

RESNET

Residential Energy Services Network

Standards Development Policy and Procedures Manual

**Residential Energy Services Network
(RESNET)**

Version 1.1

Technical Series 1.01

January 2, 2012



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*Setting the **STANDARD**
for **QUALITY***

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Foreword

The purpose of this manual is to provide written procedures that are to be followed for developing consensus based standards. These written procedures have been developed keeping in mind the American National Standards Institute (ANSI) *Essential Requirements* for standards development organizations.

This manual shall be updated on a ongoing basis for continual improvement and to conform to any modifications to the ANSI *Essential Requirements*.

1. Scope

The scope of this manual is the policy and procedures required to develop consensus based standards for RESNET and other organizations with interests similar to those of RESNET. This manual provides a process to be followed for the development of consensus based standards from the proposal of a new standard to the maintainance of the standards.

This manual does not apply to any documents that RESNET develops that are not consensus based standards.

The standards that RESNET develops are for the residential and commercial energy services and for any associated industry.

2. Definitions

2.1

ANSI Essential Requirements

document published by ANSI with outline requirements which are to be met by an ANSI accredited standards development organization

American National Standards Institute
25 West 43rd Street, 4th Floor
New York, NY 10036
www.ansi.org
212.642.4900

2.2

consensus

general agreement, characterized by the absence of sustained opposition to substantial issues by any important part of the concerned interests by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments

NOTE: Consensus need not imply unanimity

2.3

Interest

the perspective of a member of a standards development committee, as judged by his or her present and past sources of income, fees, or reimbursements of related expenses, in the context of the purpose and scope of the project committee. The perspective may also be judged by the recorded views of the individual, or of any organization he/she is employed by or of which he/she is a member.

2.4

Interest categories

the principal (top) tier of interest classifications. For some standards development committees, it may be appropriate to designate subcategories of one or more interest category.

2.5

general interest

regulatory officials or their representatives, researchers, educators and others with expertise in the fields of building energy efficiency, as well as representatives of associations of these types of professionals. In addition, this category is intended for those who have interests other than those described in other categories. Example members of this category would include employees of research institutions, universities, nationally recognized testing laboratories, employees of energy advocacy groups, and others with a general interest in energy efficiency in buildings.

2.6

producer

Those directly concerned with the production or distribution of a product or service addressed by the standard, including industry associations representing producers or distributors, or those receiving substantial support from a producer directly concerned. For example, software providers, rating providers and training providers would likely be considered producers for most standards developed by RESNET.

2.7

user

those who use the product or service involved, or those who receive substantial support from a user directly concerned, but are not involved with its production or distribution. This reference is not to users of the standard, but to users of the product or service covered by

the standard. For example, a certified rater would likely be a user of most standards developed by RESNET. Local, State or federal governments or utilities may also be considered users where the products and services covered by the standard(s) are specified as all or part of the requirements of a government- or utility-sponsored building energy efficiency program.

3. Organization

3.1. RESNET Overview

In April 1995, the Residential Energy Services Network (RESNET) was formed to develop a national market for building energy rating systems and energy efficient financing opportunities. In May 2002 RESNET became incorporated as a 501(c)(3) not-for-profit corporation.

RESNET's standards are officially recognized by the federal government for verification of building energy performance for such programs as federal tax incentives, the Environmental Protection Agency's ENERGY STAR program and the U.S. Department of Energy's Building America Program. RESNET's standards are also recognized by the U.S. mortgage industry for emphasizing a building's energy performance in the mortgage loan, and may be used for certification of "White Tags" for private financial investors.

The RESNET website is a one-stop solution where homeowners can learn about the energy audit and rating processes, and search the RESNET directory to find certified energy auditors and raters and qualified contractors and builders. To be included in the directory, these independent, unbiased professionals must complete the required energy training to meet the high standards of excellence that RESNET demands. All RESNET-certified and RESNET-qualified professionals agree to abide by the RESNET Code of Ethics and Standards of Practice.

3.2. Standards Development Objective

The objective for RESNET to develop standards is to provide a standardized process by which all energy auditors, energy modelers, energy raters and energy contractors can conduct business. As opportunities for additional standards associated with energy audits, energy modeling, energy rating and energy improvement are developed, RESNET will develop standards that are associated with the business of providing energy audits, modeling, ratings and improvement.

3.3. Structure

RESNET is a 501(c)(3) non-profit corporation which supports the building performance industry through accreditation of providers and the certification of raters, auditors and energy improvement contractors. The organization is a membership-based organization where each member has an opportunity to vote on various matters including the election of the Board of Directors. Each member is entitled to one vote.

The members elect a Board of Directors who become responsible for the operation of the corporation. The individuals are elected to the Board for a specific term in accordance with the RESNET by-laws. The Board sets policy and direction of the corporation.

RESNET is an independent non-profit corporation which:

- is dedicated to the building performance industry
- has staff that are trained, competent and dedicated to accomplishing the mission of RESNET
- has a structure that delivers the goals and objectives of the organization
- has developed working relationships with other organizations which can assist RESNET to meet its goals and objectives
- has persons associated with or members who are subject matter experts

3.4. Responsibilities

3.4.1 Executive Director

The Executive Director is responsible for the day to day operation and management of the organization, is responsible for any supervision and oversees any consultants to the organization.

The Executive Director reports to the RESNET Board and receives direction from the Board.

3.4.2 Standards Manager

The standards manager reports to the executive director and receives direction from the executive director. The standards manager works closely with the standards management board (SMB) and the standards development committees (SDCs) along with any sub-committees and task groups. The standards manager is responsible for the day to day operation of the standards development function of the corporation.

The responsibilities of the standards manager include:

- ensuring that minutes are taken for each SMB, SDC, Sub-Committee and Task Group meeting
- publication of standards development work

3.4.3 Secretariat support

The standards manager shall provide or obtain secretariat support required to allow the standards development process to function effectively and efficiently. The support required includes (but is not limited to) the development of agendas, taking of meeting minutes for the SMB, SDC, Sub-Committees, collating of comments on documents, record keeping, circulation of documents, etc.

4. RESNET Board of Directors

RESNET is governed by a Board of Directors that has been elected from the members in accordance with the RESNET by-laws. The Board of Directors has the responsibility and accountability to direct the corporation and ensure that the needs of the members are met.

4.1 Role in Standards Development Process

It is a Board decision to have the standards development process follow the ANSI *Essential Requirements* for ANSI accredited standards development organizations.

The Board has the ultimate responsibility for the direction of the corporation and all actions of the corporation so the Board is responsible for the standards development process. As an ANSI accredited standards development organization, the Board's responsibility is to ensure the standards development policies and procedures are followed. The Board will leave the technical development up to the RESNET Standards Development Committees and to the consensus process. The Board will rely on the RESNET Standards Management Board to oversee the standards development process and to report regularly to the Board.

The Board shall appoint the members of the Standards Management Board (SMB) on a scheduled basis. The Board shall appoint the Chair of the SMB.

5. RESNET Standards Management Board

5.1. Purpose and Scope

The RESNET Standards Management Board (SMB) acts on behalf of the RESNET Board of Directors to oversee the standards development process and to ensure that RESNET standards development policies and procedures are followed and that all of the ANSI *Essential Requirements* are met. The SMB shall meet regularly and set direction for the RESNET Standards Development Committee, review the work status and schedule and make modifications to the priorities as required. The SMB shall review and update the standards development policies and procedures on a regular basis.

5.2. Criteria for Members

The members of the SMB shall be persons who have demonstrated their commitment to the standards development process. The members are not required to be members of RESNET but neither are RESNET members precluded from being a member of the SMB.

There is no requirement for the SMB to be a balanced committee. The RESNET Board of Directors will consider members that would result in a diverse SMB but the final makeup of the SMB will be comprised of a group of persons who will be best for the organization.

A person who is proposed to be a member of the SMB will be considered and evaluated using the following criteria:

- knowledge of standards
- knowledge of the standards development process
- knowledge of the ANSI *Essential Requirements*
- their personal knowledge rather than the company or industry sector that they represent
- experience in the building energy efficiency industry

5.3. Appointment Process

The RESNET executive director shall, in consultation with existing SMB members or stakeholders develop a slate of candidates for the position of SMB member. The SMB shall not be made of less than five members nor greater than eleven members. The slate of potential members shall be presented to the RESNET Board for consideration.

The term for membership on the SMB shall be three years. The Board shall establish a rotation of members with approximately 1/3 of the members up for re-appointment each year. There is no limit on the number of terms a member may serve. The Board shall consider the record of participation of each member before any person is re-appointed. Lack of participation will be one of the reasons why a person would not be re-appointed. Members may be removed by the RESNET Board for non-participation or malfeasance.

5.4. Appointment of Chair

The RESNET Board, after appointing the members to the SMB, shall appoint a Chair and a Vice Chair from the members by a simple majority vote of the Board members participating in a Board meeting where this is an agenda item. The Vice-Chair shall fulfill the duties of the Chair when the Chair is unavailable.

The Chair and the Vice-Chair shall be appointed for a three year term. There is no limit on the number of times the Chair and Vice-Chair may be re-appointed. The Chair or Vice-Chair may be removed by the RESNET Board for non-participation or malfeasance.

5.5. Responsibilities of the SMB Chair

The SMB Chair is responsible for:

- chairing all meetings
- conducting all activities in accordance with this policy and procedures manual
- avoiding dominance by a single person or group of persons in a discussion
- overall management of the SMB
- acting in a technical capacity only, divested from their affiliation
- coordinating with the standards manager on the standards developing process
- chairing meetings with a goal of reaching consensus
- ensuring that all points of view have been freely expressed
- providing a summary of the discussion
- ensuring any decisions reached are clearly formulated
- communicating with the standards manager on the work and progress including any material information that is provided
- reporting to the Board on a regular basis on the work and progress of the development of the standards
- ensuring the policies and strategic decisions are implemented by the SMB and SDC
- assisting in any appeals as required by the RESNET Board

5.6. Responsibilities of the SMB

The responsibilities of the SMB shall include the complete operation of the standards development process according to adopted procedures. The SMB shall work with the standards manager and the various committees, sub-committees and task groups who develop standards. The SMB is specifically responsible for:

- coordination of the standards development technical work
- establishment of the scope and breadth of the standards development work
- reviewing the need to expand the standards development work into new fields on a regular basis
- establishment of standards development committee(s) (SDC)
- establishment of the workscope for a SDC
- appointment of the Chair of a SDC
- appointment of the members of a SDC
- approval of all new work items including the specific wording for title and scope
- establishment of priorities for a SDC

- ratification of the establishment of sub-committees and task groups by the SDC
- communication with the standards manager with regards to resources required to carry out the standards development work
- monitoring of the standards development work and communication with the standards manager on the progress
- review of the procedures followed by the SDC when developing standards
- approval of all final actions taken by the SDC
- establishment of templates for standards development work
- establishment of drafting rules and the format of RESNET standards
- maintenance and updating of this standards development policy and procedures manual
- maintenance of RESNET's accreditation as a standards development organization by ANSI
- appeals of decisions made by the SDC
- responding to interested parties on questions or points raised on the standards development process
- coordination with experts when required for the standards development process
- assisting the standards manager in the development of a budget for the standards developing work
- assisting the standards manager in managing Board approved budgets
- assisting the standards manager in publicizing the work being done on standards development
- coordination with the standards manager for the taking and distribution of meeting minutes
- signing a code of conduct agreement which sets out the expectations including regular participation in meetings and casting of votes.

6. RESNET Standards Development Committees

6.1. Purpose and scope

The purpose of the RESNET Standards Development Committees is to undertake the technical work required for the development of RESNET standards. This work covers everything from proposing a title to delivering a publishable standard.

The scope of the standards development committees is to develop standards approved for development by the SMB. The committee will undertake any and all of the technical work required to produce a standard ready for publication. The scope includes the establishment and dissolution of Sub-Committees and Task Groups.

The scope includes the development standards relating to the auditing, rating and improvement of the energy performance of homes and buildings and any other associated work including the assessment of and the improvement of homes and buildings.

The Standards Development Committee(s) has no set term and will continue in existence as long as RESNET develops standards.

6.2. Criteria for Members

The members of the SDC shall be persons who are subject matter experts and have demonstrated their interest in the standards development process. The members of the SDC are not required to be members of RESNET.

There is a very strict requirement for the SDC to be a balanced committee. The SMB will consider members that would result in a diverse SDC and meet the requirements for a balanced committee. The SDC will be comprised of a group of persons who are committed to the standards development process.

A person who is proposed to be a member of the SDC will be considered and evaluated using the following criteria:

- knowledge of standards
- knowledge of the standards development process
- knowledge of the ANSI *Essential Requirements*
- area of technical expertise
- their personal knowledge rather than the company or industry sector that they represent
- familiarity with codes, permit process, inspection process and authorities having jurisdiction
- real world experience
- building science expertise

6.3. Committee Balance

In consensus based standards, it is important to have a balanced representation on the SDC to ensure that the standard developed represents all of the interests in a group of standards.

RESNET's criteria for balance is that a) no single interest category constitutes more than one-third of the membership of a consensus body dealing with safety-related standards or b) no single interest category constitutes a majority of the membership of a consensus body dealing with other than safety-related standards

In standards activities these groups are generally divided into;

- producer
- user
- general interest

In addition where possible, a group representing government agencies, programs, utilities, etc., should also be included.

An alternate person may be identified by the SDC member and approved by the SMB to act in their capacity should the regular member not be able to participate in a given meeting. The member shall keep the alternative person up to date with all of the issues and documents being discussed on an ongoing basis.

6.4. Appointment Process

The SMB shall appoint members to the SDC by a simple majority vote of the SMB members participating in a SMB meeting where the appointment is an agenda item.

Only one person from any specific organization is allowed to participate on a SDC.

The slate of potential members shall be presented to the SMB along with any documentation available for the SMB to rate each potential member based on the criteria established for membership.

The term for membership on the SDC shall be three years. The SMB shall establish a rotation of members with approximately 1/3 of the members up for re-appointment each year. There is no limit on the number of terms a person can serve. The SMB shall consider the record of participation of each member before any person is re-appointed. Lack of participation will be one of the reasons why a person would not be re-appointed. A SMB member may be removed by the SMB for non-participation.

6.5. Appointment of Chair

The SMB, after appointing the members to the SDC, shall appoint a Chair and a Vice Chair from the members by a simple majority vote of the SMB members participating in a SMB meeting where the appointment of a Chair is an agenda item. The Vice-Chair shall fulfill the duties of the Chair when the Chair is unavailable.

The Chair and Vice-Chair shall be appointed for a three year term. There is no limit on the number of times the Chair and Vice-Chair can be re-appointed. The Chair or Vice-Chair may be removed by the SMB for non-participation.

6.6. Responsibilities of the SDC Chair

The SDC Chair is responsible for:

- chairing all meeting
- conducting all activities in accordance with this policy and procedures manual
- facilitating and developing consensus within the SDC
- avoiding dominance by a single person or group of persons in a discussion
- overall management of the SDC
- acting in a technical capacity only, divested from their affiliation
- coordinating with the standards manager and SMB Chair on the standards development process

- conducting meetings with a goal of reaching consensus
- ensuring that all points of view have been freely expressed
- providing a summary of the discussion at any time the consensus reached is not clear
- ensuring any decisions reached are clearly documented
- communicating with the standards manager and SMB Chair on the work and progress including any material information provided
- reporting to the SMB on a regular basis on the work and progress of the development of the standards
- ensuring the policies and strategic decisions are implemented by the SDC, Sub-Committees and Task Groups
- ensuring minutes of meetings are taken and distributed
- assisting in any appeals

6.7. Responsibilities of SDC

The responsibilities of the SDC members shall include the complete development and interpretation of standards. The SDC chair shall work with the SMB and the standards manager to develop standards approved by the SMB. The SDC is specifically responsible for:

- Maintaining the viability of the standards falling under it jurisdiction
- reviewing the need for a standard and proposing new work items (NWI) from time to time
- reviewing the scope and breadth of the standards development process and making recommendations to the SMB for improvement
- reviewing the title and scope of a NWI and making recommendations for improvement and clarification
- conducting a search for and reviewing any existing standards on the subject matter
- developing a first draft or appointing a Task Group or individual to do so
- reviewing the various drafts as the standard is developed
- providing formal comments on the various drafts as the standard is developed
- voting on and confirming the vote when a standard is formally voted upon
- establishment of Sub-Committee(s)
- appointing the Chair of the Sub-Committee
- establishment of Task Group(s)
- appointing the Chair of the Task Group(s)
- monitoring the work of any Task Group appointed by the SDC
- providing interpretation on published standards
- reviewing each standard at least once every five years
- establishing amendments for a published standard following the same process as that of a new standard
- coordinating with the standards manager for the taking of meeting minutes

- members must sign a code of conduct agreement that outlines the expectations, including regular participation in meetings and casting of votes

7. RESNET Standards Development Sub-Committees

7.1. Purpose and Scope

Sub-Committees shall be developed where there is a specific standard or set of standards that require a set of skills from the subject matter experts.

The purpose of a Sub-Committee is to expand the subject matter experts in a specific field to develop a standard or a set of standards.

The Sub-Committee will be a subset of the RESNET Standards Development Committee and its specific scope shall be set by the SDC.

All documents developed by a Sub-Committee shall be presented to the RESNET Standards Development Committee and the document will follow the process of the SDC.

The Sub-Committee(s) has no set term and will continue in existence as long as required by the SDC.

7.2. Criteria for Members

The Sub-Committee is not required to be balanced as the Sub-Committee does not formally vote on any documents. The focus of the Sub-Committee is on a specific subject matter and the technical knowledge of a person becomes a main reason for selecting that person to participate in the Sub-Committee.

There is no minimum or maximum number of members on a Sub-Committee and the membership is open to all subject matter experts. Only one person from an organization is allowed to participate in a Sub-Committee. An interested party shall submit a letter of interest along with their curriculum vitae to the standards manager. The standards manager shall provide the documentation for review, discussion and potential appointment to the SDC.

The term for membership on a sub-committee shall be three years. The SDC shall appoint members so that approximately 1/3 of the membership shall be up for re-appointment every year. There is no limit on the number of terms a person can serve. The SDC shall consider the record of participation of each member before any person is re-appointed. Lack of participation will be one of the reasons why a person would not be re-appointed.

A person who is proposed to be a member of the Sub-Committee will be considered and evaluated using the following criteria:

- knowledge of standards
- knowledge of the standards development process
- knowledge of the ANSI *Essential Requirements*
- area of technical expertise
- their personal knowledge rather than the company or industry sector that they represent

7.3. Appointment of Chair

The SDC, after appointing the members to the Sub-Committee, shall appoint a Chair and a Vice Chair from the members by a simple majority vote of the SDC members participating in a SDC meeting where the appointment of a Chair is an agenda item. The Vice-Chair shall fulfill the duties of the Chair when the Chair is unavailable.

The Chair and Vice-Chair shall be appointed for a three year term. There is no limit on the number of times the Chair and Vice-Chair can be re-appointed. The Chair or Vice-Chair may be removed by the SMB for non-participation.

7.4. Responsibilities of the Sub-Committee Chair

The Sub-Committee Chair is responsible for:

- chairing all meetings
- conducting all activities in accordance with this policy and procedures manual
- facilitating and developing consensus within the Sub-Committee
- avoiding dominance by a single person or group of persons in a discussion
- overall management of the Sub-Committee
- acting in a technical capacity only, divested from their affiliation
- coordinating with the SDC on the standards development process
- conducting meetings with a goal of reaching consensus
- ensuring that all points of view have been freely expressed
- providing a summary of the discussion at any time the consensus reached is not clear
- ensuring any decisions reached are clearly formulated
- communicating with the standards manager and SDC on the work and progress including any material information provided
- reporting to the SDC on a regular basis on the work and progress of the development of the standards
- ensuring the policies and strategic decisions are implemented by the Sub-Committee and Task Groups
- assisting in any appeals

7.5. Responsibilities of the Sub-Committee

The responsibilities of the Sub-Committee members shall include the development of a specific standard(s). The Sub-Committee shall work with the SDC and the standards manager to develop standards for review and approval by the SDC. The Sub-Committee is specifically responsible for:

- reviewing the title and scope of a NWI and making recommendations for improvement and clarification
- developing a first draft or appointing a Task Group or individual to do so
- conducting a search for and reviewing any existing standards on the subject matter
- reviewing the various drafts as the standard is developed
- providing comments and recommendations for improvement on the various drafts as the standard is developed within the Sub-Committee
- establishment of Task Group(s)
- appointing the Chair of the Task Group(s)
- monitoring the work of any Task Group appointed by the Sub-Committee

- recommending new standards, revisions to existing standards or new fields for standards development
- coordinating with the standards manager for the taking of meeting minutes
- members must sign a code of conduct agreement which sets out the expectations including regular participation in meetings and casting of votes

8. RESNET Standards Development Task Group

8.1. Purpose and Scope

The purpose of establishing a Task Group is to either develop a specific standard, a specific section in a standard or to conduct research into a technical issue in a standard.

The scope of a Task Group will be established at the time that the Task Group is established by the Standards Development Committee or Sub-Committee. The Task Group shall be disbanded at the time that the work has been completed.

8.2. Criteria for Members

The criteria for members will be their expertise in the subject matter that the Task Group is to deal with.

The Task Group is not required to be balanced as the Task Group does not formally vote on any documents. The focus of a Task Group is on a specific subject matter. The technical knowledge of a person becomes a main reason for selecting that person to participate in the Task Group.

There is no minimum or maximum number of members on a Task group and the membership is open to all subject matter experts. There is no restriction as to how many people can participate from the same organization, however most Task Groups are expected to be small groups (even only one or two members) who can work quickly to develop a first draft of a document to conduct the necessary research.

An interested party shall submit a letter of interest along with their curriculum vitae to the Task Group Chair. The Task Group Chair shall appoint members to the Task Group and provide the list of members to the standards manager. The list shall be updated from time to time.

All documents developed by a Task Group shall be presented to the RESNET Standards Development Committee or Sub-Committee.

A person who wishes to be a member of a Task Group will be considered and evaluated using the following criteria:

- knowledge and expertise in the subject matter
- their personal knowledge rather than the company or industry sector that they represent

8.3. Appointment of Chair

The SDC Chair shall appoint a Chair for the Task Group. There shall be no Vice-Chair of a Task group.

8.4. Responsibilities of the Task Group Chair

The Task group Chair is responsible for:

- chairing all meetings
- conducting all activities in accordance with this policy and procedures manual
- facilitating and developing consensus within the Task group
- avoiding dominance by a single person or group of persons in a discussion
- overall management of the Task group

- acting in a technical capacity only, divested from their affiliation
- coordinating with the standards manager on the standards development process
- conducting meetings with a goal of reaching consensus
- ensuring that all points of view have been freely expressed
- providing a summary of the discussion at any time the consensus reached is not clear
- ensuring any decisions reached are clearly formulated
- communicating with the standards manager on the work and progress including any material information provided
- reporting to the SDC or Sub-Committee on a regular basis on the work and progress of the development of the standards

8.5. Responsibilities of the Task Group

The responsibility of the Task Group members is to follow the direction provided to them by the SDC or Sub-Committee. The SDC or Sub-Committee who appointed the Task Group is responsible for and shall monitor the work of the Task Group. The responsibilities may include:

- developing a first draft of a standard
- developing a section of a standard
- researching a technical issue for a standard
- coordinating with the standards manager for the taking of meeting minutes

9. Joint Standards Development Committees

RESNET may decide from time to time to develop joint standards with other organizations. A formal agreement or memorandum of understanding shall be drawn up and signed by the Chair of Boards for each organization.

Where the other organization is also an ANSI accredited standards development organization, the agreement shall establish which organization's policies and procedures shall be followed for the development of joint standards. Where it is established that RESNET's policies and procedures shall be followed, a separate SDC shall be established for any joint standards developed in agreement with that particular organization. If multiple organizations are involved and the types of standards are not overlapping, a separate SDC shall be established for each joint effort.

If the other organization is not ANSI accredited as a standard development organization, then the RESNET policies and procedures shall be followed.

10. RESNET Standards Development Process

10.1 Consensus

Consensus, which requires the resolution of substantial objections, is an essential procedural principle and a necessary condition for the preparation of International Standards that will be accepted and widely used. Although it is necessary for the technical work to progress speedily, sufficient time is required before the approval stage for the discussion, negotiation and resolution of significant technical disagreements.

10.2 Metric Policy

RESNET standards shall use the Imperial Units (IP) as the units of measurement. Where metric units (SI) are provided, they shall be after the IP units and shall be in parentheses.

10.3 Adopting International Standards

When a standard is proposed for development, the SMB shall review available International Standards. It is the policy of the U.S. National Committee of the International Electrotechnical Commission (IEC) and International Organization for Standardization (ISO) to work toward commonality between IEC/ISO standards and U.S. National standards. Commonality between IEC/ISO standards and RESNET standards are also an objective. When a NWI is proposed, the SMB shall conduct a review of IEC/ISO standards to determine whether an IEC/ISO standard already exists. The SMB shall adopt the ISE/ISO standard if appropriate. Where it is not appropriate to adopt the IEC/ISO standard, the SDC shall be directed to review the IEC/ISO standard and to develop the RESNET standard so that it is consistent and compatible with the IEC/ISO standard. The SDC shall understand that the RESNET standard developed may become the U.S. position when an IEC/ISO standard is developed.

10.4 Normative Standard

The body of all standards developed by RESNET shall be normative.

Informative materials that are not normative in nature may be included in the main body of a standard if placed into the body as a "Note" it clearly identify the material as informative.

10.5 Normative References

Reference documents included in the normative section shall include a specific version with a date. Information on where to acquire the referenced document shall be included in the standard. Documents listed in the normative references section shall be publicly available at reasonable cost.

10.6 Informative References

Documents and information that are not normative but provide the user with relevant information may be included in an Informative Annex that is clearly marked as informative material.

10.7 Project Approach to Standards Development

RESNET takes a project approach to standards development. Each individual standard is considered a project and the document goes through a sequence of

project stages through which the technical work is developed. The document shall be identified as to the stage of the document (i.e. NWI, WD, CD, DS, FDS).

All standards being developed shall be document controlled and have a numbering system to identify the document, the stage of development and the version of the document. RESNET shall maintain records of the progress and of the distribution to which the documents were circulated.

10.7.1 New Work Items

A new work item (NWI) is the starting point for a new standard or the revision of an existing standard.

10.7.2 Working Draft

A working draft (WD) is the first series of drafts created to provide a base document for further development by the SDC. Working drafts are used by Task Groups and Sub-Committees. Each successive draft will be so indicated numerically on the document.

10.7.3 Committee Draft

A committee draft (CD) is a series of drafts created as a standard is progressively developed. Committee drafts are used by the Standards Development Committee. Each successive draft will be so indicated numerically on the document.

10.7.4 Draft Standard

A draft standard (DS) is a finalized draft created by the SDC and proposed to be circulated for public comment. Draft standards may be updated based on the public comments. Each successive draft will be so indicated numerically on the document.

10.7.5 Preliminary Draft Standard

A preliminary draft standard (PDS) is a standard that is proposed public review.

10.7.6 Final Draft Standard

A final draft standard (PDS) is a standard that is proposed for publication, where all public comments have been addressed.

10.7.7 Published Standard

A published standard is a standard that has completed the RESNET standards development process, has been finalized and published.

10.8 Proposing a New Standard

A new standard development project begins with the proposal of a proposed new work item (NWI). Any person may propose to RESNET that a new standard be developed or that an existing standard be revised. The person would fill out the RESNET Online Proposed NWI form. As part of the form completion, the person would indicate a proposed title for the standard and a proposed scope. The proposed scope would indicate any limitations or exclusions that should be noted. The person would indicate

any existing standards of which they are aware that have a similar scope. Where possible, the person would provide a first draft or at least an outline of what would be expected to be included in the standard.

The Proposed NWI form is provided to the standards manager. The standards manager shall review the form, check for completeness and where needed, clarify any of the sections on the form.

When the standards manager deems the Proposed NWI form to be complete, the form shall be sent to the SMB members and shall be included in the agenda of the next SMB meeting.

10.8.1 Approval Process for a New Standard

At the next SMB meeting, the proposal shall be discussed and the title and scope reviewed. The SMB will consider whether the proposed standard is within the scope of standards that RESNET wants to develop. The SMB shall also clarify the title and scope and ensure that the title and scope are consistent with the RESNET standards philosophy. The SMB shall review the first draft or outline and either modify the NWI form or provide direction to the SDC on the direction of the document. The SMB and the standards manager shall determine what resources are available for the development of the standard and assign a priority for the development of the standard.

The SMB shall conduct a review of existing standards to look for conflicts or duplicity. ANSI defines a conflict as;

“Definition of Conflict

Conflict within the ANSI process refers to a situation where, viewed from the perspective of a future implementer, the terms of one standard are inconsistent or incompatible with the terms of another standard such that implementation of one standard under terms allowable under that standard would preclude proper implementation of the other standard in accordance with its terms.”

The SMB shall then vote to accept the Proposed NWI or not. If the Proposed NWI is accepted, the standards manager shall provide the amended Proposed NWI form and any supporting document to the SDC. If the Proposed NWI is not approved, the person who proposed the Proposed NWI shall be informed.

If the SMB identified any potential conflict with other published standards, the SDC shall be directed to work with the organization that developed the other standards to ensure to the extent possible that the two standards are not inconsistent or incompatible. This effort shall be documented.

10.8.2 Submitting a PINS to ANSI

When a Proposed NWI is approved by the SMB, the standards manager shall indicate RESNET’s intent to develop the standard by transmitting this information to ANSI using the Project Initiation Notification System (PINS) form, or its equivalent, for announcement in ANSI’s Standards Action.

RESNET shall announce the development of a standard on the RESNET website in addition to filing a Project Initiation Notification System (PINS) with ANSI for announcement in *Standards Action*.

A statement shall be posted on the website and included in the PINS form that includes:

- Description of the need for the standard and an indication if the standard is intended to be submitted for consideration as an ISO or an ISO/IEC Joint Technical Committee Standard.
- Identification of the stakeholders likely to be directly impacted by the standard.

If any other ANSI accredited standards development organization advises RESNET that they have developed or are developing a similar standard, the standards manager shall advise the SMB and the SDC members and provide the members with a copy of the standard. The SDC shall be directed to work with the organization that developed the other standard to ensure, to the extent possible, that the two standards are not inconsistent or incompatible. This effort shall be documented.

In the event that any ANSI accredited standards development organization raises an objection, within thirty (30) days of a PINS announcement that a proposed RESNET standard is in conflict or duplicative, as defined by the ANSI Essential Requirements, RESNET shall communicate with the organization. A mandatory deliberation by the representatives of both organizations shall be conducted within ninety (90) days.

In the case where the other organization declines to participate in the deliberations, RESNET shall document the steps taken to schedule and organize these deliberations and will be excused from this requirement.

The purpose of the deliberations is to determine whether both standards are required, whether a joint standard could be developed or whether both standards are required.

RESNET shall communicate the outcome of the deliberations in writing to the ANSI Board of Standards Review (BSR) for consideration when RESNET submits the standard to ANSI for approval.

RESNET shall encourage the organization to participate in the public comment process as a minimum. RESNET shall request information on what parts of the standard are deemed to be incompatible or inconsistent with the organization's standard. RESNET shall request a copy of the organization's standard so that the two documents can be compared.

Where appropriate, the two organizations shall have representatives from each organization meet to discuss the objection and discuss how to have the two standards be compatible and consistent. All proposed changes shall be provided to the SDC for review and consideration. Where possible the recommendations from this joint group shall be implemented into the standard.

10.8.3 Preparing a Draft of a New Standard

The first step is for the SDC to review the title and scope of the proposed new standard or review the proposed revisions to an existing standard. For new standards, if the title and scope are not clear or if there are any questions on the

work, the SDC shall discuss the issues. If the SDC feels a modification to the title or scope is necessary, the SDC may propose a modification.

If there are any proposed modifications to the title and scope, the NWI shall be sent back to the SMB for review and approval. No changes to the title and scope shall be done by the SDC without approval by the SMB.

The next step is to produce a first draft of the new standard. In most cases, to do this within the SDC is neither cost nor time effective. The SDC may establish a Sub-Committee with the charge to develop a standard or group of standards.

The Sub-Committee can in turn establish Task Group(s). The Task Group can be charged with producing a working draft of the standard or with conducting technical research into issues that need to be addressed in the development of a standard. There may be numerous Working Drafts of a standard and they shall be identified using a sequential numbering system (e.g. RESNET TG 100-1).

Any work completed in the Task-Group will be presented to the Sub-Committee.

The Sub-Committee shall continue to develop the standard as a Committee Draft. There may be numerous Committee Drafts of a standard and they shall be identified using a sequential numbering system (e.g. RESNET CD 100-1).

Any work completed within the Sub-Committee shall be presented to the SDC.

10.8.4 RESNET Standards Development Committee Standard Development Procedures

As the standard enters the Draft Standard stage, the process becomes more formal. Each version of the standard shall be identified using a sequential numbering system (e.g. RESNET DS 100-1). The Chair of the SDC shall determine whether to hold a meeting of the SDC or to circulate the Draft Standard for a formal vote of the SDC members.

If a meeting is called first, the Draft Standard shall be reviewed and changes may be made to the document. Agreement to each change shall be done by a simple majority of the members attending that meeting.

Once the Chair has deemed that the standard is mature enough and there has been complete discussion on the document, the Draft Standard shall be circulated to the SDC members for a formal electronic ballot.

All electronic ballots shall be formatted as affirmative motions and worded so that the voter may respond in a yes / no / abstain fashion. The minimum return requirements for a ballot are a quorum (the majority) of the voting membership.

Acceptance of the standard shall be determined by consensus, whereby a majority of the SDC cast a vote (counting abstentions) and at least two-thirds of those voting approve (not counting abstentions).

If a voting member casts a negative vote and provides a substantive reason for the negative vote, a recirculation ballot shall be submitted to the SDC members. The recirculation ballot shall allow the SDC members who voted in favor of the motion to change their vote. If a member does not respond to a recirculation ballot within the allotted time, that member's original vote on the motion shall be final.

Negative votes received without comments or comments unrelated to the proposal under consideration shall be recorded as "negative without comments" for the purposes of establishing a quorum and submittal to ANSI. Such votes shall not be factored into the

numerical requirements for consensus; RESNET shall not solicit comments from the negative voter or conduct a recirculation of the negative vote.

An abstention on a ballot will not be counted as a cast vote but will be used in the determination of a quorum.

Each of the SDC members shall have the opportunity to cast a vote on each Draft Standard ballot. The member may:

- vote in favor with or without comments
- vote opposed with comments
- abstain with or without comments

The SDC members shall provide their vote and comments, if any, within ten working days of the Draft Standard ballot being circulated. Their vote and comments, if any, shall be provided in the RESNET Standards Voting Form.

The SDC member shall provide their comments on the RESNET Standard Comment Form where the section and clause of the standard are identified; with the reason why the person does not agree with the current wording as well as proposed wording of that part of the standard that the voter recommends as a change.

The SDC shall record and consider all negative votes accompanied by any comments that are related to the proposal under consideration. This includes negative votes accompanied by comments concerning potential conflict or duplication of the draft standard with an existing American National Standard and negative votes accompanied by comments of a procedural or philosophical nature. These types of comments shall not be dismissed due to the fact that they do not necessarily provide alternative language or a specific remedy to the negative vote.

The SDC shall not change a vote unless instructed to do so by the voter. If the change of vote was not submitted in writing by the voter, then written confirmation of such a vote change shall be provided to the voter by the SDC. It is never appropriate for an SDC to inform voters that if they are not heard from, their negative vote will be considered withdrawn and their vote will be recorded as an abstention or an affirmative. All negative votes that are not changed at the request of the voter shall be recorded and reported to the BSR as unresolved negatives by any SDC that has not been granted the authority to designate its standards as American National Standards without approval by the BSR.

The SDC shall maintain records of evidence regarding any change of an original vote.

A meeting shall be called by the Chair to discuss and address each comment. The SDC's response to each comment shall be recorded in the form. Modifications may be done to the Draft Standard as each of the comments is addressed.

The SDC members shall be provided with the completed form which includes the comments and responses to the comments along with the modified standard. Each SDC member shall be asked to confirm their vote after reviewing the standard.

If the Draft Standard is not approved, the SDC shall convene a meeting to address the negative voters and try to achieve consensus. The standard shall be review and modified and circulated for another vote.

When all of the comments have been addressed and the Draft Standard modified as required to address the comments, a Preliminary Draft Standard shall be circulated to the SDC members for their review.

The final version shall proceed to the ANSI public comment process as a Preliminary Draft Standard (PDS).

10.8.5 ANSI Public Comment Process

The Preliminary Draft Standard shall be posted for public comments for a period as prescribed below. The ANSI form WEB BSR-8/108 FORM: STANDARDS ACTION PUBLIC REVIEW REQUEST shall be completed and filed with ANSI for this public comment period.

The public comment period shall be:

- a minimum of thirty (30) days where the full text can be published in Standards Action,
- a minimum of forty-five (45) days if the document is available in an electronic format from the SDO within one (1) day and the URL or email address is published in Standards Action or
- a minimum of sixty (60) days if the above is not available

Comments will be collected during the time period only. Any comments received after the closing date will be held for the Committee to review during the next update of the standard.

10.8.6 RESNET Standards Development Committee Resolution of Public Comments

After the public comment period has ended, the Standards Development Committee with jurisdiction shall review each comment and determine whether the comment is appropriate and based on good technical reasoning. If the comment is deemed acceptable, the SDC shall modify the document to reflect the comment.

Where the comment is not deemed appropriate, or the comment lacks technical basis, the SDC shall respond in writing to the commenter, providing a brief reason as to why the comment is not acceptable.

An effort shall be made to resolve all expressed objections accompanied by comments related to the proposal under consideration and each objector shall be advised in writing (including electronic communications) of the disposition of the objection and the reasons therefor. If resolution is not achieved, each such objector, whether from the public or from the consensus body, shall be informed in writing that an appeals process exists within Section 12 of this Policy and Procedures Manual. In addition, each objection resulting from public review or submitted by the public or a member of the consensus body, and which is not resolved shall be reported to the ANSI BSR.

Each unresolved objection and attempt at resolution, and any substantive change made in a proposed American National Standard shall be reported to the SDC in order to afford all members of the SDC an opportunity to respond, reaffirm, or change their vote.

Upon completion of this process, there will be a revised document which will be the final draft standard. This final draft standard shall be circulated to all SDC members for their review. Each individual member shall be asked to confirm their original vote on the document. If a SDC member fails to respond to this request, their original vote shall be used.

This final draft standard along with a copy of the comments and the responses shall be submitted to the Standards Management Board for approval.

The SDC shall have the RESNET staff communicate with each commenter and provide the written results and actions taken on their comments. Each commenter shall be advised that they have a right to appeal the decision of the SDC in accordance with Section 12 of this Policy and Procedures Manual and shall be provided instructions on how to appeal when requested.

10.8.7 RESNET Standards Review Process

The SMB shall review the process followed in the development of the standard to confirm the policies and procedures in this manual have been followed. The SMB shall review the standard to confirm that the title and scope have not been altered from what was approved by the SMB and that the body of the standard follows the guidance that was provided by the SMB. If the SMB does not feel that their direction has been followed, the SMB will send the document back to the SDC with specific instructions as to what parts of the standard the SMB feels did not follow their direction.

10.8.8 RESNET Standards Publication

The SMB shall refrain from re-writing the document and will simply refer the document back to the SDC.

Once the SMB has approved the standard, it shall be officially published and known as a published standard with a reference number and date.

10.9 Maintenance of RESNET Standards

All RESNET standards shall be maintained on a continuous basis. At a minimum, each standard shall be revised, reaffirmed or withdrawn by the 5th year after its initial approval as an American National Standard.

For the purposes of continuous maintenance, all proposed changes to a published standard shall be reviewed when received. The SMB shall determine whether the change is critical or not.

When a critical change is received, the SMB shall decide whether the proposed change will be handled as an addendum to the published standard or whether it will be handled by updating the published standard. The proposed change shall be forwarded to the SDC as a Proposed NWI and the standards development process would be followed.

When a non-critical proposed change is received, the proposal shall be kept on file to be provided to the SDC when the standard is next updated.

During the 5th year after a RESNET standard is first approved as an American National Standard, the standard shall be reviewed and either revised, reaffirmed or withdrawn. The SMB shall provide the SDC with a Proposed NWI along with any non-critical proposed changes and any policy direction that is deemed necessary.

The SDC shall review the standard and address any of the non-critical proposed changes. The standards development process shall be followed as outlined in this manual beginning with the Proposed NWI stage. If there are no proposed changes and the SDC does not propose any changes, the published standard would be circulated for public comment as published.

The SDC shall;

- reaffirm the standard
- revise the standard
- withdraw the standard

10.10 Stabilized Maintenance

Under specific, select circumstances standards that have held their status as American National Standards for 10 years or more may be maintained under the stabilized maintenance option provided that:

- the standard addresses mature technology or practices, and as a result, is not likely to require revision; and
- the standard is other than safety or health related; and
- the standard currently holds the status of American National Standard and has been reaffirmed at least once; and
- at least ten (10) years has passed since the approval or last revision of the standard as an American National Standard; and
- the standard is required for use in connection with existing implementations or for reference purposes.

A standard that is under the stabilized maintenance option shall be reaffirmed or revised on a ten (10) year cycle instead of a five (5) year cycle. When reviewing the standard, RESNET shall notify ANSI so an announcement can be placed in the *Standards Action*.

If a person feels that a standard under the stabilized maintenance option should be revised or withdrawn, this shall be done using the NWI proposal. Action shall be taken on the NWI proposal within sixty (60) days.

10.11 Amendments to RESNET Standards

Where the SMB decides that a critical change proposal has been received and that the addendum process to a published standard is to be followed, then rather than reviewing and amending the complete standard, only part of the standard shall be reviewed and amended.

The amended part of the standard shall follow the standards development process outlined in this manual.

When publishing the amendment to a published standard, it shall be done in a manner that makes it clear that the amendment to that part of the standard shall be used when applying a published standard.

There is no maximum number of addendums that can be made to a standard. If additional amendments are required, then the complete standard shall be reviewed and updated and the complete standard shall be circulated for public comment.

RESNET's ANSI standards shall be revised, reaffirmed or withdrawn every five years.

10.12 Interim (Non-ANSI) RESNET Standards or Addendum

Where the SMB determines that it is time critical that an existing standard be immediately revised or a new standard be developed, RESNET shall publish the Preliminary Final Draft Standard as a RESNET standard without the public comments. The standard shall be identified as a RESNET standard only and shall not make any reference to ANSI. The Preliminary Final Draft Standard shall be submitted for public comments within 120 days of it being published as a RESNET standard. Once the public comments are received and dealt with and the ANSI Essential Requirements have been followed, the RESNET standard will be withdrawn and replaced by the ANSI approved standard.

10.13 Interpretations

A request for interpretation may be made by any user of the standard by sending a written request to RESNET. The request shall be worded so that the response can be either yes or no.

When a request for interpretation is received, the request shall be recorded and then forwarded to the SDC to determine the response.

The SDC shall decide whether the interpretation requested should result in a critical update to the standard. The SDC shall also decide whether the update would be done immediately or whether the update would be done during the next update cycle.

10.14 Copyright

When it is proposed to incorporate verbatim material from a publication copyrighted by another organization, RESNET staff shall obtain written permission from the owner of the copyright for RESNET to re-print the material in a RESNET standard. The standard shall include a footnote which references this permission.

The owner of the copyrighted material shall provide RESNET with the following statement:

“The contributor grants a free, irrevocable license to RESNET to incorporate text or other copyrightable material contained in this contribution and any modifications thereof in the creation of a RESNET document; to copyright and sell portions of this contribution; and at RESNET’s sole discretion, to permit others to reproduce in whole or in part such contributions or the resulting RESNET document. The contributor will grant licenses under such copyrights to third parties on reasonable, non-discriminatory terms and conditions if appropriate, including the right to develop derivative works by RESNET and implementers of the RESNET document that incorporates this text.”

10.15 Reference to Patented Items

A RESNET standard may be drafted that includes the use of a patented item. The SDC shall discuss the technical reasons for inclusion of a patented item to justify the inclusion. For the document to proceed, the patent holder shall provide the IP proffer to RESNET at least seven (7) days before a vote on the standard.

The existence of relevant patents and pending patents should be made known as early as possible during the standards development process, preferably even at the Proposed New RESNET Standard stage.

Care shall be taken by the Chair of the SDC and RESNET staff to try to determine if a standard being developed would need to include reference to a patent. The Chair of the SDC shall remind SDC members that reference to a patent may not be possible if the patent holder does not want to grant a patent license or if the terms are not reasonable.

If a patent is granted when an ANSI / RESNET standard has already been published, RESNET shall try to obtain a license for use of the patent and failure to do so shall result in the standard being withdrawn.

Each RESNET or ANSI / RESNET standard shall include the following notice in its *Notice*:

“Standards and publications are adopted by RESNET in accordance with American National Standards Institute (ANSI) policy. By such action, RESNET does not assume any liability to any patent owner, nor does it assume any obligations whatsoever to parties adopting the standard or publication. RESNET takes no position with respect to the validity of any claimed patent rights relating to this standard. RESNET is not responsible for identifying patents for which a license may be required in order to comply with any RESNET standard.”

Where a license has been obtained from the patent holder at no cost or at reasonable and nondiscriminatory terms for inclusion of the patent in a RESNET standard, the standard shall indicate this as such to the user of the standard by including the following:

Note: The reader’s attention is called to the possibility that compliance with this standard may require use of an invention covered by patent rights.

By publication of this standard, no position is taken with respect to the validity of this claim or of any patent rights in connection therewith. The patent holder has, however, filed a statement of willingness to grant a license under these rights on reasonable and nondiscriminatory terms and conditions to applicants desiring to obtain such license. Details may be obtained from the publisher.”

It is important to note that the patent holder is not required to permit the use of his technology at no cost or at reasonable and nondiscriminatory terms. If the patent holder chooses not to make the technology available at no cost or at reasonable and nondiscriminatory terms, the standard development process will cease or, in the case of a published standard, the standard shall be withdrawn.

A copy of all statements received from the patent holder shall be forwarded to ANSI.

10.16 Commercial Terms and Conditions

Provisions involving business relations between buyer and seller such as guarantees, warranties, and other commercial terms and conditions shall not be included in an American National Standard. The appearance that a standard endorses any particular products, services or companies shall be avoided. Therefore, it is not acceptable to include manufacturer lists, service provider lists, or similar material in the text of a standard or in an annex (or the equivalent). Where a sole source exists for essential equipment, materials or services necessary to comply with or to determine compliance with the standard, it is permissible to supply the name and address of the source in a footnote or informative annex as long as the words “or the equivalent” are added to the reference. In connection with standards that relate to the determination of whether products or services conform to one or more standards, the process or criteria for determining conformity can be standardized as long as the description of the process or criteria is limited to technical and engineering concerns and does not include what would otherwise be a commercial term.

10.17 Development of Other Deliverables

RESNET may decide to develop other documents which may also be part of the ANSI process. These documents are not consensus based and do not follow the procedures for consensus in this document.

10.17.1 Technical Specifications

RESNET technical specifications may be developed for use by the industry. Technical specifications shall follow the Master Specification Format as developed by AIA.

10.17.2 Publicly Available Specifications (PAS)

RESNET publicly available specifications may be developed from time to time. PAS documents are very general in format.

10.17.3 Technical Reports

When consensus is not reached on a standard, one option is to publish the work as a technical report. By doing so the work to date is preserved. Technical reports can be further developed under the process outlined in this manual to make the technical report become a standard. If RESNET publishes a work as a technical report it will register the availability of Technical Reports with ANSI according to the "[Procedures for the Registration of Technical Reports](#)".

11 Meetings

Meetings shall be held on a consistent and regular basis to the extent possible. Additional meetings by any of the groups can be held when the workload dictates that this is required.

11.1 General

Meetings may be done electronically, by teleconference, or in person. The Chair of the group shall decide the means by which to hold the meeting.

Meetings can consume a significant amount of resources from the participants, so efficient use of the resources, the mode in which the meeting is held and the structure of the meeting need to be considered so the maximum output is obtained from each meeting.

When face to face meetings are necessary, location and venue need to be considered to ensure the least amount of cost is incurred by the group. Even in face to face meetings, teleconference capabilities should be included for anyone who cannot attend in person.

11.1.1 Standards Management Board (SMB) Meetings

The Standards Management Board shall meet at least twice per year.

Quorum for a SMB meeting shall be fifty percent plus one.

Decisions shall be made by the majority of the members present at a meeting or who vote on an electronic letter ballot.

11.1.2 Standards Development Committee Meetings

The Standards Development Committee shall meet at least twice per year.

Quorum for a SDC meeting shall be fifty percent plus one.

Decisions on all items except standards shall be made by a majority of the members present at a meeting or who vote on a letter ballot.

Decisions on standards shall be made by consensus, whereby a majority of the SDC cast a vote (counting abstentions) and at least two-thirds of those voting approve (not counting abstentions)..

11.1.3 Standards Development Sub-Committee (SDCS) Meetings

The Standards Development Sub-Committee members do not vote on standards, they make recommendations to the Standards Development Committee. However the SDCS may indicate position of the group by having people indicate their acceptance. If an item does not have majority support, the item should continue discussion.

When presenting a document to the SDC, the SDCS should indicate the specific objections to the document.

11.1.4 Standards Development Task Group Meetings

The Task Group members do not vote on standards, they make recommendations to the Standards Development Sub-Committee. Any contentious issues should be indicated when the document is presented to the Sub-Committee.

When presenting a document to the SDCs, the Task Group should indicate any specific contentious issues identified with respect to the document.

11.2 Procedure for Calling Meetings

The Chair shall determine the date of the meeting, the location of the meeting and the mode of the meeting with input from RESNET staff and the participants. At each meeting the next meeting should be confirmed and all of the groups are encouraged to schedule meetings in advance and then review and update the schedule as time goes along.

The dates of the meetings for each group shall be made available on the RESNET website to each of the participants. In addition, emails shall be sent out to the participants to remind them of the meeting dates.

11.3 Agendas

An agenda for the meeting shall be sent at least ten (10) days in advance of the meeting.

The Chair is responsible for the development of the agenda. The Chair may develop the agenda with input from staff. The agenda can include all the work items and issues that the group needs to work on in total or the agenda may simply include the items to be discussed at that particular meeting. Any documents that will be discussed at the meeting should be identified and included in an agenda package. The Chair is encouraged to solicit input from the participants at meetings as to what the agenda items should be at the next meeting.

Where documents or updated materials are available after the agenda has been distributed, these materials should be circulated as soon as possible to all of the participants. If these materials result in a revised agenda, the participants shall be notified of such.

The agenda shall include:

- name of group
- date of meeting
- location of meeting
- start and end times
- teleconference information, if available
- all agenda items and an indication when only specific items are scheduled to be discussed

11.4 Procedures for Holding Meetings

All participants shall be encouraged to engage in the discussion on all items. Each participant shall provide their technical expertise as a subject matter expert. In cases where the individual is expressing an industry sector position or a trade association position rather than their own, the participant shall indicate such and it shall be recorded as such.

For any of the groups to make decisions at a meeting a quorum shall be present.

The Chair is responsible to ensure that all participants act in a professional and respectful capacity.

11.5 Cancellation of Meetings

Once a meeting is scheduled, every effort needs to be made to proceed with the meeting as scheduled. However, the Chair may cancel or re-schedule a meeting when it is in the best interest of the group.

A notice of cancellation shall be sent to all the participants as soon as possible to inform them. For face to face meetings, this should be ten (10) business days or more. For teleconferences or electronic meetings it should be two (2) days or more.

12 Appeals

12.1 General

A person who has submitted a comment on a standard during the public review comment period shall be provided with a response to their comment and proposed change. In cases where the SDC has reviewed the comment and decided that the comment is not in harmony with the standard being developed and therefore the proposed change has not been incorporated in the standard, the person has the right to appeal the decision.

All actions and inactions of RESNET related to the development of American National Standards (not just approval/disapproval of such documents by the consensus body, but related issues such as unfair denial of membership on the consensus body; dominance by a particular interest; etc.) are appealable.

12.2 Appeal Against a Standards Development Committee Decision

The Standards Development Committee determines the content in a standard in line with the title, scope and guidance provided by the SMB.

Comments made on a standard during the public review process need to be made on a technical basis and a proposed change to the current wording needs to be made. The commenter needs to be as clear as possible to assist the SDC to understand the technical reason for the proposed change.

When the commenter disagrees with the position taken by the SDC, they may launch an appeal within 30 days of receiving notification on how their comment was addressed.

The commenter shall provide further evidence supporting their proposed wording change.

The appeal shall be reviewed by the SMB. The SMB shall decide whether there is merit in the appeal and if so, direct the SDC to address the proposed change. Where the SMB does not agree with the commenter and upholds the decision of the SDC, the commenter shall be informed along with the reasons for the position. The SMB shall provide a written response to the commenter within thirty (30) days of receipt of the appeal.

If the commenter does not agree with a decision made by the SMB, they may request an independent hearing. The request for the hearing needs to be received within fifteen (15) days of the decision of the SMB.

A hearing shall be scheduled at a time convenient to all participants within a thirty (30) day period. At least a ten (10) calendar day notice period shall be provided.

The appeals panel shall consist of three (3) persons who have not been directly involved in the dispute and who will not be materially or directly affected by the result of the decision made in resolving the dispute. At least two (2) persons shall be acceptable to the commenter and at least two (2) persons shall be acceptable to RESNET. In cases where the commenter does not wish to appoint any persons or where the third person cannot be agreed upon, RESNET shall appoint the people to the panel.

The panel shall provide a decision in writing within thirty (30) days of the hearing. All decisions shall be determined with at least two thirds (2/3) of the people voting. The panel shall provide the reasons for the decision in writing.

The commenter has the burden of proof to demonstrate the adverse effects of the clause in the standard. RESNET has the burden of proof to demonstrate that all

actions taken were in compliance with the policies and procedures of the manual and that there was consensus in the decision on the standard in conformance to this manual.

The commenter shall be advised in writing that they have the right to appeal to ANSI, along with guidance on how this needs to be done.

12.3 Appeal Against a Standards Management Board Decision

The Standards Management Board determines the policy and procedures for the standards development process. The only appeal that a person may launch against a SMB decision would be to point out that the RESNET process for developing standards as determined by this document has not been followed.

The person launching the appeal is to be encouraged to point out the section in the RESNET policy and procedures manual that is applicable to the appeal and to clearly state the action taken that they feel is not in accordance with the RESNET policy and procedures manual.

12.4 Progress of Work During an Appeal Process

The progress of work on developing a standard shall continue during the appeal process. The SDC and the SMB shall complete all the work required to publish the standard.

The completed standard along with the necessary documentation shall be provided to ANSI and at this point the ANSI procedures will take over the process and dictate the policy and procedures.

RESNET may decide to publish the standard as a RESNET standard until the process can be completed by ANSI. To accomplish this the SMB shall pass a motion on publishing the standard as a RESNET standard. The standard, when published shall not reference ANSI in any way.

13 Records

RESNET shall keep records of the standards development process and minutes of the SMB, SDC and Sub-Committee meetings. Meeting minutes of the Task Groups are not required to be kept.

Records of the voting results of each standard shall be kept.

Records of the comments received and the responses from the SDC shall be kept.

Records of each complaint shall be kept, along with the deliberations and the resolution of the complaint.

Records shall be kept of any proposed conflicts, the specific inconsistencies and incompatibilities, the discussion between the two organizations and the resolution by RESNET.

All appropriate documentation shall be document controlled.

13.1 Records Retention Policy

RESNET shall keep all records for a period of seven (7) years or until the standard is revised, reaffirmed or withdrawn; and 5 years from the date of withdrawal of the document as an American National Standard. The records shall be kept electronically. Where paper copies are received, they shall be scanned and filed electronically. Paper records may be kept as additional records.

13.2 Disaster Recovery

RESNET shall back up all records on a daily basis. Once a week a full backup shall be stored off site. A "cloud" back-up system may be used as an alternative to physical copies. The backup site shall be checked on a monthly basis to confirm that the backup system is working properly.

14 Obligations to ANSI

RESNET shall comply with all of the ANSI *Essential Requirements* at all times.

RESNET shall follow all of the policy and procedures set forth in this manual.

RESNET shall cooperate with ANSI representatives when an audit is conducted by ANSI. RESNET shall comply with all directions and opportunities for improvement as outlined by ANSI.