



**Standards Committee**

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# **Reference Manual**

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## FOREWORD

**The Standards Committee is a General Standing Committee of the Society and operates under the direction of the Board of Directors and Technology Council.**

This Reference Manual (RM) is a supplement to the Standards Committee MOP and describes the processes and procedures for officers, members, staff liaison and subcommittees of the Standards Committee to accomplish the committee's responsibilities and purposes. The RM, and revision thereto, is maintained solely by the Standards Committee and its designees.

### **16 CODE INTERACTION SUBCOMMITTEE (CIS)**

CIS membership and scope are determined by Section 6.2.6 of the Standards Committee MOP. All other procedures for CIS operation shall be found in this reference manual.

#### **16.1 Code Development Procedures**

This section establishes procedures for processing code change proposals by the Code Interaction Subcommittee (CIS). CIS provides a means for ASHRAE to represent the interests of ASHRAE members and to promote uniform adoption of ASHRAE SCDs by U.S. Model Building Codes and other codes. CIS will focus on national model codes and parts of codes that affect ASHRAE member interests, including, but not limited to the Mechanical Code, Building and Fire Code provisions related to fire and smoke control and Building Code provisions related to HVAC and Energy issues. All ASHRAE Code Interaction shall be processed by and through the CIS.

##### **16.1.1 ASHRAE Prepared Code Proposals and Comments**

CIS will submit code proposals and comments on code proposals which provide a single, simple and direct prescriptive method for minimum compliance with the data or practice contained in a Design, Method of Test or Classification Standard. When possible, the information contained in the Code proposal shall be identical to the SCD from which it is prepared. If CIS determines the information should not be identical, the information shall be technically equivalent to the information in the SCD and shall be in an easy to follow format.

Where practicable, CIS shall primarily rely on the cognizant committee to ensure the proposal is consistent with an ASHRAE SCD, but may also decide to disapprove a proposal if it is not consistent with the related SCD. Code proposals require approval by the majority of CIS voting members and, when practicable, more than 50% of the designated SPC or SSPC, GPC or SGPC, or TC voting membership (hereafter referred to as the "cognizant committee") responsible for the preparation of the source SCD. The cognizant TC for a standard can be requested by CIS to be the cognizant committee when no SPC, SSPC, GPC, or SGPC is active. When working under a compressed timeline, requiring CIS to submit proposals and comments without formal approval of the cognizant committee, a timely report of this action must be made to the Standards Committee Chair and the Chair of the cognizant committee.

All official ASHRAE proposals and supporting comments that contain material from copyrighted ASHRAE material shall be submitted by ASHRAE Staff. Individuals who submit copyrighted ASHRAE material without obtaining permission shall be in violation of ASHRAE copyright policy.

CIS is responsible for ensuring appropriate attendance at code hearings to promote adoption of ASHRAE code change proposals through the code development process.

### **16.1.2 Code Proposals Not Submitted By ASHRAE**

CIS shall also respond to code proposals submitted by others, when they affect or conflict with current or pending ASHRAE SCDs, the ASHRAE Handbooks or when directed by ASHRAE leadership. Where practicable, CIS will submit these code changes to the designated cognizant committee for their input on how to respond to each code change proposals. The recommended ASHRAE position on proposals will be one of the following:

1. Strongly Support – The content is identical to the affected SCD and is significantly impactful (ASHRAE Staff encouraged to so comment)
2. Support – The content is identical to the affected SCD and not significantly impactful or the content is technically equivalent to the affected SCD and is significantly impactful (ASHRAE Staff may so comment)
3. Oppose – The content is not identical to the affected SCD and is not significantly impactful (ASHRAE Staff may so comment)
4. Strongly Oppose – The content is not identical to the affected SCD and is significantly impactful (ASHRAE Staff encouraged to so comment)

Responses to code proposals not submitted by ASHRAE require approval by the majority of CIS voting members and, when practicable, more than 50% of the designated cognizant committee. When working under a compressed timeline, requiring CIS to submit responses without formal approval of the cognizant committee, a timely report of this action must be made to the Standards Committee Chair and the Chair of the cognizant committee.

### **16.1.3 Code Development Involvement Request**

If any SPC, SSPC, GPC, SGPC, or TC wishes to become involved with ASHRAE code development, the chair of the committee may submit a request for involvement to the chair of CIS and the staff liaison which contains justification for such. If a standing committee is present, it shall be responsible for the development of all proposals and comments related to the Code Development, unless CIS determines it should assume those responsibilities.

Any cognizant committee whose subject of interest corresponds to provisions of building codes that may be the subject of CIS code proposals shall appoint a liaison to the Code Interaction Subcommittee or CISTG, subject to approval by the CIS Chair. The liaison is responsible for providing code proposals and comments to code proposals from the cognizant committee to CIS for consideration.

## **16.2 Code Interaction Subcommittee Task Group**

A CISTG shall be established when the CIS Chair determines a task group is needed to better address high workload or for CIS to be more productive.

### **16.2.1 CISTG Membership**

When the CIS Chair determines a Code Interaction Subcommittee Task Group is needed, he will appoint a CISTG chair and recommend not less than 4 members, including at least two members from the CIS. A CISTG will be dissolved when the CIS Chair determines the CISTG is no longer needed or when the term of the chair ends. CISTG members shall be approved by a majority of the CIS.

### **16.2.2 Removal for Cause**

The CISTG Chair may recommend removal of an individual from a CISTG for cause by submitting a recommendation and justification in writing to the CIS Chair. Grounds for removal from the CISTG subcommittee include, but are not limited to:

- a) failure to attend two consecutive meetings or conference calls,

- b) attempts to use committee position to forward personal or business interests in conflict with antitrust laws, and
- c) being responsible for the submission of a code proposal or comment that is inconsistent with the requirements found in the relevant CISTG or CIS.
- d) Conduct disruptive to the activities of the CISTG.

When a CISTG member has been removed for cause, the CIS Chair shall report the action to the Standards Committee Chair.

### **16.2.3 Reporting to CIS**

The CISTG Chair, or designee, shall provide a report of CISTG activities and status at the Annual and Winter meetings and at other times requested by the CIS Chair.

### **16.2.4 Forwarding Code Proposals And Work Product To CIS**

The CISTG liaison shall submit code proposals and/or work product, along with the final vote and any position statements by negative voters, to the CIS Chair and staff.

## **16.3 Conduct of CIS and CISTG Meetings**

### **16.3.1 Scheduling Meetings**

CIS and CISTG meetings will be scheduled in conjunction with other Standards Subcommittees during the Annual and Winter meetings. Request for meeting space and conference calls will be made by the CIS Chair or with CIS Chair concurrence through the staff liaison.

### **16.3.2 Meeting Announcements, Agenda and Materials**

Meeting and conference call announcements and agenda may be sent over the “codes” listserv. CIS supporting materials, including proposals and comments shall only be distributed to the Code Interaction Subcommittee. CISTG materials shall only be distributed to CIS and CISTG members. All development of code proposals and comments shall adhere to the ASHRAE copyright policy.

### **16.3.3 Quorum Requirements**

A quorum shall be present for all CIS meetings and for CISTG meetings to approve code proposal recommendations. A quorum exists if a majority of the voting members are present.

### **16.3.4 Meeting Governance**

The Chair shall preside over meetings. In the Chair’s absence, the Chair’s designee will preside. The conduct of a meetings shall be governed by Robert’s Rules of Order Newly Revised (general guidance is provided by the ASHRAE booklet, The a-b-c’s of Parliamentary Procedure).

### **16.3.5 Minutes of Meetings (including Conference Call meetings)**

Minutes shall be kept of all meetings. Minutes shall include date, time and place of meeting, member and guest attendance, motions and resulting votes, and action items assigned. Minutes shall briefly summarize significant discussions and record actions and ballot results. The Chair, or designee, shall distribute meeting minutes, letter ballots and code proposal drafts to members. The CIS Chair shall be included in the CISTG distribution.

### **16.3.6 Open Meetings**

Meetings may be open, on a space-available basis, to observation by directly and materially affected interested persons, however, participation in the meeting is only by permission of the Chair.

### **16.3.7 Minutes, Correspondence, Letter Ballots and Drafts**

The Chair shall distribute, or have a designee distribute, minutes of meetings, letter ballots and code proposal drafts to CISTG members and the CIS Chair.

## **16.4 Representation at Code Group Hearings**

### **16.4.1 ASHRAE Representatives**

CIS code change proposals and CIS responses to code change proposals by others shall be represented at code group hearings by the Assistant Manager of Standards – Codes (AMOS-C), who is the CIS staff liaison, supported by members of CIS.

Transportation reimbursement may be requested by the Chair of CIS, subject to approval by the Chair of Standards Committee, to fund transportation of technical experts to provide additional expertise at code hearings on ASHRAE's behalf.

### **16.4.2 ASHRAE Representative duties**

The ASHRAE Representatives shall:

- a) present ASHRAE code proposals and comments to the code group,
- b) present CIS approved positions to code change proposals by others,
- c) make editorial and minor substantive changes to ASHRAE code proposals and comments if required for the proposal to be approved, and
- d) make timely reports to CIS of the activities and results of code group actions on ASHRAE code proposals, code change proposals by others to which the CIS submitted responses and related activities since the last meeting.