

**Language of Proposed Recommendation Processing  
(Standards Adoption)**

As of PPRTF Meeting 11/6/01

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 GISB Office on the GISB Web site.
- 2a. If the recommendation fails the EC 17/2 vote, no further action is necessary by GISB.
3. If the recommendation passes the EC 17/2 vote, and it 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 GISB Office. The Standards Request and/or Clarification logs are updated and posted to reflect this process (See Process 2 and its resulting documents).
4. The GISB Office posts the fully staffed recommendation on the GISB Web site and sends out a request for industry comment for a period of time as specified in the GISB Operating Procedures (GISBOPs). The Standards Request and/or Clarification logs are updated and posted to reflect this process (See Process 2 and its resulting documents).
5. The GISB Office creates an ECA Recommendation which reflects the recommendation as approved by the EC. This document is an attachment to the corresponding EC Minutes. It is also posted, in addition to the previously posted recommendation(s), on the GISB Web site.
6. By a procedural vote, as part of the EC review of the previous EC meeting minutes, the EC approves the ECA Recommendation.
7. The ECA Recommendation and the corresponding ballot are sent out by the GISB Office for member ratification for a period of time as specified in the GISBOPs. The GISB Office posts the ECA Recommendation and corresponding ballot due date in a separate location and also annotates the ratification due date on the GISB Calendar that is posted on the GISB Web site. 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 GISB Office on the GISB 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 GISB.
10. If the recommendation passes the membership ratification, the GISB Office updates the Final Actions (Standards and/or Interpretations) and posts it on the GISB Web site.
11. The Final Actions (Standards and/or Interpretations) are used to update the GISB standards manuals. The Standards Request and/or Clarification logs are updated and posted to reflect this process (See Process 2 and its resulting documents).