Standards Committee (StdC)
Training 2016-2017

This is an overview of the organization and functions of StdC, along with descriptions of the guiding principles and governing documents, intended for new member orientation.

Equipped with this overview, members are required to refer to the relevant documents to gain a clear understanding of the rules and their specific duties.

New members are encouraged to consult their appointed mentors for suggestions and guidance along the way.

Acronyms Used In This Presentation

- **ANSI**– American National Standards Institute
- **BOD** – ASHRAE Board of Directors
- **CIS** – Code Interaction Subcommittee
- **EHC** – Environmental Health Committee
- **GPC** – Guideline Project Committee
- **ILS/ISAS** – Intersociety Liaison Subcommittee/ International Standards Advisory Subcommittee
- **MOP** – Manual of Procedures
- **MOS** – Manager of Standards
- **PASA** – Procedures for ASHRAE Standards Actions
- **PC** – Project Committee
- **PC MOP** – Project Committee Manual of Procedures
- **PPIS** – Planning, Policy, and Interpretation Subcommittee

- **PPR** – Publication Public Review
- **ROB** – Rules of the Board of Directors
- **SGPC** – Standing Guideline Project Committee
- **SPC** – Standard Project Committee
- **SPLS** – Standards Project Liaison Subcommittee
- **SRS** – Standards Reaffirmation Subcommittee
- **SSPC** – Standing Standard Project Committee
- **StdC** – ASHRAE Standards Committee
- **StdC RM** – Standards Committee Reference Manual
- **TC** – Technical Committee
- **TechC** – Technology Council
- **TPS** – Title, Purpose and Scope

Learning Objectives

- Guiding Principles

- StdC Responsibilities

- StdC Documents

- StdC Subcommittees

- Policy and Procedures

- Basic Concepts and Process Descriptions

- StdC Meetings

- Resources

ASHRAE Code of Ethics

- A prerequisite for participating in this meeting, and all of ASHRAE meetings, is that you agree to abide by the ASHRAE Code of Ethics.

- If you're not familiar with the ASHRAE Code of Ethics, you can find it in the "About ASHRAE" portion of the ASHRAE web site (www.ashrae.org).

- In short, "we pledge to act with honesty, fairness, courtesy, competence, integrity and respect for others in our conduct."

Introduction

- Standards Committee (StdC), a General Standing Committee of the Society, operates under the direction of ASHRAE's Board of Directors (BOD) and Technology Council (TechC).

- The StdC consists of 26 voting members, including a Chair and a Vice Chair.

- StdC members are elected by the BOD for four year terms.

- Each member is appointed to one or more subcommittees.

- Members selected from various interest groups to prevent dominance by any single interest group.

Guiding Principles

American National Standards Institute (ANSI) Accreditation

- ASHRAE is ANSI-accredited as an ANSI Audited Designator.

- Continued accreditation is based on ASHRAE's standards development practices and procedures meeting the criteria for accreditation given in *ANSI Essential Requirements: Due process requirements for American National Standards* (ANSI Procedures).

"Three Legs of the Stool" for ANSI Rules

Openness

Due Process

Balance

Openness

- Participation shall be open to all persons who are directly and materially affected by the activity in question.

- Participation in a process is not necessarily the same as membership or vote on a committee.

- Participation can be as simple as submitting a public review comment.

- There shall be no undue financial barriers to participation.

- Timely and adequate notice of any action to create, revise, reaffirm, or withdraw a standard, and the establishment of a new consensus body (PC) shall be provided.

Due Process

- Any person (organization, company, government agency, individual, etc.) with a direct and material interest has a right to:

    a) *express* a position and its basis,

    b) have that position *considered*, and

    c) *appeal* if adversely affected

- Due process allows for equity and fair play

Balance

- Balance means when standards action vote is taken, no single interest category equals more than:
  - one *third* of PC voting membership for *safety* standards
  - one *half* of PC voting membership for *all other* standards

- Standards Project Committees (SPCs/SSPCs) must be balanced to vote on standards actions (e.g., public review drafts).

- Balance is desired, not required, for subcommittees and Guideline Project Committees (GPCs/SGPCs).

Standards Committee Responsibilities

StdC Responsibilities (1/2)

- Authorizes the formation of Project Committees (PCs), and oversees the

  - *development*

  - *preparation*

  - *interpretation*

  - *revision*

  - *reaffirmation*

  - *withdrawal,* and

  - *submittal*

  of ASHRAE Standards and Guidelines subject to BOD approval.

StdC Responsibilities (2/2)

- Cooperates with and supervises the Society's participation in other organizations including:

  - Air Conditioning Contractors of America (ACCA)

  - Air-Conditioning, Heating and Refrigeration Institute (AHRI)

  - American Industrial Hygiene Association (AIHA)

  - American National Standards Institute (ANSI)

  - American Society of Mechanical Engineers (ASME)

  - International Electrotechnical Commission (IEC)

  - International Organization for Standardization (ISO)

  - National Electrical Manufacturers Association (NEMA)

  - National Fire Protection Association (NFPA)

  - Sheet Metal and Air Conditioning Contractors National Association (SMACNA)

  - U.S. Green Building Council (USGBC)

StdC Executive Committee (ExCom)

- The Chair and Vice Chair of the StdC
  - Chair – Rita Harrold
  - Vice Chair – Steve Emmerich
- Subcommittee Chairs
  - CIS Chair – Dennis Stanke
  - ILS/ISAS Chair – Cyrus Nasseri
  - PPIS Chair – Don Brundage
  - SPLS Chair – Roger Hedrick
  - SRS Chair – Steve Emmerich
  - Ad Hoc Training Chair – Wayne Stopplemoor

StdC ExCom Responsibilities

- Addresses strategic planning issues,

- Reviews and makes recommendations on operations of the StdC,

- Assigns responsibilities to subcommittees of the StdC,

- Reviews StdC subcommittee agendas,

- Addresses complaints of actions or inactions of the subcommittees of the StdC, and

- Informs Tech Council of extraordinary issues which may come before the BOD.

Standards Committee Subcommittees

Code Interaction Subcommittee (CIS)

- Participates in development of model codes and standards of other Standards Development Organizations (SDOs)

- Attends meetings and hearings - speaks to ASHRAE proposed changes and comments

- Oversees participation of Society in development of new and updating of existing documents

- Assists PC's in identifying opportunities for recognition of ASHRAE standards in those documents

- Assists PC's in preparing proposed changes and commenting on changes proposed by others

- Approves proposed changes and official interpretations

Intersociety Liaison Subcommittee & International Standards Advisory SubC (ILS/ISAS)

- Responds to requests for liaisons and reviews other organizations' drafts (e.g., NFPA).

- Makes recommendations regarding ASHRAE's involvement in the International Organization for Standardization (ISO) standards

- Maintains ASHRAE's participation in standards prepared by other organizations using the canvass method.

- Monitors, reports and submits recommendations to ILS concerning ASHRAE's regional and international standards activities.

Policy, Planning, & Interpretation Subcommittee (PPIS)

- Reviews and updates StdC procedures including StdC MOP, PASA, PC Chair's Handbook (formerly the PC MOP)

- Recommends formation and category of new PCs with specific TPS and Cognizant TC.

- Forms interpretation committees for ASHRAE Standards and Guidelines when PCs do not exist.

- Evaluates requests for development of Joint Sponsorship Agreements for StdC endorsement and TechC and BOD approval.

Standards Project Liaison Subcommittee (SPLS)

- Oversees PCs in the development of new and revised standards, guidelines, addenda, and user manuals.

- Members are liaisons to the PCs.

- Approves PC membership and recommends StdC approval of policy level PC Chairs.

- Approves PC work plans, and recommends approval of units waiver requests and standing PC work plans.

- Recommends for StdC approval, all Title, Purpose and Scope (TPS) changes.

- Approves Publication Public Review for standards and guidelines (including addenda).

Standards Reaffirmation Subcommittee (SRS)

- Recommends reaffirmation, revision or withdrawal of existing standards and guidelines.

- Acts in lieu of a PC for reaffirming existing standards and guidelines.

- Acts as a revision project committee when updates to references are needed that do not result in a substantive change to the standard or guideline.

- Serves as liaisons to cognizant technical committees (TCs) and the Environmental Health Committee (EHC).

- Cognizant TC

  - Provides primary technical expertise

  - Recommends whether to revise, reaffirm, or withdraw existing standards and guidelines, recommend the development of new standards and guidelines.

Ad-Hoc Training Subcommittee

- Produces training material for:
  - PC Chairs and PC members
  - Standards Subcommittee members
  - Standards Committee members
- Product Forms:
  - Presentations
  - Webinars
  - Checklists
- StdC members are not appointed to this subcommittee – membership is voluntary

Policy and Procedures

Important Documents

- Rules of the Board (ROB)

- ANSI Essential Requirements

- Standards Committee Strategic Plan

- Procedures for ASHRAE Standards Actions (PASA)

- Standards Committee Manual of Procedures (StdC MOP)

- Project Committee Chair Handbook Procedures (formerly the PC MOP)

Rules of the Board (ROB)

- Defines ASHRAE policy regarding standards that emphasizes the development of documents that establish ASHRAE as the leader in HVAC&R technology, providing state-of-the-art best-practice guidance that advances the arts and sciences of the industry.

ANSI Essential Requirements

- ANSI Essential Requirements provide the framework for the StdC MOP and PASA in terms of openness, balance, and due process.

Standards Committee Strategic Plan

- Provides consistent and forward-looking guidance to the Standards Committee to ensure that the efforts of the Society have the largest possible impact at the lowest cost in terms of time and effort.

- Updated annually.

Procedures for ASHRAE Standards Actions (PASA)

- ASHRAE's ANSI-approved standards development procedures and processes

- Expands the ROB into specific procedures regarding the development of consensus for:

  - Approval, Revision, Reaffirmation, Withdrawal, and Maintenance of ASHRAE Standards.

- Defines procedures for the synchronization of ASHRAE and International Standards review and approval process

- Defines procedures for appeal to BOD's actions or inactions

- Defines ASHRAE's units policy

Standards Committee MOP

- Supplements the ROB by defining StdC:
    - Organization,
    - Membership,
    - Duties and Responsibilities, and
    - Procedures.

PC Chair Handbook

- Provides additional information for PC chairs and PCs

- Defines each step in writing and processing Standards Committee Documents (SCDs). Steps include:

  - Title, Purpose, and Scope

  - PC Work Plan

  - Working Drafts and Publication Public Review Drafts

  - Responses to Commenters

  - Continuous Maintenance Proposals

  - Interpretations

- A constantly evolving document that is normally updated twice per year to provide PC Chairs comprehensive guidance.

Basic Concepts and Process Descriptions

Project Committees

- PCs are responsible for the <u>technical content</u> of ASHRAE standards and guidelines and the consensus process.

- StdC supervises the work of project committees to ensure that approved procedures are followed.

- Final responsibility and approval for ASHRAE Standards Committee Documents rests with the BOD.

Policy-Level PCs

- Policy-level PCs receive a higher level oversight for policy-level standards and guidelines. These include:

  - SSPC 34

  - SSPC 62.1 and SSPC 62.2

  - SSPC 90.1, SSPC 90.2, and SPC 90.4

  - SSPC 161

  - SSPC 188

  - SSPC 189.1

  - SPC 191

  - GPC 24 (companion to 62.2)

  - GPC 29

StdC Documents (SCD)

- Standards

    - Method of Test and Classification Standards

    - Design Standards

    - Protocol Standards

    - Rating Standards

- Guidelines

- User Manuals

    - Are often used for educational purposes by providing detailed design applications, with more practical examples and solutions.

    - Go above and beyond the performance requirements
    of a design standard or guideline or minimum compliance level.

    - Are not necessarily the standard of care and do not cover all potential alternatives.

- Code Change Proposals

Standards Action

- An action recommending or approving publication of a new, revised, or reaffirmed standard or guideline, or withdrawal of a standard or guideline.

StdC Meetings

What you need to know to prepare and participate

StdC Meetings

- Standards Committee generally meets 3 to 5 times per year:
  - ASHRAE Annual Meeting
  - ASHRAE Winter Meeting
  - ASHRAE Tech Weekend
  - Other interim meetings as needed:
    - Spring and Summer
- All Meeting Materials are posted on StdC FTP site.
- A quorum must be present to conduct business.

StdC Meeting Motions

- Motions brought by a subcommittee do not need a second

- "Consent Agenda"

  - A group of agenda items believed to be non-controversial (e.g., publication approvals, membership items)

  - Any member can have one or more items pulled on request

  - No discussion allowed

  - Saves time

Voting Rules

- Actions of the StdC require approval by a majority of those voting, excluding abstentions.

- When speaking about an issue, first state if you are speaking for or against the motion.

- You have a responsibility to:

  - read the meeting materials in advance

  - make sure your opinion is heard

  - vote

Reminder: *Standards Committee is concerned about the process, not the content of a standard or guideline*

Abstentions

- Common reasons for abstentions:
  - Robert's Rules recommends that members not vote on issues on which they have a direct personal interest not in common with the other members, such as:
    - The motion involves a PC in which the member is a current or past member within the last 2 years.
    - Potential conflict of interest, such as working for a company involved in the development of the SCD.
  - Other reasons:
    - Member was not in the room during the discussion of the motion.
    - Member would prefer to abstain with or without a reason rather than cast a negative vote on the motion.

Approval of New or Revised Standards or Guidelines

- Things to look for when approving a new PC include, but are not limited to the following:

  - *Is the project's TPS well defined and clearly stated?*

  - *Is the TPS worded correctly?*

  - *Does the TPS for this project overlap or otherwise related to an existing TPS?*

  - *Are the stakeholders identified correctly?*

  - *Have the exceptions or other restrictions in the scope statement been justified?*

Letter Ballot Voting

- StdC and Subcommittee Chairs may authorize letter ballot on any motion.

- Remind recipients to reply only to Chair [not "Reply All"] when voting.

- Negative voters are requested to comment on reasons for their vote.

- If vote passes with negative votes with reasons, results shall be held in abeyance until comments are transmitted to all eligible voters and they are given opportunity to change their vote through a recirculation ballot.

- Chair may offer rebuttal to comments from negative voters in recirculation ballot.

Appeal

- An action or inaction of the BOD to adopt a new ASHRAE standard or addendum or to revise, reaffirm, or withdraw an existing ASHRAE standard is subject to appeal.

- Any person directly and materially affected may appeal.
  - The appellant must be an <u>unresolved public review commenter</u>, or a <u>PC member who cast a negative vote with reason</u> (relative to their vote on the consensus body).

- An appeal of a BOD standards action must based upon procedural grounds only (no technical appeals)

  - Unresolved commenters or negative PC voters informed of their right to appeal.
  - If appeal, an appeals panel is formed to hear and decide on the appeals received.
  - If the appeal is upheld, the standard is not published.
  - Once appeals are closed, staff requests ANSI approval of the standard or addendum.

Summary

- The StdC has many varied responsibilities addressed by several subcommittees.

- Recommendations may require additional approval by the StdC, TechC and/or the BOD.

- The ANSI process requires:
  - Balance
  - Openness
  - Due Process
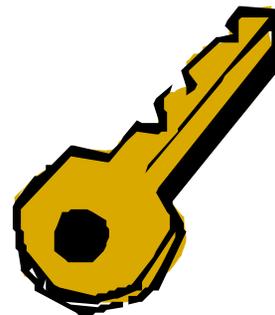
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Questions?