

Below is a description of the changes recently made to the ATIS Operating Procedures.

- Preamble – move the last two sentences into separate paragraphs for readability;
- Section 1 – update website link to forum mission statements;
- Section 2 –clarify what information is available from ATIS’ website; update website link for membership information;
- Section 3.1.1 and 3.2.1 – correct capitalization; clarify that “Observers” may not serve as leaders of ATIS forums or their subcommittees;
- Section 4.1 – permit 30-day notice of elections to be provided via email or during a meeting; further clarify obligations regarding the announcement of leadership elections;
- Section 5.2 – typo correction (add comma);
- Sections 5.3.1-5.3.8 – non-substantive changes (consistent use of complete sentences);
- Section 10.4 – clarify that the procedures in this section apply to revised American National Standards (ANSs), as well as to proposed and approved ANSs; change “party” to “patent holder;” clarify when the explanatory note regarding patents is required in ATIS deliverables (i.e., only when ATIS receives an assurance statement that a license to essential patent claim(s) will be made available to implementers on a reasonable and non- discriminatory basis);
- Section 13 – explain that the appeals process described in this section is limited to procedural appeals;
- Section 13.1 – clarify that the forum leadership should consider input from members regarding procedural concerns;
- Section A.1 – typo correction (add comma);
- Section A.2.2 – explain that records for standards maintained under periodic maintenance will be retained for one complete standards cycle, or until the standard is revised;
- Section A.2.3 – typo correction;
- Section A.4 – explain that, when deliberating whether to initiate an ANS, participants are encouraged to develop a consensus on whether and how the standards development project should proceed;
- Section A.7.2 – typo correction; revise procedures to no longer require negative votes to provide specific actions that would resolve the negative vote (“the negative vote shall contain specific actions...” revised to “should contain specific actions...”);
- Section A.7.6 – typo correction (add comma);
- Section A.7.9 –explain that, for subsequent letter ballots, any unresolved negative votes, along with the attempts at resolution, will be circulated to the Forum to provide members to respond, reaffirm or change their votes; note that all unresolved comments received during public review of an ANS will also be circulated to the Forum;
- Section A.10 – delete text regarding ATIS’ responsibility for determining whether announcements of ANSs will be published in media other than ANSI’s Standards Action publication; add sentence explaining that timely, adequate notice of standards

activity must be announced in media that suitably demonstrates that a meaningful opportunity was provided for participation, debate, and deliberation by all directly and materially interested parties and in a fair and equitable manner; and

- Section A.13.2 – specify that continued maintenance standards will automatically expire if no revisions are approved in ten (previously four) years.