



# **2027 CONSENSUS CODE DEVELOPMENT CYCLE:**

BYLAWS, REGULATIONS, PROCEDURES AND GUIDELINES

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## BOARD OF DIRECTORS

### OFFICERS

#### PRESIDENT

##### **Steve Panelli**

Chief Plumbing Inspector  
City and County of San Francisco  
(Central)

#### VICE PRESIDENT

##### **Jeremy Stettler**

Coordinator/Inspector  
Davis School District  
(Central)

#### SECRETARY/TREASURER

##### **Brian Hamner**

Plumbing Inspector  
City of Des Moines  
(Northern)

#### IMMEDIATE PAST PRESIDENT

##### **David Gans**

Chief Building Official  
City of Oceanside  
(Southern)

#### DIRECTOR AT LARGE - CONTRACTOR

##### **Kevin Tindall**

President/Owner  
Tindall & Ranson Inc.  
(Northern)

#### DIRECTOR AT LARGE - CONTRACTOR

##### **Rick Moreno**

President  
Astro Mechanical Contractors  
(Southern)

#### DIRECTOR AT LARGE - LABOR

##### **Jeremy Diaz**

Business Manager  
Plumbers Local 78  
(Southern)

#### ASSE INTERNATIONAL PAST PRESIDENT

##### **Jason Shank**

Training Director  
Plumbers Local 55 JATC  
(Central)

### DISTRICT DIRECTORS

#### NORTHERN

##### **Steve Fernlund**

Sr. Plumbing Inspector  
City of St. Paul

##### **John Nielsen**

Executive Officer/Program Manager  
Building, Construction & Real Estate Bureau

##### **Claudio Spagnuolo**

Plumbing Inspector  
Region of Peel

#### CENTRAL

##### **Allen Becker**

Combination Plans Examiner III  
City of Henderson

##### **David Ledda**

Senior Plumbing Inspector  
City & County of San Francisco

##### **Barry Ramsey**

Manager Plumbing Inspector  
St. Louis County Dept. of Public Works

#### SOUTHERN

##### **Keith Bonenfant**

Inspector  
State of California

##### **Carlos Flores, III**

Division Manager  
City of Houston

##### **Rick Garcia**

Sr. Mechanical Inspector  
City of San Diego

## STANDARDS COUNCIL

### Chair

**Marty Cooper**  
City of Foster City

### Hugo Aguilar, Secretary

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### JT Baca

State of New Mexico  
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### Laura Ceja

United Association  
Los Angeles, CA

### Rick Coffman

City of Cedar Falls  
Cedar Falls, IA

### Jim Imprescia

City of Leominster  
Leominster, MA

### Doug Marian

District Council 16  
Los Angeles, CA

### John Parizek

Minneapolis Plumbers Joint Journeyman and  
Apprentice Training Committee  
Prior Lake, MN

### Jim Stack, Vice Chair

Stack Plumbing, Inc.  
Kirkland, WA

### Don Summers

Plumber's & Pipefitters Training Center  
St. Louis, MO

### Staff

Heather Koffman, General Counsel

# BYLAWS

Effective November 17, 2023

## ARTICLE 1 NAME, PURPOSE AND LOCATION OF OFFICES

**1.1 Name.** The name of the Corporation is the International Association of Plumbing and Mechanical Officials, a nonprofit corporation, and it shall be popularly known as "IAPMO."

The Corporation is sometimes referred to in these Bylaws as the "Association."

**1.2 Purposes and Powers.** The purposes of the Association shall be to promote the interests of the arts and science of plumbing and mechanical building codes, and the officials in connection therewith, and to promote the interests of all persons whose responsibility it is to interpret plumbing and mechanical building laws and practices to the public, and those other purposes specified in the Association's Articles of Incorporation.

### 1.3 Principal Office.

- A. The principal office for the transaction of the business of this Association is hereby located in the County of San Bernardino, State of California.
- B. The Board of Directors is hereby granted full power and authority to change said principal office from one location to another.

**1.4 Other Offices.** Branch or subordinate offices may at any time be established by the Board of Directors at any place or places where the Association is qualified to do business.

### 1.5 Districts.

- A. The Association shall be divided into three Districts. The Central District shall be bounded on the north at the western limits of the United States by the 42nd Parallel of Latitude, thence following the northern border of California, Nevada, Utah, Colorado, Kansas, Missouri, Illinois, Indiana and Ohio; thence following the 42nd Parallel of Latitude from the eastern shores of Lake Erie eastward. The area north of this line shall be the Northern District. The southern limits of the Central District shall commence at the 36th Parallel of Latitude, extend eastward across California, then follow the southern border of Nevada, Utah, Colorado, Kansas, Missouri, Kentucky and Virginia, and thence extend eastward along the 36th Parallel of Latitude. The area south of this line shall be the Southern District.
- B. When, in the opinion of the Board of Directors, a substantial imbalance in Voting Members develops between Districts, to the extent that any District contains less than 50% of the number of voting members contained in the next largest (by number of voting members) District, the Board of Directors shall recommend changes of boundaries to provide a reasonable balance. For purposes of the preceding sentence, a Voting Member employed by a governmental unit shall be deemed located where the Voting Member's governmental unit is located, and for those

persons not employed by a governmental unit where that Voting Member's principal residence is located. Such changes to Districts shall be approved or disapproved by a letter ballot mailed to all Voting Members for their vote.

## ARTICLE 2 MEMBERSHIP

**2.1 Categories of Membership.** There shall be eleven (11) categories of membership as follows:

*Voting Members are the following:*

- (a) Regular Member
- (b) Life Member
- (c) Senior Member
- (d) Organization Member

*Nonvoting Members are the following:*

- (e) Honorary Member
- (f) Student or Apprentice Member
- (g) International Member
- (h) Radiant Professional Alliance Member
- (i) ASSE National Chapter of IAPMO Member
- (j) eMember
- (k) Dispensing Equipment Alliance, National Chapter of IAPMO Member

**2.2 Regular Member.** A Regular Member may be any of the following. Each Regular Member shall have one (1) vote in the affairs of the Association and shall pay dues determined in accordance with these Bylaws.

- A. A governmental unit engaged in the administration or formulation of laws and ordinances relating to plumbing or mechanical construction which governmental unit desires to advance the purposes of the Association shall be eligible to become a Regular Member. A governmental unit shall be entitled to one (1) Regular Member vote and shall designate its representative to exercise its vote pursuant to Subsection 8.2C. An individual who ceases being the official representative of a governmental unit may still qualify to be a member of the Association if such person otherwise qualifies hereunder as a Regular Member or other category of membership.
- B. An individual desiring to advance the purposes of the association.

**2.3 Life Member.** An individual of any age, the combined total of his/her age and years as a Voting Member in the Association equals or exceeds ninety-two (92), shall be eligible to become a Life Member. A Life Member shall receive all benefits of a Regular Member but shall be exempt from payment of annual dues.

**2.4 Senior Member.** An individual of age sixty-two (62) years or greater shall be eligible to become a Senior Member. A Senior Member shall receive all benefits of a Regular Member and shall pay dues as determined in accordance with these Bylaws.

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**2.5 Organization Member.** National or international institutes, societies, trade or professional associations, associations or organizations desiring to recognize, advance and support the Association and its purposes shall be eligible to become Organization Members. An Organization Member shall have one (1) vote in the affairs of the Association and shall pay dues as determined in accordance with these Bylaws. An Organization member shall designate in writing one (1) person to exercise its one (1) vote in a manner prescribed by the Board of Directors.

**2.6 Honorary Member.** An individual who, in the determination of the membership of the Association acting on the recommendation of the Board of Directors, has rendered to the Association exceptional services of the highest order over a substantial period of years shall be eligible to become an Honorary Member. Each Honorary Member shall have all the rights and benefits of a Regular Member, except that an Honorary Member shall not be entitled to vote and shall be exempt from the payment of annual dues. An Honorary Member shall hold no office or directorship in any governing body of the Association, and shall not be appointed a member of any committee.

**2.7 Student or Apprentice Member.** An individual enrolled as a full-time student or apprentice in a recognized school or other institute of learning pursuing a program leading to a diploma or a certificate of competence in engineering, architecture or the mechanical arts. A Student or Apprentice Member shall have all the rights of a Regular Member except a Student or Apprentice Member shall not be entitled to vote, but shall be eligible to participate in all other affairs of the Association. Dues for this category of membership shall be determined in accordance with these Bylaws.

**2.8 International Member.** An individual currently residing outside the United States of America and Canada desiring to advance the purposes of the Association. An International Member shall have all the rights of a Regular Member except an International Member shall not be entitled to vote; shall not be eligible to hold any office or directorship in any governing body of the Association and shall receive all services provided to members in electronic format.

**2.9 Radiant Professionals Alliance Member.** An individual, governmental unit or organization desiring to recognize, support and advance the radiant heating and cooling industry and the art and science of the manufacturing, design, installation and maintenance of radiant heating and cooling systems. By way of example, and not by way of limitation, an organization would be dealer, distributor, manufacturer, national or international institutes, societies, trade or professional associations. A Radiant Professionals Alliance Member shall have all the rights of a Regular Member except a Radiant Professionals Alliance Member shall not be entitled to vote, but shall be eligible to participate in all other affairs of the Association.

**2.10 ASSE National Chapter of IAPMO Member.** An individual who is a Member in good standing of the ASSE National Chapter of IAPMO, desiring to recognize, support and advance the plumbing and mechanical industries. An ASSE National Chapter of IAPMO Member shall have all the rights of a Regular Member except an ASSE National Chapter of IAPMO Member shall not be entitled to vote, but

shall be eligible to participate in all other affairs of the Association.

**2.11 eMember.** An individual desiring to advance the purposes of the Association. An eMember shall have all the rights of a Regular member except, an eMember shall not be entitled to vote; shall not be eligible to hold any office or directorship in any governing body of the Association; shall be ineligible for membership-level pricing; and shall receive all services provided to members only in electronic format.

**2.12 Dispensing Equipment Alliance Member, National Chapter of IAPMO.** A member in good standing of the Dispensing Equipment Alliance, National Chapter of IAPMO. A Dispensing Equipment Alliance, National Chapter of IAPMO Member shall have all the rights of an E-Member.

**2.13 Admission to Membership.** Membership shall be by application to the Association and shall state the category of membership requested. The Board of Directors, or any committee to which the Board of Directors may delegate, shall determine all qualifications for membership. In order that one Industry (as such term is defined below) does not unduly dominate the Association, the Board of Directors may, in the Board of Directors' sole and absolute discretion, restrict the number of persons from one Industry becoming Regular Members in order that one particular Industry does not have a disproportionate number of Voting Members in relation to the total number of Voting Members from other Industries. For purposes of this paragraph 2.9, the term "Industry" singular and "Industries" plural shall mean a particular type or segment of manufacturer, distributor, contractor, trade, or trade association. By way of example, and not by way of limitation, a particular Industry would be copper pipe and copper fittings manufacturers and/or distributors; or air conditioning and refrigerating systems manufacturers and/or distributors; or plumbers; or mechanical contractors. The Board of Directors shall make such determination of what constitutes a particular "Industry" in such Board of Directors' discretion.

**2.14 Other Categories of Membership.** The Board of Directors may add, delete, or modify additional categories of voting or non-voting membership, having such rights and responsibilities as the Board of Directors shall determine.

**2.15 Membership Dues.** Dues for Members shall be determined from time to time by the vote of the Board of Directors.

Dues shall be payable on the annual anniversary date of the date membership status is obtained by the member. Dues not paid within three (3) months of the date on which payable are delinquent. When a member's annual dues become delinquent, that member shall automatically cease to be a member and shall forfeit all rights and privileges as a member. All monies collected from the dues specified herein shall be deposited with the treasurer of the Association.

**2.16 Magazine Subscription.** All members of IAPMO, regardless of membership classification, shall receive a subscription to Official Magazine as part of their membership. International Members and eMembers shall receive the subscription in electronic format only. Said Subscription shall be for a one- (1) year term and shall be automatically renewed upon annual payment of dues.



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**2.17 Forfeiture of Membership.** A membership in this Association may be declared to be forfeited for cause by the Board of Directors for any of the following reasons:

- A. Conduct determined by not less than two-thirds (2/3) of the Board of Directors to be contrary to the best interests of the Association.
- B. If a member is found to have been convicted of a felony and the judgment of conviction has become final.
- C. If a member is found to have been declared of unsound mind by an order of a court of competent jurisdiction.

### ARTICLE 3 MEETING OF MEMBERS

#### 3.1 Annual Conference.

- A. One (1) meeting, to be known as the Annual Education and Business Conference, shall be held each calendar year. The Board of Directors shall select the time and place of the Annual Education and Business Conferences. The Board shall determine that the Annual Education and Business Conference be an in-person, physically attended event unless the Board determines that health and safety concerns for in-person attendees, including but not limited to a *force majeure* event, necessitate that the Annual Education and Business Conference be conducted virtually as an online meeting.
- B. Such selection of the Annual Education and Business Conference shall be made and notice thereof given as hereinafter provided, at least one (1) month in advance of the date thereof.
- C. Written notice of each Annual Education and Business Conference shall be given to each member, whether or not entitled to vote thereat, either personally or by sending a copy of such notice through the mail, charges prepaid, to such member's address appearing on the books of the Association, or as supplied by such member to the Association for the purpose of notice.
- D. All such notices shall be given to each member in the manner heretofore specified not less than one (1) month before each Annual Education and Business Conference and such notice shall specify the place, the days and the starting time of such conference. The notice may also include an agenda of the subjects to be presented for consideration by the membership.
- E. Proposed amendments to the several, exclusively or jointly sponsored codes shall be presented to the membership by posting such proposed amendments on IAPMO's website or by mailing a printed or electronic version of same upon request in accordance with the Regulation Governing Committee Projects or the Regulations Governing Consensus Development of the Uniform Solar, Hydronics and Geothermal Code and Uniform Swimming Pool, Spa and Hot Tub Code at least

thirty (30) days prior to the Annual Education and Business Conference or any special business meeting of the general membership. Such material first shall be submitted to the appropriate committee for their consideration and review. Nothing shall prevent the members of the Association from proposing an amendment to any code change proposal presented for their consideration, provided such change relates to the same subject matter and is presented pursuant to the Regulations Governing Committee projects or the Regulations Governing Consensus Development of the Uniform Solar, Hydronics and Geothermal Code and Uniform Swimming Pool, Spa and Hot Tub Code.

#### 3.2 Special Business Meeting.

- A. Special business meetings of the membership for any purpose whatsoever may be called at any time by the President, or by the Board of Directors.
- B. Except in special cases where no other express provision is made by statute, notice of such special business meeting shall be given in the same manner as for the Annual Education and Business Conference of members. Notice of any special business meetings shall specify, in addition to the place, hour and day of such meetings, the general nature of the business to be transacted.

#### 3.3 Quorum.

- A. A majority of those members who are present and entitled to vote at any meeting of the Annual Education and Business Conference or of any special business meeting of the membership (but not less than one hundred (100) Voting Members) shall constitute a quorum and shall have power for the transaction of business until adjournment.
- B. When any meeting, whether annual or special, is adjourned for thirty (30) days or more, notice of the adjournment shall be given as in the case of an original meeting.

**3.4 Closed Business Meetings.** When necessary for the orderly conduct of Association business, the presiding officer of any Board of Directors meeting and the Chair of any committee, with the exception of IAPMO's Consensus Code Committees appointed pursuant to Section 6.4 of these Bylaws which shall operate in accordance with the Regulations Governing Committee Projects or the Regulations Governing Consensus Development of the Uniform Solar, Hydronics and Geothermal Code and Uniform Swimming Pool, Spa and Hot Tub Code, may call a closed session limiting the participants thereof to current members of the Board of Directors and/or Committee conducting the meeting, as the case may be. This Section 3.4 shall not apply to any membership meetings.

**3.5 Members Entitled to Vote.** The term "member(s) present and entitled to vote" as used in this Article 3 means a person who is and for at least the preceding three hundred, sixty-five (365) days was a member entitled to vote, who is physically present at the Annual Conference or special business meeting at which the vote is taken, and

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who has paid whatever registration fee has been established by the Board of Directors for attendance at such conference or meeting. The limitations upon, and the procedures governing, a person's status as a member entitled to vote, are set forth in Section 8.2.

### ARTICLE 4 OFFICERS

#### 4.1 Officers.

- A. The Officers of the Association shall be President, Vice President, Secretary and Treasurer.
- B. Except as set forth in Section 5.1, Officers do not have to be Directors.
- C. The office of Secretary and Treasurer may be combined into one (1) office. The Secretary and/or Treasurer shall be appointed from the Voting Members.
- D. Officers shall be chosen from among the Voting Members.
- E. No person shall be eligible to serve as an Officer of this Association unless such person has been a Member entitled to vote and in good standing during not less than thirty-six (36) of the sixty (60) months next preceding the date of such person's nomination for office. No person shall be eligible to serve as an Officer of this Association unless: (i) such person at the time of such appointment is a member entitled to vote (or an official representative of a governmental unit Voting Member), and (ii) such person at the time of such appointment is employed by or retired from a governmental unit as a plumbing, mechanical or combination inspector or is employed by or retired from a governmental unit as an administrator of such inspectors or as a plans examiner.

#### 4.2 Election and Term of Office.

- A. The President and Vice President of this Association shall be elected by the Voting Members at each Annual Education and Business Conference, but if any such Annual Education and Business Conference is virtual and not held as an in-person, physically attended event, then the President and Vice President shall be elected upon the earlier of: the subsequent in-person Annual Education and Business Conference or a special meeting of members held for that purpose, in either case to be held as soon as practicable after the existing health and safety concern identified in accordance with Section 3.1(A) has, as determined by the Board of Directors, abated. The offices of Secretary and Treasurer shall be appointed by the newly elected or re-elected President and ratified by the Board of Directors.
- B. Each Officer shall hold office as hereinafter set forth in this section or until such person shall resign, or shall be removed or otherwise disqualified to serve, or such person's successor shall be elected or appointed. If an Officer resigns, or shall be removed or otherwise disqualified to serve, prior to completing that Officer's

term of office, then a new Officer shall be appointed to complete that Officer's term by the President subject to ratification by the Board of Directors (and if such resigned, removed or disqualified Officer is President then the President shall be appointed by the Board of Directors for such remaining term).

- C. The terms of office are as follows:  
President - one (1) year  
Vice President - one (1) year  
Secretary - one (1) year by appointment  
Treasurer - one (1) year by appointment  
Officers shall take office immediately upon installation following election.  
For the purposes of this Section "one (1) year"- as applied to the President and Vice-President- is not necessarily 12 consecutive calendar months but is that span of time commencing with the Annual Education and Business Conference at which the President/Vice-President is elected and concluding upon the immediate subsequent in-person Annual Education and Business Conference or special meeting conducted for an election pursuant to Sections 3.2 and 4.2(A), as the case may be.
- D. No President or Vice President shall serve more than two (2) terms consecutively in each such office.
- E. No person shall be eligible to serve as a President or Vice President in this Association until that person has been a member of the Executive Committee or Board of Directors for a period of not less than twelve (12) consecutive months immediately preceding such person's election to their office, or, has served as Secretary and/or Treasurer of the Association for a period of not less than twelve (12) consecutive months immediately preceding such person's election to their office. No person shall be eligible to serve as a President or Vice President in this Association immediately following service as a Secretary and/or Treasurer in this Association unless such person has previously served as a District Director (as set forth in Section 5.1).

#### 4.3 Recall, Removal or Resignation.

- A. An elective Officer may be deemed to be disqualified and may be removed from office by resolution of the Board of Directors if such person is convicted of a felony, or is declared to be an incompetent by an order of court; or if such person shall cease to be a Voting Member or the qualified voting representative of a Voting Member, or if such person shall become unable, by reason of physical infirmity, to continue to discharge such person's duties as an Officer.
- B. The President and/or Vice President shall be subject to removal from office with or without cause by a two-thirds (2/3) vote of the Board of Directors.
- C. An Officer may resign at any time by giving written notice to the Board of Directors.
- D. Appointive Officers (which excludes the offices of President and Vice President) are subject to removal from office with or without cause by a majority vote of the Board of Directors.

**4.4 President.** The President shall be the Chair of the Board of Directors and shall, subject to the control of the Board of Directors,

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have general supervision, direction and control of the business and Officers of the Association. The President shall preside at all meetings of the members and all meetings of the Board of Directors. The President shall be an ex-officio member of all committees, except the nominating committee, and shall have such other powers and duties as may be prescribed by the Board of Directors or by the Bylaws. The President shall be elected from the Voting Membership by a majority vote of the Voting Members present and entitled to vote at each Annual Education and Business Conference.

**4.5 Vice President.** In the absence of the President, the Vice President shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions upon the President. The Vice President shall have such other powers and perform such other duties as, from time to time, may be prescribed for the Vice President by the Board of Directors or by the Bylaws. The Vice President shall be elected from the Voting Membership by a majority vote of the Voting Members present and entitled to vote at each Annual Education and Business Conference.

**4.6 Secretary.** The Secretary shall keep, or cause to be kept, a book of minutes, at the principal office or such other place as the Board of Directors may order, of all meetings of Directors and members, with the time and place of holding, whether regular or special, and if special, how authorized, the notice thereof given, the names of those present at Director's meetings, the number of members present at business meetings and the proceedings thereof.

The Secretary shall keep, or cause to be kept, at the principal office or at such office as the Board of Directors may order, a list of members and their addresses, the number and class of members, and the date of their admission to membership.

The Secretary shall give, or cause to be given, notice of all meetings of the members of the Board of Directors required by the Bylaws or by any law to be given, and the Secretary shall keep the Seal of the corporation in safe custody.

The Secretary shall perform such other duties as may be prescribed by the Board of Directors or by the Bylaws.

**4.7 Treasurer.** The Treasurer shall maintain, or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the Association, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, and all income of any sort and kind derived by the Association from any of its activities. The books of accounts shall be at all reasonable times open to inspection by any Voting Member provided such Member makes written demand for inspection at a reasonable time and further provided that such inspection is for a purpose reasonably related to such person's interests as a Member.

The Treasurer shall promptly deposit all monies and other valuables in the name of, and to the credit of, the Association with such depositories as shall be designated by the Board of Directors. The Treasurer shall disburse the funds of the Association in such manner as may be ordered by the Board of Directors and shall render to the President or Board of Directors, whenever they request it, an account of all the Treasurer's transactions as Treasurer and of the financial condition of the Association, and shall have such other powers and perform such other duties as may be prescribed by the Board of Directors or the Bylaws. At the discretion of the Board of Directors, the Treasurer shall, before taking office, furnish to the Board of Directors a fidelity bond in such penal amounts as the Board may require, the cost thereof to be borne by the Association.

## ARTICLE 5 DIRECTORS

**5.1 Number of Directors.** The Board of Directors shall consist of sixteen (16) persons composed of three (3) Directors from each District (designated as District Directors); one (1) Director representing Contractors elected At Large affiliated with the Plumbing Heating Cooling Contractors Association; one (1) Director representing Contractors elected At Large affiliated with the Mechanical Contractors Association of America and one (1) Director representing Labor elected At Large from any district; (designated as Directors At Large); the President, Vice President, IAPMO Immediate Past President and ASSE International Chapter of IAPMO, LLC Immediate Past President. If the President or Vice President is removed or resigns from office pursuant to the terms of Section 4.3, then such person shall neither be considered a Past President nor continue to be a member of the Board of Directors in any capacity. The Director position of IAPMO Immediate Past President is exempt from term limits upon service including, but not limited, to the limits upon service set forth in Sections 5.2(B), (H) and (I) of these bylaws.

### 5.2 Board of Directors Election and Term of Office.

- A. The Directors shall be elected from the Voting Members at the Annual Education and Business Conference of the general membership, but if any such conference is not held, or the Directors are not elected thereat, said Directors shall be elected at any special business meeting of the general membership held for that purpose. Directors shall take office immediately.
- B. All Directors shall hold office for a term of three (3) years or until their respective successors are elected. Excepted from the preceding sentence is the Immediate Past President, whose term shall commence upon the election of his or her successor as President of this Association and shall conclude upon the expiration or conclusion of the term of said successor. For the purposes of this Section 5.2(B) and 5.2(G) a year is not necessarily 12 consecutive calendar months but rather that span of time commencing with the Annual Education and Business Conference at which a Director is elected and concluding upon the immediately subsequent holding of elections whether at an in-person Annual Education and Business Conference, or special meeting conducted for an election pursuant to Sections 3.2 and 4.2(A), as the case may be.
- C. No person shall be eligible to serve as a District Director of this Association: (i) until such person has been (either individually or as an official representative of a governmental unit that is a Voting Member) a Voting Member in good standing during not less than thirty-six (36) of the sixty (60) months next preceding the date of such person's nomination for membership on the Board of Directors; and (ii) such person at the time such person becomes a Director of the Association, is employed by a governmental unit as a plumbing, mechanical or combination inspector or is employed by a governmental unit as an administrator of such inspectors or as a plans examiner.
- D. No person shall be eligible to serve as a Director At Large representing Contractors unless such person at the time such person becomes a Director At Large of the Association is (i) a Voting Member of IAPMO and (ii) is a

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principal of an entity that is in the business of installing or maintaining a plumbing or mechanical product, assembly or system, or (b)(ii) employed as the chief executive of: (A) a national or an affiliated chapter of the Plumbing Heating Cooling Contractors Association or (B) a national or an affiliated chapter of the Mechanical Contractors Association of America.

- E. No person shall be eligible to serve as a Director At Large representing Labor unless such person at the time such person becomes a Director At Large of the Association is (i) a Voting Member of IAPMO and (ii) is a member of the United Association of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry of the United States and Canada.
- F. The Board of Directors shall devise procedures to arrive at the following distribution of Directorships as soon as possible:  
One (1) District Director shall be elected from each District each year. One (1) Director at Large shall be elected each year.
- G. No Director may serve as a Board member more than six (6) years consecutively. However, Directors shall not be prohibited from completing the full term of any position to which they were duly elected, except as provided in Sections 5.9A, 5.9B and 5.1.
- H. Notwithstanding anything to the contrary set forth in these Bylaws, no person shall serve as a Director (including but not limited to, in the capacity of President, Vice President, Secretary or Treasurer, or any combination thereof) of this Association for more than twelve (12) years during such person's lifetime. This Section 5.2H may only be amended by either (a) the majority vote of Voting Members at any Annual Education and Business Conference or special membership meeting; or (b) by a two-thirds (2/3) vote of the entire Board of Directors.

**5.3 Powers.** Subject to limitations of the Articles of Incorporation, or any Association's standing committee's written operating procedures approved by the Board of Directors, or these Bylaws, and of the Corporation Code of the State of California, as to any action to be authorized or approved by the members, and subject to the duties of Directors as prescribed by the Bylaws, all corporate powers shall be exercised by or under the authority of, and the business and affairs of the Corporation shall be controlled by the Board of Directors.

**5.4 Board of Directors Meetings.** Not less than two (2) meetings of the Board of Directors shall be held each year, one of which shall be held immediately preceding an in-person the Annual Education and Business Conference. Each such meeting shall be called by the Chair of the Board of Directors.

**5.5 Special Business Meetings of Board of Directors.**

- A. Special business meetings of the Board of Directors shall be held whenever called by the Chair of the Board of Directors, or in the event of the Chair's absence, disability or refusal to act, by the Vice President, or any five (5) members of the Board of Directors.
- B. No special meeting of the Board of Directors shall be called or held without first setting forth the object and purpose of such special meeting in such notice as may be required by these Bylaws. Any and all business may be transacted at such special meetings.

**5.6 Place of Board of Directors Meetings.** Meetings of the Board of Directors may be held via teleconference or video conference, or if held in person may be held at any place designated by resolution of the Board. In the absence of such a resolution, meetings of the Board of Directors shall be held at the principal office of the Association for the transaction of its business.

**5.7 Notice of Meetings.**

- A. Notice of the time and place of meetings shall be given to each Director by one of the following methods: (1) by personal delivery of written notice; (2) by first-class mail, postage prepaid; (3) by telephone, either directly to the Director or to a person at the Director's office who would reasonably be expected to communicate that notice promptly to the Director; (4) by telegram, charge prepaid; (5) by facsimile or; (6) by electronic mail provided one of the aforesaid methods of communication is also used. All such notices shall be given or sent to the Director's address, facsimile number, electronic mail address or telephone number as shown on the records of the Association.
- B. Notice sent by first-class mail shall be deposited in the United States mail at least seven (7) days before the time set for the meeting. Notices given by personal delivery, telephone, facsimile, electronic mail or telegram shall be delivered, telephoned, faxed, electronically mailed or given to the telegraph company at least seventy-two (72) hours before the time set for the meeting.
- C. The notice shall state the time and place of the meeting.
- D. Notice of a meeting need not be given to any Director who, either before or after the meeting, signs a waiver of notice, a written consent to the holding of the meeting, or an approval of the minutes of the meeting. The waiver of notice or consent need not specify the purpose of the meeting. All such waivers, consents, and approvals shall be filed with the corporate records or made a part of the minutes of the meetings. Notice of a meeting need not be given to any Director who attends the meeting and does not protest, before or at the commencement of the meeting, the lack of notice to such Director.
- E. A majority of the Directors present, whether or not a quorum is present, may adjourn any meeting to another time and place. If the meeting is adjourned for more than twenty-four (24) hours, notice of any adjournment to another time or place shall be given prior to the time of the adjourned meeting to the Directors who are not present at the time of adjournment.

**5.8 Quorum for Board of Directors Meeting.**

- A. A majority of the number of Directors fixed by these Bylaws shall be necessary to constitute a quorum for the transaction of business.
- B. Every act or decision done or made by a majority of the Directors present at a Board of Directors meeting duly held at which a quorum is present, shall be regarded as the act of the Board of Directors.

**5.9 Recall, Removal or Resignation of Directors.**

- A. Any individual member of the Board of Directors shall be deemed to be disqualified and shall be removed from the Board of Directors by resolution of the Board of Directors if such individual is convicted of a felony, or is declared to be an incompetent by an order of court; or if

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such person shall cease to be a Voting Member or the qualified voting representative of a Voting Member; or if such person, prior to the start of the final year of such person's term of office as a District Director, shall cease to be employed by a governmental unit as a plumbing, mechanical or combination inspector or by a governmental unit as an administrator of such inspectors or as a plans examiner; or if such person, prior to the start of the final year of such person's term of office as a District Director, shall cease to be employed by a governmental unit as a plumbing, mechanical or combination inspector or by a governmental unit as an administrator of such inspectors or as a plans examiner, or if such person shall become unable, by reason of physical infirmity, to continue to discharge such person's duties as a Director; or if such person shall absent him/herself from three (3) consecutive meetings of the Board of Directors without excuse satisfactory to the Board of Directors.

- B. Any Director may resign at any time by giving written notice to the Board of Directors.

### 5.10 Vacancies.

- A. All vacancies occurring in the Board of Directors, between Annual Education and Business Conferences, may be filled by a majority vote of the remaining Directors, though less than a quorum. Each Director so appointed shall hold office until such Director's successor is elected at the next immediate Annual Education and Business Conference, but shall in any event serve only the unexpired term of such Director's predecessor.
- B. A vacancy or vacancies shall be deemed to exist in case of the death, resignation or removal or other disqualifications of any Director, or in case the members fail at any time to elect the full number of authorized Directors.

## ARTICLE 6 COMMITTEES

### 6.1 Executive Committee of the Association.

- A. The Executive Committee of the Association shall consist of six (6) persons, composed of three (3) members of the Board of Directors (one from each District), the current President, the current Vice President, and the Immediate Association Past President if such Past President is currently employed by a governmental unit (and if such Past President is not currently employed by a governmental unit then such member of the Executive Committee shall be appointed by the Board of Directors from the then current Board of Directors). The President shall serve as the Chair and the Vice President shall serve as the Vice Chair of the Executive Committee. A seventh (7th) member shall be appointed by the Board of Directors as an Alternate Member of the Executive Committee to serve upon call in the absence of any committee person.
- B. The members of the Executive Committee shall be appointed by the President and ratified by the Board of Directors to serve for a term of one (1) year. Any member of the Executive Committee shall forfeit that member's term appointment for failure to be present at any two (2) consecutive regular meetings without having obtained the consent of the committee.

- C. By authority of the Board of Directors, the committee shall meet on call of its Chair and shall have full power to transact all interim business of the Association and exercise the powers of the Board of Directors between Director's meetings. However, the appointment or termination of the Association's Chief Executive Officer shall be made by the Board of Directors and not by the Executive Committee.
- D. The Executive Committee shall advise the Board of Directors, from time to time, of the general nature of the items which the Executive Committee is performing on behalf of the Association.
- E. Four (4) members of the Executive Committee shall constitute a quorum to conduct business, provided however that any business transacted in any meeting of the Executive Committee shall require at least three (3) consenting votes.
- F. The Executive Committee shall approve rules and regulations for the operation of all standing committees.
- G. Any member of the Executive Committee (other than the current President and the current Vice President of the Association) may be removed, with or without cause, by a majority vote of the Board of Directors.

### 6.2 Standing Committees.

- A. Standing committee members shall be appointed by the President and serve at the pleasure of the President, and their appointment shall be subject to the approval of the Board of Directors.
- B. Meetings of all standing committees shall be by call of their respective Chair (unless otherwise specified in such standing committee's written operating procedures adopted by the Executive Committee), who shall render reports of their proceedings to the Board of Directors and to the membership at each Annual Education and Business Conference.
- C. The standing committees shall consist of the following:
  - (1) **MEMBERSHIP COMMITTEE** — whose responsibility it shall be to secure and select new members on behalf of the Association. The Committee shall consist of a minimum of four (4) members and a Chair and shall be appointed from the Voting Membership.
  - (2) **BYLAWS COMMITTEE** — whose responsibility it shall be to review all proposals for amendments to the Bylaws for presentation to the membership and/or the Board of Directors. The Committee shall consist of a minimum of four (4) members and a Chair and shall be appointed from the Voting Membership.
  - (3) **AUDIT COMMITTEE** — whose responsibility it shall be to, from time to time but no less frequently than once per year, review for legitimacy some or all of the requests for expense reimbursement submitted by IAPMO members and IAPMO employees/consultants as well as some or all of the records of IAPMO credit card charges. The Audit Committee shall further have the option of reviewing any or all accounts of the properties and business transactions of the Association, including accounts of its assets, liabilities, receipts,

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disbursements, gains, losses, capital and all income of any sort and kind derived by the Association from any of its activities. The Audit Committee shall report the discovery of any improprieties to the Board of Directors of this Association as soon as practicable after such discovery; or, if no improprieties are discovered, at a minimum, report the results of its activities to the Board of Directors of this Association at the annual Board Meeting in which the Board reviews the annual budget. The Audit Committee shall consist of three (3) members (one from each of the Association Districts) and a Chair plus an alternate all of whom shall be appointed only from the then existing Board of Directors of this Association.

- D. The terms of the standing committee members shall coincide with the term of the President. However, the committees shall continue to serve until their successors are appointed.
- E. Each chapter may recommend to the President (which recommendation shall be only advisory) at least one (1) representative to serve on each standing committee, except as set forth in Section 6.2C of these Bylaws.
- F. A majority of Voting Members of any standing committee shall constitute a quorum.
- G. No Voting Member may serve on more than three (3) standing committees at one time.

### 6.3 Special Committees.

- A. Special committees shall be appointed by the President, and in such manner as prescribed in Section 6.2.
- B. Meetings of all special committees shall be by call of their respective Chair, who shall render reports of their proceedings to the Board of Directors for ratification.
- C. A majority of any special committee members shall constitute a quorum.

### 6.4 Consensus Code Committees.

- A. Regulations Governing Committee Projects.
  - (1) There shall be appointed by the IAPMO Board of Directors an IAPMO Standards Council in accordance with Section 2 of the Regulations Governing Committee Projects.
  - (2) The IAPMO Standards Council shall operate in accordance with Section 2 of the Regulations Governing Committee Projects and shall possess the authority to establish and dissolve Technical Committees and Technical Correlating Committees in accordance with Section 3 et. seq. of the Regulations Governing Committee Projects.
- B. Regulations Governing Consensus Development of the Uniform Solar, Hydronics and Geothermal Code and Uniform Swimming Pool, Spa and Hot Tub Code.
  - (1) IAPMO shall be responsible for maintaining the secretariat for the *Uniform Solar, Hydronics and Geothermal Code* and *Uniform Swimming Pool, Spa and Hot Tub Code* and shall possess the authority to establish and dissolve technical committees for this purpose.

## ARTICLE 7 CHAPTERS

### 7.1 Organization.

- A. The general membership of the Association may be formed into chapters consistent with the geographical location and members therein Chapters. The term "Chapter(s)" as referred to in this Article does not include reference to National Chapters of IAPMO. Chapter meetings may be held for the purpose of furthering the objectives and sustaining interest on the part of the membership in the program of the Association. Such meetings shall be programmed primarily for educational purposes in the field of interests and activities of the Association members.
- B. No business shall be transacted by any Chapter on behalf of the Association except as provided in these Bylaws. Matters affecting policy and activities not provided herein shall be referred to the Board of Directors.
- C. A Chapter may be formed at any time upon presentation to the Board of Directors of a petition of such purpose. Such petition shall be signed by at least ten (10) members or potential members, each of whom shall be eligible to serve as Officers and committee members as prescribed in this Article 7.

The petition shall be accompanied by a copy of the proposed Chapter Bylaws; upon approval of the Board of Directors, a charter shall be issued.

A charter may be withdrawn for cause such as may be determined by the Board of Directors to include, but not be limited to, activities contrary to the best interests of the Association.

Chapters shall also be governed by any laws of the state within which they are located, if any such laws are applicable.

**7.2 Meetings.** Meetings of the Chapters shall be held at such time and place as determined by a majority of the members of each Chapter.

**7.3 Chapter Officers.** Each chapter shall, on an annual basis, elect from the membership of said chapter:

- A. A Chair who shall be a Voting Member; and,
  - B. A Vice-Chair who shall be a Voting Member; and,
  - C. A Recording Secretary who shall be a member of any classification; and,
  - D. A Treasurer who shall be a member of any classification.
- The Chair shall preside over all chapter meetings. The Chair will assist in verifying that all chapter members are members of IAPMO national. The Vice-Chair shall serve in the absence of the Chair. The Vice-Chair will work with the Chair to verify that all chapter members are members of IAPMO national.

The Secretary shall record all activities of each meeting and forward a copy of the minutes immediately thereafter to the Membership Department of IAPMO World Headquarters. The Secretary shall maintain a list of all Chapter members, including contact information. Said list will be provided to the Membership Department at IAPMO World Headquarters on a regular basis to ensure that the national office maintains a list of all chapter members. The Secretary shall notify each member by mail,

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electronic mail or other means of all Chapter meetings setting forth therein time, place and program. The Secretary shall work in coordination with the Chair and Vice-Chair to verify that all chapter members are members of IAPMO national.

The Treasurer shall maintain all records of financial accounts and transactions of the chapter. The Treasurer shall place all chapter funds on deposit in an accredited banking institution in the name of and to the credit of the chapter. The Treasurer shall present for payment only such demands for the necessary and authorized expenses for chapter activities. The Treasurer shall disburse chapter funds only when authorized by a majority of the chapter members present and entitled to vote at each chapter meeting. The Treasurer shall render a report of the activities of the Treasurer's office at each chapter meeting with a copy to the Membership Department of the Association.

### 7.4 Chapter Committees.

- A. The Chair of each Chapter shall appoint all committees as provided by the Chapter Bylaws or as permitted by the Board of Directors. The committee Chair shall be a Voting Member.
- B. No other committee shall be appointed or function without first having secured the specific sanction and approval of the Board of Directors.

## ARTICLE 8 MEMBER VOTING QUALIFICATION AND PROCEDURES

**8.1 Application of Article.** Except as elsewhere specially provided in these Bylaws or in the operating procedures of a standing committee which are adopted by the Board of Directors, this Article 8 shall govern the procedural rights, restrictions upon, and the voting qualifications of, the various classes of members at any general, special or regional unit meeting of members, and at any committee meeting.

### 8.2 Motions, Debate and Member Voting Qualifications.

- A. Any member may make or second motions and actively participate in matters under discussion. Notwithstanding the aforesaid, the Consensus Code Committee process shall be solely regulated by the Regulations Governing Committee Projects and as otherwise authorized by the IAPMO Standards Council, or the Regulations Governing Consensus Development of the Uniform Solar, Hydronics and Geothermal Code and Uniform Swimming Pool, Spa & Tub Code. The right to vote in the consensus code process, however, is restricted to designated representatives of governmental units who are Voting Members and other persons who have been Voting Members for the period of three hundred, sixty-five (365) days preceding the day upon which the vote in question is cast and who, with respect to the Annual Conference and/or special business meeting of the general membership, is physically present at such Annual Conference and/or special business meeting and has registered at least one hundred twenty (120) days before the date of the Annual Conference and/or special business meeting or otherwise meets the qualifications of Section 3.5.
- B. Each governmental unit which is a Voting Member is entitled to one (1) vote through its authorized representative. Additionally, each Voting Member who is not a governmental

unit shall have one (1) vote. Thus, each governmental unit which is a Voting Member has one (1) vote, and each other Voting Member has one (1) vote (even if that other Voting Member is employed by a governmental entity).

- C. Each Voting Member who is a governmental unit shall designate, in such manner as the Association's Board of Directors may require, one (1) individual who is to act as its official representative for the purpose of casting its vote. No individual shall be so designated as a governmental unit representative who has not, for the thirty (30) days immediately preceding such designation been a plumbing, mechanical or combination inspector or is employed by said governmental unit as an administrator of such inspectors or as a plans examiner and such designation shall be deemed withdrawn, shall lapse immediately, and a new designation shall be required upon any change in such individual's status which results in such individual's failure to continue as a plumbing, mechanical or combination inspector. In the event that one (1) individual is designated as the official representative of more than one (1) governmental unit, such individual shall nevertheless be entitled to cast only one (1) vote.

### 8.3 Method of Voting.

- A. At all meetings, whether annual, special or chapter, voting on any resolution or other matter before the meeting shall be conducted in such manner as the Board of Directors shall determine by a resolution duly adopted with respect to the voting on such resolution or matter. In the absence of a resolution by the Board of Directors determining the manner of voting, the voting shall be conducted in such manner as the Voting Members shall determine.
- B. All voting must be done in person by persons qualified to vote. Voting by proxy and cumulative voting are expressly prohibited.
- C. A resolution adopted by the Board of Directors pursuant to Subsection 8.3A may be overridden by a vote of a majority of members present and entitled to vote.

**8.4 Order and Conduct of Business.** Except as otherwise provided in these Bylaws or in a standing committee's operating procedures adopted by the Board of Directors, the order of business at all meetings described in Section 8.1 shall be prescribed in the notice thereof, and the conduct of all meetings shall be in accordance with the provisions of the most current edition of *Robert's Rules of Order*, Newly Revised.

## ARTICLE 9 PUBLICATIONS AND CODES

### 9.1 Codes.

- A. The Association, from time to time, shall prepare and publish code and standards documents, which shall be in such form as to be available and readily usable by government agencies, industry and the trade.
- B. All such documents for publication of codes, standards and code amendments shall be prepared by the responsible committees of this Association as set forth in Article 6 of these Bylaws.
- C. All exclusively sponsored codes, or amendments thereto, shall be presented to the Voting Members of the

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Association in a manner as specified in Section 3.1(E) of these Bylaws at least thirty (30) days prior to the Annual Education and Business Conference or special meeting which is to vote on same.

- D. All proposed code changes to the Consensus Code Committee process shall be submitted in accordance with the Regulations Governing Committee Projects and as otherwise authorized by the IAPMO Standards Council, or the Regulations Governing Consensus Development of the Uniform Solar Energy and Hydronics and Swimming Pool, Spa & Tub Codes.

### 9.2 Publications.

- A. Standards, reports and similar documents may be published annually or at such other intervals as may be directed by the Board of Directors.
- B. At the discretion of the Board of Directors, all committee reports and publications shall be approved as to form and content.

**9.3 Contracts Affecting Codes and Publications.** Nothing in these Bylaws shall prevent this Association from entering into contracts concerning its codes, publications and related activities, with other nonprofit associations having similar purposes and engaged in similar activities. With respect to codes and publications, such contracts may provide for joint publication and may govern, in whole or in part, financial considerations, amendment procedures, content review and final approvals. No such contract shall impair or abridge this Association's ownership or copyright in any of its publications or codes. Each such contract shall require that all changes, initiated by the other contracting party or parties, to the text of one of this Association's codes or publications, be deemed work for hire by such party or parties for this Association.

## ARTICLE 10 ASSOCIATION BUSINESS ACTIVITIES

**10.1 Checks, Drafts and Funds.** All checks, drafts, or other orders for payment of money, notes or other evidences of indebtedness, issued in the name of, or payable to the Association, shall be signed or endorsed by such person or persons, and in such manner as from time to time shall be determined by resolution of the Board of Directors.

**10.2 Contracts, How Executed.** Any and all contracts which may be executed in the name of the Association shall be in such form as not to be inconsistent with law and with the Articles of Incorporation and shall be approved by the Board of Directors or by their duly authorized representative when so designated by the Board.

All contracts authorized by the Board or its representatives, shall be signed by the President or in the President's absence by a duly authorized representative when so designated by the Board of Directors.

**10.3 Assets of the Association.** No member of the Association shall have any right, title or interest in or to the whole or in part of the property or assets of the Association; and in the event of dissolution, liquidation, abandonment, or winding up of the affairs of the corporation the assets remaining after paying all debts and obligations (or adequately providing for the latter) shall be distributed to one (1) or more nonprofit organizations designated by a majority of the full Board of Directors, which organization or organizations shall have established its or their tax exempt status under Section 501(c) of the Internal Revenue Code of 1986, as

amended. In no event shall any assets inure to the benefit of or be distributed to any member, Director, Officer or employee of the Association. If the majority of the full Board of Directors is not in full accord as to the disposition of assets within one (1) year from the date of the event causing its dissolution, liquidation, abandonment or winding up, then such assets shall be disposed of in such manner as may be directed by decree of the Superior Court of the State of California in and for the County of San Bernardino.

**10.4 Corporate Records.** The Association shall keep in its principal office, for the transaction of business, the original or a copy of the Bylaws as amended, or otherwise altered to date, only certified by the Secretary, which shall be open to inspection by the Voting Members at all reasonable times during office hours.

The Association shall keep also a record of all members and of the respective type of membership which each member holds and all other information pertinent to the transaction of the business of the corporation.

**10.5 Inspection of Corporate Records.** The books of account, the minutes of proceedings of any meeting of the members, and the membership roster shall be open to inspection upon the written demand of any Voting Member at any reasonable time and for any purpose reasonably related to such Voting Member's interest as a member. Such inspection may be made in person or by an agent or attorney, and shall include the right to make extracts.

The granting of Honorary or Student or Apprentice membership shall not confer the inspection rights pertaining to Voting Membership which are enumerated in this section.

**10.6 Notices, How Given.** Unless otherwise specified in these Bylaws, whenever, under the provision of the Bylaws, notice is required to be given to any Director or to any member, it shall not be construed to mean personal notice, but such notice, if not given in any other manner authorized by law or in these Bylaws, may be given in writing by ordinary mail, by depositing the same in the post office or letter-box in the place where the principal office of the Association is situated, with postage prepaid, addressed to such member or Director at such address as appears on the books of the Association, or in default of such address, and if the address is not readily ascertainable to such Director or member at the general post office in the place where the Director or member was last known to reside, and such notice shall be deemed to have been given at the time the same shall be deposited in the mail.

**10.7 Employment of Personnel.** The Board of Directors may elect or authorize the appointment or employment of such persons as the business of the Association may require; each of whom shall function for such period, have such authority and perform such duties as are provided by these Bylaws and as the Board of Directors may, from time to time determine and direct.

**10.8 Compensation of Officers, Directors and Employees, and Expense Reimbursement.**

- A. Officers and Directors may receive compensation for their services as may be determined by Resolution of the Board to be just and reasonable as to the Association at the time the Resolution is adopted and such compensation shall be given in return for services actually rendered to the Association which relate to the performance of the purposes of the Association, provided, however,



## BYLAWS

that nothing herein contained shall be construed to preclude reimbursement of any Officer, Director or committee person for any necessary expense incurred on behalf of the Association when first authorized by the Board of Directors or to establish and direct the payment of Salaries and expenses for such personnel as provided in Section 10.10.

- B. The Board of Directors is hereby empowered to disburse such funds as may be deemed necessary to compensate miscellaneous personnel for services rendered.
- C. The Treasurer of each chapter may be authorized to disburse such funds as deemed reasonable and necessary to compensate a chapter representative for expenses incurred on behalf of the chapter or the Association to attend meetings of any standing or special committee of which such person may be a member. The Board of Directors or Treasurer may reimburse members of the Conference Planning and Special Projects Committee and certain Association members who are governmental employees, active or retired, for expenses for attending the Association's Annual Education and Business Conference, committee meetings, Board of Directors meetings or special business meetings of the membership.

**10.9 Non-Liability.** The Association, its Board of Directors, Officers, and such independent management as it may retain, shall not be liable to any of its members for any statements, errors or omissions in any reports sent out by the Association, whether the same shall be due to the negligence of the Association, its Board of Directors, Officers, or independent management or otherwise; and each and every member or those that may hereafter become members, shall be deemed to have expressly released the Association, its Board of Directors, Officers and independent management, from any and all liability for such statements, errors and omissions, and further, from any and all liability by reason of any agreements, contracts, obligations, acts, steps, or plans entered into or undertaken by the Association on behalf of its members.

**10.10 Indemnification.** Each present and future Director and Officer, whether or not then in office, shall be indemnified by the Association against expenses actually and necessarily incurred by or imposed upon such person (including but without being limited to judgments, costs and counsel fees) in connection with the defense of any action, suit or proceeding in which such person is made a party by reason of being or having been a Director or Officer of the Association, except in relation to matters as to which such person shall be adjudged in such action, suit or proceedings to be liable for willful and wanton recklessness or misconduct in the performance of duty. Such indemnification shall not be deemed exclusive of other rights to which such Director or Officer may be entitled, under any other bylaws, agreement, vote of the members, or as a matter of law, or otherwise.

### ARTICLE 11 AMENDMENTS

**11.1 Amendments.** These Bylaws, or any part thereof, may be amended or repealed, and new Bylaws may be adopted. Any person may propose a Bylaw change to the Bylaws committee. Pursuant to 6.2.C(2), after a Bylaw amendment is reviewed by the Bylaws committee, the proposed Bylaw(s) may be rejected or adopted by either: (i) the vote of Voting Members alone, entitled to exercise the majority of the voting power at any Annual Education and Business Conference or special membership meeting; or (ii) a vote by the Board of Directors. An amendment to the Bylaws adopted solely by the Board of Directors may be overridden by a vote of two-thirds (2/3) of Members present and entitled to vote at any Annual Education and Business Conference.

### ARTICLE 12 EFFECTIVE CLAUSE

**12.1 Effective Clause.** These Bylaws, as amended, upon their adoption by a majority vote of those members entitled to vote, shall become effective after the adoption by the Board of Directors at the Board of Directors meeting held on November 17, 2023

The map below illustrates the Districts as defined in Article 1.5 of the Bylaws.



## 2027 UPC AND UMC CODE DEVELOPMENT TIMELINE [REVISED 8.24.23]

1st Technical Committee Meeting Via Teleconference	April 18-19, 2023
Call for Proposals	July 3, 2023
Deadline for Submission of Proposals	January 12, 2024
Distribute Proposals to Committee (ROP Monograph)	April 1, 2024
Technical Committee Meetings [May 6-8 UPC] [May 9-10 UMC]	May 6-10, 2024
Initial Ballots to Technical Committee	May 31, 2024
Circulation of Comments on Ballots	June 14, 2024
Final Closing Date for Ballots	June 28, 2024
Technical Correlating Committee Meeting	July 8, 2024
Distribution of Report on Proposals (ROP)	August 9, 2024
Call for Comments	September 6, 2024
IAPMO Assembly Consideration Session (Las Vegas, NV)	September 24, 2024
Deadline for Submission of Comments	January 3, 2025
Distribute Comments to Committee (ROC Monograph)	March 31, 2025
Technical Committee Meetings	May 5-8, 2025
Initial Ballots to Technical Committee	May 19, 2025
Circulation of Comments On Ballots	June 2, 2025
Final Closing Date for Ballots	June 16, 2025
Technical Correlating Committee Meeting	July 9, 2025
Distribution of Report on Comments (ROC)	August 1, 2025
IAPMO Association Technical Meeting Convention (Palm Springs, CA)	September 16, 2025
Initial Ballots to Technical Committee on Membership Amendments	October 2025
Circulation of Comments on Ballots	October 2025
Final Closing Date for Ballots	October 2025
Deadline to Submit Appeals	TBD
Standards Council Meeting	November 2025
Deadline to File Written Petition to Board of Directors	TBD
Board of Directors Meet to Address Petitions	January 2026

\* Timeline dates are subject to be revised

## REGULATIONS GOVERNING COMMITTEE PROJECTS

ADOPTED BY THE BOARD OF DIRECTORS ON September 4, 2000. AMENDED BY THE STANDARDS COUNCIL ON December 16, 2003, on April 18, 2006, November 3, 2006 and November 15, 2007, July 15, August 2016. Last amended September 22, 2021.

### Section 1 General Provisions.

**1-1 Scope of Regulations.** These Regulations cover the process of developing and revising IAPMO Codes and Standards and the role of the Board of Directors, Standards Council, Technical Correlating Committees, and Technical Committees in this process. Procedures for establishing and operating these Committees are included as are requirements for processing Tentative Interim Amendments and Formal Interpretations.

#### 1-2 Standards Council Guidelines.

**1-2.1 General.** The Standards Council may adopt guidelines to supplement but not conflict with these regulations. These shall take the form of Guidelines adopted and administered according to this section.

**1-2.2 Approval.** Guidelines shall include those key directives of the Standards Council that deal with the governance of Technical Committees and Technical Correlating Committees and those groups subordinate to and established by the Standards Council. Such guidelines shall be adopted or amended by the Standards Council acting upon the affirmative vote of two-thirds of the Standards Council members present at a duly constituted meeting. Such Guidelines shall be submitted to the Board of Directors for approval.

Proposals for new guidelines or amendments to the existing guidelines shall be distributed to the Standards Council along with the agenda of the meeting at which they will be considered.

Proposed amendments may be submitted to the Standards Council Chair in writing. The Chair shall inform the submitter in writing as to the disposition of his or her proposal.

Guidelines shall be published and available on request.

**1-3 Amendment.** Amendments to the Regulations Governing Committee Projects shall be submitted by the Standards Council to the Board of Directors for approval.

**1-4 Generic Terms.** The following terms, used in these Regulations, shall have the meanings indicated as follows:

**Appeal** — Any request submitted in writing to the Standards Council for the adoption, reversal, or modification of any action taken by any Technical Committee, Technical Correlating Committee, the Association, or the Standards Council, at any time in the Document development process. (See 1-6.)

**Assembly** — Individuals in attendance at the Assembly Consideration Session at the IAPMO Annual Education and Business Conference.

**Assembly Consideration Session** — The session held at the IAPMO Annual Education and Business Conference held in the same year as the publication of the Report on Proposals.

**Association** — International Association of Plumbing and Mechanical Officials.

**Association Technical Meeting** — Technical Meeting as defined in Article 3 and Article 6 of the IAPMO Bylaws.

**Comment** — Suggested amendment, deletion, or addition to a Report on Proposals submitted in accordance with 4-4.

**Consensus Body** — See “Technical Committee.”

**Council** — See “Standards Council.”

**Document (Technical Committee Document)** — A Code, Standard, Recommended Practice, or Guide excluding any index thereto.

**Extract Guidelines** — These Guidelines provide guidance to Technical Committees (TCs) for extracting text from other documents whose TCs have primary jurisdiction for the subject covered. The Extract Guidelines are considered to be part of the ANSI accredited Regulations and they are meant to supplement but not conflict with IAPMO’s Regulations Governing Committee Projects.

**Including** — Including but not limited to.

**Interest Category** — The classifications used as a guideline by the Standards Council to achieve the necessary balance of interests when choosing members to serve on the Technical Committee and Technical Correlating Committee. The Standards Council may determine that new classifications of member or unique interests need representation in order to foster the best possible committee deliberations on any project. In this connection, the Standards Council may make such appointments as it deems appropriate in the public interest.

**Member** — A person, regardless of voting status, who serves on an IAPMO Technical Committee or Technical Correlating Committee.

**Panel** — See “Technical Committee.”

**Petition** — A request seeking the intervention of the Board of Directors pursuant to the Regulations Governing Petitions to the Board of Directors from Decisions of the Standards Council. (See 1-7.)

**Primary Charge** — See 3-1.1.

**Project** — See “Technical Committee Project.”

**Proposal** — A suggested amendment, deletion, or addition to an existing Document or a proposed new Document submitted in accordance with 4-3.3.

**Recommendation** — Technical Committee or Technical Correlating Committee action on a Proposal, Comment, or Association action with respect to a Technical Committee Report.

**Reconfirmation** — Continuation of an existing IAPMO Document without change except for updated references and editorial adjustments.

**Report** — See “Technical Committee Report.”

**Report on Comments (ROC)** — A report to the Association on the actions taken by Technical Committees and/or Technical Correlating Committees accompanied by a ballot statement and one or more comments resulting from public review of the Report on Proposals (ROP).

**Report on Proposals (ROP)** — A report to the Association on the actions taken by Technical Committees and/or Technical Correlating Committees accompanied by a ballot statement and one or more proposals on text for a new Document or to amend an existing Document (see 3-3.4.5, 4 3.5.2, and 4-3.7).

**Scope** — See 3-1.1.

**Section** — See Article 6 of the IAPMO Bylaws.

**Standards Council (also referred to as “Council”)** — An IAPMO Committee appointed by the Board of Directors in accordance with Article 6 of the IAPMO Bylaws.

## REGULATIONS GOVERNING COMMITTEE PROJECTS

**Suitable** — As it pertains to determinations made by Technical Committees or Technical Correlating Committees in accordance with 4-6.1 and 4-6.2 of these Regulations means that the text of the Document amended as a result of Association or subsequent Technical Committee and Technical Correlating Committee action is consistent in its recommendations, does not contain conflicts, is complete, and otherwise is editorially and technically adequate for use.

**Task Group** — An ad hoc group appointed to address a specific topic or problem (see 3-1.3.4).

**Technical Committee (also referred to as TC)** — The consensus body responsible for development and revision of any Document or Documents emanating from a Technical Committee Project. A Technical Committee reporting to a Technical Correlating Committee can be termed a Panel.

**Technical Committee Document** — See “Document.”

**Technical Committee Project (also referred to as “Project”)** — A technical activity defined by an approved committee scope within which a Technical Committee or Technical Correlating Committee functions to develop one or more Documents.

**Technical Committee Report** — Is the Report of the Technical Committee and Technical Correlating Committee (if any) on a Document. A Technical Committee Report consists of the Report on Proposals as modified by the Report on Comments published by the Association.

**Technical Correlating Committee (also referred to as TCC)** — A group assigned to manage and coordinate the activities of a Technical Committee Project within which more than one Technical Committee functions.

**Unresolved objector** -- Under the IAPMO development regulations, in order to be considered as an unresolved objector in the ANSI Essential Requirements, one is required to make a motion at the Association Technical Meeting Convention held after the consensus committee has voted. If one does not make a motion at the Association Technical Meeting Convention, the objection is deemed to be resolved.

**1-5 Authority.** Under Article 5 of the IAPMO Bylaws, the Board of Directors of the International Association of Plumbing and Mechanical Officials has general charge of the affairs of the Association. Pursuant to those powers, the Board of Directors has issued the following Regulations, which it can amend from time to time and waive or supplement, in whole or in part, at any time or times.

### **1-6 Appeals to the Council.**

**1-6.1 General.** Anyone can appeal to the Council concerning procedural or substantive matters related to the development, content, or issuance of any Document of the Association or on matters within the purview of the authority of the Council. Such appeals shall be in written form and filed with the Secretary of the Standards Council. Written notification of the right to appeal to IAPMO is provided in the ROP and ROC.

#### **1-6.2 Time for Filing an Appeal.**

- (a) **Issuance of Documents.** Except as provided in (b) and (c) below, an appeal concerning the issuance of a Document shall be filed no later than 20 days after the Association Technical Meeting at which Association action on the issuance of the Document was

recommended. An appeal related to the issuance of a document includes any appeal that could result in the issuance or return of a Document or that could affect the text of a Document.

- (b) **Association Technical Meeting Failed Amendments.** If an amendment recommended at an Association Technical Meeting fails to receive the approval of the TC or TCC pursuant to 4-6.1, it will be automatically docketed as an appeal on the agenda of the Standards Council, and any party may advocate their position either in writing or in person before the Council. Parties wishing to appear in person before the Council shall notify the Council Secretary no later than 48 hours prior to the Council meeting. Although not required, parties wishing to advocate a position are encouraged, to the extent practicable, to file written submissions in general conformance with 1-6.3 and 1-6.4 in advance of the meeting at which action will be considered. When an automatically docketed appeal has not been pursued by any party, the Council need not consider the matter as an appeal.
- (c) **Tentative Interim Amendments.** A proposed Tentative Interim Amendment, which has been submitted for processing pursuant to 5-1, will be automatically docketed as an appeal on the agenda of the Standards Council, and any party may advocate their position either in writing or in person before the Council. Parties wishing to appear in person before the Council shall notify the Council Secretary no later than 48 hours prior to the Council meeting. Although not required, parties wishing to advocate a position are encouraged, to the extent practicable, to file written submissions in general conformance with 1-6.3 and 1-6.4 in advance of the meeting at which action will be considered. When an automatically docketed appeal has not been pursued by any party, the Council need not consider the matter as an appeal.
- (d) **Other Appeals.** As to other actions not addressed in (a) through (c), an Appeal shall be filed within a reasonable time of the challenged action. Appeals of inactions may be submitted at anytime.

#### **1-6.3 Filing and Contents of an Appeal.**

- (a) To the extent practicable, the appeal should contain, in separately denominated sections, the following:
  - (1) Name, affiliation, and address of the appellant.
  - (2) Statement identifying the particular action to which the appeal relates.
  - (3) Argument setting forth the grounds for the appeal.
  - (4) Statement of the precise relief requested.
- (b) Any part of the record related to the codes and standards development process that is referenced or discussed in the appeal should be clearly cited in the appeal using available markings such as the title, author, date, and page of the record. To avoid unnecessary duplication, parties are encouraged not to reproduce portions of the current Technical Committee Reports or Association Technical Meeting transcripts as attachments to their appeals.

## REGULATIONS GOVERNING COMMITTEE PROJECTS

- (c) The Council Secretary may refuse to accept for filing any appeal that does not substantially conform to the requirements of this section. Within his or her discretion, however, the Secretary may accept a nonconforming appeal for filing, and in addition, may require a substituted or supplemental filing.

**1-6.4 Other Submissions Relating to an Appeal.** Any interested party may submit responses or other written submissions relating to any appeal filed with the Council. To the extent practicable, responses should contain, in separately denominated sections, the following:

- (a) Name, affiliation, and address of the submitter.
- (b) Statement identifying the appeal to which the submission relates and stating whether the submitter supports or opposes the appeal.
- (c) Argument setting forth the grounds for opposing or supporting the appeal.
- (d) Statement of recommended Council action.

Parties are encouraged, to the extent practicable, to file written submissions in advance of the meeting at which action will be considered.

**1-6.5 Appeals and Hearings.** The Standards Council shall consider Appeals based upon written submissions and shall also afford the opportunity for a hearing on any appeal, unless the Chair, after consultation with the Council Secretary, has determined that a hearing is either impractical or unnecessary. A decision by the Chair not to hold a hearing may be overruled by a majority vote of the Council. If a hearing is held, the Procedures for Hearings shall be followed.

**1-6.6 Appeals Subcommittees.** The Standards Council may, in its discretion, refer Appeals to subcommittees of the Standards Council for investigation and may seek the advice of one or more persons prior to resolution of the Appeal by the entire Standards Council.

### **1-7 Petitions to the Board of Directors.**

**1-7.1 General.** The Standards Council has been delegated the responsibility for the administration of the codes and standards development process and the issuance of Documents. However, where extraordinary circumstances requiring the intervention of the Board of Directors exist, the Board of Directors may take any action necessary to fulfill its obligations to preserve the integrity of the standards development process. Anyone seeking such intervention of the Board of Directors may petition the Board of Directors concerning Standards Council action on any matters. Such petitions shall be filed and processed in accordance with the Regulations Governing Petitions to the Board of Directors from Decisions of the Standards Council.

**1-7.2 Notice of Intent to File the Petition.** Anyone wishing to petition the Board of Directors concerning an Standards Council action related to the issuance of a document, shall file a Notice of Intent to File a Petition within 15 days following the Standards Council action. A Standards Council action related to the issuance of a document includes any action of the Council that issues or returns a Document or that affects the text of a Document. Petitions concerning other Standards Council actions shall be filed within a reasonable period of time.

**1-7.3 Effect of Filing.** The filing of a Petition will not serve to stay the effective date of a Document or a Tentative Interim Amendment unless the Chief Executive Officer of the Association or the Board of Directors acts, pursuant to 4-7.2 or 5-6, to delay

the effective date. Any Petition pending at the time a Document or Tentative Interim Amendment becomes effective will be treated as a Petition to withdraw the Document or Tentative Interim Amendment.

**1-8 Use of Visual Aids and Demonstrations Before the Standards Council or Board of Directors.** The policy for the use of visual aids and physical demonstrations to the Standards Council and Board of Directors shall be the same as that required for TCCs, TCs, and Task Groups, in accordance with 3-3.3.3(e) and 3-3.3.3(f).

**1-9 Joint Projects.** TCs organized as joint projects with other associations or organizations may conform to the procedures established by such other groups insofar as such conformance is not in conflict with these Regulations or the Bylaws of the Association. The Council Secretary shall determine whether any such conflict exists.

**1-10 Submittal of Documents by Other Organizations to IAPMO.** Other organizations sometimes submit a standard or other publication of their own creation that covers or includes plumbing or mechanical considerations for technical evaluation by the Association. When such action is deemed appropriate, the Council Secretary shall submit such Documents to the Association Technical Committee having primary interest for its review. TC Members shall be requested to evaluate the content of such Documents for the guidance of the Council Secretary in processing the request. Nontechnical evaluations shall not be considered in determining the Association's position on the Document. Because any such evaluation shall be an expression of opinion only, it shall not constitute a Technical Committee Report or Document or Formal Interpretation.

In cases where the Council Secretary determines that the Association does not have a TC qualified to make the desired technical review, the Secretary is authorized to advise the submitter that the Association is not in a position to express an opinion on the submittal, or to request guidance from the Council.

## **Section 2 Establishment and Operation of the Standards Council**

**2-1 General.** In accordance with Article 6 of the IAPMO Bylaws, there shall be appointed by the Board of Directors a Standards Council to provide for the administration of IAPMO standards development process, including the establishment, appointment, and administration of Technical Committees and Technical Correlating Committees.

**2-2 Authority.** The Standards Council shall be the issuer of Documents for the International Association of Plumbing and Mechanical Officials. The Standards Council shall be responsible for applying these Regulations to the establishment, appointment, and administration of Committees of the Association and the adjudication of appeals (see 1-6). The Standards Council shall perform those duties assigned by these Regulations and such other duties as may be assigned to it by the Board of Directors.

**2-3 Model Laws and Ordinances.** The Standards Council shall review any IAPMO model laws and ordinances not under the jurisdiction of any existing IAPMO Committee project for consistency with the policies of the Association, prior to publication.

**2-4 Member Requirements.** The Standards Council membership shall consist of seven Regular Members, a Chair, and a Vice Chair

## REGULATIONS GOVERNING COMMITTEE PROJECTS

who shall be appointed by the Board of Directors. Members shall be familiar with the technical and standards development functions of the Association and shall be selected from a broad range of appropriate interests. Members of the Council shall not be members of the Board of Directors of IAPMO or of the Plumbing Technical Committee or the Mechanical Technical Committee. The Board of Directors shall determine the interests to be represented on the Council. No more than one-third of the voting members shall represent any one interest in accordance with the Standards Council Selection Process.

### 2-5 Member Terms.

- (a) **General.** Except as provided in (b) and (c), Regular Members of the Standards Council shall be appointed for three-year terms and shall serve no more than two complete terms as Regular Members. No person shall serve as a member of the Standards Council (including in the capacity of a Regular Member, Chair, Vice Chair, or any combination thereof) for more than twelve years during such person's lifetime.
- (b) **Unfinished Terms.** If a Regular Member leaves that position before the end of two complete terms, the Board of Directors shall appoint a successor as follows:
  1. If a Regular Member leaves before the end of his or her first term, the successor shall serve no more than the remainder of that term plus one additional term.
  2. If a Regular Member leaves before serving or completing his or her second term, the successor shall serve no more than the second term or any remaining portion thereof plus two additional terms.
- (c) **Staggering of Terms.** Where necessary to ensure that the appointment of Regular Members to the Council is reasonably staggered, the Board of Directors may vary the number or length of terms, provided that no individual may serve a total of more than nine years as a Regular Member to the Council.

**2-6 Chair.** The term of office for the Chair shall be three years except that, where a Chair leaves office before the completion of a three-year term, the term shall end, and the successor Chair shall begin a new three-year term. A Chair shall not serve more than two terms as Chair.

**2-7 Vice Chair.** The term of office for the Vice Chair shall be three years except that, where a Vice Chair leaves the office before the completion of a three-year term, the term shall end, and the successor Vice Chair shall begin a new three-year term. A Vice Chair shall not serve more than two terms as Vice Chair. The Vice Chair shall carry out the Chair's duties if the Chair is unable to do so.

**2-8 Votes.** The vote of the Standards Council regarding any action on the issuance of Documents shall be by two-thirds affirmative vote of all Council members present at the meeting. In calculating the required two-thirds affirmative vote within the Standards Council, those who abstain or who are not present shall not be included in the calculation of the vote. When, in the determination of the Chair, action between Council meetings is required on any matter other than the issuance of documents, such action may be taken by a vote conducted by letter ballot.

**2-9 Board of Directors Report.** The Standards Council shall report to the Board of Directors annually and at such other times as the Board of Directors may require.

**2-10 Secretary.** There shall be appointed by the Chief Executive Officer, from the staff of the Association and with the approval of the Board of Directors, a Secretary to the Standards Council. The Secretary shall perform such duties as included in these Regulations.

**2-11 Council Deliberations.** Unless the Standards Council determines otherwise, Council deliberations concerning appeals shall be in executive session. In addition, the Council may, within its discretion, deliberate in executive session concerning any other matters within its authority.

## Section 3 Establishment and Operation of Technical Committees and Technical Correlating Committees.

### 3-1 Establishing and Dissolving Technical Committees and Technical Correlating Committees.

**3-1.1 Scope of Project.** The Scope of a Project shall be approved by the Council and shall state the primary charge on specific subjects pertinent to the Project, but the TC or TCC may request the Council to approve a change in its Scope at any time. Such Scope statement shall be subject to continuing Council review to eliminate any conflicts or overlapping of responsibility between Projects.

**3-1.2 Membership.** The Council shall be responsible for determining the size and membership of each TC and TCC in accordance with 3-2.

**3-1.3 Structure.** Each TC and TCC shall have a Chair, may request a Secretary, and may assign task groups to handle specific assignments. TC and TCC Members and officers and Task Group members shall be appointed in accordance with 3-1.3.1 through 3-1.3.4.

**3-1.3.1 Appointment of Members and Their Tenure.** The Chair and other Members shall be appointed by the Council. The Council may seek the recommendation of the TCC Chair and/or the TC Chair concerning the appointment of Members.

All such appointments are subject to annual review and reappointment by the Council. Those Members who consistently fail to attend meetings, neglect to return ballots, or otherwise exhibit lack of interest, knowledge, or responsibility shall not be reappointed and may be removed for the stated causes at any time.

**3-1.3.2 Change of Status.** When the status of a Member changes, including changing employment, organization represented, or funding source, the individual's membership automatically terminates. The Member whose status has changed can request reappointment by submitting a new application for membership to the Council Secretary. The change in status of the applicant including any change in classification shall be considered by the Council when reviewing the new request for membership.

**3-1.3.3 Appointment of Secretary.** A Chair may appoint a Secretary from among the membership. An Association staff person shall not be assigned as Secretary except as authorized by the Council Secretary.

**3-1.3.4 Task Groups.** A TC or TCC may create Task Groups to address a specific topic or problem. The Task Group shall be appointed and discharged by the Chair. Persons serving on a Task

## REGULATIONS GOVERNING COMMITTEE PROJECTS

Group need not be Members of the TC or TCC. Such a group need not be balanced by interest. The Task Group shall forward recommendations along with a report of underlying issues to the TC or TCC for action. Task Group reports shall not be submitted in the name of the Task Group as proposals, comments, TIAs, or FIs.

**3-1.4 Continuing Jurisdiction.** Each Document issued by the Association shall be under the continuing jurisdiction of an appropriate TCC and/or TC. This responsibility can be transferred from one Project to another by action of the Council. It shall be the responsibility of each TC and TCC to review periodically the Documents for which it is responsible to ensure that they are kept current (see 4-2.3).

When approved by the Council, portions of a Document may be assigned to specific TCs, and the work of the TCs will be correlated by a TCC.

**3-1.5 Life of Technical Committees and Technical Correlating Committees.** Each TC and TCC shall continue until discharged by the Council or consolidated with another TC or TCC.

**3-1.6 Appointment of Staff Liaison.** The Council Secretary shall appoint the Staff Liaison. Following approval of the establishment of a Project by the Council, the Staff Liaison shall:

- (a) Prepare a recommended Scope. The Scope shall clearly describe areas of technical activity for which one or more Documents are contemplated.
- (b) Prepare a suggested list of interests appropriate to be represented.
- (c) Amass resource material for TC and/or TCC consideration at its first meeting.

Items (a) and (b) shall be approved by the Council prior to the first meeting of the TC and/or TCC. See also 3-1.1.

**3-1.7 Role of Staff Liaison.** In addition to performing the functions stated in 3-1.6 for new Projects, a Staff Liaison shall:

- (a) Serve in an advisory capacity and assist the TC and/or TCC to achieve compliance with these Regulations;
- (b) On instruction and guidance from the applicable TC and/or TCC, process and edit text for new Documents and amendments to existing Documents;
- (c) Coordinate the text of Documents for which the assigned TCs and/or TCCs are responsible with the text of other Documents to avoid, insofar as practicable, conflicts and duplication;
- (d) Be responsible for the editorial treatment of Documents to ensure compliance with the IAPMO Manual of Style;
- (e) Attend meetings of the assigned TCs and/or TCCs when possible;
- (f) Keep the applicable officer(s) informed concerning changes in personnel, availability of meeting dates and places, and the like;
- (g) Prepare any Proposals or Comments received in a format suitable for TC consideration;
- (h) Prepare each ROP and ROC for publication; and
- (i) Perform such other functions as may be stated in these Regulations or assigned by the Council Secretary.

### **3-2 Membership of Technical Committees and Technical Correlating Committees.**

**3-2.1 Endorsement Not Constituted.** Membership on a TC and/or TCC shall not in and of itself constitute an endorsement of the Association or of any Document developed by the TC and/or TCC on which the Member serves.

**3-2.2 Types of Membership.** Membership shall be limited to the types specified in 3-2.2.1 through 3-2.2.5.

**3-2.2.1 Voting Members.** A person may be appointed by the Council as a voting Member in one of the following categories:

- (a) An Organization Representative, appointed as a representative of an organization, who has the authority to speak for the organization on a TC and/or TCC activity.

**Note 1:** This type of membership is a preferred method to secure representation of interested groups.

**Note 2:** The word "organization" indicates an association, society, or other organization with a demonstrated ability to represent a broad spectrum of groups or individuals.

- (b) A Representative of a TC and/or TCC designated by a TC and/or TCC to represent it.
- (c) A Personal Member who may be any person, regardless of association, business, or service affiliation, especially qualified to serve. Such Members shall be appointed on the basis of their personal qualifications; although, for purposes of balance, their business interests and affiliations shall be considered.

**3-2.2.2 Alternates.** Any Member except an alternate Member or Member Emeritus may have an alternate. Each such appointment is subject to the qualifications specified in 3-2.4.1.

If an organization has more than one representative on a TC and/or TCC the organization may nominate one alternate to be one or more of its representatives (see 3-3.4 for voting privileges). The organization shall specify to which representative(s) each nominee is to be the alternate. An organization shall not have more alternates than representatives.

**3-2.2.3 Restricted Voting Members.** The Council may appoint a Member having an interest in only a portion of the Scope of the work of a TC or TCC with voting privileges restricted to that portion of the Scope.

**3-2.2.4 Member Emeritus.** The Council may appoint a Member as a Member Emeritus without voting privileges. The position of Member Emeritus is to recognize long-standing Members who can no longer actively attend Committee meetings, but whose unique expertise and past contributions warrant special recognition.

**3-2.2.5 Nonvoting Members.** A person meeting the requirements of 3-2.4.1 may be appointed as a Nonvoting Member if the Council feels that such an appointment serves a useful purpose. Nonvoting Members may serve in an advisory, corresponding, liaison, or Member Emeritus capacity, or as Committee Secretary, as provided in 3-1.3.3.

**3-2.3 Qualifications for Membership.** Qualification for Membership is based on all the information available to the Standards Council, including the information provided in the candidate's Application as specified in 3-2.4. Membership in the International Association of Plumbing and Mechanical Officials shall not be a prerequisite to or a condition of appointment to a TC or TCC.

**3-2.4 Application Process.** Information to be included in a candidate's Application for Membership and how the Council is to review and act on this information is specified in 3-2.4.1 and 3-2.4.2.

**3-2.4.1 Applications for Membership.** Each candidate for membership shall submit statements to the Council Secretary indicating the following:

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- (a) Evidence of knowledge and competence in the work of the TC and/or TCC;
- (b) Assurance of ability to participate actively, including responding to correspondence and attendance at meetings (see 3 3.3.3);
- (c) Relationship of applicant to the Scope of the TC and/or TCC;
- (d) What organization, company, etc., the nominee would represent;
- (e) Whether the applicant would have an instructed vote and, if so, by and on behalf of whom; and whether the organization, in instructing its representative, can meet the time constraints imposed by the Regulations;
- (f) What person or organization would fund participation; and
- (g) Agreement to notify the Council Secretary of a change in employment, organization represented, or funding source.

### 3-2.4.2 Action of the Council on Applications for Membership.

The Council may appoint a nominee, hold the application pending further information, reject an application, or take such other action as it deems necessary.

Appointment shall be based on the following:

- (a) Qualifications of the applicant under the provisions of 3 2.3;
- (b) Limiting the size of each TC and/or TCC to a manageable working group; and
- (c) Maintaining a balance of interests within the membership.

If any individual or organization has applied for and has been denied membership, the individual or organization may, within a 60-day period after notification, file an appeal with the Council for purposes of reconsideration (see 1-6).

**3-2.5 Representation of Interests.** The Council shall determine the interests to be represented on TCs and TCCs in accordance with 3-2.5.1. The Council may seek the recommendation of the TCC Chair and TC Chair in discharging this responsibility. No more than one-third of the voting Members shall represent any one interest.

**3-2.5.1 Interest Categories.** The following interest categories apply to TC and TCC members and represent each TC or TCC member's principal interest in the activity of the TC or TCC.

- (a) **Manufacturer.** A representative of a maker or marketer of a product, assembly or system, or portion thereof, that is affected by the Document.
- (b) **User.** A representative of an entity that is subject to the provisions of the Document or that voluntarily uses the Document.
- (c) **Installer/Maintainer.** A representative of an entity that is in the business of installing or maintaining a product, assembly, or system affected by the Document.
- (d) **Labor.** A labor representative or employee concerned with safety in the workplace within the scope of the Document.
- (e) **Research/Standards/Testing Laboratory.** A representative of an independent research organization; an organization that develops codes, standards and other similar documents; or an independent testing laboratory.

- (f) **Enforcing Authority.** A representative of an agency or an organization that promulgates or enforces the Document.
- (g) **Consumer.** A person who is or represents the ultimate purchaser of a product, system or service affected by the Document but who is not a User as defined in 3-2.5.1(b).
- (h) **Special Expert.** A person not representing 3-2.5.1(a) through (g) and who has special expertise in the scope of the Document or portion thereof.

**Note:** A representative includes an employee. Representatives of subsidiaries of any group are generally considered to have the same classification as the parent organization.

### 3-3 Powers and Duties of Technical Committees and Technical Correlating Committees.

#### 3-3.1 General Responsibilities.

**3-3.1.1 Scope of Work.** The work of each TC and TCC shall be as follows:

- (a) In accordance with the Scope as approved by the Council (see 3-1.1);
- (b) In accordance with any instructions subsequently issued by the Council; and
- (c) Consistent with the objectives of the Association (see Article 2 of the IAPMO Restated Articles of Incorporation and Article 1 of the IAPMO Bylaws).

**3-3.1.2 Activity Within Scope.** Consistent with the publishing Guidelines of the Association, each TC and TCC shall:

- (a) Prepare proposed Codes, Standards, Recommended Practices, or Guides;
- (b) Prepare and/or process Proposals and Comments to amend existing Documents;
- (c) Recommend reconfirmation or withdrawal of a Document;
- (d) Prepare and/or process proposed Tentative Interim Amendments (see Section 5); and
- (e) Prepare and/or process Formal Interpretations (see Section 6).

**3-3.2 Calling Meetings.** Chairs shall call meetings at such times as may be necessary and convenient for the transaction of business. Meetings called to prepare a Technical Committee Report shall comply with 4-2. Before issuing a call for such a meeting, the Chair shall consult with the Council Secretary to be apprised of other meetings or other scheduled events that may affect attendance at the proposed meeting.

Special meetings called for the purpose of handling items of an emergency nature shall not be subject to the above scheduling constraints.

**3-3.2.1 Meeting Notices.** Notice of each meeting shall be sent in advance to the Council Secretary via the Staff Liaison. The Council Secretary shall issue a notice of such meeting in one of the Association's publications sent to all Members. A notice may also be issued in other appropriate media.

**3-3.2.2 Distribution of Agenda to Committee Members.** A Chair shall distribute an appropriate agenda including supporting material at least 14 days in advance of the date for which a meeting is called or at such a time interval before the meeting as the membership may earlier agree. A copy of this agenda shall be filed with the Council Secretary in accordance with 3-3.5.2.

**3-3.2.3 Types of Meetings.** The preferred manner to hold meetings shall be with all participants at the same physical location. Teleconferences, videoconferences, or other methods of



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holding meetings that allow participants to be at separate physical locations shall be subject to the same rules as when all the participants are at the same location. Such meetings shall require a roll-call to confirm all votes. Any cost burden for attendance and participation by a guest are the responsibility of the guest.

**3-3.3 Transaction of Business.** The transaction of business at TC and TCC meetings shall be governed in order of precedence, first by these Regulations, second by any applicable Supplemental Operating Procedures (see 3-3.8), and third by Robert's Rules of Order Revised.

**3-3.3.1 Quorum.** There is no quorum requirement for TC and TCC meetings.

**3-3.3.2 Attendance.** Meetings shall be open, except that a TCC may, at the discretion of the Chair, enter into executive session solely for the purpose of considering or developing recommendations for changes in TC membership in accordance with 3-4.3(d) or for the purpose of developing or amending its own Supplemental Operating Procedures in accordance with 3-3.8.

**3-3.3.3 Participation.**

- (a) Participation shall be limited to Members and the Staff Liaison, except that the request of a guest to address the TC or TCC on a subject relevant to a specific item under consideration shall be honored. Guests wishing to address the TC or TCC shall notify the Chair or Staff Liaison in writing at least 7 days before the meeting. The 7-day notice may be waived by the Chair. When a guest addresses the committee, equal opportunity shall be afforded those with opposing views. The Chair shall designate the time allotted for any such addresses.
- (b) An Alternate Member shall have the same participation rights as the Member when the Member is absent. When the Member and the Alternate are both present, the Alternate may have the privilege of the floor only with the consent of the Chair and the Member.
- (c) If a Member (and Alternate) cannot attend, a designated representative may be sent to express the views of the absent Member. The representative shall not be privileged to vote or make motions.
- (d) If attendance by a member is not possible due to demonstrated hardship, written commentary shall be submitted in advance of the meeting.
- (e) Videos, slides, overheads, and similar visual aids may be allowed during meetings of TCCs, TCs, and Task Groups. The review of samples of nonhazardous products and materials may be allowed. The presenters of the information are responsible for all equipment arrangements and associated fees pertaining to their presentations.
- (f) Physical demonstrations, experiments, or simulations shall not be allowed during meetings of TCCs, TCs, or Task Groups.

**3-3.3.4 Minutes of Meetings.** Minutes of each meeting shall be recorded and issued without undue delay to Members by the Chair, the Secretary, or a duly appointed individual acting at the direction of the Chair or Secretary. No other minutes shall be authorized.

Minutes shall, at a minimum, include the time and place of meetings, names and affiliations of all persons attending, and the actions taken. Minutes shall be approved by the TC for TC meetings and by the TCC for TCC meetings. When a TC functions

under the oversight of a TCC, minutes of TC meetings shall be distributed to the TCC. A copy of TC and TCC minutes shall be filed with the Council Secretary in accordance with 3-3.5.3.

Meetings shall not be recorded verbatim by any means unless authorized by the Council Secretary, in consultation with the Chair. If the request is approved, IAPMO will make the recording and the requester will be asked to compensate IAPMO for the associated costs. The original recording will remain the property of IAPMO.

**3-3.4 Voting Procedures and Privileges.** Each voting Member including the Chair shall have one vote in the affairs of the TC or TCC on which the Member serves. (See 3-2.2.3 for "Restricted Voting Member" privileges.) The vote of an Alternate shall be counted and circulated only when the principal Member does not exercise his or her voting privileges. An Alternate shall not be privileged to cast more than one vote on any subject regardless of the number of principal Members to whom he or she serves as alternate.

**3-3.4.1 Voting by Proxy.** Voting by proxy shall not be permitted.

**3-3.4.2 Voting at Meetings and Letter Ballots.**

- (a) **Voting at Meetings.** Actions decided during TC and TCC meetings shall be supported by at least a simple majority of the voting members at the meeting, except where specifically stated otherwise in these Regulations. In calculating the vote, those who abstain shall be omitted from the calculations. See also 3-3.3.
- (b) **Letter Ballots.** Formal votes of Members shall be secured by letter ballot to determine the TC/TCC action on proposals, comments, formal interpretations, or tentative interim amendments, or to establish a recommendation of a TC/TCC to revise their scope. Voting in meetings is to establish a sense of agreement, but on matters pertaining to document revisions, document interpretations or TC/ TCC scopes, only the results of letter ballots shall be used to determine the official position of the TC and/or TCC.

**3-3.4.3 How Letter Ballots Are Secured.** The vote of Members and Alternates shall be secured by the Staff Liaison sending to each Member and Alternate a copy of the material under consideration together with a ballot form. The ballot due date shall be on the ballot.

**3-3.4.4 How Members May Vote on Letter Ballots.** Each Member shall record his or her opinion as "affirmative," "negative," or "abstaining" on the ballot required in 3-3.4.2(b) within the time limit specified on the ballot. A Member voting in the "negative" or recorded as "abstaining" shall include a statement of reasons with the ballot. The reasons for negative votes on a specific issue being balloted shall be transmitted to the staff liaison who will compile and circulate to each Member who can respond, reaffirm, or change his or her ballot at that time. When reasons for negative votes are transmitted, affirmative comments and comments of nonvoting members shall be included.

**3-3.4.5 Calculating Votes on Letter Ballots.** A Member eligible to vote shall be one who is a Member of record as of the date of the mailing of the ballot. In calculating the vote, those who have expressed in writing valid reasons for abstaining and those who, after a second request, fail to return their ballots shall be omitted from the calculations. In all cases, an affirmative vote of at least a simple majority of the total membership eligible to vote is required.

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**3-3.4.6 Ballot Statement.** A ballot statement shall accompany every Technical Committee Report indicating the following:

- (a) Number of Members eligible to vote;
- (b) Number voting in the affirmative;
- (c) Identification of negative voters and stated reasons for each negative vote;
- (d) Identification of those who have abstained and reasons for each abstention; and
- (e) Identification of those who have not returned ballots.

**Note:** See 4-3.5.2, 5-4(a), 4-4.6.4, and 6-3.4 for voting requirements.

### **3-3.5 Responsibility to IAPMO.**

**3-3.5.1 Liaison with Staff.** Each Chair shall keep the Staff Liaison fully informed on the work of the TC and/or TCC and any Task Groups, coordinate meeting dates with the Staff Liaison, and supply the Staff Liaison with copies of all material (e.g., agendas, minutes, ballots, reports, and correspondence).

**3-3.5.2 Identification of Committee Drafts and Working Papers.** Drafts or working papers prepared by the TC or TCC that have not been formally submitted for publication and association action in accordance with 4-3.8 shall, prior to distribution either to the public or committee members, be prominently identified with appropriate notices indicating their status as draft or working papers, not for publication.

**3-3.5.3 Filing of Technical Committee and Technical Correlating Committee Materials with Council Secretary.** TCs and TCCs shall file with the Council Secretary at least one copy of all materials distributed to their Members. Providing copies of distributed material to the Staff Liaison shall be considered as having been filed with the Council Secretary. All such filings shall be available upon reasonable request for inspection at IAPMO headquarters.

**3-3.5.4 Availability of TC/TCC Materials to the Public.** Agendas and supporting materials, including comments and proposals and any other materials distributed to the members for consideration at a TC or TCC meeting, shall be made available upon reasonable request in writing to interested members of the public. In order to ensure availability of such materials for use at a TC or TCC meeting, requests in writing must be received at IAPMO headquarters at least 21 days in advance of the meeting. At the discretion of the Council Secretary, reasonable fees and terms of payment may be set for such materials.

**3-3.5.5 Intercommittee Coordination.** A TC dealing with a subject that falls within the primary charge of another TC (see 3-1.1) shall coordinate its activities with the TC having primary jurisdiction to identify and resolve conflicts and minimize duplication. Questions of jurisdiction between two or more TCs shall be subject to adjudication by the Council except that a TCC shall settle questions of jurisdiction between TCs operating under its responsibility.

**3-3.6 Document Content.** Each TC shall, as far as practicable, prepare Documents in terms of required performance avoiding specifications of materials, devices, or methods so phrased as to preclude obtaining the desired results by other means. It shall also base its recommendations on one or more of the following factors; namely, plumbing and/or mechanical experience, research data, engineering fundamentals, or other such information as may be available.

**3-3.6.1 Definitions.** Where the following terms, commonly found in the Association Technical Committee Documents, are used or defined in the body of the text, they shall be consistent with the intent of these meanings. "Definitions" shall not be altered unless approved by the Council. Such altered definition shall be clear and unambiguous in the context in which it is used.

**Approved** — Acceptable to the authority having jurisdiction.

**Authority Having Jurisdiction** — The organization, office, or individual responsible for approving equipment, materials, an installation, or a procedure.

**NOTE:** The phrase "authority having jurisdiction" is used in IAPMO documents in a broad manner, since jurisdictions and approval agencies vary, as do their responsibilities. Where public safety is primary, the authority having jurisdiction may be a federal, state, local, or other regional department or individual such as a plumbing official; mechanical official; labor department, or health department; building official; electrical inspector; or others having statutory authority. For insurance purposes, an insurance inspection department, rating bureau, or other insurance company representative may be the authority having jurisdiction. In many circumstances, the property owner or his or her designated agent assumes the role of the authority having jurisdiction; at government installations, the commanding officer or departmental official may be the authority having jurisdiction.

**Code** — A standard that is an extensive compilation of provisions covering broad subject matter or that is suitable for adoption into law independently of other codes and standards.

**Note:** The decision to designate a standard as a "code" is based on such factors as the size and scope of the document, its intended use and form of adoption, and whether it contains substantial enforcement and administrative provisions.

**Consensus** — Consensus has been achieved when, in the judgment of the Standards Council, substantial agreement has been reached by materially affected interest categories.

Substantial agreement means much more than a simple majority but not necessarily unanimity. Consensus requires that all views and objections be considered and that a concerted effort be made toward their resolution. The Standards Council bases its judgment as to when a consensus has been achieved on the entire record before the Council.

**Guide** — A document that is advisory or informative in nature and that contains only nonmandatory provisions. A guide may contain mandatory statements such as when a guide can be used, but the document as a whole is not suitable for adoption into law.

**Labeled** — Equipment or materials to which has been attached a label, symbol, or other identifying mark of an organization that is acceptable to the authority having jurisdiction and concerned with product evaluation, that maintains periodic inspection of production of labeled equipment or materials, and by whose labeling the manufacturer indicates compliance with appropriate standards or performance in a specified manner.

**Listed** — Equipment, materials, or services included in a list published by an organization that is acceptable to the authority having jurisdiction and concerned with evaluation of products or services, that maintains periodic inspection of production of listed equipment or materials or periodic evaluation of services, and whose listing states that either the equipment, material, or service meets appropriate designated standards or has been tested and found suitable for specified purpose.

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**Note:** The means for identifying listed equipment may vary for each organization concerned with product evaluation; some organizations do not recognize equipment as listed unless it is also labeled. The authority having jurisdiction should utilize the system employed by the listing organization to identify a listed product.

**Recommended Practice** — A document similar in content and structure to a code or standard but that contains only nonmandatory provisions using the word “should” to indicate recommendations in the body of the text.

**Shall** — Indicates a mandatory requirement.

**Should** — Indicates a recommendation or that which is advised but not required.

**Standard** — A document, the main text of which contains only mandatory provisions using the word “shall” to indicate requirements and which is in a form generally suitable for mandatory reference by another standard or code or for adoption into law. Nonmandatory provisions shall be located in an appendix, footnote, or fine-print note and are not to be considered a part of the requirements of a standard.

**3-3.6.2 Reference to Other Documents or Other Publications.** When a reference is made in a Technical Committee Report to a Document or other publications prepared by any organization, such a reference shall contain the sponsor, title, date or edition, and preferably the specific parts of the Document to which reference is made. TCs shall include such references only after review of such Documents or publications, satisfying themselves that the references are adequate and appropriate.

**Note:** TCs should include a bibliography of referenced material in each of their Documents.

### **3-3.7 Reference Standards and Publications.**

#### **3-3.7.1 Mandatory Reference Standards in IAPMO Codes and Standards.**

**3-3.7.1.1** Mandatory standards referenced in IAPMO Codes and Standards shall be written using mandatory language and shall be identifiable by title, date or edition, and name of the developing organization. An original copy of the reference standard shall be on file at IAPMO Headquarters if not readily available from other sources. See also 3-3.7.4, 4-3.3, and 4-4.5.

**3-3.7.1.2** Mandatory Standards referenced in IAPMO Codes and Standards shall be developed via an open process having a published development procedure. The development procedure shall include a means for obtaining divergent views, if any. The development procedure shall include a means of achieving consensus for the resolution of divergent views and objections.

**3-3.7.1.3** Mandatory standards referenced in IAPMO Codes and Standards not complying with 3-3.7.1.2 are permitted. However, in such instances the TC shall determine that the mandatory standard is appropriate for reference. The TC shall verify the standard is written in mandatory language, is identifiable by title, date or edition, and developing organization, and that it is readily available. Any mandatory standard proposed for reference on the basis of this paragraph shall be specifically identified as not complying with 3-3.7.1.2 in a ROP or ROC.

**3-3.7.2** Nonmandatory Reference Standards in IAPMO Codes and Standards. Reference standards that do not

comply with 3-3.7.1 shall only be referenced as nonmandatory standards and shall only be included as advisory material in an IAPMO Code or Standard.

**3-3.7.3** Nonmandatory Referenced Publications in IAPMO Guide Documents and Recommended Practices. Publications referenced in IAPMO Guide Documents and Documents establishing recommended practices shall be subject to 3-3.7.4.

**3-3.7.4** Reference to Other IAPMO Documents or Documents Published by Other Organizations. When a reference is made in a Technical Committee Report to another IAPMO Document or other publications prepared by any organization, such a reference shall contain the title, date or edition, name of the developing organization and preferably the specific parts of the Document to which reference is made. TCs shall include such references only after review of such Documents or publications, satisfying themselves that the references are adequate and appropriate. An original copy of the reference Document shall be on file at IAPMO Headquarters, if not readily available from other sources.

**3-3.8 Supplemental Operating Procedures.** A TC and/or TCC may adopt Supplemental Operating Procedures, provided that such procedures are consistent with the Bylaws of the Association and with these Regulations. Such procedures and amendments thereto shall be promptly transmitted to the Council Secretary who shall submit them to the Council for approval. Amendments to the Bylaws of the Association or to these Regulations shall automatically supersede any such procedures that may be in conflict therewith.

**3-3.9 Publication of Committee Reports.** When Committee Reports are judged to be in a form for Association consideration, they shall be submitted to the Council Secretary in accordance with 4-3.8 and 4-4.8.2. TCs and/or TCCs shall not issue material for publication through any other channel except in cases where the TC is sponsored jointly with another association (see 1-9).

### **3-4 Organization and Responsibilities of Technical Correlating Committees.**

**3-4.1 Organization.** If the Council determines that a Project is of such magnitude or breadth, or for other appropriate reasons requires that a group manage and coordinate the activities of a number of TCs, the Council may appoint a TCC. The number of Members and the interests from which they are selected shall be determined by the Council.

**3-4.2 Authority.** A TCC shall direct the activities of the TCs that have primary responsibility for the development and revision of Documents assigned to them. The TCC shall be responsible for resolving conflicts, achieving correlation among the recommendations of the TCs, correcting errors and omissions, and ensuring that the Committee activities have been conducted in accordance with these Regulations and any approved Supplemental Operating Procedures (see 3-3.8). The TCC shall have the authority to choose between alternatives presented by the TCs and to write text, but only as necessary for correlation, consistency, and the correction of errors and omissions.

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**3-4.3 Responsibilities.** The responsibilities of a TCC are as follows:

- (a) Resolving conflicts within or between Documents;
- (b) Recommending the resolution of conflicts between, and overlapping functions in TC Scopes;
- (c) Recommending the establishment of new or the discharging of existing TCs and proposing new Scopes or changes to existing Scopes of TCs;
- (d) Recommending changes in membership to obtain or improve representation on a TC;
- (e) Correlating the scheduling of the Reports from the TCs operating under its responsibility;
- (f) Notifying a TC of its failure to comply with these Regulations;
- (g) Determining whether or not the TC has given due consideration to all evidence presented to it in connection with the preparation of its Report including all comments relating to negative votes;
- (h) Establishing Supplemental Operating Procedures, if desired (see 3-3.8); and
- (i) Performing such other or different duties as the Council may from time to time assign.

### Section 4 Development and Revision of IAPMO Documents.

**4-1 Initiation.** Any person, organization, or existing TC or TCC can request the Council to establish a Project to handle any matter of proper concern to the Association. Submittals shall include a statement of the matter, substantiation of the need to address the matter, a precise description of the topic(s) to be addressed, and clarification that the matter is not already addressed by existing IAPMO projects.

Following receipt of such a request, the Council Secretary shall:

- (a) Submit for publication by the Association a notice of receipt of the request and a solicitation of opinions on the need for the Project, information on resources on the subject matter, those interested in participating in the Project, if established, and other organizations actively involved with the subject; and
- (b) Submit the request for establishing the Project, the information resulting from the published notice, and any other pertinent information to the Council for a determination as to whether such request shall be granted. If granted, a recommendation shall also be made to the Council as to whether the subject matter of the proposed Project would fall within the Scope of an existing TC Project.

#### 4-1.1 Handling of PINS

At the initiation of a project to develop or revise an American National Standard, notification shall be transmitted to ANSI using the PINS form. A PINS form shall not be required for revisions of an American National Standard under continuous maintenance. Prompt consideration shall be given to all written comments made within thirty days from the publication date of a PINS announcement in ANSI's Standards Action and if said comments assert that a proposed standard duplicates or

conflicts with an existing American National Standard (ANS) or a candidate ANS that has been announced previously in Standards Action, a mandatory deliberation of representatives from the stakeholder groups shall be held and all other applicable provisions contained in Section 2.5 of the ANSI Essential Requirements shall be followed.

#### 4-2 Overview.

**4-2.1 Revision Cycle.** The Council Secretary shall establish schedules for processing technical committee Documents. This schedule shall include final dates for all critical events in a processing cycle, including but not limited to, a call for proposals and comments, availability of Technical Committee Reports, the Association Technical Meeting, and Council issuance.

**4-2.2 Frequency of Amendments.** A Document shall not be amended more than once tri-annually except where specifically permitted by the Council Secretary or where an amendment is by a duly processed Tentative Interim Amendment.

**4-2.3 Periodic (5-Year) Policy.** All TCs shall complete a Revision, Reconfirmation, or Withdrawal of each of its documents at maximum five-year intervals. Under special circumstances and when approved by the Council, the time interval may be extended to a maximum of ten years. If a TC fails to process a document within the specified time period, the Council shall take appropriate action.

**4-2.4 Scheduling of Technical Committee Reports.** Each TC Project Chair shall submit to the Council Secretary for approval by the Council a reporting schedule for the submission of a Technical Committee Report for each of the existing or proposed new Documents for which the TC or TCC is responsible. Any request for a change in this schedule shall be immediately transmitted to the Secretary. The TC Project Chair shall notify the Council Secretary of its intended closing date for receipt of Proposals at least 6 months before such date. The Council Secretary shall publish these dates in appropriate Association publications and other media, and the deadlines so established shall be rigidly applied.

**4-2.5 Publication of Technical Committee Reports.** Each Technical Committee Report consisting of a ROP and, if comments were received, a ROC shall be published before the meeting at which the Report is presented for Association consideration. Notice of the availability of the ROP and the ROC shall be published in one of the Association's publications sent to all Members and other appropriate media, and copies shall be distributed upon request to anyone interested before the Association meeting at which consideration is being requested.

**4-2.6 Publication of Actions.** Notice of all actions taken by the Standards Council and the Board of Directors on TC Project matters shall be reported to the Association in a publication issued to the membership.

#### 4-2.7 Withdrawal for Cause

Withdrawal of an ANS for cause shall comply with Section 4.2.1.3.4 of the ANSI Essential Requirements.

#### 4-3 Proposal Stage.

**4-3.1 Publication of Notice.** A notice announcing that a Document has entered a revision cycle and calling for submission of proposals shall be published as specified in 4-3.1.1 and 4-3.1.2.

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**4-3.1.1 New Documents.** A Committee shall notify the Council of its intent to develop a new document prior to entering a cycle. A draft of any new Document under preparation by a TC shall be provided to the Council Secretary along with the notification of the intended closing date for receipt of proposals (see 4-2.4). Notice that the proposed draft Document is available from the Council Secretary shall be published in one of the Association publications sent to all Members.

**4-3.1.2 Existing Documents.** The applicable procedures outlined elsewhere in these Regulations shall be followed by the TC and TCC except that the text of a Document to be Reconfirmed or Withdrawn need not be published in the Technical Committee Reports. Any individual interested may secure from the Association's Publications Department a copy of the existing text to permit review and Comment.

### **4-3.2 Who May Submit a Proposal.**

**4-3.2.1 General.** Any individual or an individual representing an organization, or the TC or TCC responsible for the Document, may submit a Proposal. The submitter need not be a member of IAPMO.

**4-3.2.2 Technical Committee.** A Proposal that originates within a TC or TCC shall include the information requested in 4-3.3(b), (c), and (d), and shall be identified as a TC Proposal. The decision to submit the Proposal to ballot shall be supported by at least a simple majority of the voting Members of the TC at the meeting.

When a TC develops a new Document, the Document may be submitted as a TC Proposal.

**4-3.3 Content of Proposals.** Each Proposal shall be submitted to the Council Secretary and shall include the following:

- (a) Identification of the submitter and his or her affiliation (i.e., TC, organization, company), where appropriate;
- (b) Identification of the Document, edition of the Document, and paragraph of the Document to which the Proposal is directed;
- (c) Proposed text of the Proposal, including the wording to be added, revised (and how revised), or deleted;
- (d) Statement of the problem and substantiation for Proposal;
- (e) Signature of the submitter or other means of authentication approved by the Council Secretary; and
- (f) Two copies of any document(s) (other than an IAPMO document) being proposed as a reference standard or publication (see 3-3.7).

The receipt of the Proposal on a Document that does not have a published Proposal closing date shall be acknowledged by the staff liaison, in writing, to the submitter.

**4-3.4 Time for Submission or Withdrawal of Proposal.** A Proposal, other than a Committee Proposal, to revise or amend an existing or proposed Document may be submitted up to the published Proposal closing date. A Proposal on the affected edition received after this date shall be returned to the submitter. A submitter, by written request to the Council Secretary, may withdraw the

Proposal before the published Proposal closing date. Proposals cannot be withdrawn after the established proposal closing date.

### **4-3.5 Technical Committee Consideration of Proposals.**

Actions on all Proposals shall be developed by the affected TC at a duly-called meeting unless the Chair determines that the Proposals are of such a character that a recommended action can be developed without a meeting. All recommended committee actions shall then be balloted in accordance with 3-3.4.

**4-3.5.1 Technical Committee Action on Proposals.** The TC shall act on all current Proposals and on appropriate matters not processed in a previous Report, such as Comments held and Tentative Interim Amendments. The TC shall act on each Proposal by taking one of the following actions:

- (a) Accepting the Proposal as submitted;
- (b) Accepting the Proposal as amended by the TC; or
- (c) Rejecting the proposal.

The TC action on proposals "accepted as amended" and "rejected" shall include a statement, preferably technical in nature, on the reason for the TC action. Such statement shall be sufficiently detailed so as to convey the TC's rationale for its action so that rebuttal may, if desired, be submitted during the Comment period. A Proposal that does not include all of the information listed in 4-3.3(a) through 4-3.3(d) may be rejected by the Committee for that reason.

**Note:** When a Report receives a large number of Proposals, all with the same recommendation and with similar substantiation for the proposal, the IAPMO staff liaison may combine these Proposals into a single or several Proposals with multiple submitters. The statement of the problem and the substantiation for the Proposal shall be a general summary, prepared by IAPMO staff, of the submitted material.

**4-3.5.2 Technical Committee Balloting on Proposals.** TC action on Proposals shall be submitted to a ballot of the TC (see 3-3.4). The decision to segment the Report (i.e., ballot the Report other than as a whole) shall be made by either the Chair or by a vote of more than one-third of the voting Members of the TC at its meeting. If the ballot is taken on the Report as a whole, at least two-thirds of the voting Members calculated in accordance with 3-3.4.5 must agree with the TC action for the ROP to be published for public review and comment. If the ballot is taken other than on the Report as a whole and the ballot result does not confirm the TC action on a Proposal by a two-thirds affirmative vote, the ROP shall be published with a specific request for public comment on that Proposal and the Proposal shall be reconsidered by the TC as a public comment. The Council Secretary shall be notified of negative votes based on procedural grounds. The results of the ballot, including the technical reasons for negative votes, shall be included in the ROP. The Staff Liaison may paraphrase the reasons for negative votes for the purpose of the ROP.

### **4-3.6 Technical Correlating Committee Action Balloting on Proposals.**

**4-3.6.1 Review.** If the Technical Committee reports to the Association through a TCC, the TCC shall review the ROP of the TCs under its responsibility and return any Proposals it deems necessary to the appropriate TC with its action and

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rationale in accordance with its authority as defined in 3-4.2. The ROP shall be published with a specific notice of the TCC actions and rationale.

**4-3.6.2 Balloting.** TCC shall be balloted on its proposed actions relative to the ROP. Approval of TCC actions shall be established by a three-fourths affirmative vote of the TCC. Negative votes or abstentions on specific TCC actions shall include the reasons for such votes. If the TCC ballot result does not confirm its proposed actions, the ROP shall be published with a specific notice of such ballot results. The results of the ballot, including the reasons for negative votes on specific actions, shall be included in the ROP.

**4-3.7 Form and Content of Technical Committee Report on Proposals.** Each ROP shall be in a form suitable for publication as prescribed by the Association. The Report shall contain a list of TC and TCC Members, results of the ballot (see 3-3.4.5), public Proposals, if any, TC Proposals, if any, and TC action thereon. If a ROP involves more than one Document, each Document shall be considered as a separate report, and shall be balloted and reported on separately. (See also 1-4 for definition of Technical Committee Report.)

**4-3.8 Submission of Report on Proposals.** A ROP prepared by a TC and consisting of Proposals for a new or existing Document shall be submitted to the Council Secretary for printing in a ROP for public review and Comment and Association consideration. ROPs with the TC and TCC ballot shall be received by the Council Secretary as established by the published calendar of the Association. (See also 4-2.5.)

**4-3.9 Publication and Distribution of Report on Proposals.** The Association shall publish the ROP for distribution to anyone interested. Notice of the availability of a ROP shall be published in one of its publications sent to all members and other appropriate media.

### **4-4 Comment Stage.**

**4-4.1 Comment Period.** ROPs shall contain a notice of a Comment closing date, which shall provide for a Comment period of approximately 60 days following the date of publication unless the Council approves a longer Comment period. Comments received after the closing date shall be returned to the submitter. A submitter, by written request to the Council Secretary, may withdraw the Comment before the published closing date for receipt of Comments. Comments cannot be withdrawn after the established comment closing date.

**4-4.2 Subjects Appropriate for Comment.** Comments shall be confined to those items under consideration for action and directly affected items. When a ROP involves a Reconfirmation of an existing Document, the entire Document is open for Comment. (See also 4-4.6.2.)

### **4-4.3 Who May Submit a Comment.**

**4-4.3.1 General.** Any individual or an individual representing an organization or the TC or TCC responsible for the Document may submit a comment on the actions recommended in the ROP within the Comment period established.

**4-4.3.1.1 Assembly Consideration Session at IAPMO Annual Education and Business Conference.** During the Assembly Consideration Session at the IAPMO Annual

Education and Business Conference held in the same year as the publication of the ROP, anyone in the Assembly who objects to an action of the TC, as published in the ROP, may make a motion in accordance with Section 4-4.3.1.2 and if such motion is sustained in accordance with Section 4-4.3.1.3, both the TC action established by a letter ballot and the Assembly's action, which shall be considered as a Comment in accordance with Section 4-4.3.1, shall be included in the Report on Comments (ROC).

**4-4.3.1.2 Assembly Motion.** Any attendee in the Assembly may raise an objection to the TC's action in which case the attendee will be permitted to make a motion to:

- (a) Accept the code change proposal as submitted.
- (b) Accept the code change proposal as modified with a specific modification that has been offered from the Assembly.
- (c) Reject the code change proposal.
- (d) Reject the code change proposal as modified by the TC.

**4-4.3.1.3 Discussion.** On receipt of a second to the Assembly Motion, the Moderator shall place the motion before the Assembly for discussion and vote. Voting on an Assembly Motion shall be limited to those authorized to vote as specified in Article 3 of the IAPMO Bylaws. A successful main motion shall be by majority vote of all members present and eligible to vote at the meeting. In calculating the vote, those who abstain or who are not present or eligible to vote shall not be included in the calculation of the vote.

**4-4.3.2 Technical Committee.** The TC responsible for a Document may Comment on the actions recommended in the ROP after the established Comment period deadline. Such Comments shall be prepared before balloting on TC action as required by 4-4.6.4. TC-generated Comments shall not introduce a concept that has not had public review (see 4-4.9.2).

**4-4.3.3 Content and Ballot.** A Comment that originates within a TC or TCC shall include the information requested in 4-4.5(b), (c), and (d), and shall be identified as a TC Comment. The decision to submit a TC Comment to ballot shall be supported by at least a simple majority of the voting Members of the TC at the meeting.

**4-4.4 Method of Comment Submittal.** Public Comments shall be submitted to the Council Secretary during the established Comment period (see 4-4.1). TC Comments may be submitted in accordance with 4-4.3.2 and 4-4.3.3.

**4-4.5 Content of Comments.** Each comment shall include the following:

- (a) Identification of the submitter and his or her affiliation (i.e., TC, organization, company), where appropriate;
- (b) Identification of the Document, Proposal number to which the Comment is directed, and paragraph of the Document to which the Comment is directed;
- (c) Proposed text of the Comment, including the wording to be added, revised (and how revised), or deleted;
- (d) Statement of the problem and substantiation for the Comment;

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- (e) Signature of the submitter or other means of authentication approved by the Council Secretary; and
- (f) Two copies of any document(s) (other than an IAPMO document) being proposed as a reference standard or publication (see 3-3.7).

A Comment that does not include all of the required information listed in (a) through (e) may be rejected by the TC for that reason.

**4-4.6 Technical Committee Consideration of Comments.** Actions on all Comments shall be developed by the affected TC at a duly-called meeting unless the Chair determines that the Comments are of such a character that a recommended action can be developed without a meeting. All recommended committee actions shall then be balloted in accordance with 3-3.4.

Each TC shall process all of the Comments received in compliance with the Association timetable (see also 4-4.9).

A TC shall consider and act on all Comments that are directly related to the substantive content of the ROP.

**4-4.6.1 Multiple Comments on Same Proposal.** When a Report receives a large number of comments on a single Proposal, all with the same recommendation and with similar substantiation for the Comment, the IAPMO staff liaison may combine these Comments into a single Comment, or several Comments, with multiple submitters. The statement of the problem and the substantiation for the Comment shall be a general summary, prepared by the IAPMO staff, of the submitted material.

**4-4.6.2 Guidelines for Technical Committee Action on Comments.** A TC shall consider the following guidelines when determining its action on each Comment.

**4-4.6.2.1 Act.** The TC shall act on each Comment that is as follows:

- (a) Relevant to the text proposed by the TC.
- (b) Raises a question on material that is either new or proposed to be amended by the TC or is affected by a specific proposal.

**4-4.6.2.2 Hold.** The TC shall hold for processing as a Proposal for the next revision cycle a Comment that is as follows:

- (a) Would introduce a concept that has not had public review by being included in a related proposal as published in the ROP;
- (b) Would change the text proposed by the TC to the point that the TC would have to restudy the text of the ROP or other affected parts of the Document;
- (c) Would propose something that could not be properly handled within the time frame for processing the report.

**4-4.6.2.3 Basis for Hold.** In determining whether to hold a Comment pursuant to 4-4.6.2.2, the TC may consider any relevant factors including, but not limited to, the extent to which the Comment proposes a change that is new and/or substantial, the complexity of the issues raised, and whether sufficient debate and public review has taken place.

**4-4.6.2.4 Related Proposal.** A TC that holds a Comment shall include in the committee statement on its action what is intended for any proposals or other comments related to

the Comment. The TC shall state if previous action on related items in the ROP is to be retained or altered.

**4-4.6.2.5 Subsequent Processing.** A Comment that is held shall be processed as a proposal in the next revision cycle in accordance with 4-3.5.

**4-4.6.3 Technical Committee Action on Comments.** A TC shall act on each Comment by taking one of the following actions:

- (a) Accepting the Comment as submitted;
- (b) Accepting the Comment as amended;
- (c) Rejecting the Comment; or
- (d) Holding the Comment (see 4-4.6.2).

The TC action on Comments "accepted as amended," "rejected," or "held" shall include a statement, preferably technical in nature, on the reason for the TC action. Such statement shall be sufficiently detailed so as to convey the TC's rationale for its action so that rebuttal may, if desired, be offered when the Committee presents its Technical Committee Report to the Association for consideration.

The TC action on each Comment shall be in a form suitable for publication and shall, together with each Comment, constitute the ROC.

**4-4.6.4 Technical Committee Balloting on Comments.** TC action on Comments shall be submitted to a ballot of the TC (see 3-3.4). The decision to segment the Report (i.e., ballot the Report other than as a whole) shall be made by either the Chair or by a vote of more than one-third of the voting Members of the TC at its meeting. If the ballot is taken on the ROC as a whole, at least two-thirds of the voting Members calculated in accordance with 3-3.4.5 must agree with the TC action for the ROC to be published. If the ballot is taken other than on the Report as a whole and the ballot result does not confirm the TC action on a Comment by a two-thirds affirmative vote, the TC action on the Comment shall be reported in the ROC as rejected. Negative votes based on procedural grounds shall be reported to the Council Secretary. The results of the ballot, including the technical reasons for negative votes, shall be included in the ROC. The Staff Liaison may paraphrase the reasons for negative votes for the purpose of the ROC.

**4-4.7 Technical Correlating Committee Balloting on Comments.**

**4-4.7.1 Review.** If the Technical Committee Reports to the Association through a TCC, the TCC shall review the ROC of the TCs under its responsibility and take appropriate action as it deems necessary in accordance with its authority as defined in 3-4.2.

The TCC shall be permitted to choose between alternatives proposed by TCs or develop text, as it deems necessary, to achieve correlation, consistency, and the correction of errors and omissions.

The ROC shall be published with a specific notice of the TCC actions and rationale.

**4-4.7.2 Balloting.** The TCC shall be balloted on its proposed actions relative to the ROC. Approval of TCC actions shall be established by a three-fourths affirmative vote of the TCC. Negative votes or abstentions on TCC actions shall include the reasons for such votes. If the TCC ballot does not confirm a specific proposed action on a portion of the Report, that portion shall be published with a notice that portion of the

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Report affected by such action is being returned to the TC. The TCC shall state in the substantiation for its action what action is intended for any proposals or other comments related to the Comment. The Committee shall state if recommendations on related items in the ROP are to be retained or altered. A Comment that is held shall be processed as a proposal in the next revision cycle in accordance with 4-3.5.

If the TCC ballot is taken on the ROC as a whole and the required three-fourths affirmative vote of the TCC is not achieved on the ROC, the ROC will not be forwarded to the Association.

**4-4.7.3 Failure to Pass Technical Correlating Committee Ballot.** If the ROC is not forwarded to the Association, the TC may process its ROC for consideration at the Association meeting immediately following the one at which it was scheduled to present its report if it feels it can satisfy the objections of the TCC and achieve the required three-fourths affirmative vote; if not, the committee shall process the Document through the next available standards-making cycle by processing a new ROP. This action does not require a new call for proposals, but the previously received proposals must be reconsidered for inclusion in the new ROP.

**4-4.8 Publication of Reports on Comments.** ROCs shall be published as indicated in 4-4.8.1 through 4-4.8.4.

**4-4.8.1 Form and Content of Report on Comments.** Each ROC (see 4-4.7.2) shall be in a form suitable for publication as prescribed by the Association. The ROC shall contain a list of TC and TCC Members, results of the ballot, Assembly action, Comments, and TC and TCC action thereon. If a ROC involves more than one Document, each Document shall be considered as a separate report and shall be balloted and reported on separately. (See also 1-4 for definition of Technical Committee Report.)

**4-4.8.2 Submission of Report on Comments.** A ROC prepared by a TC and consisting of Comments and TC and TCC action on those Comments shall be submitted to the Council Secretary for printing and Association consideration. ROC with the TC and TCC ballot shall be received by the Council Secretary as established by the published calendar of the Association. (See also 4-4.9.3.)

**4-4.8.3 Publication and Distribution of Report on Comments.** The Association shall publish the ROC for distribution to anyone interested before the Association meeting at which consideration is to be given. Notice of the availability of a ROC shall be published in one of its publications sent to all members and other appropriate media.

**4-4.8.4 No Comment Received.** If no Comment is received, a notice of that fact shall be published in the ROC.

**4-4.9 Withdrawal of Technical Committee Report.** A TC may, before the publication of its ROC, for one of the reasons indicated in 4-4.9.1 through 4-4.9.4, withdraw its Technical Committee Report from the scheduled cycle. This action requires the approval of the Council Secretary. The Committee may then process the withdrawn material for action at a subsequent Association meeting as provided in 4-4.9.1 through 4-4.9.4.

**4-4.9.1 Excess Number of Comments.** When a Report receives so many Comments that the TC is not able to act on each Comment within the time schedule, the TC may withdraw its Report and submit its ROC for consideration at the Association meeting following the one at which it was scheduled to present its Report. This action requires agreement of a majority of the members present at the meeting.

**4-4.9.2 Substantive Comment.** When a Report, other than a Reconfirmation, receives Comments with which the TC finds merit and determines must be considered in this revision, but which would require research and discussion by the TC that cannot be handled within the time frame established for processing the Report, the TC may (1) withdraw its Report and submit its ROC for consideration at the Association meeting immediately following the one at which it was scheduled to present its Report, or (2) submit a new ROP in a new standards-making cycle. This action requires agreement of a majority of the members present at the meeting.

**4-4.9.3 Substantive Comment on Reconfirmation.** When a Report proposing Reconfirmation of a Document receives Comment with which the TC agrees, and which would result in a substantive change to the Document, the TC shall withdraw its Report, consider the Comments, and prepare a new Technical Committee Report for processing through the next available entire standards-making cycle.

**4-4.9.4 Late Report on Comments.** Any ROC received after the date established for submittal to the Council Secretary shall result in the Report being withdrawn and held for consideration of the Association at its next meeting.

### **4-5 Membership Action at Association Technical Meetings.**

**4-5.1 Authority of an Association Technical Meeting.** In respect to Technical Committee Reports, the Association may take one of the following actions:

- (a) Adopt a Report as published or as modified by the TC or TCC to effect editorial improvements or correction of errors;
- (b) Adopt a Report as amended in accordance with the provisions of 4-5.5 contingent upon subsequent approval by the required number of Members of the concerned TC and TCC (see 4-6.1);
- (c) Return an entire Report to the responsible TC [see 4-5.5(c)(1)]; or
- (d) Return a portion of a Report to the responsible TC; however, only that portion that was modified after the ROP was published may be returned [see 4-5.5(c)(2) and 4-5.5(c)(3)].

Amendments differing from that published in either the ROP or ROC shall not be permitted for Association consideration.

The above actions are subject to review by the Council in accordance with 4-7.

**4-5.2 Transaction of Business.** The transaction of business at Association Technical Meetings (see 4-5) shall be governed, in order of precedence, first by these Regulations and second by IAPMO Technical Meetings Convention Rules.



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**4-5.3 Who May Vote on Technical Committee Reports at Association Technical Meetings.** Voting on Technical Committee Reports at Association meetings shall be limited to those authorized to vote as specified in Article 3 of the Bylaws.

### **4-5.4 Association Technical Meetings — General Information.**

- (a) **Explanation of Identifiable Part.** An “identifiable part” is a recognized component of a proposal or comment and shall have the following features:
  - (1) The proposal or comment shall be capable of being segmented into separate parts understandable to the voting membership.
  - (2) A decision on the segmented part shall constitute a complete action.
  - (3) The segmented part of the proposal or comment shall be presented exactly as published in the ROP or ROC.
- (b) **Restriction to Published Text.** Amendments are limited to proposals, comments, or an identifiable part, exactly as published in the ROP or ROC.
- (c) **Designated Representative.** A submitter of a Proposal or Comment, who is to be represented by another at an Association Technical Meeting, shall designate such representative in writing to the Council Secretary. IAPMO staff may serve as the designated representative. An organizational delegate shall be permitted to represent the submitter of a proposal or comment if the submitter transmitted the Proposal or Comment on behalf of the same organization.

**4-5.5 Summary of Amending Motions at Association Technical Meetings.** An Amendment to a Technical Committee Report may be presented at an Association Technical Meeting in accordance with any of the following motions:

- (a) **Proposal.**
  - (1) Accept.
  - (2) Accept an identifiable part.
  - (3) Accept as modified by the TC.
  - (4) Accept an identifiable part as modified by TC.
- (b) **Comment.**
  - (1) Accept.
  - (2) Accept an identifiable part.
  - (3) Accept as modified by the TC.
  - (4) Accept an identifiable part as modified by TC.
  - (5) Reject.
  - (6) Reject an identifiable part.
- (c) **Return Technical Committee Report for Further Study.**
  - (1) Return entire Report.
  - (2) Return a portion of a Report in the form of a proposal and related comment(s).
  - (3) Return a portion of a Report in the form of identifiable part(s) of a proposal and related comment(s).

**4-5.6 Effect of Successful Amending Motions at Association Technical Meetings.**

- (a) **Proposal.**
  - (1) **Accept.** A motion to accept a proposal negates the actions of any accepted comments on that proposal, and changes the text in accordance with the proposal as published in the ROP.
  - (2) **Accept an Identifiable Part.** A motion to accept an identifiable part of a proposal negates the actions of any accepted comments on that identifiable part of the proposal, and changes the text in accordance with the identifiable part of the proposal as published in the ROP.
  - (3) **Accept as Modified by the TC.** A motion to accept a proposal as modified by the TC negates the actions of any accepted comments on that identifiable part of the proposal, and changes the text in accordance with the identifiable part of the proposal as published in the ROP.
  - (4) **Accept an Identifiable Part as Modified by the TC.** A motion to accept an identifiable part of a proposal as modified by the TC negates the actions of any accepted comments on that identifiable part of the proposal, and changes the text in accordance with the identifiable part of the proposal (as modified by the TC) as published in the ROP.
- (b) **Comment.**
  - (1) **Accept.** A motion to accept a comment changes the text in accordance with the comment as published in the ROC.
  - (2) **Accept an Identifiable Part.** A motion to accept an identifiable part of a comment changes the text in accordance with the identifiable part of the comment as published in the ROC.
  - (3) **Accept as Modified by the TC.** A motion to accept a comment as modified by the TC changes the text in accordance with the Committee action on the comment as published in the ROC.
  - (4) **Accept an Identifiable Part as Modified by the TC.** A motion to accept an identifiable part of a comment as modified by the TC changes the text in accordance with the Committee action on the identifiable part of the comment as published in the ROC.
  - (5) **Reject.** A motion to reject a Comment returns that portion to ROP text, and does not reject other Comments that may affect the Proposal, which is addressed by the Comment being rejected.
  - (6) **Reject an Identifiable Part.** A motion to reject an identifiable part of a Comment

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returns that portion to ROP text, and does not reject other Comments or identifiable parts of Comment(s) that may affect the Proposal, which is addressed by the identifiable part of the Comment being rejected.

(c) **Return Technical Committee Report for Further Study.**

- (1) **Return Entire Report.** A motion to return the entire report sends the entire document back to TC for further study, and any previous edition remains in effect.
- (2) **Return a Portion of a Report in the Form of a Proposal and Related Comment(s).** A motion to return a portion of a Report in the form of a proposal and related comment(s) returns to previous edition text. If other comments relating to the portion of the Report being returned have resulted in revisions, these are also returned. If no previous text exists, then the section is deleted.
- (3) **Return a Portion of a Report in the Form of Identifiable Part(s) of a Proposal and Related Comment(s).** A motion to return a portion of a Report in the form of an identifiable part of a proposal and related comment(s) returns to previous edition text. If other comments relating to the identifiable part of the portion of the Report being returned have resulted in revisions, these are also returned. If no previous text exists, then the section is deleted.

**4-5.7 Who May Make Amending Motions at Association Technical Meetings.** An Amendment to a Technical Committee Report may be presented at an Association Technical Meeting in accordance with 4-3.2, 4-4.3, 4-5.4(c), and the following:

(a) **Proposal.**

- (1) **Accept.** The submitter of a proposal may present that proposal as an amendment to a Technical Committee Report.
- (2) **Accept an Identifiable Part.** The submitter of a proposal may present an identifiable part of that proposal as an amendment to a Technical Committee Report.
- (3) **Accept as Modified by the TC.**
  - (i) Anyone may present as an amendment to a Technical Committee Report a Proposal as previously accepted by a TC when that Proposal was modified in the ROC. The amendment shall be presented exactly as recommended for approval by the TC and as published in the ROP.
  - (ii) When a TC proposed action on a Public Proposal differs from the originally submitted Public Proposal and the TC proposed action fails TC or TCC written

ballot, the following amendments shall be permitted:

- (A) If the proposed TC action fails TC written ballot, the original submitter of the Public Proposal may present as an amendment to a Technical Committee Report either the failed TC action or the original Public Proposal as submitted.
  - (B) If the proposed TC action passes TC written ballot but fails TCC written ballot, any member of the TC may present as an amendment to a Technical Committee Report the failed action whereas the original submitter of the Public Proposal may present either the failed TC action or the original Public Proposal as submitted.
- (4) **Accept an Identifiable Part as Modified by the TC.**
- (i) Anyone may present as an amendment to a Technical Committee Report an identifiable part of a proposal as previously accepted by a TC when that identifiable part of the proposal was modified in the ROC.
  - (ii) When a TC proposed action on a Public Proposal differs from the originally submitted Public Proposal and the TC proposed action fails TC or TCC written ballot, the following amendments shall be permitted:
    - (A) If the proposed TC action fails TC written ballot, the original submitter of the Public Proposal may present as an amendment to a Technical Committee Report an identifiable part of either the failed TC action or the original Public Proposal as submitted.
    - (B) If the proposed TC action passed TC written ballot, but fails TCC written ballot, any member of the TC may present as an amendment to a Technical Committee Report an identifiable part of the failed action whereas the original submitter of the Public Proposal may present an identifiable part of either the failed TC action or the original Public Proposal as submitted.
- (b) **Comment.**
- (1) **Accept.** The submitter of a comment may present that comment as an amendment to a Technical Committee Report.

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- (2) **Accept an Identifiable Part.** The submitter of a comment may present an identifiable part of that comment as an amendment to a Technical Committee Report.
  - (3) **Accept as Modified by the TC.** When a TC proposed action on a Public Comment differs from the originally submitted Public Comment and the TC proposed action fails TC or TCC written ballot, the following amendments shall be permitted:
    - (i) If the proposed TC action fails TC written ballot, the original submitter of the Public Comment may present as an amendment to a Technical Committee Report either the failed TC action or the original Public Comment as submitted.
    - (ii) If the proposed TC action passed TC written ballot, but fails TCC written ballot, any member of the TC may present as an amendment to a Technical Committee Report the failed action whereas the original submitter of the Public Comment may present either the failed TC action or the original Public Comment as submitted.
  - (4) **Accept an Identifiable Part as Modified by the TC.** When a TC proposed action on a Public Comment differs from the originally submitted Public Comment and the TC proposed action fails TC or TCC written ballot, the following amendments shall be permitted:
    - (i) If the proposed TC action fails TC written ballot, the original submitter of the Public Comment may present as an amendment to a Technical Committee Report an identifiable part of either the failed TC action or the original Public Comment as submitted.
    - (ii) If the proposed TC action passed TC written ballot, but fails TCC written ballot, any member of the TC may present as an amendment to a Technical Committee Report an identifiable part of the failed action whereas the original submitter of the Public Comment may present an identifiable part of either the failed TC action or the original Public Comment as submitted.
  - (5) **Reject.** Anyone may present as an amendment to a Technical Committee Report the rejection of a Comment as previously accepted by a TC when that Comment modifies a Proposal in the ROP.
  - (6) **Reject an Identifiable Part.** Anyone may present as an amendment to a Technical Committee Report the rejection of an identifiable part of a comment as previously accepted by a TC when that Comment modifies a Proposal in the ROP.
  - (c) **Return Technical Committee Report for Further Study.**
    - (1) **Return Entire Report.** Anyone may propose the return of a Technical Committee Report to the responsible TC for further study in accordance with 4-5.1(c).
    - (2) **Return a Portion of a Report in the Form of a Proposal and Related Comment(s).** Anyone may propose as an amendment to a Technical Committee Report the return of a portion of a Report in the form of a proposal and related comment(s), when one of the comments has resulted in further changes to the proposal. See also 4-5.1(d) and 4-6.2(b).
    - (3) **Return a Portion of a Report in the Form of Identifiable Part(s) of a Proposal and Related Comment(s).** Anyone may propose as an amendment to a Technical Committee Report the return of a portion of a Report in the form of an identifiable part(s) of a proposal and related comment(s), when one of the comments has resulted in further changes to the proposal. See also 4-5.1(d) and 4-6.2(b).
- 4-5.8 Procedure for Proposing Recommendations at an Association Technical Meeting.** Before proposing an action at an Association meeting, the proposer shall state his or her name, affiliation, and organization represented, if any, and shall refer to the specific item published in the ROP or the ROC.
- 4-5.9 Forwarding Documents Following Association Technical Meeting Recommendations.** When the Report of the TC is adopted at the Association Technical Meeting as published or as modified by the TC or TCC to effect editorial improvements or corrections of errors [see 4-5.1(a)], the Document shall be forwarded directly to the Council for action in accordance with 4-7. Where amendments are made to the Committee Report [see 4-5.1(a) and (b)], or where the Report or portions of the Report are returned [see 4-5.1(c)], the Document shall be forwarded to the responsible TC and TCC for action in accordance with 4-6.
- 4-6 Technical Committee and Technical Correlating Committee Action Following Association Technical Meetings.**
- 4-6.1 Recommended Amendments.**
- (a) An amendment recommended by the Association shall be submitted to ballot of the responsible TC and TCC. The TC ballot shall be completed within 21 days and the TCC ballot shall be completed within 45 days, both following the first business day after adjournment of the Association meeting.
  - (b) If the Association recommended amendment is approved by the TC and TCC, such action shall be deemed to be a recommendation of the TC and TCC in favor of the amendment. Approval is determined by two-thirds affirmative vote of the TC and a three-fourths affirmative vote of the TCC calculated in accordance with 3-3.4.5.
  - (c) If the Association recommended amendment is not approved by the TC and TCC, such action of the

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Committee shall be deemed to be a recommendation that the portion of the Report modified by the Association recommended amendment be returned to the TC; the remainder of the Report stands as recommended by the Association; and any existing text to which the returned portion pertains shall stand. The TC and TCC shall be balloted on whether the resulting Document is suitable; and if it is determined that it is not suitable, the issue shall be automatically docketed as an appeal to the Standards Council who shall determine whether and in what form the document shall be issued. See also 4-6.3.

- (d) Portions of Technical Committee Reports that are returned shall be processed as a Proposal in the next revision cycle in accordance with 4-3.5.

### **4-6.2 Recommended Return of Report or Portion of Report.**

- (a) If the Association recommends that a Technical Committee Report be returned to the responsible TC, such recommendation shall be deemed to mean that the previously adopted Document, if any, shall stand. In order to assist the Standards Council in the event of an appeal, an informational ballot of the TC and TCC shall be conducted on whether the TC and TCC approve the Association action on the return.
- (b) If the Association recommends that a portion of a Report be returned to the responsible TC, such recommendation shall be deemed to mean that any existing text to which the returned portion pertains shall stand. The TC and TCC, however, shall be balloted on whether the resulting Document is suitable; and if it is determined that the Document is not suitable, the issue shall be automatically docketed as an appeal to the Standards Council who shall determine whether and in what form the document shall be issued. In addition to a ballot on suitability, and, in order to assist the Standards Council in the event of an appeal, an informational ballot of the TC and TCC shall be conducted on whether the TC and TCC approve the Association action on the return. Time constraints with respect to balloting shall be in accordance with 4 6.1 (see also 4-6.3).

**Note:** When a portion of a Report on a new or existing Document is returned to TC, the "existing text" that prevails is the text in the previous edition. Where no previous edition text exists, the proposed text is deleted.

- (c) Portions of Technical Committee Reports that are returned shall be processed as Proposals in the next revision cycle in accordance with 4-3.5.

**4-6.3 Disposition of Documents Following Technical Committee and Technical Correlating Committee Action.** When a Technical Committee Report is returned to a TC, the TC may request action on an amended ROC at the next meeting of the Association. The TC shall take into consideration the discussion that took place at the Association meeting in preparing its amended ROC.

The amended ROC shall include all of the Comments received during the Comment period on the initial Report and the TC action on each Comment in accordance with 4-4.1 through 4-4.6.3.

**Note:** This procedure permits a TC to directly resubmit a ROC.

**4-7 Action by the Council.** The Council shall act on the issuance of a Document within 60 days from the date of the recommendation from the Association Technical Meeting unless this period is extended by the Standards Council.

**4-7.1 Basis for Judgment.** The Council shall make a judgment on whether or not to issue an IAPMO Document or to take other appropriate action based upon the entire record before the Council. Among the items that the Council will consider in making a judgment are the following:

- (a) Reports of the TC and TCC and all supporting documentation;
- (b) Transcript and deliberations of the Association meeting;
- (c) Recommendation of the Association established by vote taken at the Association meeting on the Technical Committee Report;
- (d) Balloting of the TC and TCC as may be appropriate in connection with the recommendation established by vote taken by the membership of the Association;
- (e) Any views that the Council has solicited from interested groups including Sections of IAPMO; various international, national, state, and local public safety organizations, including plumbing and mechanical organizations; and any other relevant interested person or groups; and
- (f) Any views resulting from submission of Appeals (see 1-6).

**4-7.2 Effective Date.** All Documents issued by the Council shall become effective 20 days after the Council action unless the Chief Executive Officer determines, within his or her discretion, that the effective date shall be delayed pending the consideration of a Petition to the Board of Directors (see 1-7). The Chief Executive Officer may also, within his or her discretion, refer the matter of a delay in the effective date of the Document to the Board of Directors.

**4-8 Publication of Documents.** The IAPMO shall publish all Documents once they have become effective and withdraw from publication all Documents that have been withdrawn.

### **Section 5 Tentative Interim Amendments.**

**5-1 Preliminary Determination of Compliance.** A Tentative Interim Amendment (TIA) to any Document may be processed if the Council Secretary determines, after a preliminary review, and consultation with the appropriate Chair, that the Amendment appears to be of an emergency nature requiring prompt action and has the endorsement of a Member of the involved TC or TCC. If processed, the question

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of emergency nature shall be considered by the TC and TCC. The text of a proposed Tentative Interim Amendment may be processed as submitted or may be changed, but only with the approval of the submitter.

**5-2 Evaluation of Emergency Nature.** Determination of an emergency nature shall include but not be limited to one or more of the following factors:

- (a) The document contains an error or an omission that was overlooked during a regular revision process.
- (b) The document contains a conflict within the document or with another IAPMO document.
- (c) The proposed TIA intends to correct a previously unknown existing hazard.
- (d) The proposed TIA intends to offer to the public a benefit that would lessen a recognized (known) hazard or ameliorate a continuing dangerous condition or situation.
- (e) The proposed TIA intends to accomplish a recognition of an advance in the art of safeguarding property or life where an alternative method is not in current use or is unavailable to the public.
- (f) The proposed TIA intends to correct a circumstance in which the revised document has resulted in an adverse impact on a product or method that was inadvertently overlooked in the total revision process, or was without adequate technical (safety) justification for the action.

**5-3 Publication of Proposed Tentative Interim Amendment.** A proposed TIA that meets the provisions of 5-1 shall be published by the Association in appropriate media with a notice that the proposed TIA has been forwarded to the responsible TC and TCC for processing and that anyone interested may comment on the proposed TIA within the time period established and published.

**5-4 Technical Committee and Technical Correlating Committee Action.**

- (a) The proposed TIA shall be submitted for ballot and comment of the TC in accordance with 3-3.4. The TC shall be separately balloted on both the technical merits of the amendment and whether the amendment involves an issue of an emergency nature. Such balloting shall be completed concurrently with the public review period. Any public comments inconsistent with the vote of any TC Member shall be circulated to the TC to allow votes to be changed. A recommendation for approval shall be established if three-fourths of the voting Members calculated in accordance with 3-3.4.5 have voted in favor of the TIA.
- (b) The proposed TIA shall be submitted for ballot and comment of the TCC, if any, which shall make a recommendation to the Council with respect to the disposition of the TIA. The TCC shall be separately balloted on both the technical merits of the amendment and whether the amendment involves an issue of an emergency nature. Any

public comments inconsistent with the vote of any TC or TCC Member shall be circulated to the TCC to allow votes to be changed. A recommendation for approval shall be established if three-fourths of the voting Members calculated in accordance with 3-3.4.5 have voted in favor of the TIA.

- (c) All public comments, ballots, and comments on ballot on the proposed TIA shall be summarized in a staff report and forwarded to the Council for action in accordance with 5-5.

**5-5 Action of the Council.** The Council shall review the material submitted in accordance with 5-4(c), together with the record on any Appeals (see 1-6, 1-6.1), and shall take one of the following actions:

- (a) Issue the proposed TIA;
- (b) Issue the proposed TIA as amended by the Council;
- (c) Reject the proposed TIA;
- (d) Return the proposed TIA to the TC with appropriate instruction; or
- (e) Direct a different action.

**5-6 Effective Date of Amendment.** TIAs shall become effective 20 days after Council issuance unless the Chief Executive Officer determines, within his or her discretion, that the effective date shall be delayed pending the consideration of a Petition to the Board of Directors (see 1-7). The Chief Executive Officer may also, within his or her discretion, refer the matter of a delay in the effective date of the TIA to the Board of Directors.

**5-7 Publication of Amendment.** The Association shall publish in one of its publications sent to all Members notice of the issuance of each TIA; shall issue a news release to applicable and interested technical journals; and shall also include in any subsequent distribution of the Document to which the TIA applies the text of the TIA in a manner judged most feasible to accomplish the desired objectives.

The tentative character of the TIA shall be clearly indicated in the publication and release.

**5-8 Applicability.** TIAs shall apply to the document existing at the time of issuance. TIAs issued after the proposal closing date shall also apply, where the text of the existing document remains unchanged, to the next edition of the Document. TIAs issued concurrently with the issuance of a new edition shall apply to both the existing and new editions.

**5-9 Subsequent Processing.** TC responsible for the Document or part of the Document affected shall process the subject matter of any TIA as a proposal for the next edition of the Document (see 3-3).

**5-10 Exception.** When the Council authorizes other procedures for the processing and/or issuance of TIAs, the provisions of this Section shall not apply.

### Section 6 Formal Interpretations.

**6-1 General.** Formal Interpretations (FIs) are for the purpose of providing formal explanations of the meaning or intent of the TC on any specific provision or provisions of any Document.

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**6-1.1 Limitations.** A statement, written or oral, that is not processed in accordance with Section 6 of these Regulations shall not be considered the official position of IAPMO or any of its TCs and shall not be considered to be, nor be relied upon as, an FI.

**Note:** This FI procedure does not prevent any Chair, Member, or the Staff Liaison from expressing a personal opinion on the meaning or intent of the TC on any provision of any such Document, provided that: (a) the person rendering the opinion orally or in writing clearly states that the opinion is personal and does not necessarily represent the position of the TC or the Association and may not be considered to be or relied upon as such; and (b) written opinions are rendered only in response to written requests and a copy of the request and the response is sent to the Staff Liaison.

**6-1.2 Nature of Formal Interpretations.** Requests for FIs shall be clearly worded so as to solicit a Yes or No answer from the TC and TCC.

**6-1.3 Editions to be Interpreted.** FIs shall be rendered on the text of the requested edition of the Document. The FI shall also apply to and be published, on the current edition of the Document, if the text is identical, unless deemed inappropriate by the TC or TCC (see 6-4.1).

**6-1.4 Reasons for Not Processing.** A request for an FI shall not be processed if any of the following apply:

- (a) Involves a determination of compliance of a design, installation, or product or equivalency of protection;
- (b) Involves a review of plans or specifications, or requires judgment or knowledge that can only be acquired as a result of on-site inspection;
- (c) Involves text that clearly and decisively provides the requested information; or
- (d) Involves subjects that were not previously considered by the TC or that are not addressed in the Document.

**6-2 Method of Requesting Formal Interpretations.** A request for a FI shall be directed to the Council Secretary. The request shall include a statement in which shall appear specific references to a single problem and identifying the portion (article, section, paragraph, etc.) of the Document and edition of the Document on which an FI is requested. Such a request shall be in writing and shall indicate the business interest of the requester. A request involving an actual field situation shall so state and all parties involved shall be named and notified.

### 6-3 Processing.

**6-3.1 Determination of Qualification.** The Council Secretary, after consultation with the appropriate Staff Liaison, shall determine if the request for FI shall be processed in accordance with 6-1.4.

**6-3.2 Editing of Interpretation Request.** A request for an FI may be rephrased. The rephrased version and any pertinent background information shall be sent to the requester and all parties named in the request for agreement. A deadline for receipt of agreement shall be established.

**6-3.3 Balloting of Interpretations.** If accepted for consideration, each request shall then be submitted to ballot of the TC having primary jurisdiction of the Document or portion thereof covering the subject under consideration.

**Note:** Supplemental Operating Procedures may be adopted by a TCC such that the FI is balloted concurrently through the TCC and the TC and if the results of this ballot are in conflict, the FI will not be issued and the item shall be placed on the docket for processing and resolution by the TC at its next meeting (see 3-3.8).

### 6-3.4 Voting on Interpretations.

- (a) A FI requires a three-quarters majority agreement as tallied in accordance with 3-3.4.5.
- (b) Where ballots contain comments with regard to a position set forth in a FI request, such comments shall be transmitted to each Member who may change his or her ballot at that time.
- (c) Where the necessary agreement is not received, the item shall be placed on the docket for processing and resolution by the TC at its next meeting.

**6-4 Issuance of Interpretation.** If the required agreement is secured, the requester, the TC, and all named parties shall be notified by the Staff Liaison. The FI shall be issued in writing and shall become effective 20 days after the notification unless an Appeal is filed with the Council within that 20-day period.

**6-4.1 Publication.** FIs of text of the current edition of a Document shall be published by the Association in one of its publications sent to all members and announced in an Association news release to other media.

FIs of text of an outdated Document shall not be published by the Association but shall be sent to the requester and all parties named in the request.

**6-4.2 Applicability.** Any FI issued shall apply to the edition of the Document for which the FI is made and to any other edition of the Document where the text is identical to the text of the edition on which the FI was rendered unless deemed inappropriate by the TC or TCC (see 6-1.3).

**6-5 Action Following Issuance of Formal Interpretation.** Any TC whose Document has been the subject of a FI shall prepare a committee proposal clarifying the text of the Document involved or report to the Standards Council its rationale as to why it believes clarification is not required. The TC shall process such proposal in conformance with procedures set forth in 4-3, and after issuance of the next edition the FI shall no longer be published.

## Section 7 Records Retention.

**7.1** Committee records shall be accessible to directly and materially interested parties, subject to reasonable conditions of time, location, cost and convenience. Records concerning new, revised or reaffirmed IAPMO codes and standards shall be retained for at least one complete three-year cycle (until the code or standard is revised, withdrawn or reaffirmed). Records concerning withdrawn codes and standards shall be retained for at least five years from the date of withdrawal.

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### **Section 8 Metric Policy.**

**8.1** The Technical Committees will be developing the Document using inch-pound units followed by metric units in parentheses.

### **Section 9 Patent Policy.**

**9-1** IAPMO shall comply with the current ANSI Patent Policy as defined in the ANSI Essential Requirements.

### **Section 10 Antitrust Policy.**

**10-1** IAPMO shall comply with the current ANSI Antitrust Policy as defined in the ANSI Essential Requirements.

### **Section 11 Commercial Terms and Conditions Policy.**

**11-1** IAPMO shall comply with the current ANSI Commercial Terms and Conditions Policy as defined in the ANSI Essential Requirements.

## EXTRACT GUIDELINES

Adopted by the IAPMO Standards Council on December 1, 2001.  
Amended on September 16, 2003, December 16, 2003, November 2006, and November 2007.

### (A) General

- (1) **Scope.** This guideline provides guidance to Technical Committees (TCs) for extracting text from other documents whose TCs have primary jurisdiction for the subject covered. This guideline is intended to apply to extraction among IAPMO documents, and documents between IAPMO and other ANSI-accredited standards developing organizations that are working with IAPMO to harmonize and/or coordinate their respective documents. The Extract Guidelines are meant to supplement but not conflict with IAPMO's Regulations Governing Committee Projects.
- (2) **General Guidance.** A document may contain text extracted from another standards developing organization's document provided:
  - (a) there is good and sufficient reason for the extracts;
  - (b) there is clear indication, with the extracted text, of the number, title and edition of the document from which the extracts are taken and that requests for interpretations or proposed revisions of the text must be referred to the committee responsible for the source document;
  - (c) any editing of the extracted text is confined only to making the style consistent with that of the document containing the extract and then only with the concurrence of the committee responsible for the source document; and
  - (d) the extracted text is kept current with that of the source document.

### (B) Procedures for Updating Extracts

The extract procedure requires that the extracted text be kept current with that of the source document in a timely appropriate manner.

In most cases an update to extracted text can be accomplished via a proposal or a comment during the regular revision process of the document. If no proposal to update extracted text is received, the document in which the extracted text appears must be updated by the committee responsible for the document during its next regular revision process.

It may be necessary to update extracted text prior to the next regular revision cycle of the document if the change in text of the document of origin results in a major conflict between the documents. If a request is received to update an extract prior to the next regular revision cycle of the document containing the extracted text, such a request shall be submitted to the IAPMO Standards Council Secretary who, after consultation with the appropriate committee chair, shall determine whether it is eligible for processing.

If the extract is determined to be eligible for processing, the staff liaison shall letter ballot the extracting committee in accordance with the Regulations Governing Committee Projects on the updating of the extracted text, including any editorial revisions necessary to conform to the style of the document.

**Note:** If the extract needs to be editorially revised to fit the language of the document in which it is to appear, the staff liaison for the committee responsible for the document of origin shall contact the source committee to verify that the intent of the extract has not been changed.

A proposed extract shall be published in the appropriate media with a notice that the proposed extract has been forwarded to the responsible TC for processing and that anyone interested may comment on the proposed extract within the time period established and published.

The ballot results, including any negative ballots and the reasons for the negatives, as well as public comments shall be forwarded to the IAPMO Standards Council to determine whether or not to issue the extract update.

Extracts which are processed pursuant to these Guidelines, but outside of the regular revision process of the document shall be designated in the document as follows:

*A reference bracket [ ] following a section or paragraph indicates material that has been extracted from another document. This reprinted material is not the complete and official position of the source document on the reference subject which is represented by the standard in its entirety. Text which has been extracted pursuant to IAPMO's Extract Guidelines is denoted with the use of the source document in the margin. This text has not been fully processed by IAPMO in accordance with ANSI's public announcement consensus requirements for an American National Standard (ANS) nor approved by ANSI's Board of Standards Review, but will be fully processed in accordance with those requirements as part of the next revision cycle for this document.*

If the extracting committee does not wish to include the updated extract, the committee shall delete the existing extract from its document by means of a Tentative Interim Amendment (see Regulations Governing Committee Projects at section 5); or if the document is in the process of revision, by the normal processing of a document amendment.

### (C) Guidance for the extraction of text from one document to another

- (1) **General.** The intent of extracting text is to make a document as complete and useful as possible. Care must be taken not to compromise the intent of the criterion being extracted.

A section or paragraph being extracted from another document represents a specific thought, and it is important that the thought in its entirety be extracted. The context of the original extracted material should not be compromised or violated.



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- (2) **Exception and Caution Statements.** Text should not be extracted without including any exception(s) associated with the extracted text. Likewise, caution statements should also be included. Exception and caution statements are considered part of the requirements of the associated paragraph.
- (3) **Paragraph Numbering.** Committees need to be careful not to change the relationship of paragraphs to each other in the way they renumber extracted text. For example, if a paragraph with 2 subparagraphs is renumbered as 3 separate and distinct paragraphs, does that change the relationship of paragraph 2 and 3 to the original paragraph 1. Many times subparagraphs refine requirements in the host paragraph and renumbering will change that emphasis, and possibly compromise that relationship. For example:

<b>Parent Document</b>	<b>Document Extracting</b>
7-5.1 Paragraph	8-2.3.1 Paragraph
7-5.1.1 Subparagraph	8-2.3.2 Paragraph
7-5.1.2 Subparagraph	8-2.3.3 Paragraph
7-5.2 Paragraph	8-2.3.4 Paragraph

The committee taking the extract should be very careful not to take part of a section or paragraph and skip another part of this same section or paragraph (e.g. take 7-5.1, 7-5.1.1, and 7-5.1.3, but not take 7-5.1.2) without a valid reason. This can be misleading as the user will think they have the complete text and the extracted text may be used out of context. The family of paragraphs that state a set of requirements should be kept together to ensure both documents are consistent in stated requirements.

- (4) **References.** Where extracted material references another paragraph in the document from which the material is extracted, the committee should try to extract the referenced paragraph as well so their document is more complete and user friendly. The intent of extracting text is to make a document as complete and useful as possible. Sending someone back to another document for a referenced paragraph is not user friendly.
- (5) **Notes and Related Appendices.** Notes and appendices are intended as advisory, supplemental information, and thus they may or may not be included along with an extracted paragraph. If the extracted text contains "Notes" in the parent document, the committee should carefully review the notes. This same logic applies to related Annex sections. If the committee chooses not to extract the note or related Annex section, they should be sure that the paragraph cannot be misinterpreted based on the absence of this supplemental information.

# GUIDE FOR THE CONDUCT OF PARTICIPANTS IN THE IAPMO CODES AND STANDARDS DEVELOPMENT PROCESS

Adopted by the Board of Directors on September 4, 2000 and Approved by the Standards Council on November 30, 2000.  
Amended November 2006.

**Section 1 Introduction and Statement of Purpose.** Since 1926, the International Association of Plumbing and Mechanical Officials and its predecessor organizations have been committed to promoting the interests of the arts and science of plumbing and mechanical building codes and to promote public health and welfare and to carry on educational and other activities in order to ensure the adoption of plumbing and mechanical practices which will best serve the public health and welfare. The basic mission of IAPMO is to improve the quality of life by advocating scientifically based consensus codes and standards, research, and education in the areas of plumbing and mechanical codes and standards. The IAPMO standards development process is a central means by which the IAPMO fulfills that mission. The purpose of the IAPMO standards development process is, through an open, broad-based, and fair process, to develop timely, scientifically based, consensus codes and standards intended to minimize the possibility of loss and improve the quality of life in all aspects of contemporary activity.

The primary goal of all participants in the IAPMO standards development process as well as the IAPMO staff who facilitate this process should be the achievement of this purpose. This guide for the conduct of participants in the IAPMO standards development process is intended to assist participants and staff in that endeavor. It is divided into this "Introduction and Statement of Purpose" (Section 1), a "Statement of General Principles" (Section 2), which should be the basis for all conduct within the IAPMO standards development process, followed by conduct guidelines offering more specific guidance for participants other than IAPMO staff liaisons (Section 3). A final section (Section 4) provides guidelines for the role of IAPMO staff liaisons.

**Section 2 Statement of General Principles.** The basic structure and operating procedures of the IAPMO standards development process has been set forth by the IAPMO Board of Directors in the IAPMO Bylaws, the Regulations Governing Committee Projects, and other policies and procedures which may be established from time to time by the IAPMO Board of Directors or the IAPMO Standards Council. In fulfilling the general roles and obligations set forth under these regulations, policies, and procedures, all participants in the IAPMO standards development process should adhere to the following general principles:

- (a) To promote and support the overall mission of the IAPMO as well as the purposes and objectives of the IAPMO standards development process.
- (b) To maintain a process that is open, honest, and fair to all participants.
- (c) To promote the development of codes and standards that are scientifically and technically sound, that promote creativity and innovation in the

development of new methods and technologies, and that set reasonable standards intended to minimize the possibility of loss and improve the quality of life.

- (d) To promote the development of consensus through the broad and balanced participation of a variety of interests and through the full airing and discussion of all points of view.
- (e) To adhere, both in letter and in spirit, to all duly established rules, regulations, and policies governing the IAPMO codes and standards development process.

**Section 3 Conduct Guidelines for Participants Other than IAPMO Staff Liaisons.** There are many different roles within the IAPMO standards development process, primarily including: IAPMO Standards Council members, technical committee or technical correlating committee officers, technical committee or technical correlating committee members, technical advisory committee members, participants at IAPMO membership meetings, and submitters of proposals or comments. Although all participants in the IAPMO standards development process serve the same overall IAPMO mission and are expected to promote the purposes and goals stated in the "Statement of Purpose" (see Section 1) and the "Statement of General Principles" (see Section 2), different roles within the standards development process may carry differing responsibilities and obligations. The following guidelines for conduct are intended to provide an extension to the "Statement of General Principles" to assist participants in the IAPMO process in carrying out their respective roles and responsibilities. Because no single set of guidelines can address every possible situation, participants in the IAPMO standards development process should attempt, even when the guidelines do not specifically address a situation, to act in a manner that is consistent with the "Statement of Purpose," "Statement of General Principles," and the spirit of these guidelines. Questions on the interpretation or the intent of any of the provisions contained in these guidelines may be referred to the IAPMO Standards Council for resolution.

### 3-1 Guidelines Applicable to All Participants.

- (a) Participants should read, become familiar with, and adhere to the Regulations Governing Committee Projects and all other duly established policies and procedures related to the IAPMO standards development process.
- (b) Participants should act honestly and in good faith with a view to the best interests of IAPMO and the IAPMO standards development process. Although it is recognized that legitimate differences of opinion can exist on individual issues, participants should support and promote the defined broad objectives of the IAPMO.

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- (c) Participants should stay current with all IAPMO standards development activities in which they are directly or indirectly involved. Participants should encourage full participation in the standards development process by all interested persons, and they should encourage and facilitate the full and open dissemination of all information necessary to enable full and fair consideration of all points of view.
- (d) No participant should ever attempt to withhold or prohibit information or points of view from being disseminated, particularly on the grounds that the participant is in disagreement with the information or points of view. Disagreements should be addressed and resolved through full presentation and discussion of all information and points of view, not through withholding information or preventing points of view from being expressed.
- (e) In order that the points of view and information participants contribute to the IAPMO standards development process can be accurately evaluated by others, participants should always endeavor to make known their business, commercial, organizational, or other affiliations that might affect their interests or points of view.
- (f) In all discussion, debate, and deliberation within the standards development process, participants should confine their comments to the merits of the scientific, technical, and procedural issues under review. Although participants may forcefully advocate their views or positions, they should be candid and forthcoming about any weaknesses in their position, and they should refrain from debate and discussion that is disrespectful or unprofessional in tone or that is unduly personalized or damaging to the overall process of achieving consensus.
- (g) Participants should take appropriate steps to ensure that any public statements, either written or oral, which are not official statements of the IAPMO, are properly portrayed as the opinion or position of that individual. Care should be taken to ensure that the public is not misled by such statements.
- (h) In circumstances where duly established policies and procedures related to the IAPMO standards development process permit deliberations to take place in executive session, participants should respect and observe the confidentiality of those executive sessions.

**3-2 Additional Guideline Applicable to Participation in Technical Sessions of IAPMO Membership Meetings.** It is appropriate for participants in the standards development process to urge that all persons with a genuine and demonstrated interest in the purposes of IAPMO join the organization and participate as duly enrolled voting members in the technical sessions at IAPMO membership meetings. Participants, however, should not urge, arrange, or otherwise facilitate the participation of persons with no

such interest for the purpose of affecting the outcome of a vote on an issue at a technical session.

### **3-3 Additional Guidelines Applicable to Members of Technical Committees and Technical Correlating Committees (TC/TCC Members).**

- (a) In order for the standards development process to operate fairly and effectively, it is necessary that technical committees and technical correlating committees contain the representation of a variety of interests and that those interests are balanced within the committees. In order to ensure the necessary balance of interests, TC/TCC members have an affirmative and continuing obligation to provide IAPMO with timely, accurate, and complete information concerning their qualifications and interest classification.
- (b) TC/TCC members should maintain a high level of knowledge and competency in the areas of interest and/or expertise that are related to their activities within the IAPMO standards development process.
- (c) TC/TCC members should actively and diligently perform all duties required of them by their committee work. This includes fully preparing for and consistently attending all appropriate committee and task group meetings, reading and becoming familiar with all issues relating to proposals and comments on which their committee is to act, promptly completing and returning all letter ballots, and promptly and thoroughly taking all actions necessary to complete the processing of documents within their committees.
- (d) The IAPMO standards development process recognizes that those who are willing and competent to participate in standards development activities often have outside business, commercial, or other interests. It is for this reason that technical committees and technical correlating committees are required to be balanced by including in their membership persons of varying commercial and other interests. Although members are categorized according to their interest classification for the purpose of achieving balance, TC/TCC members are not appointed to committees for the purpose of furthering their business, commercial, or other outside interests. TC/TCC members are expected to and should base all advocacy, voting, and other standards development activities on sound technical and scientific bases and should act in the interest of safety and IAPMO's other purposes and goals.
- (e) TC/TCC members who have been classified by the IAPMO Standards Council as special experts comprise a category of independent consultants and experts who are generally unallied with any particular business or commercial interest. On occasion, however, independent consultants in

## GUIDE FOR THE CONDUCT OF PARTICIPANTS IN THE IAPMO CODES AND STANDARDS DEVELOPMENT PROCESS

this category may be retained by a client to advocate on behalf of the client with regard to a specific issue or issues before the TC/TCC. As to these specific issues, the TC/TCC member should not be regarded as a special expert because to do so could result in a balance of interests that was not intended by the IAPMO Standards Council. Therefore, TC/TCC members categorized as special experts who have been retained to represent the interests of another with respect to a specific issue or issues that are to be addressed by a TC/TCC shall declare those interests to the committee and refrain from voting on any proposal, comment, or other matter relating to those issues.

In addition, although it is not expected that TC/TCC members in other interest categories will generally be retained by another to advocate on his or her behalf with respect to a specific issue or issues before the TC/TCC, such an arrangement would present the same concerns as would exist with a special expert. Accordingly, a TC/TCC member in any interest category who has been retained to represent the interests of another interest category with respect to a specific issue or issues that are to be addressed by a TC/TCC shall declare those interests to the committee and refrain from voting on any proposal, comment, or other matter relating to those issues.

- (f) TC/TCC members frequently receive funding from their employers, organizations, or other sources for their participation in the IAPMO standards development process, and they have an affirmative and continuing obligation to declare those sources of funding to the IAPMO. Apart from those declared sources of funding, TC/TCC members should not solicit or accept gifts, hospitality, or transfers of economic benefit, other than incidental gifts or other benefits of nominal value, from persons, groups, or organizations having dealings with their committee or under any circumstances in which the benefit would be or would appear to be bestowed or accepted for the purposes of influencing the members' activities within the standards development process.
- (g) TC/TCC members should treat all persons having dealings with their Committee with respect and fairness and should not offer or appear to offer preferential treatment to any person or group.
- (h) TC/TCC members should refrain from disseminating false or misleading information or from withholding information necessary to a full, fair, and complete consideration of the issues before their committee.

### **3-4 Additional Guidelines Applicable to Technical Committee and Technical Correlating Committee Chairs (TC/TCC Chairs).**

- (a) TC/TCC chairs should act in an impartial manner in the performance of their duties as chair.

- (b) TC/TCC chairs should disclose to all members of their committee all known or potential conflicts of interest or other circumstances that could influence their impartiality on a particular matter and must not preside during the committee's consideration of that matter. A conflict of interest is defined as any situation in that the committee's decision could substantially and directly affect the chair's financial or business interest.
- (c) If a TC/TCC chair discovers that a conflict of interest arises and is likely to involve a major activity of the committee or to continue over a considerable period of time, the chair must advise the secretary of the IAPMO Standards Council and seek direction as to whether the individual should continue in that role.
- (d) TC/TCC chairs should avoid potential conflicts of interest in the appointment of all task group chairs. If, in the opinion of the chair, an individual has a known or potential conflict of interest, or other circumstances that could influence the individual's impartiality, that individual should not be appointed to chair the task group.
- (e) TC/TCC chairs should exercise care and diligence in the appointment of task groups. Although task groups need not be fully balanced, chairs should attempt to include, to the extent practicable, any interested committee member or others who could usefully contribute to the work of the task group. TC/TCC chairs should avoid constituting a task group in such a way as to unfairly exclude participation of any interest desiring and qualified to participate.
- (f) TC/TCC chairs should identify participating task group members when presenting task group reports to the full committee for review and action. TC/TCC chairs should ensure that the work of task groups is thoroughly reviewed and considered by the full committee.
- (g) TC/TCC chairs should refrain from asserting a position in technical discussions. If a chair wishes to assert a position in the technical discussion, that individual should relinquish the chair.
- (h) TC/TCC chairs should be consistent in the conduct of meetings and in particular should be consistent with respect to participation by nonmembers (see 3-3.3.3 of the Regulations Governing Committee Projects).
- (i) TC/TCC chairs should endeavor to stimulate participation from all committee members.

### **3-5 Additional Guidelines Applicable to IAPMO Standards Council Members (SC Members).**

- (a) The IAPMO Standards Council acts as the overseer of the standards development process, the official issuer of all IAPMO documents, and the body that hears and determines all complaints related to the IAPMO consensus standards development process and to the issuance of IAPMO consensus codes and

## GUIDE FOR THE CONDUCT OF PARTICIPANTS IN THE IAPMO CODES AND STANDARDS DEVELOPMENT PROCESS

- standards. As such, the IAPMO Standards Council must both be and be perceived to be a fair and nonpartisan decision-making body. Accordingly, IAPMO SC members should treat all persons or groups appearing before them in a courteous, respectful, and fair manner, and should render all decisions in a fair, unbiased, and impartial manner.
- (b) IAPMO SC members should read and familiarize themselves with all the issues relating to any appeal or other matter coming before the council.
  - (c) IAPMO SC members should disclose to all members of the council all known or potential conflicts of interest or other circumstances that could influence their impartiality on a particular matter under consideration. The IAPMO SC member should then abstain from participating in any hearing or discussion, should not be present during any executive session, and should not vote on the matter. A conflict of interest is defined as any situation in which the council's decision could substantially and directly affect the council member's financial or business interest.
  - (d) IAPMO SC members may not be members of TC's or TCC's. However, the presence of an organizational representative on the IAPMO SC shall not disqualify other members from the same organization from being members on a TC or TCC. If an IAPMO SC member has previously expressed a position on a matter that is the subject of an appeal to the council in such a manner that his or her views are, or would appear to be, fixed and not amenable for open consideration of the issue, then the member should, at the outset of any hearing or discussion, state his or her intention to step down from the council for the purposes of that hearing or discussion. During the hearing or discussion, he or she may address the council to state his or her views or to provide information to the council but should not be present during any executive session and should not vote on the matter.
  - (e) IAPMO SC members may submit proposals and comments and vote during technical report sessions at IAPMO membership meetings with the exception of an IAPMO SC member who serves as the presiding officer at technical report sessions. However, if an IAPMO SC member or the member's business or significant organizational affiliation either submits a proposal or comment or makes a floor motion or presentation during a technical report session that expresses a position on a matter that is the subject of an appeal to the council, then the IAPMO SC member should, at the outset of any hearing or discussion, state his or her intention to step down from the council for the purposes of that hearing or discussion. During the hearing or discussion, he or she may address the council to state his or her views or to provide information to the council but should not be present during any executive session and should not vote on the matter.
  - (f) If an IAPMO SC member cannot give all sides to an appeal before the council fair and open-minded consideration, either because his or her views on the matter are fixed or for any other reason, he or she should abstain from participating in any hearing or discussion, should not be present during any executive session, and should not vote on the matter.
  - (g) An IAPMO SC member may address the council as a spokesperson for the position of a technical committee where no other practical alternative exists and where the council's decision on the issue would not substantially and directly affect the financial or business interest of the IAPMO SC member. In that case, the IAPMO SC member should, at the outset of any hearing or discussion, state his or her intention to step down from the council for the purposes of that hearing or discussion. He or she should not be present during any executive session and should not vote on the matter.
  - (h) In no case should an IAPMO SC member leave his or her role as an IAPMO SC member to represent either his or her own business or financial interests or the interest of a client before the IAPMO Standards Council.
  - (i) IAPMO SC members who abstain from participating in any hearing or discussion, deliberations, or voting on any matter should so state either at the outset of the hearing or discussion or as soon as the need for abstention becomes clear, and they should record that abstention in the council meeting minutes.
- Section 4 Guidelines for the Conduct of IAPMO Staff Liaisons.** IAPMO staff liaisons participate in the IAPMO standards development process primarily as facilitators. Their role is vital to the fair, open, and efficient operation of the IAPMO standards development process. Staff liaisons should promote the purposes and goals stated in the "Statement of Purpose" (see Section 1) and "Statement of General Principles" (see Section 2). In addition, staff liaisons should observe the following guidelines:
- (a) Staff liaisons should promptly and diligently perform all of the advisory, organizational, clerical, and other duties assigned to them by the council secretary, the Regulations Governing Committee Projects, and by all other duly established policies and procedures related to the standards development process.
  - (b) Staff liaisons should encourage and facilitate full and effective participation in committee work by all TC/TCC members and should encourage and facilitate the full, fair, and accurate presentation of all relevant information and viewpoints.
  - (c) Staff liaisons should strive to ensure that all the work of the TC/TCCs to which they are assigned is carried out in accordance with the Regulations Governing Committee Projects and any other duly established policies and procedures related to the IAPMO standards development process.

## GUIDE FOR THE CONDUCT OF PARTICIPANTS IN THE IAPMO CODES AND STANDARDS DEVELOPMENT PROCESS

- (d) Staff liaisons should counsel and advise the TC/TCC concerning the Regulations Governing Committee Projects and other duly established policies and procedures related to the IAPMO standards development process. Staff liaisons should also provide timely and accurate information concerning the scheduling of meetings, balloting of committee reports, and other information necessary to the TC/TCCs in carrying out its work.
- (e) Staff liaisons should conduct themselves in a manner that preserves and enhances the trust and confidence of standards development participants as well as the public in the integrity and efficacy of the IAPMO and the IAPMO standards development process.
- (f) Staff liaisons should conduct themselves in a manner that reflects their nonpartisan, facilitative, and advisory role. They should maintain a demeanor that is fair and dispassionate. Staff liaisons should take care that they neither act nor could be perceived to be acting on behalf of or in order to further the interests of any group or individual.
- (g) The staff liaison is often in possession of technical information, standards development history, feedback concerning the standard from users, and other information of use to the TC/TCC. It is both appropriate and beneficial for the liaison to provide the TC/TCC such information, and the liaison should do so as necessary to assist the TC/TCC in the course of its work.
- (h) In areas in which the staff liaison possesses technical expertise, he or she may share that expertise with the TC/TCC and, if appropriate, express an expert opinion. Similarly, a staff liaison may, where appropriate, express an opinion concerning the meaning of code language or the intent of the TC/TCC. In expressing opinions, however, a staff liaison should clearly identify the opinion as his or her personal opinion and not necessarily that of the IAPMO or any TC/TCC. The staff liaison should also express that opinion with brevity, dispassion, and fairness to the opinions of others, and avoid adopting an argumentative or adversarial posture.
- (i) Staff liaisons should not submit any proposal or comment. Staff liaisons should not vote either formally or informally on any matter before the TC/TCC, nor should they act as chair of a TC/TCC meeting.
- (j) Staff liaisons should not vote at a technical reports session of an association meeting or make any floor motion. Staff liaisons should not act as the representative of the TC/TCC for the purposes of presenting a technical committee report at a technical reports session. Staff liaisons should not advocate for or against any floor motion.
- (k) Staff liaisons should not act as the representative of the TC/TCC for the purposes of arguing the TC/TCC position at any hearing on an appeal to the IAPMO Standards Council or a petition to the

IAPMO Board of Directors. However, the staff liaison may provide information as requested by either the IAPMO Standards Council or the IAPMO Board of Directors.

# GUIDELINES FOR REFERENCING MANDATORY STANDARDS

Adopted by the IAPMO Standards Council on August 21, 2013

## Referenced Standards in Model Codes

A model code is a compilation of minimum requirements based on a stated scope. Referenced standards set forth specific details of accepted practices, material specifications, or test methods in numerous specialized applications. When proposing a code change proposal with a specific standards reference, one should identify the code section(s) suitable for the standards reference and the specific application based on unique code requirements that support such reference.

The practical application of referencing standards in model codes must be considered on a case-by-case basis within their context and their applicability to provide guidance. Standards that are referenced in model codes carry an expectation of being as clear, concise and enforceable as code requirements. Referenced standards in model codes provide an efficient method of conveying complex information and specifications on the performance requirements for materials, products, systems and may provide instruction on applications and installation.

The manner and purpose for a standard's use and, in turn, code compliance, must be definitive in all references to the standard. If the standard is intended to be a requirement for judging code compliance, the code must state its intent for use. The standard should adequately address a defined need and at the same time specify the minimum performance requirements, technical characteristics and methods of testing, and required test results. A clear distinction must be made between requirements, statements, and recommendations. All relevant information is necessary to identify the specific referenced document as there may be more than one standard listed for the same material or equipment. By providing specifically adopted standards, the construction and installation requirements necessary for compliance with the code can be readily determined. The basis for code compliance is, therefore, established and available on an equal basis to the code official, contractor, designer and owner.

The referenced standards table is organized in a manner that makes it easy to locate specific standards. It lists all of the referenced standards, alphabetically, by acronym of the promulgating agency of the standard. Each agency's standards are then listed in either alphabetical or numeric order based upon the standard identification. The list also contains the title of the standard; the edition (date) of the standard referenced; and the section or sections of this code that reference the standard.

References to the correct promulgator and contact information should be located within this chapter in order to contact the promulgating agency for further information or ease of identification.

## Guidelines

### 1.0 General.

**1.1 Scope.** These guidelines provide guidance to Technical Committees (TCs) for referencing mandatory standards. These guidelines are meant to supplement but not conflict with IAPMO's Regulations Governing Committee Projects.

In order for a standard to be considered for reference or to continue to be referenced by the Codes, a standard shall meet the following criteria set forth in Section 2.0.

**1.2 Code References.** Mandatory standards shall be identifiable by title, date or edition, and name of the developing organization. The manner in which it is to be utilized shall be specifically referenced in the Code text (referenced section that applies), all in accordance with the IAPMO Manual of Style.

### 2.0 Standard Content.

Mandatory standards shall at a minimum include the following:

- (1) Standards or portions of standards- in order to be considered "Mandatory Standards" under these guidelines- shall be written using mandatory language and meet the requirements of Section 3-3.7.1 of the IAPMO Regulations Governing Committee Projects for the UPC/ UMC and Section 15.0 of the Regulations Governing Consensus Development of the USEHC/USPSHTC.
- (2) The scope of application of a mandatory standard shall be clearly described. The scope defines without ambiguity the subject of the document and the aspects covered, thereby indicating the limits of applicability of the standard.
- (3) The measure of performance for which the test is conducted shall be clearly defined in either the test standard or in code text.

**3.0 Referenced Standards Table.** The Referenced Standards Table shall include referenced standards and shall consist of three sections as follows:

- (1) Standards for Materials, Equipment, Joints and Connections. When more than one standard has been listed for the same material or method, the relevant portions of all such standards shall apply.
- (2) All reference listings in the Referenced Standards Table shall contain complete reference information (e.g., promulgator, standard number and date of publication, standard title, application, and referenced sections).
- (3) Abbreviations used in the Referenced Standards Table shall contain a list for the referenced promulgator and contact information located at the end of the chapter.

### 4.0 Indicating References.

References shall be referred to throughout the document by only their promulgator and numerical designation (e.g., ASTM A74).

### 4.1 Cross-References to Standards.

A cross-reference to a standard shall include the standard promulgator and number (e.g., ASTM D2665)

### 5.0 Procedure for Updating Mandatory Standards.

Standards shall be kept current with that of the source document by administratively sending requests for updates to the standard promulgator. Updates shall be accomplished via a proposal or a comment during the regular revision process of the document.

## ASSEMBLY CONSIDERATION SESSION RULES

The Assembly Consideration Session is an important step in developing a complete record to assist the Standards Council in determining the degree of consensus achieved. These Rules, or any part of same, may not be suspended. The transaction of business at the Assembly Consideration Session shall be governed, in order of precedence, first by the Regulations Governing Committee Projects (see especially section 4-4.3.1.1), second by these Rules, and third by Robert's Rules of Order Revised.

1. **Meetings.** The Secretary of the Standards Council shall develop and publish in advance, an agenda for each Assembly Consideration Session. At the discretion of the Secretary, the meeting may take place in a single session or may be divided into more than one session. All items on the agenda scheduled for consideration at a session shall be completed before the adjournment of that session.
2. **Adjournment.** Adjournment of each session shall take place only upon completion of the scheduled agenda.
3. **Recess.** A session may be recessed at any time at the discretion of the Chair. A motion to recess shall be allowed at the discretion of the Chair.
4. **Question of Privilege. Ruled on by the Chair.**
5. **Call for Orders of the Day.** Any change to the published agenda is to be announced by the Chair at the commencement of the session.
6. **Lay on the Table.** Not allowed.
7. **Previous Question.** Requires a two-thirds vote of those present. For informational purposes prior to the vote, the Chair has the authority to ask if there is anyone who wishes to speak, who has not spoken, and who has something new to add. A successful motion of the previous question will close debate on the pending motion and bring it to an immediate vote.
8. **Limit or Extend Debate.** Each speaker is allowed ten minutes to present their arguments.
9. **Postpone.** Allowed.
10. **Commit or Refer.** Not allowed.
11. **Motions.**  
See Regulations Governing Committee Projects at section 4-4.3.1.1 and 4-4.3.1.2.
12. **Postpone Indefinitely.** Not allowed.
13. **Voting on Motions.** Except as otherwise provided in these rules, the vote on motions shall be taken by a show of hands or, when meeting virtually, via electronic voting. If the Chair is uncertain of the result of the vote, he or she can order a counting of the vote. A successful main motion requires a majority vote of those present.
14. **Point of Order.** Allowed.
15. **Appeal.** Decisions of the Chair can be appealed except as otherwise prohibited by these rules. The proper venue for appeal of these rules is by an appeal filed with the Standards Council.
16. **Suspend Rules.** Not allowed.
17. **Division of Question.** Allowable at the discretion of the Chair.
18. **Division of Assembly.** Not allowed.
19. **Parliamentary Inquiry or Point of Information.** Allowed.
20. **Withdraw Motion.** A motion can be withdrawn only by a majority vote of the members assembled.
21. **Take from the Table.** Not allowed.
22. **Visual Aids and Physical Simulations.** Visual aids and physical simulations of any kind are prohibited. Only verbal presentations are allowed.
23. **Distribution of Materials.** All materials distributed within the Association Technical Meeting room shall have prior approval by the secretary of the Standards Council. Only IAPMO staff shall be permitted to distribute such materials.
24. **Reconsider, Rescind, or Amend Something Previously Adopted.** Applicable only within the period of discussion of the specific document and prior to the final vote.



## IAPMO TECHNICAL MEETING CONVENTION RULES

Adopted by The IAPMO Board of Directors, September 4, 2000, and  
Approved by The IAPMO Standards Council on November 30, 2000.  
Amended by The IAPMO Standards Council on February 27, 2002 and on the November 6, 2002.

The Association Technical Meetings are an important step in developing a complete record to assist the IAPMO Standards Council in determining the degree of consensus achieved. These convention rules, or any part of same, may not be suspended. The transaction of business at Association Technical Meetings shall be governed, in order of precedence, by the Regulations Governing Committee Projects (see especially section 4-5) and these Convention Rules.

1. **Meetings.** The Secretary of the Standards Council shall develop and publish in advance, an agenda for each Association Technical Meeting. At the discretion of the Secretary, the meeting may take place in a single session or may be divided into more than one session. All items on the agenda scheduled for consideration at a session shall be completed before the adjournment of that session.
2. **Adjournment.** Adjournment of each session shall take place only upon completion of the scheduled agenda.
3. **Recess.** A session may be recessed at any time at the discretion of the chair. A motion to recess shall be allowed at the discretion of the chair.
4. **Question of Privilege.** Ruled on by the chair.
5. **Call for Orders of the Day.** Any change to the published agenda is to be announced by the chair at the commencement of the session.
6. **Lay on the Table.** Not allowed.
7. **Previous Question.** Requires a two-thirds vote of those present. For informational purposes prior to the vote, the chair has the authority to ask if there is anyone who wishes to speak, who has not spoken, and who has something new to add. A successful motion of the previous question will close debate on the pending motion and bring it to an immediate vote.
8. **Limit or Extend Debate.** Each speaker is allowed ten minutes to present their arguments.
9. **Postpone Definitely.** Not allowed.
10. **Commit or Refer.** Not allowed.
11. **Amending Motions.** See Regulations Governing Committee Projects at section 4-5 (especially 4-5.4 through 4-5.8).
12. **Postpone Indefinitely.** Not allowed.
13. **Voting on Motions.** Except as otherwise provided in these rules, the vote on motions shall be taken by a show of hands. If the chair is uncertain of the result of the vote, he or she can order a counting of the vote. A motion that the vote be counted is allowed and requires a majority vote of those present.
14. **Main Motion (not applicable).** All motions have been submitted prior to sessions as per Regulations Governing Committee Projects and program.
15. **Point of Order.** Allowed.
16. **Appeal.** Decisions of the chair can be appealed except as otherwise prohibited by these rules. The proper venue for appeal of these rules is by an appeal filed with the IAPMO Standards Council.
17. **Suspend Rules.** Not allowed.
18. **Division of Question.** Allowable at the discretion of the chair.
19. **Division of Assembly.** Not allowed (see paragraph 14).
20. **Parliamentary Inquiry or Point of Information.** Allowed.
21. **Withdraw Motion.** A motion can be withdrawn only by a majority vote of the members assembled.
22. **Take from the Table.** Not allowed.
23. **Visual Aids and Physical Simulations.** Visual aids and physical simulations of any kind are prohibited. Only verbal presentations are allowed.
24. **Distribution of Materials.** All materials distributed within the Association Technical Meeting room shall have prior approval by the secretary of the IAPMO Standards Council. Only IAPMO staff shall be permitted to distribute such materials.
25. **Reconsider, Rescind, or Amend Something Previously Adopted.** Applicable only within the period of discussion of the specific document and prior to the final vote.

# REGULATIONS GOVERNING PETITIONS TO THE BOARD OF DIRECTORS FROM DECISIONS OF THE STANDARDS COUNCIL

Adopted by The IAPMO Board of Directors September 4, 2000.  
Amended in January 2007.

## **Section 1 Scope of and Authority for these Regulations.**

- (a) These regulations have been issued by the Board of Directors pursuant to its authority under Article 5, 6 and 8 of the IAPMO Bylaws.
- (b) These regulations set forth the procedures to be used for the filing and processing of all petitions to the Board of Directors filed pursuant to 1-7 of the Regulations Governing Committee Projects.
- (c) The Board of Directors can amend these regulations from time to time and waive or supplement, in whole or in part, at any time or times at its discretion.
- (d) For the purposes of these regulations, the Standards Council Secretary, or such other person as the Chair of the Board of Directors may appoint, shall act as a petitions clerk.

**Section 2 Subcommittees of the Board of Directors.** Unless the Board of Directors otherwise orders, the authority to consider and make recommendations on the disposition of a petition by the Board of Directors shall be delegated to a subcommittee of the Board of Directors, which shall be appointed, in accordance with 2.1 of these regulations. Subcommittees shall be appointed by the Chair of the Board of Directors.

**2.1 Composition of Subcommittees.** Subcommittees shall consist of three or more members of the Board of Directors. The criteria for selection and appointment of subcommittee members shall be as follows:

- (a) A subcommittee member shall be a person who can decide the petition on the merits in an impartial manner.
- (b) A subcommittee member shall not have any conflict of interest. (A conflict of interest is defined as any situation in which a decision on a petition could substantially and materially affect the member's financial or business interest.)
- (c) Each subcommittee member shall, to the extent practicable, represent diverse interests within the association.

In making a decision of whether or not to serve on a subcommittee, the member may consult with the IAPMO general counsel.

**Section 3 The Scope of Review.** The petitioner shall generally confine the argument in the petition to matters that were presented below and shall not raise any new matters that could have but were not presented within the standards development process. A petition to the Board of Directors shall not be regarded as simply another opportunity to reargue a position that was rejected by the Standards Council. In considering a petition, the subcommittee shall give due deference to the judgment of the Standards Council and shall not intervene unless it can be demonstrated that extraordinary circumstances exist requiring the Board of

Director's intervention to protect the integrity of the standards development process.

**Section 4 The Record.** In its consideration of the petition, the subcommittee shall have before it the entire record that was before the Standards Council, as well as all proceedings and decisions of the Standards Council on the issue. In addition, the subcommittee may consult any other records of the association that it deems pertinent to the issue, and the subcommittee may seek technical assistance from staff, the technical committee, or any other source or persons that it deems appropriate.

**Section 5 Notice of Intent to File the Petition.** Anyone wishing to petition the Board of Directors concerning a Standards Council action related to the issuance of a document, shall file a Notice of Intent to File a Petition within 15 days following the Standards Council action. A Standards Council action related to the issuance of a document includes any action of the Council that issues or returns a document or that affects the text of a document. Petitions concerning other Standards Council actions shall be filed within a reasonable period of time.

## **Section 6 Filing and Contents of the Petition.**

- (a) Within 15 days following the receipt of the notice of intent to file, or within such other time as the petitions clerk may allow, the petitioner shall file the petition together with 20 copies. The petition shall be no more than 10 pages in length and shall contain, in separately denominated sections, the following:
  - (1) Name, affiliation, and address of the petitioner;
  - (2) Statement identifying the particular Standards Council action to which the petition relates;
  - (3) Argument setting forth the grounds for the petition and, in particular, addressing why there exist extraordinary circumstances requiring the intervention of the Board of Directors (see the preceding Section 3 and 1-7 of the Regulations Governing Committee Projects); and
  - (4) Statement of the precise relief requested.
- (b) Any part of the record related to the standards development process that is referenced or discussed in the petition should be clearly cited in the petition using available markings such as the title, author, date, and page of the record. Since the full record will be available to the subcommittee during its review, attachments and appendices shall not accompany the petition, unless express permission has been obtained from the petitions clerk.

## REGULATIONS GOVERNING PETITIONS TO THE BOARD OF DIRECTORS FROM DECISIONS OF THE STANDARDS COUNCIL

### **Section 7 Consideration of the Petition.**

**7-1 Initial Review.** The petitions clerk may, at his or her discretion, arrange for initial review of the petition by meeting, correspondence, or telephone conference. If upon such initial review of the petition and any relevant portions of the record, the subcommittee determines that the petition has no merit, it may dismiss the petition.

**7-2 Full Review.** If initial review is not conducted, or, if upon such review, the subcommittee determines that further review is warranted, it shall afford the opportunity for responses to be filed by interested parties. Responses, together with 20 copies, shall be filed within 15 days or within such other time as the petitions clerk may allow.

- (a) Responses shall be no more than 10 pages in length and shall contain, in separately denominated sections, the following:
  - (1) Name, affiliation, and address of the respondent;
  - (2) Statement identifying the petition to which the response relates and stating whether the respondent supports or opposes the petition; and
  - (3) Argument setting forth the grounds for opposing or supporting the petition and, in particular, addressing why there does or does not exist extraordinary circumstances requiring the intervention of the Board of Directors (see the preceding Section 3 and 1-7 of the Regulations Governing Committee Projects).
- (b) Any part of the record related to the standards development process that is referenced or discussed in a response should be clearly cited in the response using available markings such as the title, author, date, and page of the record. Since the full record will be available to the subcommittee during its review, attachments and appendices shall not accompany the response, unless express permission has been obtained from the petitions clerk.
- (c) So as to avoid unnecessary repetition and duplication of effort, parties are encouraged to file joint responses where possible and appropriate.
- (d) Unless a hearing has been requested and granted by the subcommittee (see Section 8), the subcommittee shall, either by meeting or telephone conference, review and render a decision on the petition based on the written submissions of the parties and the record before it.

**Section 8 Requests for Hearings.** If the petitioner requests a hearing on the petition and that hearing is granted, the petitioner shall be assessed a filing fee of \$2,500 to be posted following the granting of the request. This fee may be reduced or waived by the Chief Executive Officer upon application of the petitioner if good cause for reducing or waiving the fee is presented. If a hearing is granted, the Procedures for Hearings shall be followed.

**Section 9 Waiver of Regulations.** Any of the deadlines or requirements set forth in these regulations may be waived by the subcommittee upon application of the petitioner or any other party for good cause shown, or in the discretion of the subcommittee.

**Section 10 Subcommittee Report to the Board of Directors.** The subcommittee shall file with the Board of Directors a written report concerning each petition that it has determined.



# IAPMO Technical Committee Membership Application

IAPMO uses the information in this application to determine your qualifications and to assure that IAPMO technical committee appointments are made in a way that ensures that committees will contain a fair balance of interests. Please provide us with as much information as you feel will assist us in the selection process. Feel free to attach additional pages if necessary.

Name of Individual: \_\_\_\_\_ Title: \_\_\_\_\_  
Employer: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
UPS or Other Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Please indicate committee for which you are applying:**

- |   |   |
|---|---|
| <input type="checkbox"/> Plumbing Technical Committee   | <input type="checkbox"/> Swimming Pool, Spa and Hot Tub Technical Committee           |
| <input type="checkbox"/> Mechanical Technical Committee | <input type="checkbox"/> Solar, Hydronics and Geothermal Code Technical Committee     |
|   | <input type="checkbox"/> Water Efficiency and Sanitation Standard Technical Committee |

**Member categories:**

- Principal member  
 Alternate member. If Alternate, to whom \_\_\_\_\_  
 Non-voting member

**Please indicate the interest category (see definitions on page 2) which you believe best suits your qualifications:**

- |  |  |
|--|--|
| <input type="checkbox"/> Manufacturer                        | <input type="checkbox"/> Research/Standards/Testing Laboratory (N/A to WESStand) |
| <input type="checkbox"/> User                                | <input type="checkbox"/> Enforcing Authority                                     |
| <input type="checkbox"/> Installer/Maintainer                | <input type="checkbox"/> Consumer  |
| <input type="checkbox"/> Labor                               | <input type="checkbox"/> Special Expert  |
| <input type="checkbox"/> Design Professional (WESStand only) |  |

**1. QUALIFICATIONS OF APPLICANT**

- a. Provide evidence of your general knowledge and competence in the scope (*work*) of the committee (*please attach résumé*)

\_\_\_\_\_  
\_\_\_\_\_

- b. What is your specific relationship to one or more elements of the scope of the committee?

\_\_\_\_\_  
\_\_\_\_\_

- c. Will you be able to actively participate in the work of the committee including responding to correspondence and attending committee meetings?

\_\_\_\_\_  
\_\_\_\_\_

**2. REPRESENTATION**

- a. Indicate below the name of the entity you would be representing and include written authorization from that entity authorizing you to be their representative:

\_\_\_\_\_  
\_\_\_\_\_

- b. Does the organization you would represent have a mechanism for instructing votes? If so, can the time constraints imposed by the Regulations Governing Committee Projects be met?

\_\_\_\_\_  
\_\_\_\_\_

(IAPMO TECHNICAL COMMITTEE MEMBERSHIP APPLICATION - CONTINUED)

3. FUNDING SOURCE(S) FOR YOUR PARTICIPATION

a. What person(s) or organization(s) would fund your participation as a committee member, either in whole or in part? (You should list your employer if your participation is funded by your employer or if your participation is part of your employment responsibilities or otherwise related to your employment.)

\_\_\_\_\_  
\_\_\_\_\_

b. Background and description of your employer and/or other person(s) or organization(s) funding participation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. ADDITIONAL COMMENTS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Languages other than English \_\_\_\_\_

COMPLETE A SEPARATE APPLICATION FORM FOR EACH COMMITTEE ON WHICH YOU DESIRE TO SERVE. IN ORDER TO ASSURE THE PROMPT PROCESSING OF YOUR REQUEST, PLEASE BE SURE TO COMPLETE ALL QUESTIONS AND SIGN THIS APPLICATION.

If appointed, I agree to abide by the rules and guidelines of IAPMO. In addition, I hereby agree to notify the Secretary of the IAPMO Standards Council of a change in status, including change of employment, organization represented, or funding source. I also agree that IAPMO shall have, and I hereby grant, all and full rights in copyright in any material that I author, either individually or with others, as a member of this committee, or that I submit for the proposed use of the committee in an IAPMO code or standard or other IAPMO document. I further acknowledge that I acquire no rights in any publication of IAPMO and that copyright and all rights in all materials produced by IAPMO technical committees are owned by IAPMO and that IAPMO may register copyright in its own name.

I do not now hold, and I do not intend to hold any patent, the use of which would be required for compliance with any material that I author – either individually or with others – as a member of this committee, or that I submit for the proposed use of the committee in an IAPMO code or standard or other IAPMO document.

I attest that all the information on this application is true and accurate.

By signing below, I attest to my ability to communicate with IAPMO staff and the members of the Technical Committee through electronic means, namely via email and the internet.

Signature \_\_\_\_\_

Date \_\_\_\_\_

INTEREST CATEGORIES

- (a) **Manufacturer.** A representative of a maker or marketer of a product, assembly or system, or portion thereof that is affected by the document.
- (b) **User.** A representative of an entity that is subject to the provisions of the Document or that voluntarily uses the Document.
- (c) **Installer/Maintainer.** A representative of an entity that is in the business of installing or maintaining a product, assembly, or system affected by the Document.
- (d) **Labor.** A labor representative or employee concerned with safety in the workplace within the scope of the Document.
- (e) **Research/Standards/Testing Laboratory.** A representative of an independent research organization; an organization that develops codes, standards and other similar documents; or an independent testing laboratory.
- (f) **Enforcing Authority.** A representative of an agency or an organization that promulgates or enforces the Document.
- (g) **Consumer.** A person who is or represents the ultimate purchaser of a product, system or service affected by the Document but who is not a User as defined in (b).
- (h) **Special Expert.** A person not representing (a) through (g) and who has special expertise in the scope of the Document or portion thereof.
- (i) **Design Professional.** A person who is in the business of designing systems affected by the Document.



International Association of Plumbing & Mechanical Officials  
4755 E. Philadelphia Street • Ontario, CA • 91761  
Tel: 909-472-4100 • Fax: 909-472-4246

[www.iapmo.org](http://www.iapmo.org)

# FORM FOR PROPOSALS ON IAPMO UPC/UMC COMMITTEE DOCUMENTS-2024

**NOTE: All Proposals MUST be received by 5:00 PM PST on January 12, 2024**

**PLEASE USE SEPARATE FORMS FOR EACH PROPOSAL**

Forms to be submitted electronically and accessed at the following: <https://codeproposals.iapmo.org/>

Date \_\_\_\_\_ Name \_\_\_\_\_ Tel. No. \_\_\_\_\_

Organization \_\_\_\_\_ Email Address \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Please Indicate Organization Represented (if any) \_\_\_\_\_

## Recommendation:

Check one (see instructions)

- Add new text
- Revise text
- Delete text without substitution

Section number: \_\_\_\_\_ Code: UPC  UMC

**Proposed Text** [Note: Proposed text must be in legislative format i.e., using underscore to denote wording to be inserted (wording) and strike through to denote wording to be deleted (~~wording~~).

## Statement of Problem and Substantiation/Resolution:

**Are you referencing standards in your proposal? Check one  Yes  No**

If yes, please provide two hard copies or one electronic copy with your proposal. Please note that if a standard is referenced above in your proposal you must submit such standard in order for your proposal to be processed. If the standard is not received by the closing date, your proposal is considered incomplete and will not be processed.

**Where additional supplementary materials such as tests, research papers, or other documents need to be submitted, please provide supporting material electronically. Please note that if supporting material is not received by the closing date, it will not be accepted for review by the Technical Committee.**

**Copyright Assignment** (This proposal is original materials and is considered to be the submitter's own idea based on, or as a result of, research and experience, and is not copied from another source).

I hereby irrevocably grant and assign IAPMO all and full rights in copyright, in this proposal. I understand and intend that I acquire no rights, including rights as a joint author, in any publication of IAPMO in which this proposal in this or another similar or analogous form is used. **I hereby warrant that I am the author of this proposal and that I have full power and authority to enter into this copyright assignment.**

By checking this box I affirm that I am, and agree to be legally bound by the above Copyright Assignment and the terms and conditions contained therein. I understand and intend that, by checking this box, I am creating an electronic signature that will, upon my submission of this form, have the same legal force and effect as a handwritten signature.

**Note: If you are not the author of this proposal (this text is copied from another source) please do not submit. The author of the proposal must give copyright assignment (which is the submitter's own idea based on or as a result of research, experience and is not copied from another source).**

**Patent Policy.** IAPMO's patent policy is to adhere fully to the ANSI patent policy. Every proponent of a code change proposal should familiarize him or herself with the ANSI patent policy which is available in its entirety at [www.ansi.org/essentialrequirements](http://www.ansi.org/essentialrequirements). Upon receipt of a notice of an essential patent claim, IAPMO will coordinate with the claimant to ensure collection of the assurance(s) required by IAPMO's adherence to the ANSI patent policy before the proposal that includes an essential patent claim is introduced into the code development process.

# FORM FOR COMMENTS ON IAPMO UPC/UMC COMMITTEE DOCUMENTS-2024

**NOTE: All Comments MUST be received by 5:00 PM PST on January 3, 2025**

Forms to be submitted electronically and accessed at the following: <https://codeproposals.iapmo.org/>

Date \_\_\_\_\_ Name \_\_\_\_\_ Tel. No. \_\_\_\_\_

Organization \_\_\_\_\_ Email Address \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip. \_\_\_\_\_

Please Indicate Organization Represented (if any) \_\_\_\_\_

## Recommendation:

Check one (see instructions)

- Add new text
- Revise text
- Delete text without substitution

Section number: \_\_\_\_\_ Code: UPC  UMC

Comment on Proposal Item number: \_\_\_\_\_

**Proposed Text** [Note: Proposed text must be in legislative format i.e., using underscore to denote wording to be inserted (wording) and strike through to denote wording to be deleted (~~wording~~).

## Statement of Problem and Substantiation/Resolution:

Are you referencing standards in your comment? Check one  Yes  No

If yes, please provide two hard copies or one electronic copy with your comment. Please note that if a standard is referenced above in your comment you must submit such standard in order for your comment to be processed. If the standard is not received by the closing date, your comment is considered incomplete and will not be processed.

**Where additional supplementary materials such as tests, research papers, or other documents need to be submitted, please provide supporting material electronically. Please note that if supporting material is not received by the closing date, it will not be accepted for review by the Technical Committee.**

**Copyright Assignment** (This comment is original materials and is considered to be the submitter's own idea based on, or as a result of, research and experience, and is not copied from another source).  
I hereby irrevocably grant and assign IAPMO all and full rights in copyright, in this proposal. I understand and intend that I acquire no rights, including rights as a joint author, in any publication of IAPMO in which this comment in this or another similar or analogous form is used. **I hereby warrant that I am the author of this comment and that I have full power and authority to enter into this copyright assignment.**

By checking this box, I affirm that I am, and agree to be legally bound by the above Copyright Assignment and the terms and conditions contained therein. I understand and intend that, by checking this box, I am creating an electronic signature that will, upon my submission of this form, have the same legal force and effect as a handwritten signature.

**Note: If you are not the author of this comment (this text is copied from another source) please do not submit. The author of the comment must give copyright assignment (which is the submitter's own idea based on or as a result of research, experience and is not copied from another source).**

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## 2027 USHGC & USPSHTC CODE DEVELOPMENT TIMELINE [REVISED 12.20.23]

1 <sup>st</sup> Technical Committee Meeting Via Teleconference	September 16-17, 2024
Call for Proposals	November 1, 2024
Deadline for Submission of Proposals	March 3, 2025
Distribute Proposals to Committee (ROP Monograph)	May 16, 2025
Technical Committee Meetings (Ontario, CA)	June 17-18, 2025
Initial Ballots to Technical Committee	July 11, 2025
Receipt of Initial Ballots and Circulation of Comments	July 25, 2025
Final Closing Date for Ballots and includes Receipt of Vote Changes Based on Circulated Comments	August 8, 2025
TCC Teleconference Meeting	August 28, 2025
Distribution of Report on Proposals (ROP)	September 12, 2025
Call for Comments	October 10, 2025
Deadline for Submission of Comments	January 16, 2026
Distribution of Comments to Committees (ROC Monograph)	April 13, 2026
Technical Committee Meetings	May 11-12, 2026
Initial Ballots to Technical Committees	May 29, 2026
Receipt of Initial Ballots and Circulation of Comments	June 12, 2026
Final Closing Date for Ballots, including receipt of vote changes Based on re-circulated comments	June 26, 2026
TCC Teleconference Meeting	July 10, 2026
Distribution of Report on Comments (ROC)	September 4, 2026
Deadline for Notification of Intent to File Written Petition to the Executive Committee	October 30, 2026
Executive Committee Meet to Address Petitions	December 4, 2026

\* Timeline dates are subject to be revised

# REGULATIONS GOVERNING CONSENSUS DEVELOPMENT OF THE UNIFORM SOLAR, HYDRONICS & GEOTHERMAL AND SWIMMING POOL, SPA & HOT TUB CODES

## 1.0 Scope.

**1.1 Application.** The provisions of this code shall apply to the erection, installation, alteration, addition, repair, relocation, replacement, addition to, use or maintenance of solar energy, water heating, appliances intended for space heating or cooling, swimming pool heating, process heating, geothermal and hydronic systems, snow and ice melt systems and use of any solar energy systems or swimming pool, spa or hot tub systems.

## 2.0 General.

**2.1 Administration.** These Regulations shall govern the activities of International Association of Plumbing and Mechanical Officials (IAPMO) related to the development, approval, revision, reaffirmation, and withdrawal of the Uniform Solar, Hydronics & Geothermal and Swimming Pool, Spa & Hot Tub Codes (USHGC/USPSHTC).

**2.2 Actions.** Actions needed to reaffirm, revise, or withdraw the USHGC/USPSHTC using these Regulations shall be completed within 5 years from the original USHGC/USPSHTC approval date.

**2.3 American National Standards.** When submitting standards for approval as American National Standards, IAPMO will submit all required ANSI forms [or their equivalent] and comply with all required administrative practices in accordance with the current ANSI Essential Requirements.

**2.4 Definitions.** The following terms, used in these Regulations, shall have the meanings indicated as follows:

**Appeal** – Any request submitted in writing to the Executive Committee for the adoption, reversal, or modification of any action taken by any Technical Committee, Technical Correlating Committee, or the Association, at any time in the Document development process (Section 9.0).

**Approved** – Acceptable to the authority having jurisdiction.

**Association** – International Association of Plumbing and Mechanical Officials.

**Authority Having Jurisdiction** – The organization, office, or individual responsible for approving equipment, materials, an installation, or a procedure.

**Code** – A standard that is an extensive compilation of provisions covering broad subject matter or that is suitable for adoption into law independently of other codes and standards.

**Comment** – Suggested amendment, deletion, or addition to a Report on Proposals submitted in accordance with Section 7.0.

**Consensus** – Consensus has been achieved when, in the judgment of the Executive Committee, substantial agreement has been reached by materially affected interest categories. Substantial agreement means much more than a simple majority but not necessarily unanimity. Consensus requires that all views and objections be considered and that a concerted effort be made toward their resolution.

**Document (Technical Committee Document)** – A Code, Standard, Recommended Practice, or Guide excluding any index thereto.

**Extract Guidelines** – These Guidelines provide guidance to Technical Committees (TCs) for extracting text from other documents whose TCs have primary jurisdiction for the

subject covered. The Extract Guidelines are considered to be part of the ANSI accredited Regulations and they are meant to supplement but not conflict with IAPMO's Regulations Governing Consensus Development of the Uniform Solar, Hydronics & Geothermal and Swimming Pool, Spa & Hot Tub Codes.

**Guide** – A document that is advisory or informative in nature and that contains only nonmandatory provisions. A guide may contain mandatory statements such as when a guide can be used, but the document as a whole is not suitable for adoption into law.

**Labeled** – Equipment or materials to which has been attached a label, symbol, or other identifying mark of an organization that is acceptable to the authority having jurisdiction and concerned with product evaluation, that maintains periodic inspection of production of labeled equipment or materials, and by whose labeling the manufacturer indicates compliance with appropriate standards or performance in a specified manner.

**Listed** – Equipment, materials, or services included in a list published by an organization that is acceptable to the Authority Having Jurisdiction and concerned with evaluation of products or services, that maintains periodic inspection of production of listed equipment or materials or periodic evaluation of services, and whose listing states that either the equipment, material, or service meets appropriate designated standards or has been tested and found suitable for specified purpose.

**Proposal** – A suggested amendment, deletion, or addition to an existing Document or a proposed new Document submitted in accordance with Section 6.0.

**Recommendation** – Technical Committee or Technical Correlating Committee action on a Proposal, Comment, or Association action with respect to a Technical Committee Report.

**Recommended Practice** – A document similar in content and structure to a code or standard but that contains only nonmandatory provisions using the word “should” to indicate recommendations in the body of the text.

**Report on Comments (ROC)** – A report to the Association on the actions taken by Technical Committee accompanied by a ballot statement and one or more comments resulting from public review of the Report on Proposals (ROP).

**Report on Proposals (ROP)** – A report to the Association on the actions taken by Technical Committee accompanied by a ballot statement and one or more proposals on text for a new Document or to amend an existing Document (Section 6.9.4).

**Shall** – Indicates a mandatory requirement.

**Should** – Indicates a recommendation or that which is advised but not required.

**Standard** – A document, the main text of which contains only mandatory provisions using the word “shall” to indicate requirements and which is in a form generally suitable for mandatory reference by another standard or code or for adoption into law. Nonmandatory provisions shall be located in an appendix, footnote, or fine-print note and are not to be considered a part of the requirements of a standard.

**Task Group** – An ad hoc group appointed to address a specific topic or problem (Section 4.7).

## REGULATIONS GOVERNING CONSENSUS DEVELOPMENT OF THE UNIFORM SOLAR, HYDRONICS & GEOTHERMAL AND SWIMMING POOL, SPA & HOT TUB CODES

**Technical Committee (also referred to as TC)** – The consensus body responsible for development and revision of any Document.

**Technical Committee Report** – Is the Report of the Technical Committee on a Document. A Technical Committee Report consists of the Report on Proposals as modified by the Report on Comments published by the Association.

**Technical Correlating Committee (also referred to as TCC)** – A group assigned to manage and coordinate the activities of a Technical Committee Project within which more than one Technical Committee functions.

### 3.0 Organization.

**3.1 USHGC/USPSHTC Technical Committee.** The USHGC/USPSHTC Technical Committee shall be established by IAPMO and shall be responsible for developing and maintaining the USHGC/USPSHTC in accordance with these Regulations. The membership of the USHGC/USPSHTC Technical Committee shall be sufficiently diverse to ensure reasonable balance and shall not have dominance by any single interest group (Section 3.5).

**3.2 Secretariat.** IAPMO shall be responsible for maintaining the Secretariat for the USHGC/USPSHTC Technical Committee established in accordance with these procedures. The secretariat shall:

- (a) Organize the USHGC/USPSHTC Technical Committee and issue official appointments.
- (b) Oversee compliance with these Regulations, including legal review as necessary.
- (c) Maintain rosters of the USHGC/USPSHTC Technical Committee, Subcommittees, and Task Groups.
- (d) Maintain all records pertaining to the USHGC/USPSHTC Technical Committee.
- (e) Provide administrative support, including secretarial services for the USHGC/USPSHTC Technical Committee.
- (f) Publish approved USHGC/USPSHTC and revisions thereto.
- (g) Perform other administrative functions as required.
- (h) Appoint committee officers in accordance with Section 3.5.13.1 USHGC/USPSHTC Technical Committee Officers.

**3.3 Records.** Committee records shall be accessible to directly and materially interested parties, subject to reasonable conditions of time, location, cost and convenience. Records concerning new, revised, or reaffirmed standards shall be retained for at least one complete standards cycle (until the standard is revised, withdrawn or reaffirmed). Records concerning withdrawn standards shall be retained for at least five years from the date of withdrawal.

**3.4 Executive Committee.** The USHGC/USPSHTC Committee shall be governed by the IAPMO Executive Committee consisting of the Vice President of Codes and Standards Development, the Chief Operating Officer, and the Chief Executive Officer.

**3.5 Membership.** Membership on the USHGC/USPSHTC Technical Committee shall be open to any person directly or indirectly affected by the Standard, subject to the selection procedure hereinafter set forth in Section 3.5.2 process, size limitations as contemplated in Section 3.5.3, and balance requirements as noted in Section 3.5.8.

**3.5.1 Application.** Individuals seeking membership on the USHGC/USPSHTC Technical Committee shall submit a written request to the Secretariat indicating their interest in the work of the USHGC/USPSHTC Technical Committee and their qualifications, willingness to participate, and affiliations that might affect their classification. Applicants shall identify their interest category (See Section 3.5.6 Interest Categories).

**3.5.2 Process.** The Secretariat shall promptly process all membership applications. Applications shall be considered by the Executive Committee, which shall accept or reject all applications. Rejected applicants shall have the right to appeal in accordance with Section 9.0 Appeals. In accepting or rejecting applicants, consideration shall be given to the following:

- (a) Need for active participation by members of each interest group.
- (b) Balance of interest categories as defined in Section 3.5.6.
- (c) Potential for dominance by any single interest category, individual or organization.
- (d) Extent of interest expressed by the applicant and willingness to participate.
- (e) Qualifications and ability to materially contribute to the work of the USHGC/USPSHTC Technical Committee.

**3.5.3 USHGC/USPSHTC Technical Committee Size.** The Secretariat shall consider and may recommend reasonable limits on the size of the USHGC/USPSHTC Technical Committee.

**3.5.4 Participation.** Participation on the USHGC/USPSHTC Technical Committee shall not be conditional upon membership in any organization and shall not be unreasonably restricted on the basis of technical qualifications or other such requirements.

**3.5.5 Notification.** The Secretariat shall promptly notify all applicants and the USHGC/USPSHTC Technical Committee of the actions taken on applications and shall submit an annual membership report to the USHGC/USPSHTC Technical Committee.

**3.5.6 Interest Categories.** Members appointed to serve on the USHGC/USPSHTC Technical Committee shall be classified as a representative in one of the following definitions:

- (a) **Manufacturer.** A representative of a maker or marketer of a product, assembly or system, or portion thereof that is affected by the standard.
- (b) **User.** A representative of an entity that is subject to the provisions of the standard or that voluntarily uses the standard.
- (c) **Installer/Maintainer.** A representative of an entity that is in the business of installing or maintaining a product, assembly, or system affected by the standard.
- (d) **Labor.** A labor representative or employee concerned with safety in the workplace within the scope of the standard.
- (e) **Research/Standards/Testing Laboratory.** A representative of an independent research organization; an organization that develops codes, standards and other similar documents; or an independent testing laboratory.
- (f) **Enforcing Authority.** A representative of an agency or an organization that promulgates or enforces the standard.

## REGULATIONS GOVERNING CONSENSUS DEVELOPMENT OF THE UNIFORM SOLAR, HYDRONICS & GEOTHERMAL AND SWIMMING POOL, SPA & HOT TUB CODES

- (g) Consumer. A person who is or represents the ultimate purchaser of a product, system or service affected by the standard but who is not a User as defined in Section 3.5.6(b).
- (h) Special Expert. A person not representing as defined in Section 3.5.6(a) through Section 3.5.6(g) and who has special expertise in the scope of the standard or portion thereof.

**Note:** A representative includes an employee. Representatives of subsidiaries of any group are generally considered to have the same classification as the parent organization.

**3.5.7 Number of Votes.** There shall be a limit of one voting member from each company or organization.

**3.5.8 Balance.** No more than one-third of the voting members shall represent any one-interest category as defined in Section 3.5.6.

**3.5.9 Membership Roster.** The Secretariat shall prepare and maintain a membership roster documenting the classification of each USHGC/USPSHTC Technical Committee member and the achievement of balance. The Executive Committee shall review the USHGC/USPSHTC Technical Committee roster annually and recommend changes, if necessary. Rosters shall include a summary of the voting membership, by interest category.

**3.5.10 Termination of Membership.** The Executive Committee shall be authorized to terminate the membership of an individual on the USHGC/USPSHTC Technical Committee for cause, including inactivity. A USHGC/USPSHTC Technical Committee member shall be considered inactive:

- (a) For failure to return two successive ballots, or
- (b) For failure to attend at least one USHGC/USPSHTC Technical Committee, Sub-committee, or Task Group meeting in a three year period.

**3.5.11 Changes in Employment.** USEHC/USPSHTC Technical Committee members shall notify the Secretariat of any changes in employment affecting representation and shall submit a new application if continued membership on the USHGC/USPSHTC Technical Committee is desired.

**3.5.12 Subcommittees.** Subcommittees shall be established by the Executive Committee for the purpose of assisting the USHGC/USPSHTC Technical Committee in drafting standards, considering comments or negative votes on portions of the standards and other advisory functions as follows:

- (a) Membership on Subcommittees may include persons who are not members of the USHGC/USPSHTC Technical Committee.
- (b) Balance is not required for Subcommittees. A roster of all Subcommittees shall be maintained by the Secretariat.
- (c) Subcommittee Chair shall be members of the USHGC/USPSHTC Technical Committee and shall be appointed by the Executive Committee.
- (d) Subcommittee members shall be appointed by the Subcommittee Chair, with the concurrence of the Secretariat.

**3.5.13 USHGC/USPSHTC Technical Committee Officers.** The USEHC/USPSHTC Technical Committee shall have a Chair, Vice Chair, and Secretariat.

**3.5.13.1 Appointment.** The Chair and Vice Chair shall be appointed by the Executive Committee from the individual members of the USHGC/USPSHTC Technical Committee. Each will serve until a successor is selected and ready to serve. The Secretariat shall be appointed by the Executive Committee and need not be a member of the USHGC/USPSHTC Technical Committee.

**3.6 Organization and Responsibilities of Technical Correlating Committees.** If the Executive Committee determines that a Project is of such magnitude or breadth, or for other appropriate reasons requires that a group manage and coordinate the activities of a number of TCs, the Executive Committee may appoint a TCC. The number of Members and the interests from which they are selected shall be determined by the Executive Committee.

**3.6.1 Authority.** A TCC shall direct the activities of the TCs that have primary responsibility for the development and revision of Documents assigned to them. The TCC shall be responsible for resolving conflicts, achieving correlation among the recommendations of the TCs, correcting errors and omissions, and ensuring that the Committee activities have been conducted in accordance with these Regulations. The TCC shall have the authority to choose between alternatives presented by the TCs and to write text, but only as necessary for correlation, consistency, and the correction of errors and omissions.

**3.6.2 Responsibilities.** The responsibilities of a TCC are as follows:

- (a) Resolving conflicts within or between Documents;
- (b) Recommending the resolution of conflicts between, and overlapping functions in TC Scopes;
- (c) Correlating the scheduling of the Reports from the TCs operating under its responsibility;
- (d) Determining whether or not the TC has given due consideration to all evidence presented to it in connection with the preparation of its Report including all comments relating to negative votes.

### **4.0 Meetings.**

**4.1 Frequency and Location.** USEHC/USPSHTC Technical Committee meetings shall be held as decided upon by the Executive Committee. An effort shall be made to hold meetings at locations convenient to the members.

**4.2 Notification.** At least 30 days written notice shall be given for all meetings of the USHGC/USPSHTC Technical Committee. An agenda shall be prepared and distributed with the meeting notice.

**4.3 Open Meetings.** Except for authorized executive sessions (see Section 4.3(a)), all meetings of the USHGC/USPSHTC Technical Committee shall be open and attendance by any interested party shall be welcome. Visitors shall not have the right to vote. Visitors shall be entitled to receive copies of meeting reports if requested in writing. Visitors shall be permitted to address the USHGC/USPSHTC Technical Committee at a meeting, provided that a written request is sent to the Chair at least 10 days prior to the meeting. The Chair shall designate the time allotted for visitor presentations.

## REGULATIONS GOVERNING CONSENSUS DEVELOPMENT OF THE UNIFORM SOLAR, HYDRONICS & GEOTHERMAL AND SWIMMING POOL, SPA & HOT TUB CODES

(a) Executive Sessions. Executive sessions shall be permitted for the purpose of considering administrative, financial and similarly sensitive issues not related to the technical content of any standards or the disposition of ballots or public comments. Attendance during executive sessions shall be limited to members and representatives of the Secretariat.

**4.4 Quorum.** A majority of the members of the USEHC/USPSHTC Technical Committee shall constitute a quorum for conducting business at a meeting. No special quorum requirements exist for Subcommittees. Matters shall be deemed approved by the affirmative vote of a majority of the members present, except with respect to matters covered in Section 5.0 Voting Procedures. If a quorum is not present, actions on agenda items may be taken, but shall be subject to ratification by a letter ballot of the USEHC/USPSHTC Technical Committee or Sub-committee.

**4.5 Parliamentary Procedures.** On questions of parliamentary procedure, Robert's Rules of Order (Revised) shall apply.

**4.6 Subcommittee Meetings.** Subcommittee meetings may be called by the Chair of the Sub-committee, after receiving approval of the USHGC/USPSHTC Technical Committee Chair and the Secretariat. The time and location of Sub-committee meetings shall be set so as not to conflict with meetings of the USHGC/USPSHTC Technical Committee and to minimize conflicts with other Sub-committee meetings.

Subcommittee meetings shall be open in accordance with Section 4.3 Open Meetings, except for authorized executive sessions in accordance with Section 4.3(a) Executive Sessions.

**4.7 Task Groups.** A TC or TCC may create Task Groups to address a specific topic or problem. The Task Group shall be appointed and discharged by the Chair. Persons serving on a Task Group need not be Members of the TC or TCC. Such a group need not be balanced by interest. The Task Group shall forward recommendations along with a report of underlying issues to the TC or TCC for action. Task Group reports shall not be submitted in the name of the Task Group as proposals, comments, or Fls.

### **5.0 Voting Procedures.**

**5.1 Letter Ballots.** Approval, revision, reaffirmation, withdrawal substantial changes to and interpretations, and withdrawal of the standard shall be approved by letter ballot of the USHGC/USPSHTC Technical Committee. The Secretariat shall issue and canvass ballots.

**5.2 Voting.** Each voting member shall return one of the following positions on letter ballots:

- (a) Affirmative.
- (b) Negative, with reasons. If possible, the negative ballot shall include specific actions that will resolve the negative.
- (c) Abstain, with reasons.

**5.3 Voting Period.** The closure date for letter ballots shall be not less than seven (7) days from the date of the mailing of the ballots. The USHGC/USPSHTC Technical Committee Chair shall be authorized to grant an extension of the voting period.

**5.4 Approved Actions.** Approvals, revisions, reaffirmations, withdrawals, substantive changes to and interpretations of standards shall be considered approved when all of the following conditions have been met:

- (a) A majority of voting members eligible to vote have returned their letter ballot.
- (b) At least 67 percent of the votes cast by voting members, excluding abstentions and negatives without reasons, are affirmative.
- (c) All negative votes with reasons have been addressed in accordance with Section 5.6 Negative Votes.

**5.5 Reporting Votes.** The results of each vote on the standard shall be reported as follows:

- (a) Number of voting members.
- (b) Number of voting members voting affirmatively.
- (c) Number of voting members voting negatively with reasons.
- (d) Number of voting members voting negatively without reasons.
- (e) Number of voting members abstaining with reasons.
- (f) Number of voting members not returning ballots.

**5.6 Negative Votes.** Negative votes on a letter ballot shall be addressed as follows:

- (a) Negative votes with reasons shall be referred by the Secretariat to the USHGC/USPSHTC Technical Committee or the Subcommittee responsible for that part of the Standard in question. The USHGC/USPSHTC Technical Committee or Subcommittee shall review the negative vote and efforts shall be made to resolve the negative. The voter shall be advised in writing (including electronic communications) of the disposition of the objection and the reasons therefore. If resolution is not achieved, each voter shall be informed in writing that an appeals process exists within procedures used by the USHGC/USPSHTC Technical Committee. If in the process, the USHGC/USPSHTC Technical Committee or Subcommittee determines that substantive changes are required, the revised provision shall be re-balloted.
- (b) Negative votes, which are not accompanied by reasons, shall be recorded, as "negative without reasons" and no further action shall be required.
- (c) All negative votes that are not resolved shall be addressed as follows:
  - (1) Previously Considered Negative Votes. The USEHC/USPSHTC Technical Committee may uphold previous action on negative votes previously considered not persuasive.
  - (2) Not Related Negative Votes. If the negative vote is not directly related to the item being balloted, the negative vote shall be recorded as negative without comments and shall be placed on the agenda for consideration at the next regular meeting of the USHGC/USPSHTC Technical Committee.
  - (3) Not Persuasive Negative Votes. Not persuasive recommendations must be affirmed by at least 75% of the voting members present at a meeting (excluding abstentions) or 75% of the voting members returning ballots (excluding

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abstentions), if the recommendation is considered by letter ballot. A negative voter found not persuasive at a meeting has the right to request a confirmatory ballot of the USHGC/USPSHTC Technical Committee action to find not persuasive taken at a meeting.

- (4) Appeals. When a negative vote is determined to be “previously considered,” “not related,” or “not persuasive;” the negative voter shall be notified, in writing (including electronic communications), of the action by the USHGC/USPSHTC Technical Committee and the reason therefore. If a resolution is not achieved, the negative voter shall be informed in writing of the right to appeal to the standards developer in accordance with Section 9.0 Appeals.
- (5) Unresolved Appeals or Negative Votes. In addition, each objection resulting from public review or submitted by 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 consensus body in order to afford all members of the consensus body an opportunity to respond, reaffirm, or change their vote.

**5.7 Public Review.** When this process is completed in accordance with these procedures, the USHGC/USPSHTC Technical Committee may consider any public review objections accompanied by comments related to the proposal received subsequent to the closing of the public review and comment period, and shall consider them in the same manner as a new proposal. Timely negative votes that are not related to the proposal under consideration shall be recorded as a negative without comment and shall be considered in the same manner as submittal of a new proposal. The submitter of the negative vote shall be so notified in writing.

### **6.0 Proposal Stage.**

**6.1 Publication of Notice.** A notice announcing that a Document has entered a revision cycle and calling for submission of proposals shall be published as specified in Section 6.2 and Section 6.3.

**6.2 New Documents.** The Association shall notify the Executive Committee of its intent to develop a new document prior to entering a cycle. A draft of any new Document under preparation by a TC shall be provided to the Secretariat along with the notification of the intended closing date for receipt of proposals. Notice that the proposed draft Document is available from the Secretariat shall be published in one of the Association publications sent to all Members.

**6.3 Existing Documents.** The applicable procedures outlined elsewhere in these Regulations shall be followed by the TC and TCC except that the text of a Document to be Reconfirmed or Withdrawn need not be published in the Technical Committee Reports. Any individual interested may secure from the Association’s Publications Department a copy of the existing text to permit review and Comment.

**6.4 General.** Any individual or an individual representing an organization, or the TC or TCC responsible for the Document, may submit a Proposal. The submitter need not be a member of IAPMO.

**6.5 Technical Committee.** A Proposal that originates within a TC or TCC shall include the information requested and shall be identified as a TC Proposal. The decision to submit the Proposal to ballot shall be supported by at least a simple majority of the voting Members of the TC at the meeting. When a TC develops a new Document, the Document may be submitted as a TC Proposal.

**6.6 Content of Proposals.** Each Proposal shall be submitted to the Secretariat and shall include the following:

- (a) Identification of the submitter and his or her affiliation (i.e., TC, organization, company), where appropriate;
- (b) Identification of the Document, edition of the Document, and paragraph of the Document to which the Proposal is directed;
- (c) Proposed text of the Proposal, including the wording to be added, revised (and how revised), or deleted;
- (d) Statement of the problem and substantiation for Proposal;
- (e) Signature of the submitter or other means of authentication approved by the Secretariat; and
- (f) Two copies of any document(s) (other than an IAPMO document) being proposed as a reference standard or publication (Section 15.0).

The receipt of the Proposal on a Document that does not have a published Proposal closing date shall be acknowledged by the Secretariat, in writing, to the submitter.

**6.7 Time for Submission or Withdrawal of Proposal.** A Proposal, other than a Committee Proposal, to revise or amend an existing or proposed Document may be submitted up to the published Proposal closing date. A Proposal on the affected edition received after this date shall be returned to the submitter. A submitter, by written request to the Secretariat, may withdraw the Proposal before the published Proposal closing date. Proposals cannot be withdrawn after the established proposal closing date.

**6.8 Technical Committee Consideration of Proposals.** Actions on all Proposals shall be developed by the affected TC at a duly called meeting unless the Chair determines that the Proposals are of such a character that a recommended action can be developed without a meeting. All recommended committee actions shall then be balloted in accordance with Section 5.0.

**6.8.1 Technical Committee Action on Proposals.** The TC shall act on all current Proposals and on appropriate matters not processed in a previous Report, such as Comments held. The TC shall act on each Proposal by taking one of the following actions:

- (a) Accepting the Proposal as submitted;
- (b) Accepting the Proposal as amended by the TC; or
- (c) Rejecting the proposal.

The TC action on proposals “accepted as amended” and “rejected” shall include a statement, preferably technical in nature, on the reason for the TC action. Such statement shall

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be sufficiently detailed so as to convey the TC's rationale for its action so that rebuttal may, if desired, be submitted during the Comment period. A Proposal that does not include all of the information listed in Section 6.6(a) through Section 6.6(f) may be rejected by the Committee for that reason.

**Note:** When a Report receives a large number of Proposals, all with the same recommendation and with similar substantiation for the proposal, the Secretariat may combine these Proposals into a single or several Proposals with multiple submitters. The statement of the problem and the substantiation for the Proposal shall be a general summary, prepared by the Secretariat, of the submitted material.

**6.8.2 Technical Committee Balloting on Proposals.** TC action on Proposals shall be submitted to a ballot of the TC (Section 5.1). The decision to segment the Report (i.e., ballot the Report other than as a whole) shall be made by either the Chair or by a vote of more than one-third of the voting Members of the TC at its meeting. If the ballot is taken on the Report as a whole, at least two-thirds of the voting Members calculated in accordance with Section 5.4 must agree with the TC action for the ROP to be published for public review and comment. If the ballot is taken other than on the Report as a whole and the ballot result does not confirm the TC action on a Proposal by a two-thirds affirmative vote, the ROP shall be published with a specific request for public comment on that Proposal and the Proposal shall be reconsidered by the TC as a public comment. The Secretariat shall be notified of negative votes based on procedural grounds. The results of the ballot, including the technical reasons for negative votes, shall be included in the ROP. The Secretariat may paraphrase the reasons for negative votes for the purpose of the ROP.

**6.9 Technical Correlating Committee Action Balloting on Proposals.** The TCC shall review the ROP of the Technical Committee under its responsibility and return any Proposals it deems necessary to the appropriate TC with its action and rationale in accordance with its authority as defined in Section 3.6.1. The ROP shall be published with a specific notice of the TCC actions and rationale.

**6.9.1 Balloting.** TCC shall be balloted on its proposed actions relative to the ROP. Approval of TCC actions shall be established by a three-fourths affirmative vote of the TCC. Negative votes or abstentions on specific TCC actions shall include the reasons for such votes. If the TCC ballot result does not confirm its proposed actions, the ROP shall be published with a specific notice of such ballot results. The results of the ballot, including the reasons for negative votes on specific actions, shall be included in the ROP.

**6.9.2 Form and Content of Technical Committee Report on Proposals.** Each ROP shall be in a form suitable for publication as prescribed by the Association. The Report shall contain a list of TC and TCC Members, results of the ballot (Section 5.5), public Proposals, if any, TC Proposals, if any, and TC action thereon. If a ROP involves more than one Document, each Document shall be considered as a separate report, and shall be balloted and reported on separately.

**6.9.3 Submission of Report on Proposals.** A ROP prepared by a TC and consisting of Proposals for a new or existing Document shall be submitted to the Secretariat for printing in a ROP for public review and Comment.

**6.9.4 Publication and Distribution of Report on Proposals.** The Association shall publish the ROP for distribution to anyone interested. Notice of the availability of a ROP shall be published in one of its publications sent to all members and other appropriate media.

### **7.0 Comment Stage.**

**7.1 Comment Period.** ROPs shall contain a notice of a Comment closing date, which shall provide for a Comment period of approximately 60 days following the date of publication unless the Executive Committee approves a longer Comment period. Comments received after the closing date shall be returned to the submitter. A submitter, by written request to the Secretariat, may withdraw the Comment before the published closing date for receipt of Comments. Comments cannot be withdrawn after the established comment closing date.

**7.2 Subjects Appropriate for Comment.** Comments shall be confined to those items under consideration for action and directly affected items. When a ROP involves a Reconfirmation of an existing Document, the entire Document is open for Comment (Section 7.5.2).

**7.3 Who May Submit a Comment.** Any individual or an individual representing an organization or the TC or TCC responsible for the Document may submit a comment on the actions recommended in the ROP within the Comment period established.

**7.3.1 Technical Committee.** The TC responsible for a Document may Comment on the actions recommended in the ROP after the established Comment period deadline. Such Comments shall be prepared before balloting on TC action as required by Section 7.7. TC-generated Comments shall not introduce a concept that has not had public review.

**7.3.2 Content and Ballot.** A Comment that originates within a TC or TCC shall include the information requested in Section 7.4.1(b), (c), and (d), and shall be identified as a TC Comment. The decision to submit a TC Comment to ballot shall be supported by at least a simple majority of the voting Members of the TC at the meeting.

**7.4 Method of Comment Submittal.** Public Comments shall be submitted to the Secretariat during the established Comment period (Section 7.1). TC Comments may be submitted in accordance with Section 7.3.1 and Section 7.3.2.

**7.4.1 Content of Comments.** Each comment shall include the following:

- (a) Identification of the submitter and his or her affiliation (i.e., TC, organization, company), where appropriate;
- (b) Identification of the Document, Proposal number to which the Comment is directed, and paragraph of the Document to which the Comment is directed;
- (c) Proposed text of the Comment, including the wording to be added, revised (and how revised), or deleted;
- (d) Statement of the problem and substantiation for the Comment;

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- (e) Signature of the submitter or other means of authentication approved by the Secretariat; and
- (f) Two copies of any document(s) (other than an IAPMO document) being proposed as a reference standard or publication (Section 15.0).

A Comment that does not include all of the required information listed in (a) through (e) may be rejected by the TC for that reason.

### **7.5 Technical Committee Consideration of Comments.**

Actions on all Comments shall be developed by the affected TC at a duly-called meeting unless the Chair determines that the Comments are of such a character that a recommended action can be developed without a meeting. All recommended committee actions shall then be balloted in accordance with Section 5.1. Each TC shall process all of the Comments received in compliance with the Association timetable. A TC shall consider and act on all Comments that are directly related to the substantive content of the ROP.

**7.5.1 Multiple Comments on Same Proposal.** When a Report receives a large number of comments on a single Proposal, all with the same recommendation and with similar substantiation for the Comment, the secretariat may combine these Comments into a single Comment, or several Comments, with multiple submitters. The statement of the problem and the substantiation for the Comment shall be a general summary, prepared by the secretariat.

**7.5.2 Guidelines for Technical Committee Action on Comments.** A TC shall consider the following guidelines when determining its action on each Comment.

**7.5.2.1 Act.** The TC shall act on each Comment that is as follows:

- (a) Relevant to the text proposed by the TC.
- (b) Raises a question on material that is either new or proposed to be amended by the TC or is affected by a specific proposal.

**7.5.2.2 Hold.** The TC shall hold for processing as a Proposal for the next revision cycle a Comment that is as follows:

- (a) Would introduce a concept that has not had public review by being included in a related proposal as published in the ROP;
- (b) Would change the text proposed by the TC to the point that the TC would have to restudy the text of the ROP or other affected parts of the Document;
- (c) Would propose something that could not be properly handled within the time frame for processing the report.

**7.5.2.3 Basis for Hold.** In determining whether to hold a Comment pursuant to Section 7.5.2.2, the TC may consider any relevant factors including, but not limited to, the extent to which the Comment proposes a change that is new and/or substantial, the complexity of the issues raised, and whether sufficient debate and public review has taken place.

**7.5.2.4 Related Proposal.** A TC that holds a Comment shall include in the committee statement on its action what is intended for any proposals or other comments related to the Comment. The TC shall state if previous action on related items in the ROP is to be retained or altered.

**7.5.2.5 Subsequent Processing.** A Comment that is held shall be processed as a proposal in the next revision cycle in accordance with Section 6.8.

**7.6 Technical Committee Action on Comments.** A TC shall act on each Comment by taking one of the following actions:

- (a) Accepting the Comment as submitted;
- (b) Accepting the Comment as amended;
- (c) Rejecting the Comment; or
- (d) Holding the Comment (Section 7.5.2.2).

The TC action on Comments "accepted as amended," "rejected," or "held" shall include a statement, preferably technical in nature, on the reason for the TC action. Such statement shall be sufficiently detailed so as to convey the TC's rationale for its action so that rebuttal may, if desired, be offered when the Committee presents its Technical Committee Report to the Association for consideration. The TC action on each Comment shall be in a form suitable for publication and shall, together with each Comment, constitute the ROC.

**7.7 Technical Committee Balloting on Comments.** TC action on Comments shall be submitted to a ballot of the TC (Section 5.1). The decision to segment the Report (i.e., ballot the Report other than as a whole) shall be made by either the Chair or by a vote of more than one-third of the voting Members of the TC at its meeting. If the ballot is taken on the ROC as a whole, at least two-thirds of the voting Members calculated in accordance with Section 5.4 must agree with the TC action for the ROC to be published. If the ballot is taken other than on the Report as a whole and the ballot result does not confirm the TC action on a Comment by a two-thirds affirmative vote, the TC action on the Comment shall be reported in the ROC as rejected. Negative votes based on procedural grounds shall be reported to the Secretariat. The results of the ballot, including the technical reasons for negative votes, shall be included in the ROC. The Secretariat may paraphrase the reasons for negative votes for the purpose of the ROC.

**7.8 Technical Correlating Committee Balloting on Comments.** The TCC shall review the ROC of the Technical Committee under its responsibility and take appropriate action as it deems necessary in accordance with its authority as defined in Section 3.6. The TCC shall be permitted to choose between alternatives proposed by TCs or develop text, as it deems necessary, to achieve correlation, consistency, and the correction of errors and omissions. The ROC shall be published with a specific notice of the TCC actions and rationale.

**7.8.1 Balloting.** The TCC shall be balloted on its proposed actions relative to the ROC. Approval of TCC actions shall be established by a three-fourths affirmative vote of the TCC. Negative votes or abstentions on TCC actions shall include the reasons for such votes. If the TCC ballot does not confirm a specific proposed action on a portion of the Report, that portion shall be published with a notice that the portion of the Report affected by such action is being returned to the TC. The TCC shall state in the substantiation for its action what action is intended for any proposals or other comments related to the Comment. The Committee shall state if recommendations on related items in the ROP



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are to be retained or altered. A Comment that is held shall be processed as a proposal in the next revision cycle in accordance with Section 6.8.

**7.9 Publication of Reports on Comments.** ROCs shall be published as indicated in Section 7.9.1 through Section 7.9.4.

**7.9.1 Form and Content of Report on Comments.** Each ROC (Section 6.9.1) shall be in a form suitable for publication as prescribed by the Association. The ROC shall contain a list of TC and TCC Members, results of the ballot, Assembly Action, Comments, and TC and TCC action thereon. If a ROC involves more than one Document, each Document shall be considered as a separate report and shall be balloted and reported on separately. (See Section 2.4 for definition of Technical Committee Report.)

**7.9.2 Submission of Report on Comments.** A ROC prepared by a TC and consisting of Comments and TC and TCC action on those Comments shall be submitted to the Secretariat for printing and Association consideration. The ROC with the TC and TCC ballot shall be received by the Secretariat as established by the published calendar of the Association.

**7.9.3 Publication and Distribution of Report on Comments.** The Association shall publish the ROC for distribution to anyone interested before the Association meeting at which consideration is to be given. Notice of the availability of a ROC shall be published in one of its publications sent to all members and other appropriate media.

**7.9.4 No Comment Received.** If no Comment is received, a notice of that fact shall be published in the ROC.

### **8.0 Public Review and Comment.**

**8.1 American National Standards.** At the initiation of a project to develop or revise an American National Standard, notification shall be transmitted to ANSI using the PINS form. A PINS form shall not be required for revisions of an American National Standard under continuous maintenance. Prompt consideration shall be given to all written comments made within thirty days from the publication date of a PINS announcement in ANSI's Standards Action and if said comments assert that a proposed standard duplicates or conflicts with an existing American National Standard (ANS) or a candidate ANS that has been announced previously in Standards Action, a mandatory deliberation of representatives from the stakeholder groups shall be held and all other applicable provisions contained in Section 2.3 of the ANSI Essential Requirements shall be followed. Proposals for new American National Standards or reaffirmation, revision, or withdrawal of existing American National Standards shall be transmitted to ANSI using the BSR-8 for listing in Standards Action for comment. If substantive changes are made subsequent to public review, then those substantive changes shall be subject to an additional public review. The Secretariat shall determine whether listing of proposed standards actions shall be concurrent with the final USHGC/USPSHTC Technical Committee letter ballot and whether announcement in other suitable media is appropriate.

A BSR-9 form (for approval/withdrawal of American National Standards) shall be sent to ANSI after a standard has undergone complete due process and is ready for publication. This data will be published in ANSI Standards Action.

**8.1.1 Discontinuance of a Project.** The USHGC/USPSHTC Technical Committee may abandon the processing of a proposed new or revised American National Standard or portion thereof in accordance with Section 4.2.1.3.3 of "ANSI Essential Requirements."

**8.2 Processing Comments.** All comments received from the public review shall be considered by the USHGC/USPSHTC Technical Committee, and the commenter shall be notified, in writing (including electronic communications), of the USHGC/USPSHTC Technical Committee's decision/response to the comment and the reasons therefore. If a resolution is not achieved, each such commenter shall be informed in writing that an appeals process exists with the procedures used by the USHGC/USPSHTC Technical Committee. Negative comments from the public review shall be addressed according to Section 5.6 Negative Votes.

**8.2.1 Unresolved Comments.** In addition, each objection resulting from public review or submitted by a member of the consensus body, and which is not resolved shall be reported to the ANSI BSR.

**8.3 Comment Period.** When this process is completed in accordance with these procedures, the USHGC/USPSHTC Technical Committee may consider any comments received subsequent to the closing of the public review and comment period, or shall consider them in the same manner as a new proposal. Timely comments that are not related to the proposal under consideration shall be documented and considered in the same manner as submittal of a new proposal. The submitter of the comments shall be so notified in writing.

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

**8.5 Publication of Technical Committee Reports.** Each Technical Committee Report consisting of a ROP and, if comments were received, a ROC shall be published before the meeting at which the Report is presented for consideration. Notice of the availability of the ROP and the ROC shall be published in one of the Association's publications sent to all Members and other appropriate media, and copies shall be distributed upon request to anyone interested before the meeting at which consideration is being requested.

### **9.0 Appeals.**

**9.1 Process/Complaint.** The right to appeal is important for protection of affected interests, of standards developers and is required as a part of due process. Persons who have been or may be affected by any USHGC/USPSHTC Technical Committee action or inaction shall have the right to appeal such action or inaction. The appellant shall file a written

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complaint with the Secretariat within 30 days after the date of notification of any action or, at any time, with respect to any action to which the appellant was not given notice or with respect to inaction. The complaint shall state the nature of the objection, the procedures or the sections of the standard that is at issue, the actions or inaction at issue, and the specific remedial action(s) that would satisfy the appellant's concerns. When the appellant requests a hearing and the hearing is granted, the appellant shall be assessed a filing fee of \$500.00 to be posted following the granting of the request. This fee may be reduced or waived by the Executive Committee upon application of the appellant if good cause for reducing or waiving the fee is presented.

**9.2 Response.** Within 30 days after the receipt of the complaint, the Secretariat shall respond in writing to the appellant, specifically addressing each allegation in the complaint to the extent possible. The Secretariat shall attempt to resolve, informally, the complaint of the appellant.

**9.3 Appeals Panel and Hearing.** If the Secretariat is unable to informally resolve the complaint, it shall appoint an appeals panel to hold a hearing on a date agreeable to all participants, with at least 15 days working notice. The appeals panel shall consist of three members on the IAPMO Board of Directors who have not been directly involved in the dispute and who will not be materially affected by any decision made in the dispute.

**9.4 Conduct of the Hearing.** The appellant has the responsibility of demonstrating improper actions or inaction, the adverse effects therefrom and the efficacy of the requested remedial action. The Secretariat has the responsibility to demonstrate that the USHGC/USPSHTC Technical Committee took all actions in question in compliance with these procedures and that the requested remedial action would be ineffective or detrimental.

**9.5 Decision.** The appeals panel shall render its decision in writing within 20 days, stating its findings of fact and conclusions, with reasons therefore and citing the evidence. The Secretariat shall notify the appellant and the USHGC/USPSHTC Technical Committee of the decision of the appeals panel.

### **10.0 Interpretations.**

**10.1 Processing Interpretations.** Requests for interpretations of the standard shall be submitted in writing to the Secretariat and shall be forwarded by the Secretariat to the Chair and Secretariat. Proposed interpretations may be prepared by the Chair, Secretariat or any other USEHC/USPSHTC Technical Committee member with particular expertise on the subject in question. All proposed interpretations shall be prepared in writing and shall be submitted to the Secretariat for a letter ballot of the USHGC/USPSHTC Technical Committee. Interpretations shall be approved in accordance with Section 5.4.

**10.2 Notification of Interpretations.** Notification of approved interpretations shall be sent in writing to the requester. Notification shall also be given to other users of the standard through technical journals and appropriate publications.

### **11.0 Metric Policy.**

**11.1 Reference.** The USHGC/USPSHTC Technical Committee will be developing the standard using inch-pound units followed by metric units in parentheses.

### **12.0 Patented Items.**

**12.1 Reference.** IAPMO shall comply with the current ANSI Patent Policy as defined in the ANSI Essential Requirements.

### **13.0 Revisions to Procedures.**

**13.1 Proposed Revisions to Procedures.** Proposed revisions to these Regulations shall be submitted to the Secretariat in writing with an explanation or the reason for the proposed revision. The Secretariat shall submit the proposed revision to the USHGC/USPSHTC Technical Committee for comment and to the Executive Committee for action.

### **14.0 Commercial Terms and Conditions.**

**14.1 Reference.** IAPMO shall comply with the current ANSI Commercial Terms and Conditions Policy as defined in the ANSI Essential Requirements.

### **15.0 Mandatory Reference Standards in IAPMO Codes and Standards.**

**15.1 General.** Mandatory standards referenced in IAPMO Codes and Standards shall be written using mandatory language and shall be identifiable by title, date or edition, and name of the developing organization. An original copy of the reference standard shall be on file at IAPMO Headquarters if not readily available from other sources.

**15.2 Development.** Mandatory Standards referenced in IAPMO Codes and Standards shall be developed via an open process having a published development procedure. The development procedure shall include a means for obtaining divergent views, if any. The development procedure shall include a means of achieving consensus for the resolution of divergent views and objections.

**15.3 References.** Mandatory standards referenced in IAPMO Codes and Standards not complying with Section 15.2 are permitted. However, in such instances the TC shall determine that the mandatory standard is appropriate for reference. The TC shall verify the standard is written in mandatory language, is identifiable by title, date or edition, and developing organization, and that it is readily available. Any mandatory standard proposed for reference on the basis of this paragraph shall be specifically identified as not complying with Section 15.2 in a ROP or ROC.

**15.4 Nonmandatory Reference Standards in IAPMO Codes and Standards.** Reference standards that do not comply with Section 15.1 shall only be referenced as nonmandatory standards and shall only be included as advisory material in an IAPMO Code or Standard.

**15.5 Nonmandatory Referenced Publications in IAPMO Guide Documents and Recommended Practices.** Publications referenced in IAPMO Guide Documents and Documents establishing recommended practices shall be subject to Section 15.6.

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**15.6 Reference to Other IAPMO Documents or Documents Published by Other Organizations.** When a reference is made in a Technical Committee Report to another IAPMO Document or other publications prepared by any organization, such a reference shall contain the title, date or edition, name of the developing organization and preferably the specific parts of the Document to which reference is made. TCs shall include such references only after review of such Documents or publications, satisfying themselves that the references are adequate and appropriate. An original copy of the reference Document shall be on file at IAPMO Headquarters, if not readily available from other sources.

### **16.0 Extract Guidelines.**

**16.1 Scope.** This guideline provides guidance to Technical Committees (TCs) for extracting text from other documents whose TCs have primary jurisdiction for the subject covered. This guideline is intended to apply to extraction among IAPMO documents, and documents between IAPMO and other ANSI-accredited standards developing organizations that are working with IAPMO to harmonize and/or coordinate their respective documents. The Extract Guidelines are meant to supplement but not conflict with IAPMO's Regulations Governing Consensus Development.

**16.2 General Guidance.** A document may contain text extracted from another standards developing organization's document provided:

- (a) there is good and sufficient reason for the extracts:
- (b) there is clear indication, with the extracted text, of the number, title and edition of the document from which the extracts are taken and that requests for interpretations or proposed revisions of the text must be referred to the committee responsible for the source document;
- (c) any editing of the extracted text is confined only to making the style consistent with that of the document containing the extract and then only with the concurrence of the committee responsible for the source document; and
- (d) the extracted text is kept current with that of the source document.

**16.3 Procedures for Updating Extracts.** The extract procedure requires that the extracted text be kept current with that of the source document in a timely appropriate manner. In most cases an update to extracted text can be accomplished via a proposal or a comment during the regular revision process of the document. If no proposal to update extracted text is received, the document in which the extracted text appears must be updated by the committee responsible for the document during its next regular revision process. It may be necessary to update extracted text prior to the next regular revision cycle of the document if the change in text of the document of origin results in a major conflict between the documents. If a request is received to update an extract prior to the next regular revision cycle of the document containing the extracted text, such a request shall be submitted to the IAPMO Secretariat who, after consultation with the appropriate committee chair, shall determine whether it is eligible for processing.

If the extract is determined to be eligible for processing, the secretariat shall letter ballot the technical committee in accordance with the Regulations Governing Consensus Development on the updating of the extracted text, including any editorial revisions necessary to conform to the style of the document.

**Note:** If the extract needs to be editorially revised to fit the language of the document in which it is to appear, the secretariat for the committee responsible for the document of origin shall contact the source committee to verify that the intent of the extract has not been changed.

A proposed extract shall be published in the appropriate media with a notice that the proposed extract has been forwarded to the responsible TC for processing and that anyone interested may comment on the proposed extract within the time period established and published. The ballot results, including any negative ballots and the reasons for the negatives, as well as public comments shall be forwarded to the IAPMO Executive Committee to determine whether or not to issue the extract update.

Extracts which are processed pursuant to these Guidelines, but outside of the regular revision process of the document shall be designated in the document as follows:

A reference bracket [ ] following a section or paragraph indicates material that has been extracted from another document. This reprinted material is not the complete and official position of the source document on the reference subject which is represented by the standard in its entirety. Text which has been extracted pursuant to IAPMO's Extract Guidelines is denoted with the use of the source document in the margin. This text has not been fully processed by IAPMO in accordance with ANSI's public announcement consensus requirements for an American National Standard (ANS) nor approved by ANSI's Board of Standards Review, but will be fully processed in accordance with those requirements as part of the next revision cycle for this document.

If the technical committee does not wish to include the updated extract, the committee shall delete the existing extract from its document by the normal processing of a document amendment.

**16.4 Guidance for the Extraction of Text from One Document to Another.** The intent of extracting text is to make a document as complete and useful as possible. Care must be taken not to compromise the intent of the criterion being extracted. A section or paragraph being extracted from another document represents a specific thought, and it is important that the thought in its entirety be extracted. The context of the original extracted material should not be compromised or violated.

**16.4.1 Exception and Caution Statements.** Text should not be extracted without including any exception(s) associated with the extracted text. Likewise, caution statements should also be included. Exception and caution statements are considered part of the requirements of the associated paragraph.

## REGULATIONS GOVERNING CONSENSUS DEVELOPMENT OF THE UNIFORM SOLAR, HYDRONICS & GEOTHERMAL AND SWIMMING POOL, SPA & HOT TUB CODES

**16.4.2 Paragraph Numbering.** Committees need to be careful not to change the relationship of paragraphs to each other in the way they renumber extracted text. For example, if a paragraph with 2 subparagraphs is renumbered as 3 separate and distinct paragraphs, does that change the relationship of paragraph 2 and 3 to the original paragraph 1. Many times subparagraphs refine requirements in the host paragraph and renumbering will change that emphasis, and possibly compromise that relationship. For example:

<b>Parent Document</b>	<b>Document Extracting</b>
7-5.1 Paragraph	8-2.3.1 Paragraph
7-5.1.1 Subparagraph	8-2.3.2 Paragraph
7-5.1.2 Subparagraph	8-2.3.3 Paragraph
7-5.2 Paragraph	8-2.3.4 Paragraph

The committee taking the extract should be very careful not to take part of a section or paragraph and skip another part of this same section or paragraph (e.g. take 7-5.1, 7-5.1.1, and 7-5.1.3, but not take 7-5.1.2) without a valid reason. This can be misleading as the user will think they have the complete text and the extracted text may be used out of context. The family of paragraphs that state a set of requirements should be kept together to ensure both documents are consistent in stated requirements.

**16.4.3 References.** Where extracted material references another paragraph in the document from which the material is extracted, the committee should try to extract the referenced paragraph as well so their document is more complete and user friendly. The intent of extracting text is to make a document as complete and useful as possible. Sending someone back to another document for a referenced paragraph is not user friendly.

**16.4.4 Notes and Related Appendices.** Notes and appendices are intended as advisory, supplemental information, and thus they may or may not be included along with an extracted paragraph. If the extracted text contains "Notes" in the parent document, the committee should carefully review the notes. This same logic applies to related Annex sections. If the committee chooses not to extract the note or related Annex section, they should be sure that the paragraph cannot be misinterpreted based on the absence of this supplemental information.

# FORM FOR PROPOSALS ON IAPMO USPSHTC/USHGC COMMITTEE DOCUMENTS-2024

**NOTE: All Proposals MUST be received by 5:00 PM PST on March 3, 2025**

Forms to be submitted electronically and accessed at the following: <https://codeproposals.iapmo.org/>

Date \_\_\_\_\_ Name \_\_\_\_\_ Tel. No. \_\_\_\_\_

Organization \_\_\_\_\_ Email Address \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Please Indicate Organization Represented (if any) \_\_\_\_\_

## Recommendation:

Check one (see instructions)

- Add new text
- Revise text
- Delete text without substitution

Section number: \_\_\_\_\_ Code: USPSHTC  USHGC

**Proposed Text** [Note: Proposed text must be in legislative format i.e., using underscore to denote wording to be inserted (wording) and strike through to denote wording to be deleted (~~wording~~).

## Statement of Problem and Substantiation/Resolution:

Are you referencing standards in your proposal? Check one  Yes  No

If yes, please provide two hard copies or one electronic copy with your proposal. Please note that if a standard is referenced above in your proposal you must submit such standard in order for your proposal to be processed. If the standard is not received by the closing date, your proposal is considered incomplete and will not be processed.

**Where additional supplementary materials such as tests, research papers, or other documents need to be submitted, please provide supporting material electronically. Please note that if supporting material is not received by the closing date, it will not be accepted for review by the Technical Committee.**

**Copyright Assignment** (This proposal is original materials and is considered to be the submitter's own idea based on, or as a result of, research and experience, and is not copied from another source).

I hereby irrevocably grant and assign IAPMO all and full rights in copyright, in this proposal. I understand and intend that I acquire no rights, including rights as a joint author, in any publication of IAPMO in which this proposal in this or another similar or analogous form is used. **I hereby warrant that I am the author of this proposal and that I have full power and authority to enter into this copyright assignment.**

By checking this box, I affirm that I am, and agree to be legally bound by the above Copyright Assignment and the terms and conditions contained therein. I understand and intend that, by checking this box, I am creating an electronic signature that will, upon my submission of this form, have the same legal force and effect as a handwritten signature.

**Note: If you are not the author of this proposal (this text is copied from another source) please do not submit. The author of the proposal must give copyright assignment (which is the submitter's own idea based on or as a result of research, experience and is not copied from another source).**

**Patent Policy.** IAPMO's patent policy is to adhere fully to the ANSI patent policy. Every proponent of a code change proposal should familiarize him or herself with the ANSI patent policy which is available in its entirety at [www.ansi.org/essentialrequirements](http://www.ansi.org/essentialrequirements). Upon receipt of a notice of an essential patent claim, IAPMO will coordinate with the claimant to ensure collection of the assurance(s) required by IAPMO's adherence to the ANSI patent policy before the proposal that includes an essential patent claim is introduced into the code development process.

# FORM FOR COMMENTS ON IAPMO USPSHTC/USHGC COMMITTEE DOCUMENTS-2024

**NOTE: All Comments MUST be received by 5:00 PM PST on January 16, 2026**

Forms to be submitted electronically and accessed at the following: <https://codeproposals.iapmo.org/>

Date \_\_\_\_\_ Name \_\_\_\_\_ Tel. No. \_\_\_\_\_

Organization \_\_\_\_\_ Email Address \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Please Indicate Organization Represented (if any) \_\_\_\_\_

## Recommendation:

Check one (see instructions)

- Add new text
- Revise text
- Delete text without substitution

Section number: \_\_\_\_\_ Code:  USPSHTC  USHGC

Comment on Proposal Item number: \_\_\_\_\_

**Proposed Text** [Note: Proposed text must be in legislative format i.e., using underscore to denote wording to be inserted (wording) and strike through to denote wording to be deleted (~~wording~~).

## Statement of Problem and Substantiation/Resolution:

Are you referencing standards in your comment? Check one  Yes  No

If yes, please provide two hard copies or one electronic copy with your comment. Please note that if a standard is referenced above in your comment you must submit such standard in order for your comment to be processed. If the standard is not received by the closing date, your comment is considered incomplete and will not be processed.

**Where additional supplementary materials such as tests, research papers, or other documents need to be submitted, please provide supporting material electronically. Please note that if supporting material is not received by the closing date, it will not be accepted for review by the Technical Committee.**

**Copyright Assignment** (This comment is original materials and is considered to be the submitter's own idea based on, or as a result of, research and experience, and is not copied from another source). I hereby irrevocably grant and assign IAPMO all and full rights in copyright, in this proposal. I understand and intend that I acquire no rights, including rights as a joint author, in any publication of IAPMO in which this comment in this or another similar or analogous form is used. I hereby warrant that I am the author of this comment and that I have full power and authority to enter into this copyright assignment.

By checking this box I affirm that I am, and agree to be legally bound by the above Copyright Assignment and the terms and conditions contained therein. I understand and intend that, by checking this box, I am creating an electronic signature that will, upon my submission of this form, have the same legal force and effect as a handwritten signature.

**Note: If you are not the author of this comment (this text is copied from another source) please do not submit. The author of the comment must give copyright assignment (which is the submitter's own idea based on or as a result of research, experience and is not copied from another source).**

**Patent Policy.** IAPMO's patent policy is to adhere fully to the ANSI patent policy. Every proponent of a code change proposal should familiarize him or herself with the ANSI patent policy which is available in its entirety at [www.ansi.org/essentialrequirements](http://www.ansi.org/essentialrequirements). Upon receipt of a notice of an essential patent claim, IAPMO will coordinate with the claimant to ensure collection of the assurance(s) required by IAPMO's adherence to the ANSI patent policy before the proposal that includes an essential patent claim is introduced into the code development process.

## 2026 WESTAND CODE DEVELOPMENT TIMELINE [REVISED 12.20.23]

1st Technical Committee Meeting Via Teleconference	September 18, 2024
Call for Proposals	November 1, 2024
Deadline for Submission of Proposals	March 3, 2025
Distribute Proposals to Committee (ROP Monograph)	May 16, 2025
Technical Committee Meetings (Ontario, CA)	June 19-20, 2025
Initial Ballots to Technical Committee	July 15, 2025
Receipt of Initial Ballots and Circulation of Comments	July 29, 2025
Final Closing Date for Ballots and includes Receipt of Vote Changes Based on Circulated Comments	August 12, 2025
Distribution of Report on Proposals (ROP)	September 23, 2025
Call for Comments	October 7, 2025
Deadline for Submission of Comments	January 16, 2026
Distribution of Comments to Committees (ROC Monograph)	April 13, 2026
Technical Committee Meetings (Ontario, CA)	May 13-14, 2026
Initial Ballots to Technical Committees	May 29, 2026
Receipt of Initial Ballots and Circulation of Comments	June 12, 2026
Final Closing Date for Ballots, including receipt of vote changes Based on re-circulated comments	June 26, 2026
Distribution of Report on Comments (ROC)	September 4, 2026
Deadline for Notification of Intent to File Written Petition to the Executive Committee	October 30, 2026
Executive Committee Meet to Address Petitions	December 4, 2026

\* Timeline dates are subject to be revised

## REGULATIONS GOVERNING CONSENSUS DEVELOPMENT OF THE WATER EFFICIENCY AND SANITATION STANDARD

### 1.0 Scope.

**1.1 Purpose.** The purpose of this standard is to provide minimum requirements to optimize water use practices attributed to the built environment while maintaining protection of the public health, safety and welfare.

### 2.0 General.

**2.1 Administration.** These Regulations shall govern the activities of International Association of Plumbing and Mechanical Officials (IAPMO) related to the development, approval, revision, reaffirmation, and withdrawal of the Water Efficiency and Sanitation Standard (hereinafter WEStand).

**2.2 Actions.** Actions needed to reaffirm, revise, or withdraw the WEStand using these Regulations shall be completed within 5 years from the original WEStand approval date.

**2.3 American National Standards.** When submitting standards for approval as American National Standards, IAPMO will submit all required ANSI forms [or their equivalent] and comply with all required administrative practices in accordance with the current ANSI Essential Requirements.

**2.4 Definitions.** The following terms, used in these Regulations, shall have the meanings indicated as follows:

**Appeal** – Any request submitted in writing to the Executive Committee for the adoption, reversal, or modification of any action taken by any Technical Committee or Technical Correlating Committee or the Association, at any time in the Document development process (Section 9.0).

**Approved** – Acceptable to the authority having jurisdiction.

**Association** – International Association of Plumbing and Mechanical Officials.

**Authority Having Jurisdiction** – The organization, office, or individual responsible for approving equipment, materials, an installation, or a procedure.

**Code** – A standard that is an extensive compilation of provisions covering broad subject matter or that is suitable for adoption into law independently of other codes and standards.

**Comment** – Suggested amendment, deletion, or addition to a Report on Proposals submitted in accordance with Section 7.0.

**Consensus** – Consensus has been achieved when, in the judgment of the Executive Committee, substantial agreement has been reached by materially affected interest categories. Substantial agreement means much more than a simple majority but not necessarily unanimity. Consensus requires that all views and objections be considered and that a concerted effort be made toward their resolution.

**Document (Technical Committee Document)** – A Code, Standard, Recommended Practice, or Guide excluding any index thereto.

**Extract Guidelines** – These Guidelines provide guidance to Technical Committees (TCs) for extracting text from other documents whose TCs have primary jurisdiction for the subject covered. The Extract Guidelines are considered to be part of the ANSI accredited Regulations and they are meant to supplement but not conflict with IAPMO's Regulations Governing Consensus Development of the WEStand.

**Guide** – A document that is advisory or informative in nature and that contains only nonmandatory provisions. A guide may contain mandatory statements such as when a guide can be used, but the document as a whole is not suitable for adoption into law.

**Labeled** – Equipment or materials to which has been attached a label, symbol, or other identifying mark of an organization that is acceptable to the authority having jurisdiction and concerned with product evaluation, that maintains periodic inspection of production of labeled equipment or materials, and by whose labeling the manufacturer indicates compliance with appropriate standards or performance in a specified manner.

**Listed** – Equipment, materials, or services included in a list published by an organization that is acceptable to the Authority Having Jurisdiction and concerned with evaluation of products or services, that maintains periodic inspection of production of listed equipment or materials or periodic evaluation of services, and whose listing states that either the equipment, material, or service meets appropriate designated standards or has been tested and found suitable for specified purpose.

**Proposal** – A suggested amendment, deletion, or addition to an existing Document or a proposed new Document submitted in accordance with Section 6.0.

**Recommendation** – Technical Committee or Technical Correlating Committee action on a Proposal, Comment, or Association action with respect to a Technical Committee Report.

**Recommended Practice** – A document similar in content and structure to a code or standard but that contains only nonmandatory provisions using the word “should” to indicate recommendations in the body of the text.

**Report on Comments (ROC)** – A report to the Association on the actions taken by Technical Committee accompanied by a ballot statement and one or more comments resulting from public review of the Report on Proposals (ROP).

**Report on Proposals (ROP)** – A report to the Association on the actions taken by Technical Committee accompanied by a ballot statement and one or more proposals on text for a new Document or to amend an existing Document (Section 6.9.4).

**Shall** – Indicates a mandatory requirement.

**Should** – Indicates a recommendation or that which is advised but not required.

**Standard** – A document, the main text of which contains only mandatory provisions using the word “shall” to indicate requirements and which is in a form generally suitable for mandatory reference by another standard or code or for adoption into law. Nonmandatory provisions shall be located in an appendix, footnote, or fine-print note and are not to be considered a part of the requirements of a standard. **Task Group** – An ad hoc group appointed to address a specific topic or problem (Section 4.7).

**Technical Committee (also referred to as TC)** – The consensus body responsible for development and revision of any Document.

**Technical Committee Report** – Is the Report of the Technical Committee on a Document. A Technical



## REGULATIONS GOVERNING CONSENSUS DEVELOPMENT OF THE WATER EFFICIENCY AND SANITATION STANDARD

Committee Report consists of the Report on Proposals as modified by the Report on Comments published by the Association.

**Technical Correlating Committee (also referred to as TCC)** – A group assigned to manage and coordinate the activities of a Technical Committee Project within which more than one Technical Committee functions.

### 3.0 Organization.

**3.1 WEstand Technical Committee.** The WEstand Technical Committee (hereinafter named TC) shall be established by IAPMO and shall be responsible for developing and maintaining the WEstand in accordance with these Regulations. The membership of the TC shall be sufficiently diverse to ensure reasonable balance and shall not have dominance by any single interest group, organization or individual (Section 3.5).

**3.2 Secretariat.** IAPMO shall be responsible for maintaining the Secretariat for the TC established in accordance with these procedures. The secretariat shall:

- (a) Organize the TC and issue official appointments.
- (b) Oversee compliance with these Regulations, including legal review as necessary.
- (c) Maintain rosters of the TC, Subcommittees, and Task Groups.
- (d) Maintain all records pertaining to the TC.
- (e) Provide administrative support, including secretarial services for the TC.
- (f) Publish approved WEstand and revisions thereto.
- (g) Perform other administrative functions as required.
- (h) Appoint committee officers in accordance with Section 3.5.14.1 Appointment.

**3.3 Records.** Committee records shall be accessible to directly

and materially interested parties, subject to reasonable conditions of time, location, cost and convenience. Records concerning new, revised, or reaffirmed standards shall be retained for at least one complete standards cycle (until the standard is revised, withdrawn or reaffirmed). Records concerning withdrawn standards shall be retained for at least five years from the date of withdrawal.

**3.4 Executive Committee.** The TC shall be governed by the IAPMO Executive Committee consisting of the Senior Vice President of Codes and Standards Development, the Chief Technical Services Officer, and the Chief Executive Officer.

**3.5 Membership.** Membership on the TC shall be open to any person directly or indirectly affected by the Standard, subject to the selection procedure hereinafter set forth in Section 3.5.3 process, size limitations as contemplated in Section 3.5.4, and balance requirements as noted in Section 3.5.9.

**3.5.1 Alternates.** Any TC Member except an alternate Member or Member emeritus may have an alternate. Each such appointment is subject to the qualifications specified in 3.5.2. If an organization has more than one representative on a TC and/or TCC the organization may nominate one alternate to be one or more of its representatives (see 3.5.8 for voting privileges). The organization shall specify to which representative(s) each nominee is to be the alternate. An organization shall not have more alternates than representatives.

**3.5.2 Application.** Individuals seeking membership on the TC shall submit a written request to the Secretariat indicating their interest in the work of the TC and their qualifications, willingness to participate, and affiliations that might affect their classification. Applicants shall identify their interest category (See Section 3.5.7 Interest Categories).

**3.5.3 Process.** The Secretariat shall promptly process all membership applications. Applications shall be considered by the Executive Committee, which shall accept or reject all applications. Rejected applicants shall have the right to appeal in accordance with Section 9.0 Appeals. In accepting or rejecting applicants, consideration shall be given to the following:

- (a) Need for active participation by members of each interest group.
- (b) Interest categories as defined in Section 3.5.7.
- (c) Potential for dominance by any single interest category, individual or organization.
- (d) Extent of interest expressed by the applicant and willingness to participate.
- (e) Qualifications and ability to materially contribute to the work of the TC.

**3.5.4 Technical Committee Size.** The Secretariat shall consider and may recommend reasonable limits on the size of the TC.

**3.5.5 Participation.** Participation on the TC shall not be conditional upon membership in any organization and shall not be unreasonably restricted on the basis of technical qualifications or other such requirements.

**3.5.6 Notification.** The Secretariat shall promptly notify all applicants and the TC of the actions taken on applications and shall submit an annual membership report to the TC.

**3.5.7 Interest Categories.** Members appointed to serve on the TC shall be classified as a representative in one of the following definitions:

- (a) **Consumer.** A person who is or represents the ultimate purchaser of a product, system or service affected by the standard but who is not a User as defined in Section 3.5.7(g)
- (b) **Design Professional.** A person who is in the business of designing systems affected by the standard.
- (c) **Enforcing Authority.** A representative of an agency or an organization that promulgates or enforces the standard.
- (d) **Installer/Maintainer.** A representative of an entity that is in the business of installing or maintaining a product, assembly, or system affected by the standard.
- (e) **Labor.** A labor representative or employee concerned with safety in the workplace within the scope of the standard.
- (f) **Manufacturer.** A representative of a maker or marketer of a product, assembly or system, or portion thereof that is affected by the standard.
- (g) **User.** A representative of an entity that is subject to the provisions of the standard or that voluntarily uses the standard.
- (h) **Special Expert.** A person not representing as defined in Section 3.5.7(a) through Section 3.5.7(g) and who has special expertise in the scope of the standard or portion thereof.

## REGULATIONS GOVERNING CONSENSUS DEVELOPMENT OF THE WATER EFFICIENCY AND SANITATION STANDARD

**Note:** A representative includes an employee. Representatives of subsidiaries of any group are generally considered to have the same classification as the parent organization.

**3.5.8 Number of Votes.** There shall be a limit of one voting member from each company or organization.

**3.5.9 Balance.** No more than one-third of the voting members shall represent any one-interest category as defined in Section 3.5.7.

**3.5.10 Membership Roster.** The Secretariat shall prepare and maintain a membership roster documenting the classification of each TC member and the achievement of balance. The Executive Committee shall review the TC roster annually and recommend changes, if necessary. Rosters shall include a summary of the voting membership, by interest category.

**3.5.11 Termination of Membership.** The Executive Committee shall be authorized to terminate the membership of an individual on the TC for cause, including inactivity. A TC member shall be considered inactive:

- (a) For failure to return two successive ballots, or
- (b) For failure to attend at least one TC, Subcommittee, or Task Group meeting in a three year period.

**3.5.12 Changes in Employment.** TC members shall notify the Secretariat of any changes in employment affecting representation and shall submit a new application if continued membership on the TC is desired.

**3.5.13 Subcommittees.** Subcommittees shall be established by the Executive Committee for the purpose of assisting the TC in drafting standards, considering comments or negative votes on portions of the standards and other advisory functions as follows:

- (a) Membership on Subcommittees may include persons who are not members of the TC.
- (b) Balance is not required for Subcommittees. A roster of all Subcommittees shall be maintained by the Secretariat.
- (c) Subcommittee Chair shall be members of the TC and shall be appointed by the Executive Committee.
- (d) Subcommittee members shall be appointed by the TC Chair, with the concurrence of the Secretariat.

**3.5.14 Technical Committee Officers.** The TC shall have a Chair, and Secretariat.

**3.5.14.1 Appointment.** The Chair shall be appointed by the Executive Committee from the individual members of the TC. Each will serve until a successor is selected and ready to serve. The Secretariat shall be appointed by the Executive Committee and need not be a member of the TC.

**3.6 Organization and Responsibilities of Technical Correlating Committees.** If the Executive Committee determines that a Project is of such magnitude or breadth, or for other appropriate reasons requires that a group manage and coordinate the activities of a number of TCs, the Executive Committee may appoint members to serve on a TCC. The number of Members and the interests from which they are selected shall be determined by the Executive Committee in consultation with the bodies responsible for the appointment of members to a TCC of other IAPMO documents designated as American National Standards.

**3.6.1 Authority.** A TCC shall direct the activities of the TCs that have primary responsibility for the development and revision of Documents assigned to them. The TCC shall be responsible for resolving conflicts, achieving correlation among the recommendations of the TCs, correcting errors and omissions, and ensuring that the Committee activities have been conducted in accordance with these Regulations. The TCC shall have the authority to choose between alternatives presented by the TCs and to write text, but only as necessary for correlation, consistency, and the correction of errors and omissions.

**3.6.2 Responsibilities.** The responsibilities of a TCC are as follows:

- (a) Resolving conflicts within or between Documents;
- (b) Recommending the resolution of conflicts between, and overlapping functions in TC Scopes;
- (c) Correlating the scheduling of the Reports from the TCs operating under its responsibility;
- (d) Determining whether or not the TC has given due consideration to all evidence presented to it in connection with the preparation of its Report including all comments relating to negative votes.

### 4.0 Meetings.

**4.1 Frequency and Location.** TC meetings shall be held as decided upon by the Executive Committee. An effort shall be made to hold meetings at locations convenient to the members.

**4.2 Notification.** At least 30 days written notice shall be given for all meetings of the TC. An agenda shall be prepared and distributed with the meeting notice.

**4.3 Open Meetings.** Except for authorized executive sessions (see Section 4.3(a)), all meetings of the TC shall be open and attendance by any interested party shall be welcome. Visitors shall not have the right to vote. Visitors shall be entitled to receive copies of meeting reports if requested in writing. Visitors shall be permitted to address the TC at a meeting, provided that a written request is sent to the Chair at least 10 days prior to the meeting. The Chair shall designate the time allotted for visitor presentations.

(a) **Executive Sessions.** Executive sessions shall be permitted for the purpose of considering administrative, financial and similarly sensitive issues not related to the technical content of any standards or the disposition of ballots or public comments. Attendance during executive sessions shall be limited to members and representatives of the Secretariat.

**4.4 Quorum.** A majority of the members of the TC shall constitute a quorum for conducting business at a meeting. No special quorum requirements exist for Subcommittees. Matters shall be deemed approved by the affirmative vote of a majority of the members present, except with respect to matters covered in Section 5.0 Voting Procedures. If a quorum is not present, actions on agenda items may be taken, but shall be subject to ratification by a letter ballot of the TC or Subcommittee.

**4.5 Parliamentary Procedures.** On questions of parliamentary procedure, Robert's Rules of Order (Revised) shall apply.

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**4.6 Subcommittee Meetings.** Subcommittee meetings may be called by either the Chair of the Subcommittee after receiving approval of the Secretariat, or by the Secretariat. The time and location of Subcommittee meetings shall be set so as not to conflict with meetings of the TC and to minimize conflicts with other Subcommittee meetings. Subcommittee meetings shall be open in accordance with Section 4.3 Open Meetings, except for authorized executive sessions in accordance with Section 4.3(a) Executive Sessions.

**4.7 Task Groups.** The TC or TCC may create Task Groups to address a specific topic or problem. The Task Group shall be appointed and discharged by the Chair. Persons serving on a Task Group need not be Members of the TC or TCC. Such a group need not be balanced by interest. The Task Group shall forward recommendations along with a report of underlying issues to the TC or TCC for action. Task Group reports shall not be submitted in the name of the Task Group as proposals, comments, or Fls.

### 5.0 Voting Procedures.

**5.1 Letter Ballots.** Approval, revision, reaffirmation, withdrawal substantial changes to and interpretations, and withdrawal of the standard shall be approved by letter ballot of the TC. The Secretariat shall issue and canvass ballots.

**5.2 Voting.** Each voting member shall return one of the following positions on letter ballots:

- (a) Affirmative.
- (b) Negative, with reasons. If possible, the negative ballot shall include specific actions that will resolve the negative.
- (c) Abstain, with reasons.

**5.3 Voting Period.** The closure date for letter ballots shall be not less than seven (7) days from the date of the mailing of the ballots. The TC Chair shall be authorized to grant an extension of the voting period.

**5.4 Approved Actions.** Approvals, revisions, reaffirmations, withdrawals, substantive changes to and interpretations of standards shall be considered approved when all of the following conditions have been met:

- (a) At least 67 percent of the voting members have returned their letter ballot.
- (b) At least 67 percent of the votes cast by voting members, excluding abstentions and negatives without reasons, are affirmative.
- (c) All negative votes with reasons have been addressed in accordance with Section 5.6 Negative Votes.

**5.5 Reporting Votes.** The results of each vote on the standard shall be reported as follows:

- (a) Number of voting members.
- (b) Number of voting members voting affirmatively.
- (c) Number of voting members voting negatively with reasons.
- (d) Number of voting members voting negatively without reasons.
- (e) Number of voting members abstaining with reasons.
- (f) Number of voting members not returning ballots.

**5.6 Negative Votes.** Negative votes on a letter ballot shall be addressed as follows:

- (a) Negative votes with reasons shall be referred by the Secretariat to the TC or the Subcommittee responsible

for that part of the Standard in question. The TC or Subcommittee shall review the negative vote and efforts shall be made to resolve the negative. The voter shall be advised in writing (including electronic communications) of the disposition of the objection and the reasons therefore. If resolution is not achieved, each voter shall be informed in writing that an appeals process exists within procedures used by the TC. If in the process, the TC or Subcommittee determines that substantive changes are required, the revised provision shall be rebalotted.

- (b) Negative votes, which are not accompanied by reasons, shall be recorded, as "negative without reasons" and no further action shall be required.
- (c) All negative votes that are not resolved shall be addressed as follows:
  - (1) Previously Considered Negative Votes. The TC may uphold previous action on negative votes previously considered not persuasive.
  - (2) Not Related Negative Votes. If the negative vote is not directly related to the item being balloted, the negative vote shall be recorded as negative without comments and shall be placed on the agenda for consideration at the next regular meeting of the TC.
  - (3) Not Persuasive Negative Votes. Not persuasive recommendations must be affirmed by at least 75% of abstentions) or 75% of the voting members returning ballots (excluding abstentions), if the recommendation is considered by letter ballot. A negative voter found not persuasive at a meeting has the right to request a confirmatory ballot of the TC action to find not persuasive taken at a meeting.
  - (4) Appeals. When a negative vote is determined to be "previously considered," "not related," or "not persuasive," the negative voter shall be notified, in writing (including electronic communications), of the action by the TC and the reason therefore. If a resolution is not achieved, the negative voter shall be informed in writing of the right to appeal to the standards developer in accordance with Section 9.0 Appeals.
  - (5) Unresolved Objection, and Substantive Change. Each unresolved objection and attempt at resolution and any substantive change made in a proposed American National Standard shall be reported to the consensus body in order to afford all members of the consensus body an opportunity to respond, reaffirm, or change their vote.

**5.7 Public Review.** When this process is completed in accordance with these procedures, the TC may consider any public review objections accompanied by comments related to the proposal received subsequent to the closing of the public review and comment period, and shall consider them in the same manner as a new proposal. Timely negative votes that are not related to the proposal under consideration shall be recorded as a negative without comment and shall be considered in the same manner as submittal of a new proposal. The submitter of the negative vote shall be so notified in writing.

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### 6.0 Proposal Stage.

**6.1 Publication of Notice.** A notice announcing that a Document has entered a revision cycle and calling for submission of proposals shall be published as specified in Section 6.2 and Section 6.3.

**6.2 New Documents.** The Association shall notify the Executive Committee of its intent to develop a new document prior to entering a cycle. A draft of any new Document under preparation by a TC shall be provided to the Secretariat along with the notification of the intended closing date for receipt of proposals. Notice that the proposed draft Document is available from the Secretariat shall be published in one of the Association publications sent to all Members.

**6.3 Existing Documents.** The applicable procedures outlined elsewhere in these Regulations shall be followed by the TC and TCC except that the text of a Document to be Reconfirmed or Withdrawn need not be published in the Technical Committee Reports. Any individual interested may secure from the Association's Publications Department a copy of the existing text to permit review and Comment.

**6.4 General.** Any individual or an individual representing an organization, or the TC or TCC responsible for the Document, may submit a Proposal. The submitter need not be a member of IAPMO.

**6.5 Technical Committee.** A Proposal that originates within a TC or TCC shall include the information requested and shall be identified as a TC Proposal. The decision to submit the Proposal to ballot shall be supported by at least a simple majority of the voting Members of the TC at the meeting. When a TC develops a new Document, the Document may be submitted as a TC Proposal.

**6.6 Content of Proposals.** Each Proposal shall be submitted to the Secretariat and shall include the following:

- (a) Identification of the submitter and his or her affiliation (i.e., TC, organization, company), where appropriate;
- (b) Identification of the Document, edition of the Document, and paragraph of the Document to which the Proposal is directed;
- (c) Proposed text of the Proposal, including the wording to be added, revised (and how revised), or deleted;
- (d) Statement of the problem and substantiation for Proposal;
- (e) Signature of the submitter or other means of authentication approved by the Secretariat; and
- (f) Two copies of any document(s) (other than an IAPMO document) being proposed as a reference standard or publication (Section 15.0).

The receipt of the Proposal on a Document that does not have a published Proposal closing date shall be acknowledged by the Secretariat, in writing, to the submitter.

**6.7 Time for Submission or Withdrawal of Proposal.** A Proposal, other than a Committee Proposal, to revise or amend an existing or proposed Document may be submitted up to the published Proposal closing date. A Proposal on the affected edition received after this date shall be returned to the submitter. A submitter, by written request to the Secretariat, may withdraw the Proposal before the published Proposal closing date. Proposals cannot be withdrawn after the established proposal closing date.

### 6.8 Technical Committee Consideration of Proposals.

Actions on all Proposals shall be developed by the affected TC at a duly called meeting unless the Chair determines that the Proposals are of such a character that a recommended action can be developed without a meeting. All recommended committee actions shall then be balloted in accordance with Section 5.0.

**6.8.1 Technical Committee Action on Proposals.** The TC shall act on all current Proposals and on appropriate matters not processed in a previous Report, such as Comments held. The TC shall act on each Proposal by taking one of the following actions:

- (a) Accepting the Proposal as submitted;
- (b) Accepting the Proposal as amended by the TC; or
- (c) Rejecting the proposal.

The TC action on proposals "accepted as amended" and "rejected" shall include a statement, preferably technical in nature, on the reason for the TC action. Such statement shall be sufficiently detailed so as to convey the TC's rationale for its action so that rebuttal may, if desired, be submitted during the Comment period. A Proposal that does not include all of the information listed in Section 6.6(a) through Section 6.6(f) may be rejected by the Committee for that reason.

**Note:** When a Report receives a large number of Proposals, all with the same recommendation and with similar substantiation for the proposal, the Secretariat may combine these Proposals into a single or several Proposals with multiple submitters. The statement of the problem and the substantiation for the Proposal shall be a general summary, prepared by the Secretariat, of the submitted material.

**6.8.2 Technical Committee Balloting on Proposals.** TC action on Proposals shall be submitted to a ballot of the TC (Section 5.1). The decision to segment the Report (i.e., ballot the Report other than as a whole) shall be made by either the Chair or by a vote of more than one-third of the voting Members of the TC at its meeting. If the ballot is taken on the Report as a whole, at least two-thirds of the voting Members calculated in accordance with Section 5.4 must agree with the TC action for the ROP to be published for public review and comment. If the ballot is taken other than on the Report as a whole and the ballot result does not confirm the TC action on a Proposal by a two-thirds affirmative vote, the ROP shall be published with a specific request for public comment on that Proposal and the Proposal shall be reconsidered by the TC as a public comment. The Secretariat shall be notified of negative votes based on procedural grounds. The results of the ballot, including the technical reasons for negative votes, shall be included in the ROP. The Secretariat may paraphrase the reasons for negative votes for the purpose of the ROP.

**6.9 Technical Correlating Committee Action Balloting on Proposals.** The TCC shall review the ROP of the Technical Committee under its responsibility and return any Proposals it deems necessary to the appropriate TC with its action and rationale in accordance with its authority as defined in Section 3.6.1. The ROP shall be published with a specific notice of the TCC actions and rationale.

**6.9.1 Balloting.** TCC shall be balloted on its proposed actions relative to the ROP. Approval of TCC actions shall be established by a three-fourths affirmative vote of the TCC.

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Negative votes or abstentions on specific TCC actions shall include the reasons for such votes. If the TCC ballot result does not confirm its proposed actions, the ROP shall be published with a specific notice of such ballot results. The results of the ballot, including the reasons for negative votes on specific actions, shall be included in the ROP.

**6.9.2 Form and Content of Technical Committee Report on Proposals.** Each ROP shall be in a form suitable for publication as prescribed by the Association. The Report shall contain a list of TC and TCC Members, results of the ballot (Section 5.5), public Proposals, if any, TC Proposals, if any, and TC action thereon. If a ROP involves more than one Document, each Document shall be considered as a separate report, and shall be balloted and reported on separately.

**6.9.3 Submission of Report on Proposals.** A ROP prepared by a TC and consisting of Proposals for a new or existing Document shall be submitted to the Secretariat for printing in a ROP for public review and Comment.

**6.9.4 Publication and Distribution of Report on Proposals.** The Association shall publish the ROP for distribution to anyone interested. Notice of the availability of a ROP shall be published in one of its publications sent to all members and other appropriate media.

### 7.0 Comment Stage.

**7.1 Comment Period.** ROPs shall contain a notice of a Comment closing date, which shall provide for a Comment period of approximately 60 days following the date of publication unless the Executive Committee approves a longer Comment period. Comments received after the closing date shall be returned to the submitter. A submitter, by written request to the Secretariat, may withdraw the Comment before the published closing date for receipt of Comments. Comments cannot be withdrawn after the established comment closing date.

**7.2 Subjects Appropriate for Comment.** Comments shall be confined to those items under consideration for action and directly affected items. When a ROP involves a Reconfirmation of an existing Document, the entire Document is open for Comment (Section 7.5.2).

**7.3 Who May Submit a Comment.** Any individual or an individual representing an organization or the TC or TCC responsible for the Document may submit a comment on the actions recommended in the ROP within the Comment period established.

**7.3.1 Technical Committee.** The TC responsible for a Document may Comment on the actions recommended in the ROP after the established Comment period deadline. Such Comments shall be prepared before balloting on TC action as required by Section 7.7. TC-generated Comments shall not introduce a concept that has not had public review.

**7.3.2 Content and Ballot.** A Comment that originates within a TC or TCC shall include the information requested in Section 7.4.1(b), (c), and (d), and shall be identified as a TC Comment. The decision to submit a TC Comment to ballot shall be supported by at least a simple majority of the voting Members of the TC at the meeting.

**7.4 Method of Comment Submittal.** Public Comments shall be submitted to the Secretariat during the established Comment period (Section 7.1). TC Comments may be submitted in accordance with Section 7.3.1 and Section 7.3.2.

**7.4.1 Content of Comments.** Each comment shall include the following:

- (a) Identification of the submitter and his or her affiliation (i.e., TC, organization, company), where appropriate;
- (b) Identification of the Document, Proposal number to which the Comment is directed, and paragraph of the Document to which the Comment is directed;
- (c) Proposed text of the Comment, including the wording to be added, revised (and how revised), or deleted;
- (d) Statement of the problem and substantiation for the Comment;
- (e) Signature of the submitter or other means of authentication approved by the Secretariat; and
- (f) Two copies of any document(s) (other than an IAPMO document) being proposed as a reference standard or publication (Section 15.0).

A Comment that does not include all of the required information listed in (a) through (e) may be rejected by the TC for that reason.

### 7.5 Technical Committee Consideration of Comments.

Actions on all Comments shall be developed by the affected TC at a duly-called meeting unless the Chair determines that the Comments are of such a character that a recommended action can be developed without a meeting. All recommended committee actions shall then be balloted in accordance with Section 5.1. Each TC shall process all of the Comments received in compliance with the Association timetable. A TC shall consider and act on all Comments that are directly related to the substantive content of the ROP.

**7.5.1 Multiple Comments on Same Proposal.** When a Report receives a large number of comments on a single Proposal, all with the same recommendation and with similar substantiation for the Comment, the secretariat may combine these Comments into a single Comment, or several Comments, with multiple submitters. The statement of the problem and the substantiation for the Comment shall be a general summary, prepared by the secretariat.

**7.5.2 Guidelines for Technical Committee Action on Comments.** A TC shall consider the following guidelines when determining its action on each Comment.

**7.5.2.1 Act.** The TC shall act on each Comment that is as follows:

- (a) Relevant to the text proposed by the TC.
- (b) Raises a question on material that is either new or proposed to be amended by the TC or is affected by a specific proposal.

**7.5.2.2 Hold.** The TC shall hold for processing as a Proposal for the next revision cycle a Comment that is as follows:

- (a) Would introduce a concept that has not had public review by being included in a related proposal as published in the ROP;
- (b) Would change the text proposed by the TC to the point that the TC would have to restudy the text of the ROP or other affected parts of the Document;
- (c) Would propose something that could not be properly handled within the time frame for processing the report.

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**7.5.2.3 Basis for Hold.** In determining whether to hold a Comment pursuant to Section 7.5.2.2, the TC may consider any relevant factors including, but not limited to, the extent to which the Comment proposes a change that is new and/or substantial, the complexity of the issues raised, and whether sufficient debate and public review has taken place.

**7.5.2.4 Related Proposal.** A TC that holds a Comment shall include in the committee statement on its action what is intended for any proposals or other comments related to the Comment. The TC shall state if previous action on related items in the ROP is to be retained or altered.

**7.5.2.5 Subsequent Processing.** A Comment that is held shall be processed as a proposal in the next revision cycle in accordance with Section 6.8.

**7.6 Technical Committee Action on Comments.** A TC shall act on each Comment by taking one of the following actions:

- (a) Accepting the Comment as submitted;
- (b) Accepting the Comment as amended;
- (c) Rejecting the Comment; or
- (d) Holding the Comment (Section 7.5.2.2).

The TC action on Comments “accepted as amended,” “rejected,” or “held” shall include a statement, preferably technical in nature, on the reason for the TC action. Such statement shall be sufficiently detailed so as to convey the TC’s rationale for its action so that rebuttal may, if desired, be offered when the Committee presents its Technical Committee Report to the Association for consideration. The TC action on each Comment shall be in a form suitable for publication and shall, together with each Comment, constitute the ROC.

**7.7 Technical Committee Balloting on Comments.** TC action on Comments shall be submitted to a ballot of the TC (Section 5.1). The decision to segment the Report (i.e., ballot the Report other than as a whole) shall be made by either the Chair or by a vote of more than one-third of the voting Members of the TC at its meeting. If the ballot is taken on the ROC as a whole, at least two-thirds of the voting Members calculated in accordance with Section 5.4 must agree with the TC action for the ROC to be published. If the ballot is taken other than on the Report as a whole and the ballot result does not confirm the TC action on a Comment by a two-thirds affirmative vote, the TC action on the Comment shall be reported in the ROC as rejected. Negative votes based on procedural grounds shall be reported to the Secretariat. The results of the ballot, including the technical reasons for negative votes, shall be included in the ROC. The Secretariat may paraphrase the reasons for negative votes for the purpose of the ROC.

**7.8 Technical Correlating Committee Balloting on Comments.** The TCC shall review the ROC of the Technical Committee under its responsibility and take appropriate action as it deems necessary in accordance with its authority as defined in Section 3.6. The TCC shall be permitted to choose between alternatives proposed by TCs or develop text, as it deems necessary, to achieve correlation, consistency, and the correction of errors and omissions. The ROC shall be published with a specific notice of the TCC actions and rationale.

**7.8.1 Balloting.** The TCC shall be balloted on its proposed actions relative to the ROC. Approval of TCC actions shall be established by a three-fourths affirmative vote of the TCC. Negative votes or abstentions on TCC actions shall include the reasons for such votes. If the TCC ballot does not confirm a specific proposed action on a portion of the Report, that portion shall be published with a notice that the portion of the Report affected by such action is being returned to the TC. The TCC shall state in the substantiation for its action what action is intended for any proposals or other comments related to the Comment. The Committee shall state if recommendations on related items in the ROP are to be retained or altered. A Comment that is held shall be processed as a proposal in the next revision cycle in accordance with Section 6.8.

**7.9 Publication of Reports on Comments.** ROCs shall be published as indicated in Section 7.9.1 through Section 7.9.4.

**7.9.1 Form and Content of Report on Comments.** Each ROC (Section 6.9.2) shall be in a form suitable for publication as prescribed by the Association. The ROC shall contain a list of TC Members, results of the ballot, Assembly Action, Comments, and TC and TCC action thereon. If a ROC involves more than one Document, each Document shall be considered as a separate report and shall be balloted and reported on separately. (See Section 2.4 for definition of Technical Committee Report.)

**7.9.2 Submission of Report on Comments.** A ROC prepared by a TC and consisting of Comments and TC and TCC action on those Comments shall be submitted to the Secretariat for printing and Association consideration. The ROC with the TC and TCC ballot shall be received by the Secretariat as established by the published calendar of the Association.

**7.9.3 Publication and Distribution of Report on Comments.** The Association shall publish the ROC for distribution to anyone interested before the Association meeting at which consideration is to be given. Notice of the availability of a ROC shall be published in one of its publications sent to all members and other appropriate media.

**7.9.4 No Comment Received.** If no Comment is received, a notice of that fact shall be published in the ROC.

### **8.0 Public Review and Comment.**

**8.1 American National Standards.** At the initiation of a project to develop or revise an American National Standard, notification shall be transmitted to ANSI using the PINS form. A PINS form shall not be required for revisions of an American National Standard under continuous maintenance. Prompt consideration shall be given to all written comments made within thirty days from the publication date of a PINS announcement in ANSI’s Standards Action and if said comments assert that a proposed standard duplicates or conflicts with an existing American National Standard (ANS) or a candidate ANS that has been announced previously in Standards Action, a mandatory deliberation of representatives from the stakeholder groups shall be held and all other applicable provisions contained in Section 2.5 of the ANSI

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Essential Requirements shall be followed. Proposals for new American National Standards or reaffirmation, revision, or withdrawal of existing American National Standards shall be transmitted to ANSI using the BSR-108 for listing in Standards Action for comment. If substantive changes are made subsequent to public review, then those substantive changes shall be subject to an additional public review. The Secretariat shall determine whether listing of proposed standards actions shall be concurrent with the final TC letter ballot and whether announcement in other suitable media is appropriate.

A BSR-109 form (for approval/withdrawal of American National Standards) shall be sent to ANSI after a standard has undergone complete due process and is ready for publication. This data will be published in ANSI Standards Action.

**8.1.1 Discontinuance of a Project.** The TC may abandon the processing of a proposed new or revised American National Standard or portion thereof in accordance with Section 4.2.1.3.3 of "ANSI Essential Requirements."

**8.2 Processing Comments.** All comments received from the public review shall be considered by the TC, and the commenter shall be notified, in writing (including electronic communications), of the TC's decision/response to the comment and the reasons therefore. If a resolution is not achieved, each such commenter shall be informed in writing that an appeals process exists with the procedures used by the TC. Negative comments from the public review shall be addressed according to Section 5.6 Negative Votes.

**8.3 Comment Period.** When this process is completed in accordance with these procedures, the TC may consider any comments received subsequent to the closing of the public review and comment period, or shall consider them in the same manner as a new proposal. Timely comments that are not related to the proposal under consideration shall be documented and considered in the same manner as submittal of a new proposal. The submitter of the comments shall be so notified in writing.

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

**8.5 Publication of Technical Committee Reports.** Each Technical Committee Report consisting of a ROP and, if comments were received, a ROC shall be published before the meeting at which the Report is presented for consideration. Notice of the availability of the ROP and the ROC shall be published in one of the Association's publications sent to all Members and other appropriate media, and copies shall be distributed upon request to anyone interested before the meeting at which consideration is being requested.

### 9.0 Appeals.

**9.1 General.** Anyone may appeal to the appeals panel of the WEstand. The appellant shall file a written complaint with the Secretariat within 30 days after the date of notification of any action or, at any time, with respect to any

action to which the appellant was not given notice or with respect to inaction. The complaint shall state the nature of the objection, the procedures or the sections of the standard that is at issue, the actions or inaction at issue, and the specific remedial action(s) that would satisfy the appellant's concerns. When the appellant requests a hearing and the hearing is granted, the appellant shall be assessed a filing fee of \$500.00 to be posted following the granting of the request. This fee may be reduced or waived by the Executive Committee upon application of the appellant if good cause for reducing or waiving the fee is presented.

**9.2 Response.** Within 30 days after the receipt of the complaint, the Secretariat shall respond in writing to the appellant, specifically addressing each allegation in the complaint to the extent possible. The Secretariat shall attempt to resolve, informally, the complaint of the appellant.

**9.3 Appeals Panel and Hearing.** If the Secretariat is unable to informally resolve the complaint, it shall appoint an appeals panel to hold a hearing on a date agreeable to all participants, with at least 15 days working notice. The appeals panel shall consist of three members on the IAPMO Board of Directors who have not been directly involved in the dispute and who will not be materially affected by any decision made in the dispute.

**9.4 Conduct of the Hearing.** The appellant has the responsibility of demonstrating improper actions or inaction, the adverse effects therefrom and the efficacy of the requested remedial action. The Secretariat has the responsibility to demonstrate that the TC took all actions in question in compliance with these procedures and that the requested remedial action would be ineffective or detrimental.

**9.5 Decision.** The appeals panel shall render its decision in writing within 20 days, stating its findings of fact and conclusions, with reasons therefore and citing the evidence. The Secretariat shall notify the appellant and the TC of the decision of the appeals panel.

### 10.0 Interpretations.

**10.1 Processing Interpretations.** Requests for interpretations of the standard shall be submitted in writing to the Secretariat. Proposed interpretations may be prepared by the Chair, Secretariat or any other TC member with particular expertise on the subject in question. All proposed interpretations shall be prepared in writing and shall be submitted to the TC by the Secretariat for a letter ballot. Interpretations shall be approved in accordance with Section 5.4.

**10.2 Notification of Interpretations.** Notification of approved interpretations shall be sent in writing to the requester. Notification shall also be given to other users of the standard through technical journals and appropriate publications.

### 11.0 Metric Policy.

**11.1 Reference.** The TC will be developing the standard using inch-pound units followed by metric units in parentheses.

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### 12.0 Patented Items.

**12.1 Reference.** IAPMO shall comply with the current ANSI Patent Policy as defined in the ANSI Essential Requirements.

### 13.0 Revisions to Procedures.

**13.1 Proposed Revisions to Procedures.** Proposed revisions to these Regulations shall be submitted to the Secretariat in writing with an explanation or the reason for the proposed revision. The Secretariat shall submit the proposed revision to the Executive Committee for action.

### 14.0 Commercial Terms and Conditions.

**14.1 Reference.** IAPMO shall comply with the current ANSI Commercial Terms and Conditions Policy as defined in the current ANSI Essential Requirements.

### 15.0 Mandatory Reference Standards in IAPMO Codes and Standards.

**15.1 General.** Mandatory standards referenced in IAPMO Codes and Standards shall be written using mandatory language and shall be identifiable by title, date or edition, and name of the developing organization. An original copy of the reference standard shall be on file at IAPMO offices if not readily available from other sources.

**15.2 Development.** Mandatory Standards referenced in IAPMO Codes and Standards shall be developed via an open process having a published development procedure. The development procedure shall include a means for obtaining divergent views, if any. The development procedure shall include a means of achieving consensus for the resolution of divergent views and objections.

**15.3 References.** Mandatory standards referenced in IAPMO Codes and Standards not complying with Section 15.2 are permitted. However, in such instances the TC shall determine that the mandatory standard is appropriate for reference. The TC shall verify the standard is written in mandatory language, is identifiable by title, date or edition, and developing organization, and that it is readily available. Any mandatory standard proposed for reference on the basis of this paragraph shall be specifically identified as not complying with Section 15.2 in a ROP or ROC.

**15.4 Nonmandatory Reference Standards in IAPMO Codes and Standards.** Reference standards that do not comply with Section 15.1 shall only be referenced as nonmandatory standards and shall only be included as advisory material in an IAPMO Code or Standard.

**15.5 Nonmandatory Referenced Publications in IAPMO Guide Documents and Recommended Practices.** Publications referenced in IAPMO Guide Documents and Documents establishing recommended practices shall be subject to Section 15.6.

**15.6 Reference to Other IAPMO Documents or Documents Published by Other Organizations.** When a reference is made in a Technical Committee Report to another IAPMO Document or other publications prepared by any organization, such a reference shall contain the title, date or edition, name of the developing organization and preferably the specific parts of the Document to which reference is made. TCs shall include such references only after review of such Documents or publications, satisfying

themselves that the references are adequate and appropriate. An original copy of the reference Document shall be on file at IAPMO offices, if not readily available from other sources.

### 16.0 Extract Guidelines.

**16.1 Scope.** This guideline provides guidance to Technical Committees (TCs) for extracting text from other documents whose TCs have primary jurisdiction for the subject covered. This guideline is intended to apply to extraction among IAPMO documents, and documents between IAPMO and other ANSI- accredited standards developing organizations that are working with IAPMO to harmonize and/or coordinate their respective documents. The Extract Guidelines are meant to supplement but not conflict with IAPMO's Regulations Governing Consensus Development.

**16.2 General Guidance.** A document may contain text extracted from another standards developing organization's document provided:

- (a) there is good and sufficient reason for the extracts;
- (b) there is clear indication, with the extracted text, of the number, title and edition of the document from which the extracts are taken and that requests for interpretations or proposed revisions of the text must be referred to the committee responsible for the source document;
- (c) any editing of the extracted text is confined only to making the style consistent with that of the document containing the extract and then only with the concurrence of the committee responsible for the source document; and
- (d) the extracted text is kept current with that of the source document.

**16.3 Procedures for Updating Extracts.** The extract procedure requires that the extracted text be kept current with that of the source document in a timely appropriate manner. In most cases an update to extracted text can be accomplished via a proposal or a comment during the regular revision process of the document. If no proposal to update extracted text is received, the document in which the extracted text appears must be updated by the committee responsible for the document during its next regular revision process.

It may be necessary to update extracted text prior to the next regular revision cycle of the document if the change in text of the document of origin results in a major conflict between the documents. If a request is received to update an extract prior to the next regular revision cycle of the document containing the extracted text, such a request shall be submitted to the IAPMO Secretariat who, after consultation with the appropriate committee chair, shall determine whether it is eligible for processing.

If the extract is determined to be eligible for processing, the secretariat shall letter ballot the technical committee in accordance with the Regulations Governing Consensus Development on the updating of the extracted text, including any editorial revisions necessary to conform to the style of the document.

**Note:** If the extract needs to be editorially revised to fit the language of the document in which it is to appear, the secretariat for the committee responsible for the document



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of origin shall contact the source committee to verify that the intent of the extract has not been changed.

A proposed extract shall be published in the appropriate media with a notice that the proposed extract has been forwarded to the responsible TC for processing and that anyone interested may comment on the proposed extract within the time period established and published. The ballot results, including any negative ballots and the reasons for the negatives, as well

as public comments shall be forwarded to the IAPMO Executive Committee to determine whether or not to issue the extract update.

*Extracts which are processed pursuant to these Guidelines, but outside of the regular revision process of the document shall be designated in the document as follows:*

*A reference bracket [ ] following a section or paragraph indicates material that has been extracted from another document. This reprinted material is not the complete and official position of the source document on the reference subject which is represented by the standard in its entirety. Text which has been extracted pursuant to IAPMO's Extract Guidelines is denoted with the use of the source document in the margin. This text has not been fully processed by IAPMO in accordance with ANSI's public announcement consensus requirements for an American National Standard (ANS) nor approved by ANSI's Board of Standards Review, but will be fully processed in accordance with those requirements as part of the next revision cycle for this document.*

If the technical committee does not wish to include the updated extract, the committee shall delete the existing extract from its document by the normal processing of a document amendment.

**16.4 Guidance for the Extraction of Text from One Document to Another.** The intent of extracting text is to make a document as complete and useful as possible. Care must be taken not to compromise the intent of the criterion being extracted. A section or paragraph being extracted from another document represents a specific thought, and it is important that the thought in its entirety be extracted. The context of the original extracted material should not be compromised or violated.

**16.4.1 Exception and Caution Statements.** Text should not be extracted without including any exception(s) associated with the extracted text. Likewise, caution statements should also be included. Exception and caution statements are considered part of the requirements of the associated paragraph.

**16.4.2 Paragraph Numbering.** Committees need to be careful not to change the relationship of paragraphs to each other in the way they renumber extracted text.

For example, if a paragraph with 2 subparagraphs is renumbered as 3 separate and distinct paragraphs, does that change the relationship of paragraph 2 and 3 to the original paragraph 1. Many times subparagraphs refine requirements in the host paragraph and renumbering will change that emphasis, and possibly compromise that relationship.

For example:

<b>Parent Document</b>	<b>Document Extracting</b>
7-5.1 Paragraph	8-2.3.1 Paragraph
7-5.1.1 Subparagraph	8-2.3.2 Paragraph
7-5.1.2 Subparagraph	8-2.3.3 Paragraph
7-5.2 Paragraph	8-2.3.4 Paragraph

The committee taking the extract should be very careful not to take part of a section or paragraph and skip another part of this same section or paragraph (e.g. take 7-5.1, 7-5.1.1, and 7-5.1.3, but not take 7-5.1.2) without a valid reason. This can be misleading as the user will think they have the complete text and the extracted text may be used out of context. The family of paragraphs that state a set of requirements should be kept together to ensure both documents are consistent in stated requirements.

**16.4.3 References.** Where extracted material references another paragraph in the document from which the material is extracted, the committee should try to extract the referenced paragraph as well so their document is more complete and user friendly. The intent of extracting text is to make a document as complete and useful as possible. Sending someone back to another document for a referenced paragraph is not user friendly.

**16.4.4 Notes and Related Appendices.** Notes and appendices are intended as advisory, supplemental information, and thus they may or may not be included along with an extracted paragraph. If the extracted text contains "Notes" in the parent document, the committee should carefully review the notes. This same logic applies to related Annex sections. If the committee chooses not to extract the note or related Annex section, they should be sure that the paragraph cannot be misinterpreted based on the absence of this supplemental information.

# FORM FOR PROPOSALS ON IAPMO WE•STAND COMMITTEE DOCUMENTS-2023

**NOTE: All Proposals MUST be received by 5:00 PM PST on March 3, 2025**

Forms to be submitted electronically and accessed at the following: <https://codeproposals.iapmo.org/>

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## Recommendation:

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- Add new text
- Revise text
- Delete text without substitution

Section number: \_\_\_\_\_ Code: WE•STAND

**Proposed Text** [Note: Proposed text must be in legislative format i.e., using underscore to denote wording to be inserted (wording) and strike through to denote wording to be deleted (~~wording~~).

## Statement of Problem and Substantiation/Resolution:

**Are you referencing standards in your proposal? Check one  Yes  No**

If yes, please provide two hard copies or one electronic copy with your proposal. Please note that if a standard is referenced above in your proposal you must submit such standard in order for your proposal to be processed. If the standard is not received by the closing date, your proposal is considered incomplete and will not be processed.

**Where additional supplementary materials such as tests, research papers, or other documents need to be submitted, please provide supporting material electronically. Please note that if supporting material is not received by the closing date, it will not be accepted for review by the Technical Committee.**

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# FORM FOR COMMENTS ON IAPMO WE•STAND COMMITTEE DOCUMENTS-2023

**NOTE: All Comments MUST be received by 5:00 PM PST on January 16, 2026**

Forms to be submitted electronically and accessed at the following: <https://codeproposals.iapmo.org/>

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- Delete text without substitution

Section number: \_\_\_\_\_ Code: **WE•STAND**

Comment on Proposal Item number: \_\_\_\_\_

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