

ABMA POLICY ON WHITE PAPERS AND GUIDELINES GOVERNING THEIR DEVELOPMENT & APPROVAL

Policy

- White Papers are intended to inform or educate the reader on technology or on business or public policy issues of common interest to Product/Market Group members of the Association.
- White Papers may also be intended to alert the reader about illegal or other faulty technology or design, installation or operation, maintenance and safety practices.
- White Papers will not advance one commonly-accepted technology, technology application, or product-line design over another that is generally-accepted within the industry and/or recognized by governing codes and standards and employed by other ABMA member companies.
- White Papers will not address issues better confronted and resolved in the commercial market place. If an issue is more marketing oriented than technically oriented, the issue should not be the subject of a White Paper; unless, it broadly promotes the general industry and its products and does not favor one member company's products or designs over those of another member company.
- All White Papers must be reviewed by and receive a 2/3-majority vote of approval by the ABMA Board of Directors.
- The phrase "directly and materially affected" is determined through the certification process as outlined by Article 12.2.3 of the ABMA Bylaws (see below).

Development

- Any ABMA Product/Market Group, Standing Committee or Task Force thereof (all herein after known as "Group") may initiate the creation of a White Paper in accordance with the policy set forth above. A simple majority vote of those members directly and materially affected by the proposed White Paper is required to recommend its development to the ABMA Board of Directors.
- Prior to commencement of the actual White Paper drafting process, a White Paper Proposal from the originating Group must be approved by a majority vote of the ABMA Board of Directors. The White Paper Proposal must contain the following: (1) an outline of purpose for the White Paper, (2) a list of topics to be covered by the White Paper, and (3) a list of member companies to be involved in the initial drafting process. Recommendations by the Board which may accompany its preliminary approval of the White Paper Proposal, must be considered by the proposing Group during the drafting process.
- All member companies of the relevant Group that are directly and materially affected by the subject matter of a White Paper must be afforded the opportunity to be involved in its drafting.
- Any working group or task force organized for the drafting of a White Paper must be representative of all directly and materially affected interests of the Group.

- A drafting task force or working group must approve by consensus any final recommendation or draft product to the originating Group by which it was appointed. Consensus in this instance means a vote of 4/5-majority of all directly and materially affected member companies of the drafting task force or working group. Consensus also requires that all views and objections be considered and that a reasonable effort be made toward their resolution.

Final Approval Process

- A White Paper must be approved by a 4/5 majority of all Group members directly and materially affected before it can be forwarded to the ABMA Board of Directors.
- All White Papers must be reviewed by and receive a 2/3-majority vote of approval by the ABMA Board of Directors.
- All White Papers approved by the Board of Directors will be dated with the date of approval.
- Any White Paper disapproved or tabled by the Board will be sent back to the originating Group with Board comments and/or recommendations. Any Group's resubmittal of a Board-disapproved or -tabled draft must adhere to the guidelines established above in its resubmittal.
- Until approved by the Board of Directors, all versions of a White Paper shall be clearly identified as drafts and may not be distributed or cited to any third party.

[Sec. 12.2.3, ABMA Bylaws: Each Active Member of the Association shall be a Member of a Product/Market Group during the Association's fiscal year if that Member certifies that it is capable of manufacturing and is actively seeking orders for a product within the purview of the Group.]

Approved by the ABMA Board of Directors: October 7, 2004