



TCs and PCs Similarities and Differences: Working Together

How to work together to develop ASHRAE Standards and Guidelines

Intended Audience- TC and PC Chairs and Vice Chairs

Suggested Reading – [PASA, PC MOP](#), and [TC MOP](#)

- Learn the differences and similarities between PCs and TCs Processes
- Roles of TCs in the Standards Development Process
- Roles of TC Liaisons in the Standards Development Process
- Roles of PCs
- Overview of Standards Development Process
- How TCs can stay involved
- How PCs can engage TCs

Membership Types, Size and Terms



| TCs | PCs |
|--|---|
| <p>Voting Member Quorum (VMQ)– 1 year term, can serve up to four consecutive terms and then must take a one year break between voting terms as a corresponding member.</p> | <p>Project Committee Voting Member (PCVM) – Terms for SPC and GPC – Until completion of the document. Terms for SSPC/SGPCS – 1, 2, 3, or 4 years.</p> |
| <p>Voting Member Non Quorum (VMNQ) – voting term same as VMQ(max 2 per committee). VMNQs are not used to determine quorum but when present at a meeting they have the right to vote.</p> | <p>Project Subcommittee Voting Member (PSVM)– Same terms as above but cannot have more PSVMs than PCVMs.</p> |
| <p>Corresponding Members – non-voting and no restriction on numbers – no term limit</p> | <p>Non Voting Member (NVM) – used when a PC does not have subcommittees.</p> |
| <p>Provisional Corresponding Members – Added by Staff between membership appointment cycles only allowed a 2 year term.</p> | <p>Consultant – Term Same as the PC Chair. Nonvoting and is often a technical expert in one particular area of the document.</p> |
| <p>TC Size– Minimum of 6 to maximum 18 voting members plus up to 2 VMNQs (Avg. 12) Balance is not required but encouraged.</p> | <p>PC Size - Minimum 5 members (must be balanced) and no maximum.</p> |

Membership Approvals



| Position Type | TCS | PC |
|---------------|--|---|
| Chair | Chair is appointed by TAC Chair after consultation with TC's Section Head and Chair of Tech Council. | Recommendation is received from TC, Application is filled out and SPLS recommends Chair to SPLS with final approval by Standards Committee. |
| Vice Chair | Vice-Chair is appointed by TAC Chair from nominations by current TC Chair and endorsed by TC's Section Head | Vice Chair is recommended by Chair of PC then approved by SPLS (and StdC if a policy-level PC) |
| Membership | Membership is appointed by TAC Chair from nominations by current TC Chair and endorsed by TC's Section Head. | Membership is recommended by the PC Chair and approved by SPLS (and StdC if a policy-level PC). |
| | | |

Voting Requirements



| Motions/Quorum | TC Voting Requirements | PC Voting Requirements |
|------------------------------------|---|---|
| Quorum | More than 50% of the Voting Membership (except Non-Quorum Voting Members) present or responding (letter ballot) | More than 50% of the Voting Membership |
| Motions Requiring Higher Approvals | Motions Regarding Work Statements, Research Proposals, Final Reports, Handbook Chapters, Special Publications and Items Related to Standards and Guidelines – Affirmative vote required from 2/3 of those voting, excluding abstentions | Motions to Approve Standards Actions: Affirmative votes by Majority of VMs and affirmative vote from 2/3 of those voting, excluding abstentions (continuation letter ballots required). |
| All Other Motions | Majority of the TC excluding abstentions | Majority of the PC excluding abstentions |

All TC and PC Meetings are OPEN!

Roles and Responsibilities of the TCs in Standards Development



- The cognizant TC shall recommend reaffirmation, revision or withdrawal of existing standards and guidelines.
- Can develop RTARs that provide the technical basis needed for the development of new standards and guidelines or provide the technical basis needed to revise an existing standard or guideline in the future.
- May recommend development of new standards and guidelines.
- May submit change proposals to recommend changes to standard or guidelines on continuous maintenance.
- The cognizant TC shall recommend a Chair for the project committees and provide a list of potential members.

Roles and Responsibilities of the TCs in Standards Development



- May recommend that a non-voting TC liaison be added to the PC roster for a standard or guideline if the TC is the cognizant TC for that standard or guideline or if the TC has expertise in the subject matter.
- Does not approve the technical content of standards or guidelines even if they are the cognizant TC.
- Should encourage members (as individuals) to submit comments on public review drafts. (See Sidebar on Comments.)
- Should submit a TC endorsed comment on public review drafts when necessary.
- Can be a source for potential PC members with skills relevant to subject standard or guideline.

- All public reviews are announced in the [ASHRAE Standards Actions](#).
- Submit comments and view drafts in the [online comment database](#).
- Comments should include proposed language changes.
- Comments should include supporting technical data, when applicable.

Roles and Responsibilities of TC Liaisons



- Provide updates on the development of the standard or guideline to the TC.
- Submit change proposals on behalf of the TC to PCs on continuous maintenance. (Requires TC vote.)
- Inform TC when the standard or guideline is available for public review and comment.
- Be the spokesperson for the TC (get a vote from the TC for official positions).
- Participate in PC subcommittee and committee meetings.

- Consensus body responsible for the technical content of the standard or guideline.
- Can request the assignment of a TC Liaison from the Cognizant TCs or TCs that have expertise in the subject matter.
- Will report activities to the Cognizant TC when no liaison is assigned.
- May solicit input from TCs in developing standards or guidelines including proposing changes to continuous maintenance standards & guidelines.
- May allow TC to present material to PC, when appropriate.

Overview of Standards Development Process



- A TC or any individual can submit a proposal for a new standard or guideline via a title, purpose and scope (TPS) form or can recommend that a standard or guideline be revised and a revision project committee be formed.
- The TPS or the request for revision is approved.
- The TPS for new projects are posted for public review and comment through ASHRAE Standards Action.
- Announcements that standards are being revised are announced as well.
- Call for members are issued for new and revision PCs.

Overview of Standards Development Process Continued



- Chair and members complete applications, are recommended, and approved.
- If comments are submitted on the TPS, the PC will respond.
- The PC drafts the Standards Committee Document (SCD) and approves the draft publication for public review.
- The draft is put out for public comment in the online comment database.
- Comments are received, the PC drafts and approves responses to each comment.

Overview of Standards Development Process Continued



- After responses to comments are issued, the committee decides either to approve for publication with knowledge of unresolved objectors or approves a draft for another public review.
- If the project committee approves another public review draft, then the public review cycle starts over again.
- If no comments are received, the draft is submitted for publication approval.
- For standards and guidelines on continuous maintenance, change proposals can be submitted at any time.

Resources



- On-Line Resources
- Technology Staff

- ASHRAE web site (www.ashrae.org)
 - Click on [Technology>Standards & Guidelines>PC Chairs Toolkit](#) to access:
 - Training Materials
 - Instructions on Using the Online Comment Database
 - Membership Application Forms
 - Continuous Maintenance Forms
 - PASA and PC MOP

- ASHRAE web site (www.ashrae.org)
 - Click on [Technology>Standards Actions to access:](#)
 - Current Standards Action
 - Past Standards Actions
- ASHRAE web site (www.ashrae.org)
 - Click on [Technology> Technical Committees to access:](#)
 - TC MOP
 - The Role of TCs, TCs and TRGs in ASHRAE

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Questions?



Thank you for attending!

Please submit any feedback that may be helpful to improving this material to:

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