



# Gas Industry Standards Board

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October 24, 1997

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TO: Process Subcommittee, Posting on the GISB Home Page

FROM: Bill Boswell, Chairman, Process Subcommittee  
Rae McQuade, Executive Director

RE: Upcoming November 13 Process Subcommittee Meeting & Agenda

## MEETING ANNOUNCEMENT:

Attached please find the draft agenda for the upcoming Process Subcommittee meeting. Materials are provided as attachments to this document. The meeting arrangements are:

Where: Watergate Hotel, 2650 Virginia Avenue Northwest, Washington D.C.  
Room: Monticello Room  
When: November 13, 1997 8:00 a.m. to 10:00 a.m.  
Phone: 202-965-2300

attachments: 1. Draft Process Subcommittee Agenda for November 13, 1997  
2. Draft minutes from September 15, 1997  
3. Interpretation Subcommittee Procedures  
4. Draft Proposed Affiliated Group Procedures  
5. Recommended Triage Group Procedures  
6. Recommended Business Practices Subcommittee Procedures

cc: Dennis Holbrook  
Laurie Paulson  
Posting on GISB Home Page for access to all GISB members and other interested parties

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## **GISB PROCESS SUBCOMMITTEE MEETING**

### **PROPOSED AGENDA**

**November 13, 1997 -- 8:00 a.m. to 10:00 a.m.**

1. Welcome
    - Antitrust Guidelines
    - Welcome to members and attendees
    - Adoption of Agenda
    - Adoption of the Draft Minutes of September 15, 1997
  
  2. Review of Subcommittee Procedures Adopted by the Process Subcommittee on September 15, 1997
    - Triage Group
    - Interpretations Subcommittee
    - Business Practices Subcommittee
  
  3. Discussion and Possible Adoption of Draft Procedures
    - Affiliated Group Subcommittee Procedures
  
  4. Adjourn
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**GAS INDUSTRY STANDARDS BOARD  
Process Subcommittee Meeting  
9:00 a.m. to 11:00 a.m. -- September 15, 1997**

**Telephone Conference Call Meeting**

**DRAFT MINUTES**

**I. Introductory Items**

Bill Boswell welcomed attendees to the conference call gave the antitrust advice. The agenda and the minutes of August 13 were adopted with modifications.

**II. Interpretation Subcommittee (IS) Procedure Amendments -- Triage**

Attendees concurred with the drafting Interpretation Subcommittee procedures. After discussion, there were no changes to the process described for interpretations. The Triage Subcommittee mission and procedures was modified and approved. The Business Practices Subcommittee (BPS) mission and procedures were modified and approved. The Affiliated Group mission and procedures were discussed and action will be taken for next time. The work papers will be attached to these minutes and a notice set out to all chairs. They will be discussed in the Executive Committee meeting in November.

**III. Adjourn**

The meeting adjourned at 11:05 a.m. The forms will be reviewed on October 15. Next meeting is a conference call 8:00 a.m. to 9:00 a.m. October 15.

**IV. Attendance**

<u>Chair:</u>	Bill Boswell	Peoples Natural Gas
<u>Subcommittee:</u>	Julie Dennis	Mobile Bay
	Randy Young	Koch Gateway
	Sandra Barnett	Koch Gateway
	Theresa Hess	Northern Natural
<u>Administrative:</u>	Rae McQuade	Executive Director

Attachments: 1. Recommended Procedures for the Interpretations Subcommittee  
2. Recommended Procedures for the Triage Group  
3. Draft Procedures for the Affiliated Groups  
4. Recommended Procedures for the Business Practices Subcommittee



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September 15, 1997

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## GISB OPERATING PRACTICE INTERPRETATIONS SUBCOMMITTEE MISSION AND PROCEDURES

### Interpretations Subcommittee Mission

The Interpretations Subcommittee is a segment balanced subcommittee of GISB whose mission is to receive Requests for Interpretation or Clarification of GISB Standards; to solicit input as to the source and nature of the circumstances giving rise to the Request for Clarification or Interpretation; and, working in conjunction with other subcommittees within GISB, to develop clarifications; or, other recommendations with respect to the processing of a Request for Clarification or Interpretation, in response to such requests; for review and determination by the GISB Executive Committee.

### Composition of the Interpretations Subcommittee

The Interpretations Subcommittee is comprised of two members of each of the five GISB Segments. These members are selected by the EC Members for each respective segment, which segment's representative(s) are communicated to the GISB office are communicated time to time. The Interpretations Subcommittee members are GISB members with dues paid and serve on the Interpretations Subcommittee at the pleasure of the GISB segment EC Members for their respective segment. The Interpretations Subcommittee shall be chaired by a member of the Subcommittee chosen by the EC from time to time. The Interpretations Subcommittee shall have a Vice-chair also chosen by the EC from time to time.

### Interpretations Subcommittee Procedures

#### Meetings and Voting:

The Interpretations Subcommittee will meet on a regularly scheduled basis, if outstanding requests merit meeting, with a preference for telephone conferences. The schedule of meetings will be noticed on the GISB home page and will be open to any participant. When votes are taken, the members of the Interpretations Subcommittee are the voting members of the subcommittee. Votes with respect to interpretations and recommendations are to be recorded by polling each member of the Interpretations Subcommittee. Members not present at the time of a vote will be polled notationally to ascertain their voting position upon all interpretations and recommendations.

#### Processing Requests for Interpretation/Clarification:

1. A Request for Clarification or Interpretation shall be submitted to the GISB Office, given a designation number (beginning with a "C" and the last two digits of the year and then beginning with 001, 002 etc.) and forwarded to the voting members of the Interpretations Subcommittee for review.
2. Each Request for Clarification or Interpretation shall be noticed by posting on the GISB home page and will be discussed during at least one meeting. During the first meeting to discuss a Request for Clarification or Interpretation the subcommittee members and participants will discuss the matter under consideration and seek from the requester and other interested parties their views on the matter and the circumstances giving rise to the request. Issues and potential resolutions will be discussed and recorded in the minutes of the subcommittee.



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3. During this first meeting in which a request is discussed, the subcommittee, in conjunction with the requester, may determine that:
  - 3.1 The request has been satisfied through the discussion and the requester determines to withdraw the request pursuant to paragraph 5.5 below;
  - 3.2 A proposed interpretation be drafted and posted for discussion at the next scheduled meeting of the Interpretations Subcommittee;
  - 3.3 Additional information, research, or input is needed from the requester or other knowledgeable parties including other GISB subcommittees or task forces before proceeding with processing the Request for Clarification or Interpretation; or
  - 3.4 The Request for Clarification or Interpretation is better handled as a request for standard.

In the event of a determination under 3.4 above, the Interpretations Subcommittee will draft a suggestion to the EC that the EC can refer the request to another GISB Subcommittee or task force with passage of the appropriate minutes and any appropriate work papers.

In the event of a determination under 3.3 above, a) the Interpretations Subcommittee member(s) seeking additional information may solicit material from sources of their choosing (including but not limited to GISB meeting minutes and transcripts); and/or b) the Chair may request of the GISB office that a formal request for information be forwarded to the chair(s) of the applicable GISB Subcommittee or task force.

## **Processing Draft Interpretations:**

4. In the event of a determination under 3.2 above, the draft interpretation will be generated and posted sufficiently in advance of the next scheduled meeting of the Interpretations Subcommittee so that interested parties may have an opportunity to review the draft interpretation and provide comment (written or verbal) at the next scheduled meeting of the Interpretations Subcommittee. Meeting minutes will close with the agenda of proposed items for discussion at the next scheduled meeting.
  - 4.1 Proposed interpretations will be discussed during at least one meeting of the Interpretations Subcommittee. If the Interpretations Subcommittee determines at that time that a draft (including the first draft) of an interpretation is ready for EC review and determination, a vote will be taken. If the matter passes by simple majority (including a count of notational votes), the interpretation shall be posted for industry comment and the matter forwarded to the EC to be added to the next EC agenda following the close of the comment period (which comment period, absent an EC determination to shorten, would not be less than two weeks).
  - 4.2 If there are changes to a draft (including the first draft) of an interpretation which changes are agreed to by the members of the Interpretations Subcommittee, another draft will be done, posted with the minutes of the meeting and discussion upon the second (or subsequent) draft scheduled for the next meeting of the Interpretations Subcommittee.



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- 4.3 The Interpretations Subcommittee may, upon review of a draft interpretation, determine that the matter under review should be handled pursuant to 3.3 or 3.4 above. In which case the draft interpretation will be “held” in its draft state until: a) resolution (or lack thereof) under 3.4, or b) the receipt of additional material; and, c) further review and vote by the Interpretations Subcommittee.
  - 4.4 All draft interpretations which are being “held” in their draft state under Section 4.3 are open for discussion during an Interpretations Subcommittee meeting but may not move to final draft without a determination during one meeting that the matter will be placed on the Agenda for the next scheduled meeting at which time the Interpretations Subcommittee will address the drafting (and potential resolution by vote) of the “held” interpretation request.

## **Completion of the Interpretations Process:**

5. Action by the EC determines whether or not a Request for Clarification or Interpretation has been processed to completion.
  - 5.1 The EC, at any scheduled EC meeting may, by a majority vote, discharge a draft interpretation from the Interpretations Subcommittee. Upon such vote to discharge, the EC may place the matter on its next agenda for review and a determination by the EC. The matter so discharged pursuant to this section 5.1 will be posted for industry comment in advance of the EC meeting at which it will be discussed.
  - 5.2 The EC, upon receipt of a matter from the Interpretations Subcommittee pursuant to section 3.4 may accept or modify the recommendation; and if so, the matter shall be deemed to have been processed to completion.
  - 5.3 The EC, upon receipt of a matter from the Interpretations Subcommittee pursuant to section(s) 4.1 or 5.1 may determine to accept, modify or reject the draft interpretation; and if so, the matter shall be deemed to have been processed to completion.
  - 5.4 The EC, upon receipt of a matter from the Interpretations Subcommittee pursuant to section 4.1 or 3.4 may determine to refer the matter back to the Interpretations Subcommittee with instructions; and if so, the matter shall be deemed to be an open matter requiring further processing by the Interpretations Subcommittee.
  - 5.5 The requester of an interpretation may withdraw their Request for Clarification or Interpretation. Upon withdrawal, work upon that numbered request shall cease without prejudice to subsequent action on a request pertaining to the same or related subject matter. Notice of withdrawal should be made a) in writing at or following the meeting of the interpretations subcommittee (and included in the minutes thereof); b) at a meeting of the EC where it is scheduled for resolution or discussion (and included in the minutes thereof); or c) in writing to the GISB Office which shall forward such notice to the Interpretations Subcommittee and/or EC as applicable. Requests for Clarification or Interpretation may not be withdrawn after a final vote of the EC upon the matter.
  - 5.6 A Request for Clarification or Interpretation shall be deemed to have been processed to completion upon the occurrence of a) a vote of the EC pursuant to section(s) 5.2 or 5.3; or b) the receipt and recording of a notice of withdrawal pursuant to section 5.5.

**Proposed GISB Operating Procedures**  
**with respect to GISB Affiliated Group Meetings, Agendas and the**  
**working of a GISB Affiliated Group on matter(s) not yet assigned a Request Number**

5 **Applicable to:** All GISB Subcommittees, GISB Task Forces , or GISB Task Forces under a GISB Subcommittee (hereafter a GISB Affiliated Group),

10 **Meetings:** GISB Affiliated Group(s) in-person meetings should be noticed at least a week in advance of the meeting and teleconference-only meetings should be noticed at the preceding meeting and least a business day in advance of the meeting. Where a teleconference-only meeting was not noticed at the preceding meeting of the GISB Affiliated Group, a notice period of several business days is requested.

15 Where possible, in-person meetings should provide for attendance by teleconference. Teleconferences may be arranged by notifying the GISB Office and obtaining a teleconference call-in number. At an in-person meeting, the chair of the GISB Affiliated Group, will also call-in to the teleconference number (via a speakerphone) so as to admit the teleconference attendees by phone and permit interaction between the in-person attendees and the by teleconference attendees.

20 **Agendas:** Agendas for all GISB Affiliated Groups' meetings should be generated by the GISB Affiliated Group's Chair(s) and posted on the GISB Homepage sufficiently in advance of the meeting to allow persons accessing the Homepage on a daily basis to identify the existence of the meeting, identify the issues to be discussed (by Request number) and be able to attend. Exceptions to this may be granted by the indulgence of the Executive Committee.

**Work by a GISB Affiliated Group on a matter not related to a specific GISB Office-assigned Request Number:**

25 There are three kinds of GISB Affiliated Groups. Those with a business practice review and recommendation charge, those without such a charge, and the Interpretations Subcommittee. Examples of the first of these, Groups assigned to identify and resolve business practice issues, (Type 1) are: a) the Business Practice Subcommittee (the BPS) (or any joint meeting of the BPS with any other GISB Affiliated Group and/or, established under the BPS, i.e., the Definitions Task Force); b) the Title Transfer Tracking Task Force; c) the Intra-day Task Force; d) the Contracts Subcommittee (and under same, the Model Trading Partner Agreement Task Force, the Funds Transfer Agreement Task Force, and the Short-term Gas Purchase Agreement Task Force); plus e) any future GISB Affiliated Group formed at the direction of the Executive Committee (the EC) and charged with resolving business practice issues within the scope of their charge from the EC.

40 The second of these GISB Affiliated Groups are those assigned to receive requests for which there are no new business practice issues or with respect to which the business practice issues have been addressed by a duly constituted business practice review committee (a thru e above) and which matter is then slated to be "Fully Staffed" prior to its circulation for industry comment and return to the EC for final vote. Examples of this second type of GISB Affiliated Group (Type 2) are: 1) the Information Requirements Subcommittee, 2) the Technical Subcommittee, 3) the Future Technology Task Force, 4) the Common Codes Task Force, 5) the Standards Adoption and Testing Procedures Task

45 Force (proposed), and such other GISB Affiliated Group as constituted by the EC and not charged with the resolution of business practice issues.

The third of these GISB Affiliated Groups is the Interpretations Subcommittee. While it deals with the interpretations of GISB Standards, which standards may impact business practices, it is not charged with the creation of new business practices. Rather, it is charged with interpreting the applicability of GISB Standards to current business practices, and conversely, the conformity of existing business practices with GISB Standards. Additionally, while the interpretations Subcommittee may determine that one or more business practices are not in keeping with a GISB Standard(s) (and that other(s) are), it may not propose (as an Interpretation response) new GISB business practice standards (i.e., X.1.X, X.2.X, X.3.X, or X.4.X standards).

Should any GISB Affiliated Group with a business practice charge (Type 1 above), find itself discussing a matter which has not been assigned a GISB Request number yet which is within the charge of the group, it may continue with the discussion of the matter (without reaching a resolution) during the subject meeting. Such discussion and any action items related to such matter will be recorded in the minutes of the GISB Affiliated Group. Should it be determined that further discussion is warranted or a resolution is desired, the Chair(s) of the GISB Affiliated Group, with a majority consent of the members of the GISB Affiliated Group, may place the item on subsequent agenda(s) of the Group and process the matter(s) to resolution. Absent a majority consent of the group to so process the matter, the GISB Affiliated Group Chair(s) may determine to draft a Request for Standard (or a Request for Clarification or Interpretation, as applicable) and submit same to the GISB Office. In the event such a drafting of a Request for Standard and/or Interpretation is the selected course of action, further discussion of the matter will then await processing by the GISB Office and/or the Executive Committee, as applicable.

Should any GISB Affiliated Group not having a business practice charge, (Type 2 above) find itself discussing a matter which has not been assigned a GISB Request number, it may continue with the discussion of the matter (without reaching a resolution) during the subject meeting. Such discussion and any action items related to such matter will be recorded in the minutes of the GISB Affiliated Group. Should it be determined that further discussion is warranted or a resolution is desired, the Chair(s) of the GISB Affiliated Group, may determine to draft a Request for Standard (or a Request for Clarification or Interpretation, as applicable) and submit same to the GISB Office. In the event such a drafting of a Request for Standard and/or Interpretation is the selected course of action, further discussion of the matter will then await processing by the GISB Office and/or the Executive Committee, as applicable.

Should the Interpretations Subcommittee find itself discussing a matter which has not been assigned a GISB Clarification number, it may continue with the discussion of the matter (without reaching a resolution) during the subject meeting. Such discussion and any action items related to such matter will be recorded in the minutes of the Interpretation Subcommittee. Should it be determined that further discussion is warranted or a resolution is desired, the Chair(s) of the Interpretation Subcommittee, may determine to draft a Request for Clarification or Interpretation and submit same to the GISB Office. In the event such a drafting of a Request for Clarification or Interpretation is the selected course of action, further discussion of the matter will then await processing by the GISB Office. Absent the drafting of such a request by the Chair(s) or other person(s), the matter will not be placed on the agenda nor otherwise discussed at a subsequent meeting of the Interpretations Subcommittee. Thus, the Interpretation Subcommittee will follow the

95 request generation practices of the non-business practice GISB Affiliated Groups with respect to any interpretation response not related to a matter which was referred to it for resolution. This means that a matter not related to a current request before the Interpretations Subcommittee will await the drafting of a specific Request for Clarification or Interpretation prior to further processing of the matter.

100 Should any matter arising within the discussions of a GISB Affiliated Group be submitted as a Request to the GISB Office and processed in such a manner as it is referred to a GISB Affiliated Group other than the GISB Affiliated Group initiating the request, members of the subject Group are encouraged to attend and participate in the deliberations of the Group to which it was assigned.

**GISB Affiliated Group-Initiated Requests for Standard(s) or Clarification/Interpretation:**

105 Upon assignment by the GISB Office of a Request Number to such a request, the GISB Office will refer such request to the appropriate GISB Subcommittee (Triage or Interpretations). Such request will be then handled in the same manner as all other similar requests.

### **Triage Subcommittee Mission**

The Triage Subcommittee is a subcommittee of GISB whose mission is to receive those Requests for Standards as forwarded to it by the GISB Office; to solicit input as to the source and nature of the circumstances giving rise to the Request for Standard; and, to make a recommendation to the Executive Committee of GISB as to the manner in which the Request for Standard should be processed, including 5 1) any questions which should be addressed by the requester at the meeting(s) during which the request is processed; 2) the priority for action with which the request should be addressed; and 3) a recommended "completion of action" or "report as to progress" date. These recommendations shall be in writing and forwarded to the GISB Executive Committee for its review and determination. The Triage 10 Subcommittee is primarily tasked with assessing and addressing the best manner for processing Requests for Standards submitted to GISB.

### **Composition of the Triage Subcommittee:**

The Triage Subcommittee is comprised of the five Co-Chairs of the Business Practices Subcommittee. Members of the industry interested in participating in meetings to discuss the recommended disposition of 15 the matters referred to the Triage Subcommittee are invited to do so. There is no requirement that a participant in the meetings of the Triage Subcommittee be a GISB Member. Meetings of the Triage Subcommittee shall be chaired by one or more of the Co-chairs as determined by the Co-Chairs from time to time.

### **Triage Subcommittee Procedures**

#### **20 Meetings and Voting:**

The Triage Subcommittee will meet at least once prior to each regularly scheduled Executive Committee meeting, if there are new outstanding requests, and at other times as reasonably necessary to process new Requests for Standard(s) in advance of an Executive Committee meeting to determine the manner of processing of such Requests. The preferred manner of conducting the meetings of the Triage 25 Subcommittee is by means of telephone conferences. Unless otherwise requested by the Executive Committee, the schedule of meetings will be noticed on the GISB homepage and will be open to any participant. When votes are taken, the members of the Triage Subcommittee are the voting members of the subcommittee. Votes with respect to Standards and recommendations are to be recorded by polling each member of the Triage Subcommittee then present during the meeting. Absence of at least three 30 votes in favor of a particular recommendation will require a polling of the member(s) not present at the time of a vote; and, such member(s) will vote by notational ballot or by voice vote delivered to the GISB Executive Director and recorded at the GISB Office with the minutes of the Triage Subcommittee meeting at which the subject request(s) were disposed of.

#### **Processing Requests for Standard:**

35 The Executive Committee may adopt, modify, reject a recommendation of the Triage Subcommittee. In the event of a rejection, the Executive Committee will make its own determinations as to the processing of a Request for Standard. The Executive Committee may also refer the recommendation back to the Triage Subcommittee with instructions. In the event of such referral, the Triage Subcommittee will then process that Request for Standard prior to the next Executive Committee meeting and formulate a 40 recommendation taking consideration of the instructions of the Executive Committee.

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### **Business Practice Subcommittee Mission**

2 The Business Practice Subcommittee is a subcommittee of GISB whose mission is to receive those  
3 Requests for Standards and other requests for action pertaining to issues involving the potential change  
4 to or adoption of a GISB Standard involving an existing or proposed business practice standard as  
5 forwarded to it by the GISB Executive Committee; to solicit input as to the source and nature of the  
6 circumstances giving rise to the Request for Standard or EC formulated request for action; and, working  
7 in conjunction with other subcommittees within GISB, to develop standards; or, other recommendations  
8 (with respect to the processing of such matter forwarded to it for processing) for review and determination  
9 by the GISB Executive Committee. The Business Practices Subcommittee is primarily tasked with  
10 assessing and addressing those Requests for Standards or portions thereof involving the "what",  
11 "whether", "who" and "why" questions of a business practice nature.

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### **Composition of the Business Practice Subcommittee**

13 The Business Practice Subcommittee is comprised of members of the industry interested in participating  
14 in meetings to discuss the resolution and disposition of the matters referred to the Business Practice  
15 Subcommittee by the EC. There is no requirement that a member of the Business Practices  
16 Subcommittee be a GISB Member. The Business Practices Subcommittee has five Co-chairs; one from  
17 each of the five GISB Segments. These Co-Chairs are GISB Members with dues paid; are selected from  
18 time to time by the Executive Director from among those persons who are GISB Board Members, GISB  
19 EC Members and/or GISB EC Alternates and continue to serve thereafter at the pleasure of the EC  
20 Members of their respective segments. Meetings of the Business Practice Subcommittee shall be  
21 chaired by one or more of the Co-chairs as determined by the Co-Chairs from time to time.

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### **Business Practice Subcommittee Procedures**

#### **23 Meetings and Voting:**

24 The Business Practice Subcommittee will meet on a regularly scheduled basis, if outstanding requests  
25 merit meeting, with a preference for telephone conferences. The schedule of meetings will be noticed on  
26 the GISB home page and will be open to any participant. When votes are taken, the members of the  
27 Business Practice Subcommittee are the voting members of the subcommittee. Votes with respect to  
28 Standards and recommendations are to be recorded by polling each member of the Business Practice  
29 Subcommittee then present during the meeting. Members not present at the time of a vote will not have  
30 their vote counted. Upon request of any member of the Business Practice Subcommittee at any time  
31 reasonably proximate to a vote, a segment check will be performed. A segment check tallies the  
32 previous or upcoming vote on a vote-by-segment-basis. All votes will be recorded in the minutes and all  
33 votes for which there has been requested a segment check will be recorded by individual, company,  
34 segment and yea, nay, absent, or not voting. All voting, whether by means of segment check or not are  
35 on a one-company (as same is recorded on the sign-in sheet) one-vote basis. In the event of a vote,  
36 each company is entitled to have one person in attendance at the meeting cast one vote on any issue.

#### **37 Processing Requests for Standard:**

38 1. A Request for Standard once forwarded by the EC to the Business Practice Subcommittee, shall  
39 be noticed by posting on the GISB home page and will be discussed during at least one meeting.  
40 During the first meeting to discuss a Request for Standard the subcommittee members and  
41 participants will discuss the matter under consideration and seek from the requester and other  
42 interested parties their views on the matter and the circumstances giving rise to the request.

- 43 Issues and potential resolutions will be discussed and recorded in the minutes of the  
44 subcommittee.
- 45 2. During this first meeting in which a request is discussed or during any subsequent meeting when  
46 the subject request has been noticed as being on the agenda the subcommittee may determine:
- 47 2.1 In conjunction with the requester, that the request has been satisfied through the  
48 discussion and the requester determines to withdraw the request, in a writing to the GISB  
49 Office;
- 50 2.2 That a proposed standard be drafted and if so drafted and voted upon, will be posted on  
51 the GISB home page and, where requested by a member of the Business Practices  
52 Subcommittee, may also be added to the next agenda of the Business Practices  
53 Subcommittee for discussion and disposition at the next scheduled meeting of the  
54 Business Practice Subcommittee;
- 55 2.3 That a proposed recommendation for disposition be drafted and if so drafted and  
56 approved by a majority of the members present and voting, will be posted on the GISB  
57 home page for comment and will be added to the agenda of the next scheduled EC  
58 meeting following a reasonable comment period specified in the proposed  
59 recommendation giving due consideration by the Business Practice Subcommittee  
60 Co-chairs to the nature of the matter to be forwarded to the GISB Executive Committee;  
61 or,
- 62 2.4 That additional information, research, or input is needed from the requester or other  
63 knowledgeable parties including other GISB subcommittees or task forces before  
64 proceeding with processing the Request for Standard (in which event the item remains  
65 within the purview of the Business Practice Subcommittee and may be placed upon the  
66 agenda with reasonable notice via posting on the GISB home page).
- 67 3. Once a proposed standard has been posted on the GISB home page and added to the agenda of  
68 the next scheduled meeting of the Business Practices Subcommittee; during the first meeting  
69 following the posting; or, during any subsequent meeting when the subject request has been  
70 noticed as being on the agenda, the subcommittee may determine:
- 71 3.1 In conjunction with the requester, that the request has been satisfied through the  
72 discussion and the requester determines to withdraw the request, in a writing to the GISB  
73 Office;
- 74 3.2 That the proposed standard be adopted, amended or rejected by a vote of the members  
75 of the subcommittee and forwarded to the EC pursuant to the procedures in 3.4 below;  
76 or,
- 77 3.3 That additional information, research, or input is needed from the requester or other  
78 knowledgeable parties including other GISB subcommittees or task forces before  
79 proceeding with processing the Request for Standard; and,
- 80 3.4 Where so voted upon pursuant to 3.2 above, the proposed standard will be posted on the  
81 GISB home page for industry comment (regardless of the outcome of the vote) along  
82 with the recommendation of the Business Practice Subcommittee all upon a form  
83 approved by the Process Subcommittee from time to time; and, the matter will be added  
84 to the agenda of the next scheduled EC meeting following a reasonable comment period

85 specified in the proposed recommendation giving due consideration by the Business  
86 Practice Subcommittee Co-chairs to the nature of the matter to be forwarded to the GISB  
87 Executive Committee.

88 4. In the event of a determination under 2.4 or 3.3 above, a) the Business Practice Subcommittee  
89 member(s) seeking additional information may solicit material from sources of their choosing  
90 (including but not limited to GISB meeting minutes and transcripts); and/or b) a Chair may  
91 request of the GISB office that a formal request for material be forwarded to the chair(s) of the  
92 applicable GISB Subcommittee or task force.

93 5. In the event of a determination under 2.2 above, the draft standard will be generated and posted  
94 sufficiently in advance of the next scheduled meeting of the Business Practice Subcommittee that  
95 it is reasonable that interested parties may have an opportunity to review the draft standard and  
96 provide comment (written or verbal) at the next scheduled meeting of the Business Practice  
97 Subcommittee. Meeting minutes will close with the agenda of proposed items for discussion at  
98 the next scheduled meeting.

**99 Completion of the Request for Standards Process:**

100 6. Action by the EC determines whether or not a Request for Standard has been processed  
101 to completion.

102 6.1 The EC, at any scheduled EC meeting may, by a majority vote, discharge a draft  
103 proposed standard or a Request for Standard from the Business Practice Subcommittee.  
104 Upon such vote to discharge, the EC may place the matter on its next agenda for review  
105 and a determination by the EC. The matter so discharged pursuant to this section 6.1  
106 will be posted for industry comment in advance of the EC meeting at which it will be  
107 discussed.

108 6.2 The EC, upon receipt of a matter from the Business Practice Subcommittee pursuant to  
109 section 3.3 may accept or modify the recommendation; and if so, the matter shall be  
110 deemed to have been processed to completion.

111 6.3 The EC, upon receipt of a matter from the Business Practice Subcommittee pursuant to  
112 section(s) 3.2 or 6.1 may determine to accept, modify or reject the draft interpretation;  
113 and if so, the matter shall be deemed to have been processed to completion.

114 6.4 The EC, upon receipt of a matter from the Business Practice Subcommittee pursuant to  
115 section 2.3 or 3.2 may determine to refer the matter back to the Business Practice  
116 Subcommittee with instructions; and if so, the matter shall be deemed to be an open  
117 matter requiring further processing by the Business Practice Subcommittee.

118 6.5 The requester of an interpretation may withdraw their Request for Standard. Upon  
119 withdrawal, work upon that numbered request shall cease without prejudice to  
120 subsequent action on a request pertaining to the same or related subject matter. Notice  
121 of withdrawal should be made a) at a meeting of the Business Practice Subcommittee  
122 (and included in the minutes thereof); b) at a meeting of the EC where it is scheduled for  
123 resolution or discussion (and included in the minutes thereof); or c) in writing to the GISB  
124 Office which shall forward such notice to the Business Practice Subcommittee and/or EC  
125 as applicable. Requests for Standard may not be withdrawn after a final vote of the EC  
126 upon the matter.

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6.6 A Request for Standard shall be deemed to have been processed to completion upon the occurrence of a) a vote of the EC pursuant to section(s) 6.2 or 6.3; or b) the receipt and recording of a notice of withdrawal pursuant to section 6.5.