

1.201.003 Policy on Use of ASHRAE Standards in Building Codes and Other Regulations

100-116-005 93-07-01-09/96-02-18-10/96-06-26-17/ 98-06-25-44/00-02-10-43/06-06-29-25/09-10-24-05

When ASHRAE has particular and unique expertise related to the built environment, as evidenced through the development, publication and maintenance of standards, those standards will be either offered for adoption by reference nationally and internationally in building codes and other regulations or adapted into existing codes and other regulations in collaboration with the appropriate code development or regulatory authority. To implement this policy ASHRAE will:

1.201.003.1 Write all new and revised standards and addenda that cover subjects addressed in building codes or regulations in such a way that those standards can be readily integrated into those codes and regulations and applied as an integral part of the resultant code or regulatory documents.

1.201.003.2 Establish, develop and nurture collaborative activities and partnerships with developers of standards and codes necessary to ensure ASHRAE technical leadership in the areas of HVAC&R in building codes and regulations is established and maintained.

1.201.003.3 Assign necessary staff to facilitate ASHRAE's interaction with building code and regulatory bodies and assist ASHRAE members, through appropriate ASHRAE committees, to implement this policy. ASHRAE staff shall be appointed to speak for ASHRAE with building code and regulatory bodies by the Standards Committee chair, with the advice of the chair of the Code Interaction Subcommittee and the Manager of Standards and approval of the Coordinating Officer.

1.201.004 Policy and Definitions of ASHRAE Standards and Related Documents

04-07-01-47/05-02-10-65/05-06-30-36/06-06-29-18/09-01-28-27/10-06-30-21

1.201.004.1 Clearly identify the intended scope and purpose for each type of document that ASHRAE develops. Identify the scope, purpose, and method of development within the preface of each document.

1.201.004.2 Place emphasis on development of documents that establish ASHRAE as the leader in HVAC&R technology, providing state-of-the-art best-practice guidance that advances the arts and sciences of our industry. Such guidelines and state-of-the-art standards should normally be written in informative language.

1.201.004.3 Standards that are intended for code use should be concise and written in appropriate code language with simple and direct prescriptive methods for compliance, with alternative performance paths.

1.201.004.4 There are four types of Standards Committee documents:

A. Standards

B. Guidelines

C. User Manuals

D. Code Change Proposals

1.201.004.5 Standards. All standards shall be written in definitive mandatory language.

ASHRAE standards include the following subcategories:

A. Method of Test and Classification Standards. Method of Test and Classification Standards shall typically provide a uniform set of procedures and processes for determining the performance of a system, equipment or thermal fluids/refrigerant. The standards typically identify a uniform method of testing, identification of test equipment for performing such tests, identification of data required and calculations to be used, as well as establishing definitions and terminology. Method of Test and Classification Standards shall define minimum requirements for code application.

B. Design Standards. Design Standards shall provide at least one prescriptive method for minimum compliance, indicated in tabular or similar easy to follow format, while providing practical, minimum, cost effective measures. Alternative performance compliance paths may be outlined in the standard but shall be detailed separately in normative appendices. Standards shall provide cost effective solutions while defining minimum compliance requirements for code applications. The basic compliance standard shall only address the primary scope issue. It may identify related issues of concern, but these should be addressed separately. Recommendations for systems and equipment, construction and startup, operation and maintenance, etc. and all other design related data shall be included in separate Protocol Standards or Guidelines.

C. Protocol Standards. Protocol Standards shall typically provide uniform practice, procedure or performance requirements as well as establishing reference information. The requirements may include, but are not limited to: calculations, construction, inspection, installation, maintenance, services and operation. The reference information may include, but is not limited to: conditions, data, definitions, descriptions, designations, factors, identifications, terminology and symbols.

D. Method of Rating Standards. Rating Standards set forth a method of interpreting the results of tests of individual units, at specified conditions, for a product manufactured in quantity. A rating standard provides for the certification of performance rates, at stated rated conditions.

1.201.004.6 Guidelines. All Guidelines shall be written in informative language. Guidelines shall provide state-of-the-art design or best practices that offer more stringent solutions than code minimums. Guidelines shall provide information on system selection, design approaches, practices and goals as well as setting optimum achievable performance levels. Guidelines may address issues of concern such as startup and commissioning, operation and maintenance, and assurance that the goals of the associated standard (if any) are achieved. The Guideline may offer guidance secondarily to designers/manufacturers of building equipment, components and materials.

1.201.004.7 User Manuals. User Manuals provide detailed design applications, with more practical examples and solutions, and inherently go above and beyond the performance requirements of a Design Standard or Guideline or minimum compliance level. A User Manual is not necessarily the standard of care and does not cover all potential alternatives. A User Manual is often used for educational purposes.

1.201.004.8 Code Change Proposals. Code Change Proposals provide a single, simple and direct prescriptive method for minimum compliance of the data or practice contained in a standard. The data contained in the Code Change Proposal shall have identical technical content to the Standard from which it is prepared and shall be of an easy-to-follow format.

1.201.004.9 Indoor Air Quality or Ventilation Standards. Any existing and all future ASHRAE indoor air quality or ventilation code-intended standards must meet the following requirements:

A. The standard shall specify concentration limits of only those specific contaminants for which a nationally or internationally recognized authority (such as US EPA, OSHA or the World Health Organization) has established a maximum permissible concentration limit and for which standardized test procedures have been established. Nationally or internationally recognized authorities and procedures may be those developed by ANSI consensus procedures for private standards-setting organizations, those established by statute, or those duly adopted regulations issued by governmental agencies.

B. The standard may specify means and methods for limiting concentration of pollutants, provided they are related to contaminants normally considered in the design of HVAC systems serving the relevant space type.

C. The standard shall not require the measurement of contaminant or other airborne concentrations except those that can be measured using standardized test equipment and procedures in accordance with ASHRAE Standard 111 (or its successor) or other consensus Methods of Test. Standardized test equipment is defined as equipment normally available in the HVAC&R industry to test-and-balance technicians or that is common in building ventilation assessment.

D. The standard shall not make any claims or guarantees that compliance will provide health, comfort or occupant acceptability, but shall strive for those objectives, consistent with ASHRAE policy.

E. The standard may contain factors for use in design of calculations such as mixing efficiencies and air change effectiveness, as long as it is the consensus of the standards-writing body that these factors are important to providing acceptable indoor air quality.

1.201.004.10 520-170-013 00-06-25-7B/09-01-28-09

Technology Council shall establish a filing fee for appeal of standards, guidelines and addenda.

1.201.005 Health Impacts of ASHRAE Standards 520-170-012 100-116-006 00-02-06-09

ASHRAE standards shall consider health impacts where appropriate.

1.201.006 Health and Safety Impacts of ASHRAE Publications 100-116-007 04-06-30-05

Consistent with the ASHRAE' Certificate of Consolidation, Bylaws and Code of Ethics, ASHRAE activities and publications including but not limited to position documents, handbooks, special publications, standards and guidelines, technical and educational programs, and conferences shall consider health and safety impacts, where appropriate. While ASHRAE does not make findings as to the health and safety impacts of environmental exposures, ASHRAE activities and publications where appropriate shall consider and reference findings issued by cognizant organizations with the appropriate scope and expertise.

1.201.007 (Reserved for future use)

1.201.008 ASHRAE Policy on Standards and Guidelines that Address Smoking Spaces
(520-170-015)

ASHRAE standards and guidelines that address ventilation or indoor air quality in their purpose shall not prescribe ventilation rates in smoking spaces or claim to provide acceptable indoor air quality.

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D. The standard shall not make any claims or guarantees that compliance will provide health, comfort or occupant acceptability, but shall strive for those objectives, consistent with ASHRAE policy.

E. The standard may contain factors for use in design of calculations such as mixing efficiencies and air change effectiveness, as long as it is the consensus of the standards-writing body that these factors are important to providing acceptable indoor air quality.

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COUNCILS

2.300.001 Rules

2.300.001.1 Standing Rules 90-02-14-13/10-03-04-06

The standing rules of a council or committee are the constitution of that council or committee. Proposed changes to these rules shall be submitted to the Society Rules Committee prior to submitting to the Board for approval.

2.300.001.2 Annual Review 90-02-14-13

Councils and committees shall annually review their standing rules and recommend applicable revisions. The Society Rules Committee shall review all standing rules that have been revised in the preceding year.

2.300.002 Scope 09-06-21-12C

The councils of the Society are Members, Publishing & Education, and Technology. These councils are established under section 6 of the bylaws to implement BOD policy.

2.300.002.1 Councils implement BOD policy and administer activities as authorized by the BOD in matters concerning those committees within the organizational structure of the council.

2.300.002.2 Councils develop policies and long range plans for the committees within the jurisdiction of the councils.

2.300.002.3 Councils approve or reject the funding of projects and programs recommended by the appropriate committees within the limitation of the approved council budgets.

2.300.002.4 Councils shall develop procedures for recommending updates to the strategic plan on a continuous basis. As a minimum each council shall at the annual meeting submit a report to the BOD which includes the current status of each activity which supports the fulfillment of their assignments under the strategic plan. Each council shall prepare recommendations for changes to the strategic plan as reported by the committees reporting to the council.

2.300.003 Responsibilities

2.300.003.1

Each Council is responsible for reviewing, coordinating and managing the efforts of its assigned committees. All actions taken on committee recommendations shall be documented in the Council minutes and available to the Board of Directors.

2.300.003.2

Each council shall review Rules of the Board for itself and its committees. Each change recommended by a council shall be submitted to the Board for approval.

2.300.004 Activities: Each Council is responsible for the strategic, fiscal and operational planning and monitoring of itself and its assigned committees.

2.300.005 Manual of Procedures: Each Council shall maintain a Manual of Procedures for itself and its assigned committees, which may include interpretations of Society policy as it pertains to that specific activity. (97-01-30-36)

2.300.006 Fiscal Authority

2.300.006.1 Each Council manages the operations of itself and its assigned committees within the policies, procedures and budgets approved by the Board of Directors. Each Council shall obtain separate approval by the BOD for each new program exceeding \$100,000 in annual expenses. (06-01-22-04)

2.300.006.2 Each Council has the authority to reallocate up to 5% of their respective total expenses (less salaries, benefits and overhead) within their own budget. Transfer of funds to other Councils or to outside organizations must be approved by the Board of Directors.

2.300.007 Meetings: Each council meets at every regularly scheduled meeting of the Society and is authorized to meet two additional times per year. Council meetings may be called by the council chair or by call of 1/3 of the voting members.

2.300.008 Resubmission: When a council disapproves of a recommendation from one of its standing committees, the committee shall be informed of the action together with reasons for the disapproval. The committee may elect to resubmit the recommendation with additional information. If the council disapproves the resubmission, it shall document its reasons in its report to the Board of Directors.

2.300.009 Appeal: In the event that a council disapproves a re-submittal of an action, the submitting committee may appeal directly to the Board of Directors. An affirmative vote of at least 2/3 of the submitting committee's voting membership is required to approve submitting an

appeal. On such an appeal, the council shall submit its reason for disapproving the action for consideration by the Board of Directors. (ROB 520-104-001)

2.300.010 Budgets

2.300.010.1 Councils prepare a 2-year fiscal plan, including the succeeding year's annual budget for the council and its committees for recommendation to the Finance Committee.

2.300.010.2 96-06-26-10/99-01-24-22/04-06-27-04/06-01-22-05

Council budgets for the Society year beginning the following July shall be approved by the Board of Directors on or before the Society annual meeting.

MEMBERS COUNCIL

2.301.001 Membership: The members of this Council are as follows:

A. Chairman: President Elect

B. Vice-Chairman; Treasurer

C. Voting Members: Chair, Vice Chair, 3 Directors-at-Large, plus the Regional Chairman from each region

D. Non-Voting Members: Chair of each committee reporting to this council

2.301.002 Alternates 09-06-24-11/10-06-30-15[5]

: In the absence of a Director and Regional Chair (DRC), the DRC may appoint the Assistant Regional Chair (ARC) or a Regional Vice Chair to serve as an alternate. This temporary appointment can be made in the event the DRC is ill or otherwise incapacitated, but has not permanently vacated the office. The DRC shall notify the President, the chair of Members Council, and the Director of Member Services, as soon as possible, as to the dates and reasons for this temporary appointment. This alternate would have voice and voting rights at Members Council meetings and have voice but not voting rights at Board of Directors meetings.

2.301.003 Chapter and Student Branch Constitutions and Bylaws 92-07-02-22

This council approves and maintains chapter and student branch constitutions and bylaws.

2.301.004 ABET: The council coordinates ABET activities including evaluators and ABET Board representation.

2.301.005 Regions and Chapters

2.301.005.1 This council makes recommendations to the Board of Directors concerning the policies, procedures and operations of the Society and its regions, chapters, sections and branches (SBL 6.4).

2.301.005.2 Regions and chapters of Society are grouped into geographical areas by the Board of Directors, and these areas are designated regions.

2.301.005.3 90-02-14-13

Regions of the Society shall be approved by the Board of Directors.

2.301.005.4 92-01-29-40B/92-07-02-20

The "Criteria for the Formation of a New Region" is approved.

2.301.005.5 92-01-29-40B/92-07-02-20

This council coordinates and oversees the activities of chapters, sections and branches and monitor "Criteria for the Formation of New Chapters."

2.301.005.6 91-01-23-31

All chapters, regardless of location, shall be referred to as "____ Chapter."

2.301.006 Student Branches

2.301.006.1 86-06-25-M10

Student branches shall be chartered and assigned in the same geographical area as the sponsoring chapter.

2.301.007 Region-at-Large 01-06-27-26/02-06-26-11/07-06-27-15

A Region-at-Large is formed to replace the International Committee effective July 1, 2001. The purpose of the Region-At-Large is to provide a means to represent all ASHRAE members not represented by other regions at Members Council and the Board of Directors (the ASHRAE Associate Society Alliance shall be responsible for maintaining strong relationships with other associate societies). The Region-At-Large is divided into Sub-Regions. The number of members assigned to the Region-At-Large will determine the number of sub-regions. Each sub-region must have the potential to grow to more than 1,000 area assigned members excluding students. Regional and sub-regional boundaries are identified in Appendix P of the Manual for Chapter Operations.

2.301.009 Regional Executive Committee 88-05-21-43/89-02-01-27[3]/91-01-23-35/95-06-28-19/02-01-16-26/05-06-29-11

2.301.009.1

The Regional Executive Committee shall consist of the Regional Chair, the Regional Vice Chairs, the Region-at-Large Sub-Region Chairs, the Regional Historian, the Regional Nominating Committee Member and Alternate, the CRC General Chairman and the Assistant Regional Chair.

2.301.009.2

The Society will provide transportation cost for up to 12 members for one Regional Planning Meeting per Society year for the committee members as described above. One other member of the committee may receive transportation costs, if named by the DRC, who shall advise the Society of the 12th member (his or her name) and the reason for being included. At the Regional Chair's option, the committee may be expanded to include other members such as he may direct; however, transportation cost will not be provided for these optional members.

2.301.010 Chapters Regional Conference 69-01-30-21/87-03-28-39

Each region of the Society shall annually conduct a Chapters Regional Conference at which time they shall have a meeting of their Chapters Regional Committee as specified in the Bylaws.

2.301.010.1 70-01-18-06/74-02-02-15/76-02-04-07/87-03-28-41/ 91-01-23-32

The Manual for Conducting a Chapters Regional Conference is approved.

2.301.011 Chapter Technical Publications 65-01-28-08/95-02-02-56

The Procedure for Chapter Technical Publications dated 65-01-28 is approved.

2.301.012 Chapter Certificates, Gift Items, Banners

The BOD authorizes staff to provide the following certificates, gifts and banners for use by chapters:

- A. Chapter past president pins - chapters (60-01-31-15)
- B. Certificates for chapter speakers and seminar participants (78-02-01-29)
- C. Emblemed gifts (68-06-26-08/88-05-21R7)
- D. Banners for ASHRAE student branches (79-01-31-21)
- E. ASHRAE student member pins (88-05-21-30)

2.301.013 Research Promotion Fundraising Goals 05-02-10-20A

Members Council annually establishes the Society's overall Research Promotion fundraising goals and oversees its allocation into regional goals with direct input annually from the Society Research Promotion Committee ()

2.301.014 STRATEGIC PLAN 09-06-21-12C

This council shall develop procedures for recommending updates to the strategic plan on a continuous basis. The council as a minimum shall, at the annual meeting, submit a report which includes the current status of each activity which supports the fulfillment of their assignments under the strategic plan. The council shall prepare recommendations for changes to the strategic plan as reported by the committees reporting to the council. Committees reporting to this council are tasked with assuring the membership is knowledgeable of the directions and strategies of the strategic plan and soliciting recommendations for change to the strategic plan from the ASHRAE membership through their regions, chapters, sections and branches.

2.301.015 MANUALS AND PROCEDURES

This council is responsible for reviewing, recommending changes and interpreting the following:

- A. RAL Sub-Region Chair Qualifications and Responsibilities
- B. Fees, Dues and Privileges
- C. Criteria for Formation of a New ASHRAE Region
- D. Chapter Technical Publications

PUBLISHING AND EDUCATION COUNCIL

2.302.001 Membership

2.302.001.1 The members of this Council are as follows: (08-12-08-01)

A. Chair: A Vice President of the Society

B. Vice-Chair: A Vice President of the Society

C. Voting Members: Chair, Vice Chair, 3 Directors-at-Large, plus the following positions elected by the Board of Directors:

1. One past voting member from each of the following committees: Certification, Electronic Communications, Handbook, Professional Development, Publications

2. Two at-large members

D. Non-Voting Members: Chair of each committee reporting to this council

2.302.001.2 05-02-10-23

At-large members are chosen for their past broad experience and expertise relevant to this council. Recommendations for at-large members should consider maintaining Historical Committee experience on the council.

2.302.002 Special Publications 10-06-30-18

This council is responsible for the manufacturing, delivery and fiscal impact of all ASHRAE publications and products with consideration given to (a) recognized need; (b) potential for sales income; (c) budget constraints and (d) joint funding agreements. Using established guidelines and procedures, this council shall work with the managing groups of special publications at project inception, during execution, and upon completion to ensure a balance of the above considerations is achieved.

2.302.003 Strategic Plan 09-06-21-12C

This council shall develop procedures for recommending updates to the strategic plan on a continuous basis. The council as a minimum shall at the annual meeting submit a report to the BOD which includes the current status of each activity which supports the fulfillment of their assignments under the strategic plan.. The council shall solicit and report recommendations for changes to the strategic plan as reported by the committees reporting to the council at the Annual Meeting.

2.302.004 Manuals and Procedures

This council is responsible for reviewing, recommending changes and interpreting the following:

Rights and Responsibilities and General Guidelines for Co-Sponsoring Organizations for
ASHRAE Public Sessions

TECHNOLOGY COUNCIL

510-102-001

2.303.001 Membership

2.303.001.1 The members of this council are as follows:

A. Chair: A Vice President of the Society

B. Vice Chair: A Vice President of the Society

C. Voting Members: Chair, Vice Chair, 3 Directors-at-Large, plus the following positions elected by the Board of Directors:

1. One past voting member each from Research Administration, Standards, Technical Activities and the Board of Directors (past DRC)

2. Three at-large members

D. Non-Voting Members: Chair of each committee reporting to this council plus the vice chair of Research Administration, Standards and Technical Activities Committees

2.303.001.2

05-02-10-23

At-large members are chosen for their past broad experience and expertise relevant to this council. Recommendations for at-large members should consider maintaining refrigeration and environmental health experience on the council.

2.303.002 Research Agreement

This council monitors, approves and maintains the “Model Research Agreement.”

2.303.003 Research Administration Procedures 02-01-17-61

2.303.003.1

This council shall review, at least annually, the Research Administration Committee’s procedures for handling research proposals (currently located in Research Manual) for the purpose of ensuring that adequate confidentiality of all proposals is maintained.

2.303.003.2 This council shall be responsible for maintaining the election and appointment procedures for the Research Advisory Panel

2.303.004 Position Documents and Position Briefs

This council develops Position Documents for approval by the Board of Directors.

2.303.005 Special Projects

82-07-01-41/83-01-27-45/84-06-21-48/99-06-24-39

The Policy for ASHRAE Special Projects is approved.

2.303.006 Research Project Approval Limit 98-06-25-31/01-02-01-93/05-06-26-14/07-01-31-SRC/07-03-02-1A

This council may approve research projects, within the Board-approved research budget, up to a total project cost not to exceed \$200,000. Within this limit, this council may delegate project approval authority to the Research Administration Committee.

2.303.007 Strategic Plan

This council shall develop procedures for recommending updates to the strategic plan on a continuous basis. The council as a minimum shall at the annual meeting submit a report to the BOD which includes the current status of each activity which supports the fulfillment of their assignments under the strategic plan. The council shall solicit and report recommendations for changes to the strategic plan as reported by the committees reporting to the council and other organizations as authorized by 2.400.006 at the Annual Meeting.

2.303.008 Policies, Manuals and Procedures

This council is responsible for reviewing, recommending changes and interpreting the following:

Standards Development Policy

Procedures for ASHRAE Standards Actions (PASA)

Procedures for ASHRAE Guidelines Actions (PAGA)

Procedures for Developing ASHRAE Position Documents and Position Statements

Guidelines for Developing ASHRAE Position Briefs

All Position Documents and Position Statements

Model Research Agreement

2.400 COMMITTEES

2.400.001 Voting 61-02-12-B1/77-06-26-07/78-02-01-15/87-06-28-19/06-25-06

The following categories of committee members do not vote and do not count for a quorum unless specifically indicated:

BOD ex-officio members on standing committees

Consultants

Staff members

2.400.002 Election and Appointment Procedures

Committee members shall be elected or approved by the BOD in accordance with the Society Bylaws and as stated in the *Election and Appointment Procedures*, (Manuals and Procedures ROB Volume 3).

2.400.003 Reporting Responsibility

74-06-23-24/87-06-28-19

2.400.003.1 Each committee's actions, proceedings, findings, conclusions, and reports shall be subject to the direction and review of the BOD and the council to which the committee reports. The BOD or the council may take such steps, or see that such steps are taken by the committee, as may be appropriate to comply with the Society's Charter and Bylaws, and to make effective any resolution adopted by the Society, or any resolution, rule, or directive of the BOD or the council to which the committee reports.

2.400.003.2

65-07-04-20/R79-06-27-47/86-06-25-09/87-01-19-27

Reports to councils resulting from final committee meetings of the administrative year shall be rendered by the outgoing committee chairman and the appropriate DAL (Director-at-Large) who served as BOD ex officio on the committee.

2.400.003.3

74-06-23-25/87-06-28-19

If any doubt or controversy should arise as to whether a particular subject or matter is within the jurisdiction of a committee, or whether any action should be taken by a committee, or in the case of a committee tie vote, the same shall be settled and determined by the BOD or by the council to which the committee reports.

2.400.004 Right of Appeal

90-02-14-10

When a recommendation is disapproved by a council, the requesting committee shall be informed of the action, together with a brief statement on the negative comments leading to the disapproval. The requesting committee may resubmit the recommendation with any statements it desires to make relating to the negative comments or to additional supporting information which it believes could change the council voting.

In the event the council disapproves a re-submittal of an action, the submitting committee may appeal directly to the BOD. An affirmative vote of two-thirds of the appropriate committee's voting members is required to approve submitting an appeal. On such an appeal, the council shall submit its reasons for disapproval for the consideration of the BOD.

2.400.005 Manuals of Procedures

84-06-20-10/96-02-18-0703-01-30-58A

Committee manuals of procedures (MOPs), following approval by the committees, shall be submitted to their respective councils or designated council subcommittees for approval.

2.400.007 Budgets

01-06-27-25B

Contributions shall be “additive” to a committee’s budget for the fiscal year in which they are donated with any unused funds moved into a committee reserve fund at the end of the year.

STANDARDS COMMITTEE

(520-170)

2.425.001 SCOPE AND PURPOSE

The Standards Committee shall be responsible for the selection, development, preparation, and submittal to the BOD of all code language documents, standards and guidelines in the fields of heating, refrigerating, air conditioning, and ventilating engineering, including all revisions, re-affirmations or withdrawals thereof, to be considered for approval. It shall cooperate with and supervise the Society’s participation in other organizations in the development, preparation, and adoption of codes, standards and guidelines. (SBL 7.9)

2.425.002 MEMBERSHIP

2.425.002.1 Composition

The members of this committee are as follows:

- A. Twenty six (26) voting members, including a chair and a vice chair (05-11-21-02)
- B. Board ex-officio and coordinating officer

2.425.002.2 Qualifications

- A. Members of this committee shall be of Member or Associate Member grade.
- B. Members shall be selected from various interest groups to prevent dominance of any single interest and may include representatives of interest groups such as manufacturers, consultants, educators, trade associations, government, testing/research laboratories, utilities, code bodies, contractors, consumers/users, and environmentalists.
- C. It is desirable that members have standards experience.
- D. Representation from Canada is desirable.

2.425.002.3 Term of Service

A. Members shall be elected to serve for a term of four years commencing immediately upon the adjournment of the next Annual Meeting of the Society. (70-07-01-02/76-02-04-16/78-02-01-27/88-05-21-49)

B. The chair and vice chair of the committee shall be non-voting members of the Technology Council. (93-01-24-09)

2.425.003 OPERATION

2.425.003.1 General Requirements

A. This committee shall plan and implement activities in support of ASHRAE Policy on Use of ASHRAE Standards in Building Codes (ROB 100-116-005), especially clauses 1, 2 and 6. (98-01-16-41)

B. This committee shall, as the standards coordinating committee of an ANSI-accredited organization, submit its Procedures for ASHRAE Standards Actions (PASA), and all changes, to ANSI for approval. (See 5.4.) (95-02-02-54)

C. ASHRAE Standards Committee documents shall be developed in accordance with the Standards Development and Approval Process - Appendix A (00-06-25-09)

D. Adoption, revision, reaffirmation or withdrawal of a standard or guideline shall require approval of the Board of Directors, and the Board of Directors will determine that ASHRAE's procedures have been followed. The effective date of a new, revised or reaffirmed standard, guideline or addendum shall be in accordance with the following unless otherwise approved by the Board of Directors

1. For a new standard the date of Board approval of the standard.
2. For a revised standard, which is intended to replace an ANSI-approved American National Standard the date of ANSI approval of the revised standard. If such standard fails to achieve ANSI approval, the effective date will be determined by the Board, subsequent to the failure to achieve ANSI approval.
3. For a revised standard which will replace an ASHRAE standard which is not an -approved American National Standard, the date of Board approval of the revised standard.
4. For an addendum to an ANSI-approved American National Standard that is not code intended, the date of ANSI approval of the addendum. For an addendum to an ANSI-approved American National Standard that is code intended, the date of publication announced on the ASHRAE

website. If such addendum fails to achieve ANSI approval, the effective date will be determined by the Board, subsequent to the failure to achieve ANSI approval. (10-10-23-02)

5. For an addendum to an ASHRAE standard, which is not an ANSI-approved American National Standard the date of Board approval.

6. For a new, revised or reaffirmed guideline or addendum to a guideline the date of Board approval of the document. (99-01-28-73)

2.425.003.2 80-02-06-26/05-06-30-26

ASHRAE shall maintain its accreditation as a standards developer at ANSI.

2.425.003.3 98-01-18-02/05-06-30-27

A. All ASHRAE standards shall be submitted for ANSI approval as American National Standards.

B. ASHRAE may obtain ANSI approval either by utilizing its ANSI Audited Designator status or by submitting to the ANSI Board of Standards Review for approval. Unless otherwise specified by the Board of Directors, the Audited Designator path will be used. (04-07-01-45)

C. Following approval by the Board of Directors, an announcement of approval and availability of each standard, guideline, revision or reaffirmation thereof, or withdrawal of a standard or guideline shall be made. (67-06-25-08/86-001-23-56/88-05-21-49/00-06-25-7B)

D. Appeals (95-02-02-54)

1. Appeals of the Society's action in relation to ASHRAE standards or addenda shall be conducted in accordance with the Procedures for ASHRAE Standards Actions (PASA).

2. Appeals of the Society's action in relation to ASHRAE guidelines or addenda shall be conducted in accordance with the Procedures for ASHRAE Guidelines Actions (PAGA).

E. The development and publication of standards and guidelines are intrinsic to the objectives of ASHRAE as stated in the Bylaws (Article I, Section 1.3). The responsibility for ASHRAE Standards including their technical content and conformance to published consensus procedures rests with the American Society of Heating, Refrigerating, and Air-Conditioning Engineers, Inc.

2.425.003.4 520-170-004 90-02-14-10

A. ASHRAE shall publish standards for the advancement of engineering science.

B. The Standards Committee shall appoint Project Committees to develop and revise standards, addenda, and guidelines in accordance with Standards Committee guides. The Project Committees shall be responsible for the technical content of the standard, addendum or

guideline. This committee shall supervise the work of the Project Committees to ensure that ASHRAE's procedures have been followed. (81-07-02-32/83-01-27-42/86-01-23-56/88-05-21-49/00-06-25-7B)

2.425.003.5 520-170-005 84-12-19-LB/86-01-23-56/86-06-26-35/88-05-21-49/98-06-25-26/05-06-30-28/06-03-20-09/06-06-29-23/08-01-23-09

A. The Standards Committee evaluates the need for joint sponsorship of standards or guidelines, considering overlap of expertise and ASHRAE responsibility. A request for joint sponsorship, including a recommendation for the lead organization, is submitted to Technology Council and the Board of Directors. If approved, standards writing and approval procedures are negotiated with the other organizations by the Manager of Standards on behalf of the Standards Committee.

B. The standards-writing and approval procedures should be those of the lead organization. If ASHRAE procedures are not adopted, the adopted procedures should be compatible with ASHRAE procedures; e.g., openness of proceedings, public review of drafts, and delegation of technical content to the project committee. The chairman and members of the project committee shall be selected and approved in accordance with the negotiated joint sponsorship agreement.

C. The Technology Council, operating at the direction of the Board of Directors, is responsible for recommending the approval of a standard, guideline, or revision thereof or an addendum thereto, to the Board of Directors upon recommendation of the Standards Committee after reviewing all negative votes cast by the Project Committee and the Standards Committee, and all unresolved comments. Technology Council is responsible for approving Standards Committee recommendations for publication of users' manuals for selected standards.

2.425.003.6 520-170-006 67-06-25-08/86-01-23-56/88-05-21-49

A. In cooperation with other organizations in the adoption of standards, guidelines, or revisions thereof, not promulgated solely by or proprietary to this Society, the Standards Committee may appoint an individual to represent the Society in a specific standards area. The appointed representative of this Society shall vote on the adoption as directed by the Standards Committee, provided, however, and through regular reports, the Board of Directors has been advised, and has approved in advance the character, scope, and general content of the standard or guideline. Conduct of the representatives shall be governed by the Standards Committee's Guide for ASHRAE Representatives to Standards-Related Committees of Other Organizations (see ROB

100-115-001 and Standards Committee MOP, Appendix D). (67-06-25-08/86-01-23-56/88-05-21-49)

B. The Standards Committee may not endorse standards prepared by others without formal Society participation, except in the case of standards being processed through the American National Standards Institute and National Fire Protection Association, but the Society will consider processing standards prepared by others, and if found acceptable without change, or with mutually-agreeable revisions, may issue them either as Society standards or jointly with the recommending agencies. (64-01-29-25/98-06-25-27)

C. Standards and Guidelines shall follow Society policy in regard to use of metric units (Appendix C).

D. Formation of all new standard project committees and titles, purposes and scopes, shall be approved by the Board of Directors or its designee before the project committees take action. (98-01-16-22B/00-06-25-7B)

E. Voting

1. Voting may be conducted during meetings or by letter ballot. Votes taken at meetings shall be decided by a majority of those voting. Letter ballots require a majority of the committee's voting membership. More stringent voting requirements for selected types of actions may be specified in the Procedures for ASHRAE Standards Actions (PASA) and the Procedures for ASHRAE Guidelines Actions (PAGA). (95-02-02-54)

2. The committee shall record the number of votes, including abstentions, on all motions.

2.425.004 POLICY ON STANDARDS COMMITTEE DOCUMENT DEVELOPMENT

520-170-011 99-06-20-13B/00-06-25-7B/03-01-30-54A(8)/10-01-27-01/10-06-30-21

2.425.004.1

ASHRAE writes Standards Committee Documents (SCDs) for: (1) methods of test and classification, (2) method of rating, (3) design, and (4) protocol.

2.425.004.2

Consensus standards define minimum values or acceptable performance, whereas other documents, such as guidelines or design guides, encourage enhanced performance.

2.425.004.3

Criteria shall be provided to determine acceptable performance in SCDs relating to design and practice.

2.425.004.4

Metrics shall be provided to determine accuracy and precision of measurements.

2.425.004.5

Methods of achieving compliance with criteria shall be provided in standards relating to design and practice.

2.425.004.6

Standards should provide at least one path that is concise, simple and easy to use as possible.

2.425.004.7

Before a draft standard is released for public review, consensus shall have been achieved within ASHRAE.

2.425.004.8

If consensus cannot be met on fundamental or controversial issues, policy guidance shall be given by the Standards Executive Committee in consultation with Technology Council or its designee.

2.425.005 STANDARD ACHIEVEMENT AWARD

This committee shall review nominations for the Standards Achievement Award and select a recipient for submittal to the Honors and Awards Committee as a pass-through award. The Standards Achievement Award recognizes excellence in volunteer service for development of ASHRAE standards/guidelines and shall be presented at the ASHRAE Annual Meeting but may be omitted if a suitable candidate is not identified. (95-02-02-41)

2.425.007 ANSI STANDARDS ACTIONS THAT CONFLICT WITH ASHRAE STANDARDS

The Manager of Standards, in consultation with the Society President, shall submit comments to ANSI on behalf of ASHRAE concerning ANSI standards actions that may conflict with ASHRAE standards. (07-06-27-28)

2.425.008 STRATEGIC PLAN 09-06-21-12C

This committee shall develop procedures for recommending updates to the strategic plan on a continuous basis. As a minimum the committee shall submit a report to the council prior to the annual meeting. The report includes the current status of each activity which supports the fulfillment of the committee's assignments under the strategic plan. The committee shall report

to the council all recommendations for changes to the strategic plan as provided by the committee's constituents prior to the Annual Meeting.

2.425.009 MANUALS AND PROCEDURES

This committee is responsible for reviewing, recommending changes and interpreting the following:

Standards Development and Approval Process