Guidance on voting and commenting on ballots conducted by AAMI

1. **General**
   - All committee members must return a ballot through Committee Central.
   - Negative votes must be accompanied by rationale. Complete ballot instructions are included on Committee Central.
   - Comments from committee members may be submitted through Committee Central and/or (refer to the instructions for the specific ballot).
   - Comments from public reviewers should be submitted using the AAMI Comment Template, which is the second page of the public reviewer form.
   - Proof comments carefully, especially the section or line number to which the comment refers. Do not submit marked-up copies of the document.
   - All comments and objections, whether accompanying affirmative or negative vote, should be specific and follow these guidelines:
     - clearly identify the section and line number to the text in question;
     - specify the reasons for the objection; and
     - suggest alternative text that would resolve the objection.

2. **Committee obligations to commenters**
   - For comments that are rejected or that are not accepted in their entirety, the committee must provide technical justification.
   - Comments that are vague, do not identify specific objections to the text, and are not accompanied by rationale or suggested alternative text, may be considered non-persuasive.
   - Negative votes must be accompanied by rationale otherwise, they may be dismissed as non-persuasive.

   In summary, committees are obligated to respond to clearly stated, clearly justified concerns, without speculating as to why the commenter is concerned or on what sorts of changes would satisfy him/her.

3. **Guidelines on voting** *(excerpted from AAMI Standards Program Policies and Procedures)*

   Consensus body members may vote in the affirmative (e.g., “affirmative,” “yes,” or “approve”), in the negative (e.g., “negative,” “no,” or “disapprove”) or may abstain. A consensus body member should vote in the affirmative if the member endorses the document whether or not his or her comments are accepted. A consensus body member should vote in the negative if substantive technical changes are necessary to resolve one or more of the member’s comments.

   Negative votes shall be accompanied by comments; otherwise, they shall be recorded as “negative without comments” without further notice to the voter. Affirmative votes may include comments; however, a vote of approval cannot be contingent upon acceptance of those comments.

   Abstentions should be accompanied by an explanation.

   All comments and objections, whether accompanying affirmative or negative ballots, must be specific and include the following information:

   a) the number of the paragraph containing the text in question;
   b) the rationale for the objection;
c) alternative text that would resolve the objection; and

d) an indication as to whether the comment is technical, editorial, or general in nature.

4. **ISO and IEC TAG balloting and commenting**

See the related U.S. TAG policies and procedures for specific guidance on TAG participation.


- AAMI U.S. TAG Policies and Procedures for ISO Activities