

## **Language of Existing Recommendation Processing (Standards Adoption)**

Last Modified 1/8/02  
Last reviewed 1/18/02

1. A request recommendation and its comments, if any, are presented to the Executive Committee (EC) for a vote. The EC discusses and possibly modifies the recommendation and then takes a 17/2 vote on the recommendation.
2. The Standards Request Log and/or Clarifications Log are updated to reflect the results of the EC 17/2 and procedural votes. The updated logs are posted by the NAESB Office on the NAESB Web site.
3. If the recommendation fails the EC 17/2 vote, no further action is necessary by NAESB.
4. If the recommendation passes the EC 17/2 vote, and it is has not been processed by Information Requirements (IR) and Technical Subcommittees, it is sent to those subcommittees where the completion of the work (fully staffed) occurs. When completed, the chair of the Technical Subcommittee sends the fully staffed recommendation to the NAESB Office. The Standards Request and/or Clarification logs are updated and posted to reflect this process (See Process 2 and its resulting documents).
5. The NAESB Office posts the fully staffed recommendation on the NAESB Web site and sends out a request for industry comment for a period of time as specified in the GISB Operating Practices (GISBOPs). The Standards Request and/or Clarification logs are updated and posted to reflect this process (See Process 2 and its resulting documents).
6. If the EC approved-fully staffed recommendation was modified by the EC, the NAESB Office updates the recommendation and posts it, in addition to the previously posted recommendation(s) for that request, on the NAESB Web site.
7. The recommendation as approved by the EC and the corresponding ballot is sent out by the NAESB Office for member ratification for a period of time as specified in the GISBOPs. The Standards Request and/or Clarification logs are updated and posted to reflect this process (See Process 2 and its resulting documents).
8. The Membership Ratification Voting Record is posted by the NAESB Office on the NAESB Web site. The Standards Request and/or Clarification logs are updated and posted to reflect this process (See Process 2 and its resulting documents).
9. If the recommendation fails the membership ratification, no further action is necessary by NAESB.
10. If the recommendation passes the membership ratification, the NAESB Office updates the Final Actions (Standards and/or Interpretations) and posts it on the NAESB Web site. The Standards Request and/or Clarification logs are updated and posted to reflect this process (See Process 2 and its resulting documents).
11. The Final Actions (Standards and/or Interpretations) are used to update the NAESB standards manuals. The Standards Request and/or Clarification logs are updated and posted to reflect this process (See Process 2 and its resulting documents).