



Setting the **Standards** for
Home **Energy Efficiency**

**Standards Development
Policy and Procedures Manual
for
Non-“ANSI/RESNET” Standards**

**Residential Energy Services Network
(RESNET)**

Version 1.0

Adopted by RESNET Board of Directors

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Foreword

The purpose of this manual is to provide written procedures that are to be followed for developing RESNET consensus based standards that **are not** proposed American National Standards approved by the American National Standards Institute (ANSI). These written procedures have been developed in keeping with consensus standard principles of ANSI but **do not** comply with all ANSI *Essential Requirements*. Development of RESNET standards intended to be ANSI approved American National Standards is governed by the ANSI ASD Standards Development Policy and Procedures Manual.

This manual shall be updated on an ongoing basis for continual improvement.

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 proposed American National Standards.

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

2. Definitions

2.1

consensus

Substantial agreement has been reached by directly and materially affected interests. This signifies the concurrence of more than a simple majority, but not necessarily unanimity. Consensus requires that all views and objections be considered and documented

2.2

interest

The perspective of a committee member, as judged by his or her present and past sources of income, fees, or reimbursements of related expenses, within 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.

2.3

interest categories

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

2.3.1

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.

2.3.2

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.

2.3.3

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 homebuilder 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 or energy code.

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 builders to rate their home's energy performance, state and local governments as a compliance option to their building energy codes and local Multiple Listing Services for comparing homes on the market energy performance. RESNET's standards are also recognized by the U.S. mortgage industry for emphasizing a building's energy performance in the mortgage loan.

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 Committees developing non-ANS standards () 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, Committee and Sub-Committee 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, Committee, 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 RESNET standards that are not proposed American National Standards follow the procedures prescribed by this manual.

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. 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 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 RESNET Board has ultimate policy setting authority. The Standards Management Board nor any RESNET Committee can approve standards that are contrary to established Board policy.

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 and board policies are followed. The SMB shall meet regularly and set direction for the Committee(s) standards development, 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
- 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 a 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 Committees developing Non-"ANSI/RESNET" standards

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 Committees to perform as consensus bodies that develop Non-"ANSI/RESNET" standards and amendments
- establishment of the workscope for Committees
- appointment of the Chair of Committees
- appointment of the members of Committees
- approval of all new work items including the specific wording for title and scope
- establishment of priorities for Committees' standards development activities
- ratification of the establishment of standards development sub-committees and task groups by Committees
- 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 Committees when developing standards

- approval of all final standards actions taken by Committees
- 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 Committees
- approval of new standards, revisions and addendum for publication
- 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.
- Ensure that proposed standards do not conflict with RESNET policy.

6. RESNET Non-"ANSI/RESNET" Standards Committees

Non-"ANSI/RESNET" Standards Committees ("Committees"), may be specially constituted committees with authority only to develop standards or committees with authority for development of standards specific to their broader authorities including but not limited to Training & Education and Quality Assurance.

6.1. Purpose and scope

The purpose of the Committees is to be the consensus body that undertakes the technical work required for the development of RESNET standards and amendments. This work covers everything from proposing a title to delivering a publishable standard to the SMB for approval.

The scope of the Committees standards development authority is to draft standards and amendments 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 of 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 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 Committees shall be persons who are subject matter experts and have demonstrated their interest in the standards development process. The members of the Committee are not required to be members of RESNET.

Committees developing standards and amendments shall be balanced pursuant criteria established by section 6.3 of this manual. The SMB will consider members that would result in a diverse Committee and meet the requirements for a balanced committee. The Committee 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 a Committee will be considered and evaluated using the following criteria:

- knowledge of standards
- knowledge of the standards development process
- 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
- practical experience
- building science expertise

6.3. Committee Balance

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

RESNET's criteria for balance is: 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 membership of a consensus body dealing with other than safety-related standards. The interest categories considered for balance are;

- producer
- user
- general interest

Where possible, representatives of government agencies and programs, utilities, etc., will be included.

An alternate person may be identified by a Committee 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 Committees by a simple majority vote of members participating in a meeting where the appointment is an agenda item.

Only one person from any specific organization is allowed to participate in a Committee's development of standards.

The slate of potential members shall be presented to the SMB by the RESNET Executive Director 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 Committees 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 Committee member may be removed by the SMB for non-participation.

6.5. Appointment of Chair

The SMB, after appointing the members to the Committee, 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 Committee Chair

The Committee Chair is responsible for:

- chairing all meeting
- conducting all activities in accordance with this policy and procedures manual
- facilitating and developing consensus within the Committee
- avoiding dominance by a single person or group of persons in a discussion
- overall management of the Committee
- 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 Committee, Sub-Committees and Task Groups
- ensuring minutes of meetings are taken and distributed
- assisting in any appeals
- Assure that RESNET policies are not contradicted by a proposed standard or amendment

6.7. Responsibilities of Committees

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

- Maintaining the viability of the standards falling under its 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
- reviewing proposed amendments to existing standards and making recommendations on acceptance and/or improvement
- 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/amendment is modified
- providing formal comments on the various drafts as the standard is developed/amendment is modified
- 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 Committee
- 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 Non-"ANSI/RESNET" Standards Sub-Committees

7.1. Purpose and Scope

Non-"ANSI/RESNET" Standards Sub-Committees ("Sub-Committees") shall be formed where there is a specific standard or set of standards that require a set of skills from 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 include a subset of the Committee members and its specific scope shall be set by the Committee.

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

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

7.2. Criteria for Members

The Sub-Committee is not required to be balanced as the Sub-Committee is not the body that formally votes on standards documents. The focus of the Sub-Committee is on 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 Committee.

The term for membership on a sub-committee shall be three years. The Committee 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 Committee 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
- area of technical expertise
- their personal knowledge rather than the company or industry sector that they represent

7.3. Appointment of Chair

The Committee, 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 Committee members participating in a Committee 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 Committee 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 Committee on the work and progress including any material information provided
- reporting to the Committee 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) or a specific section in a standard(s). The Sub-Committee shall work with the Committee and the Standards Manager to develop standards for review and approval by the Committee. 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
- reviewing proposed amendments to existing standards and making recommendations on acceptance and/or improvement
- conducting a search for and reviewing any existing standards on the subject matter
- reviewing the various drafts as the standard is developed/amendment is modified
- providing comments and recommendations for improvement on the various drafts as the standard is developed/amendment is modified 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
- assisting in any appeals
- 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 Non-"ANSI/RESNET" Standards Task Group

8.1. Purpose and Scope

The purpose of a Non-"ANSI/RESNET" Standards Task Group ("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 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 because the Task Group is not the body that formally votes on standards 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 and 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 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 Committee 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 Committee 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 Committee or Sub-Committee. The Committee 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 or amendment
- coordinating with the Standards Manager to record the Task Group's work

9. Joint 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 the Boards of each 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 Committee 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 Committee shall be established for each joint effort.

10. RESNET Non-“ANSI/RESNET” Standards Development Process

10.1 Consensus

Consensus, which requires documented steps to consider substantive objections, is an essential procedural principle and a necessary condition for the preparation of 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 proper consideration of substantive 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 in parentheses following the IP units.

10.3 Adopting National and International Standards

When a NWI or amendment to an existing standard is proposed, the SMB shall ensure a review of ANSI and IEC/ISO standards is conducted to determine whether a national or international standard already exists that may be adopted or adapted. The SMB shall adopt or adapt the national or international standard if appropriate. Where it is not appropriate to adopt or adapt the national or international standard, the Committee responsible for the standard shall be directed to review the national or international standard and to develop the RESNET standard so that it is consistent and compatible with the national or international standard as much as possible.

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” that clearly identifies 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 and amendment of an existing 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, PDS, 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.

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 Committee. 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 internal to the Committee. Each successive draft will be so indicated numerically on the document.

10.7.4 Draft Standard

A draft standard is a finalized draft created by the Committee and designated either Preliminary Draft Standard or Final Draft Standard. Draft standards may be updated based on the public comments. Each successive draft will be so indicated numerically on the document

10.7.4.1 Preliminary Draft Standard

A preliminary draft standard (PDS) is a proposed standard that is approved for public review and comment.

10.7.4.2 Final Draft Standard

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

10.7.5 Published Standard

A published standard is a standard that has completed the RESNET standards development process, adopted by the SMB and published.

10.8 Development and Adoption of New Non-”ANSI/RESNET” Standards

A new standard development project begins with a proposed new work item (NWI). Any person may propose to RESNET that a new standard be developed. The person shall fill out the RESNET Online Proposed NWI form. As part of the form completion, the person shall indicate a proposed title for the standard and a proposed scope. The proposed scope shall indicate any limitations or exclusions that should be noted. The person shall indicate any existing standards of which they are aware that have a similar scope. Where possible, the person shall provide a first draft or at least an outline of what would be expected to be included in the standard or revision of an existing standard.

The Proposed NWI form shall be provided to the Standards Manager. The Standards Manager shall review the form, check for completeness and where needed, require clarification of 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 or shall be provided for approval via an electronic ballot.

10.8.1 Approval Process for a New no-ANSI Standard Proposal

At the next SMB meeting or via electronic communication, the proposal shall be discussed and the title and scope reviewed. The SMB shall 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 provided with the Proposed NWI and either modify the NWI form or provide direction to the appropriate Committee 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 vote on acceptance of the Proposed NWI. If the Proposed NWI is accepted, the Standards Manager shall provide the NWI form and any supporting documentation to the Committee to which it is assigned by the SMB Chairman. If the Proposed NWI is not accepted, the person who submitted the Proposed NWI shall be informed.

The SMB shall attempt to identify any existing national or international standards that may address the same scope as the proposed standard. If the SMB identifies any published standards addressing the same scope as the proposed standard, the Committee shall be directed to consider that standard's requirements to ensure to the extent possible the two standards are not inconsistent or incompatible. This effort shall be documented.

The Committee shall be instructed to identify any existing national or international standards that may address the same scope as the proposed standard and to ensure to the extent possible the two standards are not inconsistent or incompatible.

10.8.2 Notification of Non-"ANSI/RESNET" Standard Project Initiation

RESNET shall announce the development of a new standard on the RESNET website.

A statement shall be posted on the website that includes:

- The Title and Scope of the standard.
- Justification of the need for the standard.
- Identification of the stakeholders likely to be directly impacted by the standard.

If any other standards development organization advises RESNET that they have developed or are developing a similar standard, the Standards Manager shall advise the SMB and the Committee members and provide the members with a copy of the standard if made available by the organization. The Committee shall coordinate wherever possible 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.

RESNET shall encourage the organization to participate in the public comment process as a minimum.

10.8.3 Preparing a Draft of a New Non-"ANSI/RESNET" Standard

The first step is for the Committee to review the title, purpose and scope of the proposed new standard. For new standards, if the title, purpose and scope are not clear or if there are any questions on the work, the Committee shall discuss the issues. If the Committee feels a modification to the title or scope is necessary, the Committee may propose a modification.

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

The Committee shall also investigate whether there are existing national or international standards or standards under development that address the scope of the proposed standard and to ensure to the extent possible the two standards are not inconsistent or incompatible. If the existing standard is adequate and can be adopted by reference the Committee shall so advise the SMB.

The next step is to produce a first draft of the new standard. The Committee may establish a Sub-Committee(s) with the charge to develop a standard or group of standards.

The Sub-Committee may in turn establish Task Group(s). The Task Group(s) can be charged with producing a working draft of the standard or sections of a working draft standard or with conducting technical research into issues that need to be addressed in the development process. There may be numerous Working Drafts of a standard developed by a Task Group(s) and they shall be identified using a sequential numbering system (e.g. RESNET WD 100-TG1).

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

The Sub-Committee shall continue to develop the standard as a Working Draft. There may be numerous Working Drafts of a standard developed by a Sub-Committee(s) and they shall be identified using a sequential numbering system (e.g. RESNET WD 100-SC1).

Work completed within the Sub-Committee shall be presented to the Committee.

10.8.4 Committee Non-"ANSI/RESNET" Standards Development Procedures

Each version of the standard shall be identified using a sequential numbering system (e.g. RESNET CD 100-1). The Chair of the Committee shall determine whether to hold a meeting of the Committee or to circulate the Committee Draft standard for a formal vote of the Committee members.

If a meeting is called first, the Committee 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 resulting Committee Draft standard shall be circulated to the Committee members for a formal electronic ballot. Any Committee member objection on the Committee Draft which the member considers "unresolved" shall be circulated with the ballot. The ballot question shall be formed to determine approval of the draft considering all unresolved objections of members (e.g. in light of the comments, responses to them and any substantive changes, do you approve standard xxx as a RESNET standard?)

All electronic ballots shall be formatted as affirmative motions and worded so that the voter may respond: yes; yes, with comment; no, with comment/reason; abstain, or; abstain, with comment. The minimum return requirement for an electronic ballot is a quorum (the majority) of members.

Approval of the standard shall be determined by consensus vote, whereby a majority of Committee members cast a vote (counting abstentions) and at least two-thirds of those voting approve (not counting abstentions). An abstention on a ballot will not be counted as a cast vote but will be used in the determination of a quorum.

The Committee shall record and consider all negative votes accompanied by comments that are related to the proposal under consideration.

If the Draft Standard is not approved, the Committee shall continue discussions and revisions to the Committee Draft to try to achieve consensus.

All negative votes that are not changed at the request of the voter shall be recorded and reported to the SMB as unresolved negatives.

When the Draft Standard has been modified sufficiently to address the member comments and meet the consensus vote requirement, the Committee shall vote to approve it as a Preliminary Draft Standard (PDS) and submit it to public comment.

Prior to public comment, RESNET professional staff shall be allowed one week to review and comment on the PDS. Should any substantive change be suggested by staff the Committee Chairman shall ask members to consider modifying the PDS before submitting the standard to the public for comment.

10.8.5 Public Comment Process, Non-"ANSI/RESNET" Standards

The Preliminary Draft Standard shall be posted on the RESNET website for public comments for a minimum of 30 days.

Comments will be collected during the time period only.

Comments shall be submitted via the RESNET Standard Public Comment Form on the RESNET website. Commenters shall: designate whether or not their comment is an objection to the standard; identify the section of the standard their comment addresses; provide proposed alternative language for the sections identified; provide a justification and rationale for the proposed change, and; provide other information as delineated on the Form.

10.8.6 Committee Consideration of Public Comments, Non-"ANSI/RESNET" Standards

After the public comment period has ended, the Committee with jurisdiction shall review each comment and determine whether the comment is appropriate to the standard and based on good technical reasoning. If the comment is deemed acceptable, the Committee shall modify the draft standard to reflect the comment. The Committee shall respond in writing to the commenter indicating the acceptance of the comment in full or acceptance as modified indicating any modification and why.

Where the comment is deemed not appropriate to the standard, or the comment lacks compelling technical basis, the Committee shall respond in writing to the commenter, indicating its rejection of the comment and provide a brief reason why the comment is not acceptable.

Revised drafts incorporating changes to the standard shall be provided to the Committee with a ballot on approval and recommendation to the SMB for final approval and publishing.

Upon completion of this process, there will be a revised document which will be the final draft standard. The final draft standard along with a copy of member and public "unresolved objection" comments shall be submitted to the Standards Management Board for approval.

10.8.7 Non-"ANSI/RESNET" Standards Development Review

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 Committee with specific instructions as to what parts of the standard the SMB feels did not follow their direction. The SMB shall refrain from re-writing the document and will simply refer the document back to the Committee.

10.8.8 Non-"ANSI/RESNET" Standards Publication

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

10.9 Maintenance and Amendment of Existing Non-"ANSI/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 and each 5th year after each subsequent approval.

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.

A project to revise an existing standard begins with a proposed amendment and a justification. Any person may propose a revision to an existing standard. The person shall submit the proposal via the online standard amendment form posted on the RESNET website. Proposed revisions shall be provided in underline/strikeout format and clearly identify the elements of the standard to be modified. The proponent shall provide substantive reason(s) or justification for each proposed change. Any proposal to change that does not include proposed language for change(s) and substantive justification for changes shall be rejected.

The Proposed amendment and justification shall be provided to the Standards Manager. The Standards Manager shall review the documentation to check for completeness and where needed, require clarification.

When the Standards Manager deems the proposed amendment submittal complete, the proposed amendment and justification shall be sent to the SMB Chairman for determination of whether the proposed amendment 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 assigned to the appropriate Committee by the SMB Chairman and the standards development process as outlined in sections 10.8.4 through 10.8.8 of this manual shall be followed.

When a non-critical proposed change is received, the proposal shall be kept on file to be provided to the appropriate Committee when the standard is next updated or as determined by the SMB.

During the 5th year after a RESNET standard is first approved the standard shall be reviewed by the Committee having jurisdiction and either revised, reaffirmed or withdrawn. The SMB shall provide the appropriate Committee(s) with a NWI and any policy direction that is deemed necessary. The Committee shall review the standard and address any proposed changes. If there are no proposed changes and the Committee does not propose any changes, the published standard would be circulated for public comment as published.

The Committee shall:

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

10.10 Addenda to Non-"ANSI/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 addenda 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 to amended sections of the standard (amendments to

addenda) are required, the previously approved addendum shall be editorially incorporated into the latter approved addendum/amendment and the previously approved addenda shall be withdrawn..

10.11 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 implemented, RESNET shall publish the Committee Draft established by simple majority vote as a RESNET standard without Committee consensus or public comments. The standard or addenda shall be identified as an "Interim" RESNET standard or addenda. Within 120 days of it being published as an Interim RESNET standard the Committee Draft shall be further developed as necessary by the Committee to achieve Preliminary Draft Standard/Addenda status and then submitted for public comments. Once the public comments are received and responses provided and the other requirements of this manual have been completed, the Interim RESNET standard shall be withdrawn and replaced by the resulting consensus RESNET standard.

10.12 Interpretations

A request for interpretation may be made by any user of the standard by sending a written request to the RESNET Standards Manager. 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 appropriate Committee as determined by the SMB Chairman to determine the response. The Committee shall determine the response using the consensus requirements for development of standards and report the final result to the applicant and to the SMB.

The Committee shall decide whether the interpretation requested should result in a critical update to the standard and if so submit a proposed amendment to the Standards Management Board. If the Committee decides the interpretation is not critical it shall recommend to the SMB that an amendment implementing the interpretation be held for consideration until the next update authorized by the SMB and not later than the next revision in the update cycle.

10.13 Copyright

When it is proposed that material from a publication copyrighted by another organization be copied verbatim in a RESNET standard, guideline, etc., written permission for RESNET to re-print the material shall be obtained from the owner of the copyright. The standard, guideline, etc. 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."

10.14 Reference to Patented Items

A RESNET standard may be drafted that includes the use of a patented item. The Committee 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 Committee and RESNET staff to try to determine if a standard being developed would need to include reference to a patent. The Chair of the Committee shall remind Committee 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.

Note: 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 maintained in RESNET records.

10.15 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 RESNET standards. 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.

10.16 Development of Other Deliverables

RESNET may decide to develop other standardizing documents. These documents are not consensus based and do not follow the procedures for consensus in this document.

10.16.1 Technical Specifications

RESNET technical specifications may be developed for use by the industry.

10.16.2 Publicly Available Specifications (PAS)

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

10.16.3 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.

10.16.4 Guidelines

RESNET Guidelines may be developed for use by the industry as guidance preliminary to establishment of standards. Guidelines will be based on best current knowledge and provided to industry as guidance for best practices and for comment that will form the basis for future standards projects. Technical Reports may also be published as Guidelines with sufficient support of the SMB and Committee jurisdiction over the technical subject matter.

Guidelines shall be based on RESNET reports from approved projects to determine and document best practices in areas it does not currently have standards. Guidelines do not require Committee consensus and may be approved after one round of attempts to address member objections. Guidelines do not require public comment. Guidelines shall be adopted by the SMB for publication.

Guidelines are an initiation of efforts by RESNET to develop standards for use by the home energy evaluation industry and shall be followed up with standards development projects to develop consensus standards.

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

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 ballot.

11.1.2 Non-"ANSI/RESNET" Standards Committee Meetings

Committees shall meet at least twice per year.

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

Decisions on all items not identified by this document shall be made by a majority of the members present at a meeting or who vote on a letter ballot where a quorum is met.

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

11.1.3 Non-"ANSI/RESNET" Standards Sub-Committee (SC) Meetings

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

When presenting a document to the Committee, the SC should indicate the specific objections to the document.

11.1.4 Non-"ANSI/RESNET" Standards Task Group (TG) 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 its work product document is presented to the Sub-Committee or Committee.

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 scheduled 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 to each of the participants via emails. Emails shall be sent out to the participants to remind them of the meeting dates.

11.3 Agendas

An agenda for the meeting should be sent 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 should include:

- name of group
- date of meeting
- location/mode of meeting
- start time and projected duration
- teleconference/webinar information, where appropriate
- 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 shall 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.

12 Appeals

12.1 General

Parties who have directly and materially affected interests and who have been or will be adversely affected by any new RESNET standard or revision, reaffirmation, or withdrawal of an existing RESNET standard, may appeal. Appeals shall be directed to the RESNET Standards Management Board (SMB). Appellants must identify the standard or standard section resulting in adverse effect and document the adverse effect to the satisfaction of the SMB. Demonstration of adverse impact is the burden of the appellant.

The SMB shall consider each appeal, determine its merits and notify the appellant of its decision. If the SMB determines that the benefits of the appealed standard or standard provision are outweighed by any adverse effect alleged by the appellant it may issue a New Work Item or instruction to the Committee with to address the standard or standard provision resulting in the adverse effect.

13 Records

RESNET shall keep records of the standards development process and minutes of the SMB, Committee 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 member and public comments received and the responses from the Committee shall be kept.

Records of each objection shall be kept..

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. 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.