

**ACTUARIAL STANDARDS BOARD
PROCEDURES MANUAL**

**Actuarial Standards Board
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ACTUARIAL STANDARDS BOARD PROCEDURES MANUAL

I. ASB Structure

A. Establishment and Charge

Article XI of the bylaws of the American Academy of Actuaries (“the Academy”) established the Actuarial Standards Board (“ASB”) to promulgate actuarial standards of practice. The ASB’s charge is as follows:

1. direct and manage the development of actuarial standards of practice by its operating committees in all areas of actuarial practice;
2. expose, promulgate or adopt, and publish actuarial standards of practice, within its sole discretion and pursuant to such procedures as it deems appropriate, in all areas of actuarial practice; and
3. provide continuous review of existing standards of practice and determine whether they are in need of amendment or elimination.

The procedures listed within this Procedures Manual describe the means by which the ASB generally fulfills its assigned charge. The ASB may waive or change any of these procedures, other than those established or required by the Academy’s bylaws, by a vote of at least six members.

B. Members

Article XI of the Academy’s bylaws provides the following:

1. The ASB shall consist of nine members, each of whom shall be appointed for three-year terms. No individual may serve more than two consecutive terms on the ASB. Terms of membership shall be staggered, so that one-third of the members are appointed annually.
2. Members of the ASB shall be appointed by a Selection Committee composed of the Presidents and Presidents-Elect of the American Academy of Actuaries, the American Society of Pension Actuaries, the Casualty Actuarial Society, the Conference of Consulting Actuaries, and the Society of Actuaries, or their successor organizations. The President of the Academy shall serve as the Chairperson of the Selection Committee. The Selection Committee shall annually appoint the Chairperson of the ASB.

3. The ASB Chairperson may not serve more than two consecutive one-year terms as Chairperson.

C. Officers

Article XI of the Academy's bylaws provides the following:

1. Officers of the ASB shall consist of a Chairperson and two Vice-Chairpersons. The Vice-Chairpersons shall be appointed annually from among members of the ASB by the Chairperson with the consent of the other ASB members. The Vice-Chairpersons will have the following duties:
 - a. One Vice-Chairperson shall be the presiding officer in the absence of the Chairperson and shall have such other duties as may be assigned by the Chairperson; and
 - b. The other Vice-Chairperson shall monitor the disposition of, and be responsible for, the authorization for expenditure of all funds associated with the ASB.
2. The Chairperson of the ASB shall preside at meetings of the ASB.

D. Authority

1. The ASB has the authority to prescribe its own operating procedures; to establish such committees, subcommittees, and task forces as it may deem necessary in carrying out its assigned functions; and to appoint individuals to positions on such operating committees, subcommittees, and task forces. The ASB directs the operating committees, subcommittees, and task forces in the development of standards and sets priorities for all work undertaken by them. The operating committees report to the ASB and function under its direction.
2. Article XI of the Academy's bylaws provides that, when all nine members of the ASB are present, an affirmative vote of at least six members is required to expose, promulgate, or adopt actuarial standards of practice. Votes may also be conducted by mail, fax, e-mail, or by telephone poll (and subsequently documented). When one or more members are not present, an affirmative vote of six members in attendance is necessary for any action to be taken. However, a matter may be approved by mail, fax, e-mail, or telephone vote only when all members have been successfully contacted, and there are at least seven affirmative votes.

3. All members of the ASB have equal authority and responsibility to pass judgment upon all matters under consideration by the ASB, regardless of the area of actuarial practice in which each member may specialize.

E. ASB Meetings

1. Schedule

Article XI of the Academy's bylaws provides that the ASB meets at least quarterly. Additional meetings of the ASB may be called at the request of the Chairperson or at least four members of the ASB.

2. Open Meeting Policy

All meetings of the ASB are open, and members of the actuarial profession and the public at large are invited to attend and observe the proceedings. Reasonable seating accommodations for observers who have notified the ASB office at least ten days in advance of the meeting of their intent to attend are to be made available in the meeting room.

3. Executive Session

The ASB may also meet in executive session from time to time as circumstances warrant. An executive session may be called at the request of the Chairperson or at least four members of the ASB.

4. Publication of Meeting Schedule

In order to provide members of the actuarial profession and the public at large with an opportunity to attend meetings of the ASB, notice of the time, date, and place of the meeting will be published by the Academy in the *Actuarial Update*, by the ASB in the *ASB Boxscore*, and in such other publications as the ASB deems appropriate.

5. Participation at ASB Meetings

Participation at meetings of the ASB is limited to members of the ASB, ASB staff, and other individuals invited by the Chairperson to participate. Individuals invited to participate may include representatives of operating committees, individual actuaries, representatives of other interested organizations, or members of the public at large.

Any individual may request an opportunity to address the ASB at a scheduled meeting. Such requests should be in writing or by e-mail, addressed to the Chairperson of the ASB, and should be received at least ten days prior to the meeting. The request should indicate the subject matter of the proposed presentation, and the reason(s) for the request to speak. The decision to grant an opportunity to address the ASB rests with the ASB chairperson.

Interested individuals other than ASB members and staff may observe the public portions of ASB meetings, but may speak or otherwise participate in the meeting only at the pleasure of the ASB Chairperson. The Chairperson may expel any individual whose participation in the ASB meeting is disruptive or interferes in the ASB's fulfillment of its responsibilities.

II. ASB Operating Committees

A. List of Operating Committees

For each area of actuarial practice, there is an operating committee that is responsible for the drafting and preparation of actuarial standards of practice for consideration by the ASB. The number of operating committees is determined by the ASB. The current operating committees are as follows:

Casualty Committee

Health Committee

Life Committee

Pension Committee

General Committee (for standards that apply to more than one practice area)

B. ASB Liaison with Operating Committees

1. The ASB will appoint two or more of its members to serve as liaisons to each operating committee or task force, as noted in Section II(F). One of the ASB members will serve as the primary liaison and have primary responsibility for carrying out the liaison role. The principal role of the liaison is to provide each operating committee Chairperson with guidance with respect to ASB procedures. Another role is to monitor the activities of the operating committee or task force and to report on such activities to the ASB.
2. Liaison appointments are one-year assignments, but a member may be reappointed without limitation.

C. Members

1. Article XI of the Academy's bylaws provides that operating committee Chairpersons are designated by the ASB Chairperson with the consent of the other ASB members. Members of the operating committees are appointed by each operating committee Chairperson with the consent of the ASB.
2. The makeup of the operating committees is intended generally to represent the various interests and subspecialties in the profession for the particular practice area. Persons who are not members of the Academy may serve on operating committees with the approval of the ASB. The number of members on each operating committee, subcommittee, or task force is determined by the ASB, although this authority may be delegated to the Chairperson of the operating committee.
3. Annually, each operating committee Chairperson will submit a proposed operating committee roster to be reviewed at the third quarter ASB meeting.

D. Operating Committee Objectives and Strategic Plans

At the last ASB meeting of the year, each operating committee Chairperson presents the objectives and strategic plans of the operating committee for the coming year. Operating committee Chairpersons are responsible for preparing such strategic plans for the ASB to review under the guidance of the ASB member(s) who serves as liaison(s) to that committee.

E. Operating Committee Meetings

Participation at operating committee meetings is limited to members of the committee, ASB liaisons, ASB staff, and other individuals invited by the Chairperson to participate. Individuals invited to participate may include representatives of other operating committees, individual actuaries, representatives of other interested organizations, or members of the public at large.

Operating committee meetings are open to the public. Individuals who are not members of the operating committee, ASB liaisons, or ASB staff may observe an operating committee meeting, but may speak or otherwise participate in the meeting only at the pleasure of the operating committee Chairperson. The Chairperson may expel any individual whose participation in the operating committee meeting is disruptive or interferes in the committee's fulfillment of its responsibilities.

F. Other Committees and Task Forces

From time to time, the ASB may establish additional committees, sub-committees, or task forces as it deems appropriate to address special topics. Such additional committees, subcommittees, or task forces will generally follow the procedures applicable to the operating committees (see Section I(D)(1) above).

An operating committee may appoint a subcommittee or task force with the approval of the ASB. The subcommittee or task force members may include persons who are not members of the operating committee with the approval of the ASB. These persons shall not be considered members of the operating committee.

III. Standards Development

A. General Process

The ASB has established a process for the development of Actuarial Standards of Practice (ASOPs) by its operating committees. While this process is subject to alteration at the sole discretion of the ASB, if circumstances are deemed by the ASB to warrant it, the process generally involves the following:

1. Preparation of a proposal for a new or amended ASOP. Then, if the proposal is approved by the ASB;
2. Preparation of a summary of a proposed standard (unless the proposal for the new standard is sufficiently complete that no summary is required or the proposal is for revision of an existing standard). The summary should contain a synopsis of the major issues that the proposed standard will address. Then, if the summary is approved by the ASB;
3. Preparation of a proposed exposure draft or drafts. Then, if the exposure draft is approved by the ASB;
4. Release of the exposure draft to the actuarial community for comment and discussion. Then;
5. Preparation of a proposed final standard, which reflects comments received on the exposure draft and which is subject to further review, editing, and adoption or direction to re-expose the proposed standard for further comment and discussion before preparation and adoption of a final standard.

It is generally the responsibility of the Chairperson of the operating committee to present a proposal, summary, exposure draft, or a final standard to the ASB and to assist in the discussion thereof. Other members of the operating committee or the ASB liaison may be asked by the operating committee Chairperson to be the presenter or to assist in the discussion. An operating committee may also request ASB review of a draft at any stage during the development of a standard.

B. Proposals for Standards

Before beginning to develop a standard, the operating committee will generally submit to the ASB a proposal for a standard, including: a description of the subject of the proposed new standard; an explanation of why a standard is needed; a description of the urgency, if any, associated with the project; a description of the possible effect the proposed standard may have on other standards; a proposed timetable for completion of the standard; and a description of any issues on which the ASB should offer guidance to the committee. Outside organizations and individuals may also submit proposals for standards to the ASB. Upon approving the proposal for a standard, the ASB will then assign the proposed standard to the relevant operating committee or appoint a special task force or committee.

C. Solicitation of Input

The committee or task force developing a proposed standard is encouraged to seek a wide range of ideas and views on the subject, including input from noncommittee members. In order to provide members with an opportunity to give input early in the process, any summary approved by the ASB, and the name of the drafting committee or task force's Chairperson, will be published in the *ASB Boxscore* or other appropriate publication with an invitation to comment. The committee or task force may also wish to consider making a presentation concerning the proposed standard in an appropriate forum. The committee or task force may distribute a draft of the proposed standard as part of the presentation with the prior approval of the ASB Chairperson and concurrence of the ASB liaison and after appropriate legal review.

In unusual circumstances, committees and task forces may also ask to place preliminary discussion drafts of proposed standards on the ASB's website and on some or all of the websites of the U.S.-based actuarial organizations. Such discussion drafts should only be posted after receiving appropriate legal review and with the approval of the ASB. Such discussion drafts should also have the following heading on each page: "Discussion Draft – Not Approved or Adopted by the ASB."

If the ASB approves placing such preliminary discussion drafts on a website, the ASB will publicize the availability of such preliminary discussion drafts in the Academy's regular monthly mailing and offer hard copies to anyone without Internet access.

IV. Exposure Drafts

A. Request for Exposure

1. If an operating committee has established a subcommittee or task force to develop a proposed standard, upon completing its work on the proposed exposure draft the subcommittee or task force will determine by affirmative majority vote whether to forward the proposed exposure draft to the operating committee. The operating committee will review the proposed exposure draft. The operating committee may return the proposed exposure draft to the subcommittee or task force to be revised, or take over further responsibility for completion of the proposed exposure draft.
2. After reviewing or itself preparing the proposed exposure draft, the operating committee will determine by affirmative two-thirds majority vote whether to request the ASB's approval to expose the document. If at least two-thirds of the members of the operating committee vote in the affirmative, the operating committee will present the proposed exposure draft to the ASB with a request that the ASB approve exposure of the document. The operating committee should submit with the proposed exposure draft any background material appropriate to aid the ASB in its review of the text, including a description of the project, identification of controversial issues (including any dissenting views), and a discussion of the operating committee's concerns, if any. When appropriate, the reasoning for any negative vote(s) should also be included.
3. The operating committee should complete the voting process and have the proposed exposure draft ready for review at least four weeks prior to the ASB meeting at which the operating committee intends to present the proposed exposure draft.
4. By a majority vote, the ASB may request that the operating committee forward a draft of a standard under development for the ASB's review and possible action, even though the operating committee did not vote to submit the draft for the ASB's review.
5. All proposed standards that are to be considered for eventual adoption must undergo the exposure process described in Sections IV and V of these procedures.

B. Format of Exposure Drafts

The ASB has adopted a specific format for use by the operating committees in submitting proposed exposure drafts for approval. A proposed exposure draft must be submitted to the ASB in the following format:

1. transmittal memorandum, which includes, at a minimum:
 - a. title of the proposed standard;
 - b. date when approved for exposure by the ASB;
 - c. proposed deadline for submitting comments;
 - d. forwarding addresses for comments, including postal and e-mail addresses;
 - e. brief discussion of the development and history of the proposed exposure draft;
 - f. any specific questions or issues on which the ASB and its operating committee would like readers to provide commentary;
 - g. names of operating committee members, ASB members and members of any subgroup or task force (with no organizational affiliations shown).
2. Sections 1 – 4 of the proposed standard of practice, which include:
 - a. Section 1 – purpose, scope, cross-references, and effective date;
 - b. Section 2 – definitions;
 - c. Section 3 – analysis of issues and recommended practices/recommended compliance; and
 - d. Section 4 – communications and disclosures, including an appropriate statement concerning whether the standard calls for the issuance of a Prescribed Statement of Actuarial Opinion and a deviation clause.
3. Appendices, which include:

- a. background and current practices; and
- b. for second or later exposure drafts, a summary of the major issues discussed in the comment letters received in response to the prior exposure draft, and the drafting committee's responses to such. Such a summary should include the extent to which such comments were incorporated and the rationale therefor. Such analysis should be general in nature and should preserve the confidentiality of each commentator.

A bibliography may also be included if appropriate, as well as any other appropriate documentation.

C. Report from the General Counsel

To be considered for exposure, a proposed exposure draft must be accompanied by a written report from the General Counsel advising the ASB that (1) the draft has been prepared in accordance with ASB procedural requirements; (2) it does not appear to pose any significant threat of violating antitrust laws; and (3) it complies with applicable law or regulations.

D. ASB Action

The ASB reserves the right to expose the proposed standard, to return it to the operating committee with appropriate comment or direction (possibly including direction to terminate work on the project), or to make changes in the wording of the proposed standard and expose it. In performing its review of the proposed exposure draft, the ASB will generally seek the guidance of a representative of the operating committee submitting the draft. The ASB may appoint a subcommittee (generally including the ASB liaison(s) to the operating committee submitting the draft and the committee representative presenting the draft) to assure through appropriate post-meeting review that the final exposure draft properly reflects the ASB's intent.

E. Minority Opinions

1. An exposure draft that is not unanimously approved by the ASB will contain appropriate recognition of an ASB member's minority views, if requested by an ASB member and if determined appropriate by the ASB. If minority opinions are expressed, they should contain a clear explanation of the reason for the dissent, and will be included in the transmittal memorandum accompanying the exposure draft.

2. An exposure draft may contain alternative wording to solicit views of the membership. However, final standards cannot contain such alternative wording. If alternative wording is included in an exposure draft, the fact of its inclusion should be highlighted in the transmittal memorandum accompanying the exposure draft.

F. Distribution of Exposure Draft

The exposure draft will be distributed by the Academy office to the Academy membership as soon as practicable in a regular monthly Academy mailing, unless urgency necessitates a special mailing. A special mailing requires the approval of the Chairperson of the ASB or a Vice-Chairperson acting on behalf of the Chairperson. If determined appropriate by the Chairperson or Vice-Chairperson acting on behalf of the Chairperson, the exposure draft will also be mailed to specified persons or organizations outside the Academy. Copies of the exposure draft will be made available to anyone else upon request.

The exposure draft will also be posted on the ASB's website, and may be posted on other appropriate websites as determined by the ASB.

V. Exposure Process

A. Deadline for Comment Letters

The deadline for comment letters is normally sixty to ninety days after the expected distribution date, unless the ASB specifies a different date. A minimum of thirty days must be permitted under all circumstances.

B. Processing of Comment Letters

1. All comment letters concerning an exposure draft are to be sent to the ASB office or to the ASB's e-mail address. Each comment letter or e-mail is assigned a sequential number upon receipt. A file of all comment letters and e-mails is maintained in the ASB office until the final standard is adopted or the ASB determines not to adopt a proposed standard and withdraws the exposure draft. The ASB office distributes comment letters to the operating committee or task force developing the standard. The comment letters and e-mails are discarded when the ASB takes final action on a proposed standard.
2. The operating committee or task force Chairperson is responsible for forwarding to the ASB office any comment letters sent directly to the Chairperson or other operating committee or task force members.

3. Oral comments, or comments made on electronic bulletin boards or in Internet chat rooms, will not be processed until they are received in writing by the ASB or are sent specifically to the ASB's e-mail address.
4. Comment letters and e-mails will be available for inspection by members of the U.S.-based actuarial organizations and other interested parties at the ASB office, unless the commentator requests confidentiality.
5. Staff will undertake a general sorting of comment letters and e-mails by topic, issue, or sections of the proposed standard to assist the operating committee or task force to review them.

C. Communication with Commentators

1. The ASB office will send each individual submitting a comment an acknowledgment of receipt.
2. All comments received by the comment deadline will be given due and impartial consideration by the operating committee or task force. Further communication with commentators to seek clarification, elaboration, establishment of common ground, etc., may occur at the discretion of the Chairperson of the operating committee or task force.
3. A summary of the major issues discussed in the comments received and the drafting group's responses to such are printed in the last Appendix to the final standard or the subsequent exposure draft if an additional exposure is deemed necessary.

D. Status Reports

1. Reports to the actuarial profession on the deliberations of an operating committee or task force during the development of a standard may be made at the discretion of the Chairperson.
2. Reports should be general in nature. Any mention of suggested changes to the proposed standard based on the comment letters received should preserve the confidentiality of commentators, if requested.

E. Public Hearings

1. Public hearings are not required, but may be authorized by the Chairperson of the ASB. Factors to be considered in deciding whether a public hearing should be held include the following:
 - a. the complexity of the proposed standard;
 - b. the anticipated level of controversy;
 - c. the significance to the profession of the guidance contained in the proposed standard; and
 - d. other relevant considerations, if any.
2. Arrangements for a public hearing will be made by the ASB office. Expenses directly related to the hearing are borne by the ASB, including the cost of a hearing room, tape-recording service, transcription service, audio-visual equipment, and production of printed materials. Those attending or participating in the hearing do so at their own expense.
3. A public hearing will be held in conjunction with a scheduled actuarial meeting where feasible. Otherwise, it will be held near a major metropolitan airport.
4. At least thirty days before a public hearing, the ASB will publish notice of the hearing in the *Actuarial Update*, on the ASB website, and in any other media deemed by the ASB to be likely to reach persons expected to have an interest in the subject. Such notice will include a description of the scope and purpose of the proposed standard.
5. The hearing moderator and panel will be selected by the Chairperson of the ASB, or by a Vice-Chairperson.
6. Any person wishing to speak at the hearing should notify the ASB office at least one week before the scheduled hearing date. Others may be permitted to speak after all scheduled speakers at the discretion of the moderator. The moderator may establish time limits for any or all speakers. Time will be allowed for questions and answers if practicable.
7. The hearing moderator and counsel will ensure that the requirements of applicable law are met.

8. A list of scheduled speakers and a brief agenda should be available to attendees one hour prior to the hearing. Copies will be available at the hearing.
9. The public hearing generally should be tape recorded by a recording service selected by the ASB.
10. The hearing is open to all interested parties, including members of the press. Seating may be limited and will be available on a first-come, first-served basis.

F. Second (or Later) Exposure Draft

When comments received on an exposure draft have been analyzed, the operating committee or task force with the consent of the ASB, or the ASB itself, may determine that it would be appropriate to have a second (or later) exposure draft, or a second (or later) public hearing. This will generally occur when the drafting committee or task force or the ASB deems that more input from the profession is desirable.

VI. Standards Adoption

A. Request for Adoption

1. If an operating committee has established a subcommittee or task force to develop a proposed standard, after a proposed standard has been exposed and comments considered, the subcommittee or task force will prepare a proposed final standard. The subcommittee or task force will then determine by affirmative majority vote whether to forward the proposed final standard to the operating committee. The operating committee will review the proposed final standard. The operating committee may return the proposed final standard to the subcommittee or task force to be revised, or take over further responsibility for completion of the proposed final standard.
2. After reviewing or itself preparing the proposed final standard, the operating committee will determine by affirmative two-thirds majority vote whether to request the ASB's adoption of the proposed final standard. If at least two-thirds of the members of the operating committee vote in the affirmative, the operating committee will present the proposed final standard to the ASB with a request that the ASB adopt the final standard.
3. The operating committee should complete the voting process and have the proposed final standard ready for review four weeks prior

to the ASB meeting at which the operating committee hopes to present the proposed final standard.

4. By a majority vote, the ASB may request that the operating committee forward a draft of a standard under development for the ASB's review and possible action, even though the operating committee did not vote to submit the proposed standard for the ASB's review.

B. Format of Final Proposed Standards

The ASB has adopted a specific format for use by the operating committees in submitting proposed final standards for approval. A proposed final standard of practice must be submitted to the ASB in the following format:

1. table of contents;
2. transmittal memorandum, which includes, at a minimum:
 - a. title of the final standard;
 - b. date when adopted by the ASB;
 - c. brief discussion of the development and history of the proposed final standard; and
 - d. names of operating committee members, ASB members and members of any subgroup or task force (with no organizational affiliations shown).
3. Sections 1 – 4 of the standard of practice, which include:
 - a. Section 1 – purpose, scope, cross-references, and effective date;
 - b. Section 2 – definitions;
 - c. Section 3 – analysis of issues and recommended practices/recommended compliance; and
 - d. Section 4 – communications and disclosures, including an appropriate statement concerning whether the standard calls for the issuance of a Prescribed Statement of Actuarial Opinion and a deviation clause.

4. Appendices, which include:
 - a. background and current practices; and
 - b. a summary of the major issues discussed in the comment letters received, and the drafting committee's responses to such. Such a summary should include the extent to which such comments were incorporated and the rationale therefor. Such analysis should be general in nature and should preserve the confidentiality of each commentator.

A bibliography may also be included if appropriate, as well as any other appropriate documentation.

C. Report from the General Counsel

To be considered for adoption, a proposed final standard must be accompanied by a written report from the General Counsel advising the ASB that (1) the proposed final standard has been prepared in accordance with ASB procedural requirements; (2) it does not appear to pose any significant threat of violating antitrust laws; and (3) it complies with applicable law or regulations. A review by the General Counsel at this stage is also required to ensure that all substantive changes made since the exposure stage are in conformity with applicable law and regulation.

D. ASB Action

The ASB reserves the right to approve the proposed standard for adoption, to return it to the operating committee with appropriate comment or direction, or to make changes in the wording of the proposed final standard and adopt it. In performing its review of the proposed final standard, the ASB will generally seek the guidance of a representative of the operating committee submitting the proposed standard. The ASB may appoint a subcommittee (generally including the ASB liaison(s) to the operating committee submitting the proposed standard and the committee representative presenting the proposed standard) to assure through post-meeting review (and, as necessary, by making non-substantive changes to the draft) that the final standard properly reflects the ASB's intent.

A proposed final standard will not be released to the membership as a final standard until approved by the ASB.

E. Minority Opinions

A final standard that is not unanimously approved by the ASB will contain appropriate recognition of an ASB member's minority views, if requested

by an ASB member and if determined appropriate by the ASB. If minority opinions are expressed, they should contain a clear explanation of the reason for the dissent, and will be included in the transmittal memorandum accompanying the final standard.

F. Distribution of Final Standard

The final standard will be distributed by the Academy office to the Academy membership as soon as practicable in a regular monthly Academy mailing, unless urgency necessitates a special mailing. A special mailing requires the approval of the Chairperson of the ASB or a Vice-Chairperson acting on behalf of the Chairperson. If determined appropriate by the Chairperson or Vice-Chairperson acting on behalf of the Chairperson, the final standard will also be mailed to specified persons or organizations outside the Academy. Copies of the final standard will be made available to anyone else upon request.

The final standard will also be posted on the ASB's website, and may be posted on other appropriate websites as determined by the ASB.

VII. Amendments to Standards

A. Proposals for Amendments to Standards

From time to time, the ASB may deem it appropriate to amend an existing ASOP. A proposal for an amendment to an ASOP must include a sufficient portion of the surrounding text to permit the reader to understand the nature and effect of the proposed amendment.

B. Procedure for Adoption of Amendments

Proposals for amendments to ASOPs will generally follow the same process as for new ASOP (see Sections IV – VI of this Procedures Manual). After the proposed amendment has been exposed and adopted by the ASB, the entire standard will be reprinted, incorporating the new material from the amendment.

C. Reformatting of ASOPs

The reformatting of an ASOP without any change in the technical content of the ASOP does not necessarily require that the ASOP be re-exposed for comment. Whether the reformatted ASOP will be exposed for comment will be decided by the ASB.