

# AOAC Standards and Stakeholder Panels

As an international standard developing organization, AOAC standard setting activities include:

Transparency

Openness

Balance of Interests

Due Process

Consensus

Appeals

# Transparency

- Announces the proposed standard development activity
- Invites all stakeholders to participate and contribute their perspectives
- Invites comments prior to final approval and adoption of standards.

## Openness

- Make the standards development process available for participation for all who are materially interested.
- Leverage networks of key stakeholders, membership and volunteers to ensure that all materially affected parties and interests are invited to participate and provide input.
- Ensures that meetings are open to the public and are advertised.

## Balance of Interests

- AOAC establishes a voting member panel that is representative of the scope of perspectives of the entire stakeholder panel.
  - Vetted by the AOAC Official Methods Board
  - Balance and dominance
- The stakeholder chair moderates the meeting and will maintain seek to maintain a lack of dominance by any one stakeholder; and
- Primary voters and alternate voters may be specified
  - to ensure that identified perspectives are represented.

# Due Process

- AOAC stakeholder panel meetings are open and all stakeholders are highly encouraged to participate in any of the discussions and share their perspectives.
- Meetings are conducted in accordance to parliamentary procedure.
- Draft AOAC standards method performance requirements are open for comment. Every effort will be made to ensure that all perspectives have the opportunity to participate.

# Consensus

- AOAC considers two-thirds majority of the representative voting members of the stakeholders or of the assembly.
- Evidence of consensus is the documented vote. Voting takes place during in person meetings or by email or facsimile ballot.
- Voting and changes in votes are conducted in accordance with standard parliamentary procedures.

## Appeals Process

- All formal complaints, appeals or comments are sent to the AOAC Staff.
- All written concerns will be considered and given a response.

## Documentation and Communication

- AOAC will carefully document the proceedings of the stakeholder panel and the working groups
- AOAC will prepare summaries of the proceedings
  - Communicate summaries to the stakeholders
  - Publish summaries in the *Referee* section of AOAC's ***Inside Laboratory Management***
- In accordance with AOAC's Antitrust policy, AOAC will facilitate all communication with and between stakeholder panel working groups