relevant toolmark population statistics for F/T.
- Promote the harmonization of TWG3D2T documents with applicable laboratory accreditation requirements and quality assurance.

ARTICLE III: SUPPORTING ORGANIZATION

3.1 Establishing The Federal Bureau of Investigation (FBI) is recognized as the Supporting Organization (SO) for the TWG3D2T.

3.1.2 The SO is an agency or group that provides financial and/or logistical support for TWG3D2T.

ARTICLE IV: MEMBERSHIP

4.1 Eligibility Members shall have subject matter knowledge relevant to the advancement of the application of forensic 3D measurement, visualization, and comparison technologies/instruments in the discipline of F/T examination.

4.1.1 No person shall be denied membership for reason of race, color, religion, sex, national origin, age, disability, or sexual orientation.

4.2 Membership

4.2.1 Members shall have voting privileges.

4.2.2 Members shall be elected by a simple majority vote of the membership.

4.2.3 Members shall serve 3-year terms. A Member's term shall commence with the first meeting after his or her election. When a Member's term ends between 2 meetings, he or she continues until the conclusion of the next meeting.

4.2.4 Members may apply for additional terms following Section 4.4.

4.2.5 Members are expected to participate in all regular meetings.

4.2.6 Membership resides with the individual and not his or her agency or affiliation.

4.2.7 The SO is afforded Member seats on TWG3D2T. These positions shall be appointed by the SO and approved by the Executive Board (see Section 4.4).

4.3 Composition TWG3D2T shall consist of no fewer than 20 Members. At a minimum, and to the extent possible, 10% of the Members should be non-forensic science practitioners.

4.3.1 Non-forensic science practitioners may include academics, researchers, statisticians, legal representatives, etc. To the extent possible, if more than one legal representative serves on TWG3D2T, legal representation should be balanced between prosecutors, defense counsel, civil counsel, and judges.

4.3.2 Membership on TWG3D2T shall, to the extent possible, include federal, state, local, international, and private forensic practitioners.

4.3.3 Membership on TWG3D2T shall, to the extent possible, include international (non-United States) practitioners and non-forensic science practitioners.

4.4 Member Appointments and Elections Member appointments and elections shall be managed by the Membership Committee (see section 8.5).

4.4.1 The Membership Committee shall serve as the primary liaison to any nominating organizations regarding the appointment of representatives to TWG3D2T. Organizations should nominate representatives with sufficient qualifications to substantially contribute to the objectives of the TWG.

4.4.2 The SO holds *a minimum of 2 and no more than 5* appointed Member seat(s) on TWG3D2T and may appoint representatives.

4.4.2.1 For organizational representatives, the supporting organization may replace its representative(s) at any time in compliance with Sections 4.2.7 and 4.4.1. The Membership Committee will request the parent organization to reassess their

representative(s) every 3 years.

4.4.2.2 Termination of a SO representative applies to the individual and not the organization's seat on TWG3D2T.

4.4.2.3 The SO shall inform the membership committee which individual has the authority to appoint and replace its TWG3D2T representatives.

4.4.3 The Member roster shall be reviewed by the membership committee at least annually to prepare for anticipated membership changes and evaluate the composition of TWG3D2T. As vacancies occur, the need to elect Members will be determined by the membership committee. Elections may be limited to applicants qualifying for non-practitioner or specific representation as described in Sections 4.3.2 and 4.3.3.

4.4.3.1 Elections shall be held as deemed necessary by the membership.

4.4.3.1.1 Any member of the Membership Committee running for election shall be recused from committee duties throughout the election process.

4.4.3.2 Solicitation for Member applications will be advertised on the TWG3D2T website and distributed to appropriate professional and legal organizations, as well as venues which reach other stakeholders likely to be directly impacted by the work product.

4.4.4 Individuals interested in membership shall submit their names and pertinent background information to the Membership Committee. Pertinent information shall include qualifications, planned contribution, a written statement of support from the individual's employer, if applicable, and a signed and dated copy of the "Code of Ethics and Conflict of Interest Disclosure Statement" form (see Appendix A).

4.4.5 Prior to a Member's last meeting of his or her current term, the Membership Committee shall contact the Member to inform her/him their term is expiring. If interested in continuing, the Member shall submit a new application for membership including a signed and dated copy of the "Code of Ethics and Conflict of Interest Disclosure Statement" as in 4.4.4.

4.4.6 The Membership Committee shall assess individual Member applications and make recommendations to the membership on potential candidates.

4.4.7 New member applicants and those applying for consideration for additional terms shall be eligible for the same vacant seats (except as provided for in Section 4.4.3).

4.4.8 At meetings immediately preceding elections, a discussion of individuals running for vacant seats shall occur. The Membership Committee shall bring forward their recommendations, along with accompanying information provided by all applicants.

4.4.9 Elections shall be held between meetings and shall be conducted using an anonymous, online voting mechanism. Proxy voting (i.e. voting by one member for another) shall not be

allowed.

4.4.10 Election of an individual requires a simple majority (>50%) vote of the membership. For vacancies not filled by simple majority, then the remaining appointments are awarded to those candidates with the greatest number of votes. In the event of a tie for a remaining vacancy, a subsequent vote between the tied candidates will be taken. Should the second vote result in a tie, the Chair may choose to terminate the election process or cast a single vote to break the tie.

4.4.11 Each Member has one vote for each vacant position, except in the case of a second tie vote for which the Chair may vote a second time to break the tie.

4.4.12 Votes shall be counted by the Membership Committee. Election results shall be forwarded to the Chair no later than 5 days after the conclusion of the election process.

4.4.13 All Members and considered applicants for membership shall be notified of the election outcome by the Chair no later than 10 days after the conclusion of the election process.

ARTICLE V: EXECUTIVE BOARD

5.1 Authority The Executive Board shall be the managing body of TWG3D2T.

5.2 Makeup The TWG3D2T Executive Board shall consist of the TWG3D2T Chair, the TWG3D2T Vice Chair, and the TWG3D2T Executive Secretary. All members of the TWG3D2T Executive Board shall have full voting privileges.

5.2.1 The TWG3D2T Chair shall be a representative from the FBI and shall be appointed by the FBI Assistant Director (AD) or his/her designee.

5.2.2 The TWG3D2T Vice-Chair shall be a non-FBI TWG regular member and shall be appointed by the TWG3D2T Chair and ratified by a simple majority vote of the regular members at a scheduled TWG3D2T meeting.

5.2.3 The TWG3D2T Executive Secretary shall be appointed by the TWG3D2T Chair.

5.3 Eligibility and Terms

5.3.1 The terms of these positions shall be 3 years. The Member may be re-elected to office, but he or she may serve no more than a total of 2 consecutive terms per position. After being off the executive board for 1 year, a member can serve an Executive Board position again.

5.3.1.1 For the purposes of the formation of the first Executive Board of TWG3D2T, the very first Chair shall have an initial 4-year term. All subsequent Chairs and their terms shall be 3 years. The purpose is to establish staggered leadership term limits.

5.3.2 The terms of these positions shall commence at the conclusion of the meeting in which they are elected. When a Member's elected term ends between two meetings, the Member shall continue in the position until the conclusion of the next meeting.

5.3.3 When a Member is elected to a position on the Executive Board for a fixed term which extends beyond the remaining length of the Member's membership term, the elected individual's membership term shall continue until the end of the elected position's term.

5.3.4 Members may only hold/fill one elected position at a time.

5.4 Election and Re-election

5.4.1 An announcement to hold an election for positions on the Executive Board shall be distributed to the Members by the Secretary.

5.4.2 Nominations should be submitted in writing to the Secretary, except in the case of the Secretary position when the nominations shall be submitted to the Chair.

5.4.2.1 Nominations may be accepted from the floor.

5.4.3 Election and re-election will require a simple majority vote of the membership.

5.5 Resignation from the Executive Board Notice of resignation shall be in writing to the remaining Executive Board members.

5.6 Chair The Chair shall manage the activities of TWG3D2T, preside over meetings to preserve order and decorum, and promote the objectives of TWG3D2T. In addition, the Chair shall establish committees as deemed necessary.

5.6.1 If, at any time during a Chair's tenure, that person is temporarily unable to serve, the Vice Chair shall serve in his or her place. In the event of the Chair's resignation or inability to serve for a period exceeding 6 months, a successor will be elected to serve out the remaining term following Section 4.4. If the incumbent is unavailable at the time of this election, the Vice-Chair shall assume the duties of the Chair for the purpose of calling a meeting to elect a new Chair.

5.6.2 The Chair or his or her designee may invite guests to attend a meeting(s). Funding for invited guests is at the discretion of the funding organization. Invited guests shall not be considered Members and shall not be granted voting privileges.

5.7 Vice-Chair The Vice-Chair shall assist the Chair in his or her duties as needed, preside over the Membership Committee, oversee the other committees established by the Chair, and fill in for the Chair, when needed.

5.7.1 If, at any time during a Vice-Chair's tenure, that person is temporarily unable to serve, the Chair shall, at his or her discretion, designate a Member to serve in the Vice-Chair's place. In the event of the Vice-Chair's resignation or inability to serve for a period exceeding 6 months, a

successor will be elected to serve out the remaining term following section 5.4.

5.8 Secretary The Secretary shall perform such duties as may be assigned by the Chair and shall perform all administrative duties incident to the office including, but not necessarily limited to the following: preparing summary minutes of meetings and maintaining records of meetings (to include Member participation) and work products.

5.8.1 If, at any time during a Secretary's tenure, the person is temporarily unable to serve, the Chair shall, at his or her discretion, designate a Member to serve in the Secretary's place. In the event of the Secretary's resignation or inability to serve for a period exceeding 6 months, a successor will be elected to serve out the remaining term following section 4.4.

5.9 At-Large Members At-Large Members shall act as advisors to the Chair, act as a liaison with the membership, and perform all other duties as specified in these Bylaws.

5.9.1 If, at any time during an At-Large Member's tenure, the person is temporarily unable to serve, the Chair shall, at his or her discretion, designate a Member to serve in the At-Large Member's place. In the event of the At-Large Member's resignation or inability to serve for a period exceeding 6 months, a successor will be elected to serve out the remaining term following section 4.4.

ARTICLE VI: TERMINATION OF MEMBERSHIP

6.1 Termination of Membership A Member may be terminated for insufficient participation or for cause. Notice and due process must be afforded to the Member prior to termination.

6.1.1 Insufficient Participation The Secretary shall maintain records of participation in meetings. In the event that a Member does not attend more than 2 meetings within a 2-year period or a majority of telephonic /web-conferences, or attends, but consistently fails to actively contribute to work products, the Secretary shall notify the Membership Committee and the Chair in writing. The Membership Committee shall review the matter and may recommend the Member's removal in writing with included justification, to the Executive Board. If removal is recommended, the Member shall be notified of the review and recommendation; and shall be given 30 days from receipt of said notification to submit a written response. Within 30 days of receipt of the Member's response, the Executive Board shall review and evaluate the recommendation of the Membership Committee and the Member response, sustain or overrule the Membership Committee recommendation by a 2/3 majority vote and notify the Member and the Membership Committee of its decision. The decision of the Executive Board shall be final.

6.1.2 Unethical Conduct Any Member may submit a written complaint, including code of ethics violations, to the Membership Committee. The complaint shall contain specific information that supports termination. The Membership Committee shall report all complaints and subsequent actions to the Chair.

6.1.2.1 Within 30 days of receipt of the complaint, the Membership Committee shall review the complaint and determine by a simple majority vote whether to dismiss the complaint or to conduct an inquiry. If the complaint is dismissed, the matter is resolved. The member(s) who made the original complaint shall be informed of this decision by the Chair.

6.1.2.2 If further inquiry is required, the Membership Committee will provide the Member notice. The Member shall have 30 days to respond in writing. If the Member fails to file a written response within the time prescribed in this section, this will constitute a waiver of the right to file a response and said Member shall abide by the action and decision of the Executive Board, without the right to appeal to the Members. Following the receipt of the Member's response or the expiration of the 30-day period with no written response, the Membership Committee will consider all pertinent information and make a recommendation to the Executive Board within 30 days.

6.1.2.3 The Executive Board shall review and evaluate the recommendation and response, should one exist, and within 30 days of receiving the recommendation, sustain or overrule by a simple majority vote the findings of the Membership Committee, and notify the Member, the complainant and the Membership Committee of its decision.

6.1.2.4 If the Executive Board decides to dismiss the Member, the Member may submit a notice of appeal to the general membership through the Chair within 30 days of receiving the Executive Board's decision. Upon appeal, both the Member and the Executive Board may submit written statements to the general membership through the Chair within 30 days of notice of the appeal. The general membership, excluding the Executive Board, the complainant and the accused, shall vote on the appeal within 30 days of the submission of both written statements. They shall vote to sustain or overrule the Executive Board's decision which can be overruled by a 2/3 majority vote.

6.1.2.5 The Executive Board shall forward substantiated complaints and the outcome of the complaint process to keep the supporting organization informed.

6.2 Resignation A Member may withdraw/resign at any time with written notice to the Membership Committee and the Chair.

ARTICLE VII: MEETINGS

7.1 Regular Meetings There shall be a minimum of 1 regular meeting per year.

7.1.1 A quorum is required to conduct business.

7.1.2 Non-members may be invited to participate in a meeting which will be referred to hereafter as "guests". Considerations for invitation may include, but not limited to, the requirement for specialized knowledge or expertise for particular topics being considered by the

TWG3D2T. Invitations will be extended by the Chair or his or her designee. Funding for invited guests is at the discretion of the supporting organization.

7.1.3 The FBI shall make travel and/or lodging arrangements for all TWG3D2T members. In accordance with federal regulations, the FBI cannot make travel arrangements for non-United States citizens; however, the FBI shall make all other arrangements for such TWG3D2T members. The FBI shall not be responsible for the travel and lodging arrangements for TWG3D2T members to attend TWG3D2T meetings planned in conjunction with professional meetings that are open to the public as a part of such forums.

7.1.4 The TWG3D2T Executive Board and TWG3D2T regular members shall receive no compensation or honoraria in lieu of salary or wages for their time spent attending meetings or working on TWG3D2T business.

7.2 Special Meetings Special meetings may be called by the Chair. Consideration will be given to the funding organization for funding approval.

7.3 Notice of Meetings To the extent possible, notice of the regular meetings will be communicated to Members, Advisors (see Section 7.4), and invited guests at least 90 days in advance of the meeting date. Meeting dates shall be posted on the TWG3D2T website.

7.4 Member Attendance Meetings will consist of Members and invited guests. If funding is available to cover the expenses of those attending, Members will be funded to attend each meeting. If funding is not available, other means of participation will be supported, such as virtual or teleconferencing technology.

7.5 Conduct of Meetings/Parliamentary Rules The simplest mechanism governing meetings will be used, and all Members shall follow good business practices during meetings. When a dispute arises or when deemed necessary by the Chair, the most current version of *Robert's Rules of Order* shall be followed.

ARTICLE VIII: COMMITTEES

8.1 Establishment Committees and their membership shall be established by the Chair when deemed appropriate.

8.2 Presiding Officer: The presiding officer of a new committee shall be a Member appointed by the Chair.

8.2.1 The presiding officer shall manage the activities of his or her committee. These duties include, but are not limited to, nominating members for appointment to the Committee, preparing committee meeting agendas, maintaining minutes and records of committee meetings, acting as a spokesperson for the committee, and forwarding draft documents and other work products to the TWG3D2T membership.

8.3 Voting All individuals assigned to a committee may vote on issues addressed within the committee. Each member shall have one vote. The use of proxies is not permitted.

8.3.1 Final decisions shall require a simple majority of the committee membership for approval.

8.4 Technical Advisors When deemed necessary by the Chair to support a specific task, non-members may be appointed to serve on a committee for an appropriate time frame to assist with these activities. These individuals, referred to as “Technical Advisors”, shall not have voting privileges outside the committee, and shall not typically be funded nor expected to attend meetings.

8.5 Membership Committee The Membership Committee shall manage Member appointments and elections, complaints against Members, and Conflict of Interest Disclosures. The committee shall consist of the Vice-Chair, who shall serve as the presiding officer, and 2 additional Members proposed by the Chair and confirmed by a simple majority vote of the membership.

8.6 Bylaws Committee The Bylaws Committee shall review and make recommendations to maintain and update the Bylaws, submit all proposed amendments approved by the membership to the funding and/or supporting organization for review and approval, monitor that TWG3D2T is operating within the parameters of the Bylaws, and keep the official copy of the Bylaws. The committee shall consist of at least 2 Members as assigned by the Chair.

8.6.1 Proposed amendments to the Bylaws shall be submitted to the Chair for review and approved by the membership by a simple majority vote.

8.6.2 Notice shall be provided to the Chair of any infractions to the Bylaws.

8.7 Other Committees Additional committees may be formed and dissolved as deemed necessary by the Executive Board. These committees shall follow the same structure and rules as outlined above.

ARTICLE IX: PRODUCT DEVELOPMENT

9.1 Process The process for document development, outlined in Appendix B, shall be a routine process followed by TWG3D2T. The TWG3D2T may find it necessary to draft a Standard and will then follow the product development process outlined by the selected Standard Development Organization (SDO). The TWG3D2T shall use SDOs that adhere to nationally or internationally accepted SDO practices, such as those approved by American National Standards Institute (ANSI). The process outlined in Appendix B (or that of an SDO) are not required for work products such as research priorities, reference compilations, position statements, and admissibility packages.

ARTICLE X: VOTING

10.1 Quorum and Voting: A quorum is required in order to conduct official business. Quorum is achieved through the participation by a 2/3 majority of the TWG3D2T Members and requires the presence of the Chair and/or Vice-Chair.

10.1.1 It is at the Chair’s discretion as to whether telephonic attendance is an acceptable form of participation for in-person meetings. If permitted, any Member who has been participating in the discussion may cast a vote via phone or electronically to the Secretary.

10.1.2 Each Member shall have one vote. Proxy voting shall not be permitted.

10.1.3 Except in the case of Member elections, all materials to be considered for voting between meetings (electronic voting) shall be distributed at least 5 business days prior to the voting.

ARTICLE XI: COMMUNICATION

11.1 Official Communications Official external communications shall be approved by the Chair or his or her designee.

11.1.1 Exceptions include communication as outlined in these Bylaws by the Membership Committee regarding membership applications and complaints, the Bylaws Committee when forwarding proposed amendments and updated Bylaws to the funding and/or managing organization, and routine business conducted by the Secretary.

11.1.2 Communication of work products shall typically be done through the TWG3D website.

ARTICLE XII: BYLAWS AND AMENDMENTS TO BYLAWS

12.1 Official Copy The Bylaws Committee shall keep the official copy of the Bylaws. A current version of the Bylaws shall be available on the TWG3D2T website, and a copy sent to the supporting organization.

12.2 Notification and Adoption of Amendments The Bylaws Committee is responsible for any amendments to the Bylaws and shall submit them to the Chair. The Chair will submit proposed amendments to the Secretary at least 30 days prior to the next scheduled meeting.

12.2.1 Members shall receive a copy of the proposed amendment(s) and notification that they will be presented for vote at the next scheduled meeting no later than 5 business days after the Secretary receives them.

12.2.2 A 2/3 majority vote is required for approval. Grammatical and formatting changes to the Bylaws do not need to be approved by a vote.

12.3 Approval by Supporting Organization All proposed amendments to the Bylaws shall be submitted by the Bylaws Committee to the TWG3D2T supporting organization for review after membership has voted on the new content. The organization may approve, reject, or return proposed amendments for changes. Notification of the decision shall be forwarded to the Bylaws Committee.

12.3.1 Amendments approved without change by the organization will become effective immediately unless otherwise stated.

12.3.2 If the organization does not take any action within 60 days after receipt, the submitted amendments are automatically approved without any further action by the organization.

12.3.3 Proposed amendments returned for change will be reviewed and evaluated by the Chair and put to the Members for a vote to:

- Adopt the amendment as proposed and it will become effective immediately unless otherwise stated.
- Modify the original proposal and re-submit for approval. Discontinue the amendment process.

12.3.3.1 If TWG3D2T votes to adopt the amendment as proposed or discontinue the amendment process, the supporting organization shall be notified of the decision.

Appendix A

TWG3D2T CODE OF ETHICS

The membership of the Technical Working Group for 3D Toolmark Technologies (TWG3D2T) is composed of Federal, State, local, and international representatives from forensic F/T discipline laboratories, as well as private F/T practitioners, researchers and attorneys. Generally, these representatives are subject to a Code of Ethics prescribed by professional organizations imposed upon them as a condition of their employment. As members of TWG3D2T, these Federal, State and local representatives are bound by their employing agency's Code of Ethics.

The Membership Committee shall be responsible for enforcing the Code of Ethics and conflict of interest disclosure process. All issues related to the Code of Ethics shall be reported to the Membership Committee. All reported possible conflicts of interest shall be considered by the Membership Committee to determine if the individual may be allowed appointment to TWG3D2T.

Members of TWG3D2T, with the goal of avoiding impropriety in our representative capacity within TWG3D2T, we agree to abide by the following principles:

1. The mission of the TWG3D2T is to provide reliable information to the criminal justice system as paramount.
2. Comply with the bylaws of the TWG3D2T.
3. Act at all times with devotion to high ideals of professional integrity and with loyalty to F/T discipline needs as they relate to continual improvements and technological advancements.
4. Afford all TWG3D2T work products and ongoing discussions specific to those work products appropriate confidentiality until such products are released.
5. Provide public statements representing TWG3D2T policies or positions only upon approval of the Chair, and if approved, represent TWG3D2T policies or positions accurately.
6. Report to the Membership Committee any sanctions received from their employer in the forensic field or from professional organizations.
7. Provide a complete and accurate representation of qualifications, education, training, experience, and area of expertise.
8. Maintain competency in the areas of the member's contribution to the TWG3D2T.
9. Stay current with and knowledgeable of developments in the area of F/T 3D measurement technology.
10. Avoid conflicts of interest that might influence the member's actions or judgment.
11. Disclose immediately to the TWG3D2T Chair any interest, direct or indirect, that might be construed as prejudicial in any way.

12. Discourage untrue, unfair or exaggerated statements with respect to F/T 3D measurement technology.
13. Refrain from expressing opinions on matters that are not founded on factual basis.
14. Co-operate in working with other members engaged on a project.
15. Act towards other members with courtesy and good faith.
16. Refrain from maliciously injuring the reputation or business of another member.
17. Maintain the honor and integrity of the discipline by reporting dishonest or unethical conduct of another member.

Conflict of Interest Disclosure It is in the best interest of TWG3D2T to be aware of and properly manage all actual, potential, and perceived conflicts of interest amongst those serving as Members and Advisors.

1. Members and Technical Advisors shall submit to the Membership Committee a Conflict-of Interest Disclosure Statement as part of the appointment process and thereafter on a yearly basis during their term.
2. Conflict of Interest Disclosure Statements shall be maintained by the TWG3D2T indefinitely by the Secretary.
3. Members or Technical Advisors shall recuse themselves from any process where they believe they may have a conflict of interest.
4. The Membership Committee may request that a Member or Advisor recuse himself or herself if the presiding officer recognizes a potential conflict and believes it appropriate to do so.

Appendix B

Product Development When Not Using a Standards Development Organization (SDO)

B.1 Adoption of New Products Recommendations to adopt guidelines, best practices, and other materials shall be made by the responsible committee once approved by a 2/3 majority committee vote.

B.1.1 Once a draft is complete and approved by the responsible committee, the recommended product shall be presented to the membership for review and acceptance.

B.1.1.1 The presiding officer(s) of the responsible committee shall notify the Chair to request placement on the next scheduled meeting agenda at least 30 days prior to the meeting.

B.1.1.2 The draft document shall be submitted to the Chair at that time for distribution to the membership.

B.1.2 After review, the Membership shall vote on the product.

B.1.2.1 If accepted by 2/3 vote, a draft product shall be posted as a “Draft for Comment” where the product will be open for public comment.

B.1.2.2 If not accepted the product shall be returned to the responsible committee for rework with feedback from the Membership.

B.1.3 Draft documents for comment shall carry titles that describe their content. Each draft document should also clearly indicate whether it is to be considered as a guideline, best practice, or other material. The draft document will be labeled clearly as “Draft for Comment” in the title and include a “Draft” watermark.

B.1.4 “Draft for Comment” documents shall be published on the TWG3D2T website. Drafts must be available for public comment for a minimum of 30 days. Notices announcing the open comment period, an explanation of the need for the work product, and references to the TWG3D2T website shall be distributed to appropriate professional organizations, as well as venues which reach other stakeholders likely to be directly impacted by the work product.

B.1.4.1 Each “Draft for Comment” document or other work product will include the following instructions for submitting comments: “TWG3D2T encourages stakeholder participation in the preparation of documents. Suggestions for modifications are welcome and may be forwarded to the Secretary in writing. The following information is required as a part of the response:

- (a) Submitter’s name
- (b) Affiliation (agency/organization)
- (c) Address
- (d) Telephone number and/or email address

- (e) Document title and version number
- (f) Change from (note document section number and appropriate text)
- (g) Change to (new text or changes)
- (h) Basis for change

B.1.5 All public comments received shall be documented and forwarded to the responsible committee for review and objections related to the work product under consideration will be adjudicated with accompanying justification.

B.1.5.1 The committee responsible for drafting the document shall review and adjudicate each public comment. Adjudication to public comments shall use the following categories. The adjudication of each comment shall be recorded.

- (a) Change accepted: the public comment was persuasive and accepted as submitted.
- (a) Change accepted with modification: the public comment was persuasive however needed modification, such as grammar, or minor disagreement with the content of the change.
- (b) Change rejected: the public comment was not persuasive. Examples of unpersuasive changes include recommendations or content that are beyond the scope of the document, changes that are technically unsound.

B.1.6 Upon completing adjudication of all public comments, the committee's adjudication decisions, with accompanying justification shall be communicated in writing to the submitter by the Chair or his or her designee. In addition, the submitter will be notified of the appeals process as outlined in section B.4.

B.1.6.1 Adjudication for all comments shall be documented and maintained.

B.1.7 Upon committee completion of the product subsequent to revisions made as a result of the public comment period, the committee presiding officer(s) shall present the final product(s) to the membership for review.

B.1.7.1 If the responsible committee believes that further public comment would benefit the "Draft for Comment" document, then the committee may decide to repeat steps B.1.1 through B.1.7.

B.1.8 After review of the document, public comments (and their adjudication), and completion of any public comment appeals (as outlined in section B.4), the Membership shall vote on the document. A 2/3 majority vote is required for a document to become an "Approved Document." It will then carry the date of approval and appropriate title.

B.2 Amendments Proposed amendments to "Approved Documents" may be made by the Membership.

B.2.1 Proposed changes to existing products shall be submitted in writing to the Secretary and contain the following information:

- (a) Submitter's name

- (b) Document title and version number
- (c) Change from (note document section number)
- (d) Change to
- (e) Basis for change

B.2.2 All proposed amendments received shall be forwarded to the appropriate committee for review, and objections related to the work product under consideration shall be adjudicated with accompanying justification.

B.2.2.1 If the appropriate committee no longer exists, the Chair will appoint a new committee to review the proposed amendments.

B.2.3 If the proposed amendment is accepted by the committee, a new document shall be drafted which must be approved by a 2/3 majority committee vote. Once approved, the amended product shall be presented to the membership for review and acceptance. At this point the document shall be considered an "Amended Document" and will follow the approval of process outlined in B.1. However, only public comments specific to the amended portion(s) of the Document shall be considered.

B.3 Review of Approved Products When five years have elapsed from the date of adoption or amendment of a product, Members shall consider whether changes are required. If this results in amendments to the Document, then the process outlined in B.1 shall be followed.

B.4 Appeal process If, after notification of the outcome of a submitted comment(s), the submitter feels that TWG3D2T did not give the comment(s) due consideration, the submitter has the right to appeal the decision. This appeal shall provide for impartial handling regarding the action or inaction taken by TWG3D2T.

B.4.1 All appeals shall be submitted in writing to the Chair and contain the following information:

- (a) Submitter's name
- (b) Affiliation (agency/organization)
- (c) Address
- (d) Telephone number and/or email address
- (e) Document title and version number
- (f) Copy of the previously submitted comment(s)
- (g) Basis for appeal/concerns

B.4.2 The Executive Board shall review all appeals within 30 days of receipt of the appeal. Evaluation shall include input from the committee dealing with the original comments.

B.4.3 When approved by a majority vote, the decision of the Board, with justification, shall be communicated in writing to the submitter within 15 days of the decision.

B.4.3.1 If the decision of the Executive Board is to uphold the submitted appeal, the

comments shall be resubmitted to the original committee for inclusion in the work product. The work product will be considered a “Revised Document for Comment” and those changes made to the document will be sent out for comment following steps B.1.4 through B.1.8.

B.5 Archival of Products When an Approved Document is determined to be obsolete or no longer necessary, an archived date will be established and added to the published document along with a “Archived” watermark. The document will remain published on the TWG3D2T website.

B.5.1 Any Member may submit to the Chair a request for a document to be archived. Archival of an approved document must be approved by 2/3 vote of the Membership.