

11.12 Standards Achievement Award

SPLS will annually review all eligible nominations received and make a recommendation to the Standards Committee for its consideration at the ASHRAE Winter Meeting based on the procedures in Appendix B.

11.13 Units Policy

Units format for proposed and revised draft standards and guidelines must follow the ASHRAE units policy and must be approved as part of the work plan, unless a waiver is approved by SPLS, Standards Committee and the Director of Publication and Education.

11.14 Work Plan for Projects

The PC Chair and SPLS Liaison shall develop a [work plan](#) (WP) with a copy to the MOS.

If a replacement PC Chair is elected to an existing PC, the PC Chair and SPLS Liaison shall review the WP, or develop a WP if one does not exist. The SPLS Liaison shall monitor the PC's performance in relation to the approved WP and report at each SPLS meeting.

11.15 Policy Level Standard or Guideline Status Change

A request to change the status (policy level or non-policy level) of a Standard or Guideline may be made by the SSPC, SPLS, StdC or the BOD. The request will be forwarded to SPLS, StdC and the BOD for approval by a majority vote of those committees.

12 CODE INTERACTION SUBCOMMITTEE (CIS)

CIS membership and scope are determined by Section 6.2.5 of the Standards Committee MOP. All other procedures for CIS operation shall be found in this reference manual.

12.1 Code Development Procedures

This section establishes procedures for processing code change proposals by the Code Interaction Subcommittee (CIS). CIS provides a means for ASHRAE to represent the interests of ASHRAE members and to promote uniform adoption of ASHRAE Standards and Guidelines by Model Code Developers and Standards Developers, herein referred to as "code" or "codes". CIS will focus on codes subjects that affect ASHRAE member interests. All ASHRAE Code Interaction shall be processed by and through the CIS.

12.1.1 ASHRAE Prepared Code Proposals and Comments

CIS will oversee ASHRAE staff's submission of code proposals and comments on code proposals which provide a single, simple and direct prescriptive method for minimum compliance with the data or practice contained in a Design, Method of Test or Classification Standard. When possible, the information contained in the Code proposal shall be identical to the Standard or Guideline from which it is prepared. If CIS determines the information should not be identical, the information shall be technically equivalent to the information in the Standard or Guideline and shall be in an easy to follow format.

Where practicable, CIS shall primarily rely on the cognizant committee to ensure the proposal is consistent with an ASHRAE Standard or Guideline, but may also decide to disapprove a proposal if it is not consistent with the related Standard or Guideline. Code proposals require approval by the majority of CIS voting members and, when practicable, more than 50% of the designated SPC or SSPC, GPC or SGPC, or TC voting membership (hereafter referred to as the "cognizant committee") responsible for the preparation of the source Standard or Guideline. The cognizant committee will be responsible for providing the CIS with the necessary technical substantiation for the CIS to adequately prepare the proposal and any other supplemental information for use in clearly articulating ASHRAE's position. The cognizant TC for a standard can be requested by CIS to be the cognizant committee when no SPC, SSPC,

GPC, or SGPC is active. When working under a compressed timeline, requiring CIS to submit proposals and comments without formal approval of the cognizant committee, a timely report of this action must be made to the Standards Committee Chair and the Chair of the cognizant committee.

All official ASHRAE proposals and supporting comments that contain material from copyrighted ASHRAE material shall be submitted by ASHRAE Staff. Individuals who submit copyrighted ASHRAE material without obtaining permission shall be in violation of ASHRAE copyright policy.

CIS is responsible for ensuring appropriate attendance at code hearings to promote adoption of ASHRAE code change proposals through the code development process.

12.1.2 Code Proposals Not Submitted By ASHRAE

CIS shall also respond to code proposals submitted by others, when they affect or conflict with current or pending ASHRAE Standards or Guidelines, the ASHRAE Handbooks or when directed by ASHRAE leadership. Where practicable, CIS will submit these code changes to the designated cognizant committee for their input on how to respond to each code change proposals. The recommended ASHRAE position on proposals will be one of the following:

1. Strongly Support – The content is identical to the affected Standard or Guideline and is significantly impactful (ASHRAE Staff encouraged to so comment)
2. Support – The content is identical to the affected Standard or Guideline and not significantly impactful or the content is technically equivalent to the affected Standard or Guideline and is significantly impactful (ASHRAE Staff may so comment)
3. Oppose – The content is not identical to the affected Standard or Guideline and is not significantly impactful (ASHRAE Staff may so comment)
4. Strongly Oppose – The content is not identical to the affected Standard or Guideline and is significantly impactful (ASHRAE Staff encouraged to so comment)

Responses to code proposals not submitted by ASHRAE require approval by the majority of CIS voting members and, when practicable, more than 50% of the designated cognizant committee. When working under a compressed timeline, requiring CIS to submit responses without formal approval of the cognizant committee, a timely report of this action must be made to the Standards Committee Chair and the Chair of the cognizant committee.

12.1.3 Code Development Involvement Request

If any SPC, SSPC, GPC, SGPC, or TC wishes to become involved with ASHRAE code development, the chair of the committee may submit a request for involvement to the chair of CIS and the staff liaison which contains justification for such. If a standing committee is present, it shall be responsible for the development of all proposals and comments related to the Code Development, unless CIS determines it should assume those responsibilities.

Any cognizant committee whose subject of interest corresponds to provisions of codes that may be the subject of CIS code proposals shall appoint a liaison to the Code Interaction Subcommittee or CISTG, subject to approval by the CIS Chair. The liaison is responsible for providing code proposals and comments to code proposals from the cognizant committee to CIS for consideration.

12.2 Code Interaction Subcommittee Task Group

A CISTG shall be established when the CIS Chair determines a task group is needed to better address high workload or for CIS to be more productive.

12.2.1 CISTG Membership

When the CIS Chair determines a Code Interaction Subcommittee Task Group is needed, he will appoint a CISTG chair and recommend not less than 4 members, including at least two members from the CIS. A

CISTG will be dissolved when the CIS Chair determines the CISTG is no longer needed or when the term of the chair ends. CISTG members shall be approved by a majority of the CIS.

12.2.2 Removal for Cause

The CISTG Chair may recommend removal of an individual from a CISTG for cause by submitting a recommendation and justification in writing to the CIS Chair. Grounds for removal from the CISTG subcommittee include, but are not limited to:

- a) failure to attend two consecutive meetings or conference calls,
- b) attempts to use committee position to forward personal or business interests in conflict with antitrust laws, and
- c) being responsible for the submission of a code proposal or comment that is inconsistent with the requirements found in the relevant CISTG or CIS.
- d) Conduct disruptive to the activities of the CISTG.

When a CISTG member has been removed for cause, the CIS Chair shall report the action to the Standards Committee Chair.

12.2.3 Reporting to CIS

The CISTG Chair, or designee, shall provide a report of CISTG activities and status at the Annual and Winter meetings and at other times requested by the CIS Chair.

12.2.4 Forwarding Code Proposals And Work Product To CIS

The CISTG liaison shall submit code proposals and/or work product, along with the final vote and any position statements by negative voters, to the CIS Chair and staff.

12.3 Conduct of CIS and CISTG Meetings

12.3.1 Scheduling Meetings

CIS and CISTG meetings will be scheduled in conjunction with other Standards Subcommittees during the Annual and Winter meetings, unless the CIS Chair determines a meeting is not necessary. Request for meeting space and conference calls will be made by the CIS Chair or with CIS Chair concurrence through the staff liaison. Meetings outside the ASHRAE Winter and Annual meetings shall be scheduled by the CIS Chair on an as needed basis.

12.3.2 Meeting Announcements, Agenda and Materials

Meeting and conference call announcements and agenda may be sent over the “codes” listserv. CIS supporting materials, including proposals and comments shall only be distributed to the Code Interaction Subcommittee. CISTG materials shall only be distributed to CIS and CISTG members.

12.3.2.1. Copyright

All development of code proposals and comments shall adhere to the ASHRAE copyright policy.

12.3.3 Quorum Requirements

A quorum shall be present for all CIS meetings and for CISTG meetings to approve code proposal recommendations. A quorum exists if a majority of the voting members are present.

12.3.4 Meeting Governance

The Chair shall preside over meetings. In the Chair’s absence, the Chair’s designee will preside. The conduct of meetings shall be governed by Robert’s Rules of Order Newly Revised (general guidance is provided by the ASHRAE booklet, The a-b-c’s of Parliamentary Procedure).

12.3.5 Minutes of Meetings (including Conference Call meetings)

Minutes shall be kept of all meetings. Minutes shall include date, time and place of meeting, member and guest attendance, motions and resulting votes, and action items assigned. Minutes shall briefly summarize significant discussions and record actions and ballot results. The Chair, or designee, shall distribute meeting minutes, letter ballots and code proposal drafts to members. The CIS Chair shall be included in the CISTG distribution.

12.3.6 Open Meetings

Meetings may be open, on a space-available basis, to observation by directly and materially affected interested persons, however, participation in the meeting is only by permission of the Chair.

12.3.7 Minutes, Correspondence, Letter Ballots and Drafts

The Chair shall distribute, or have a designee distribute, minutes of meetings, letter ballots and code proposal drafts to CISTG members and the CIS Chair.

12.4 Representation at Code Group Hearings

12.4.1 ASHRAE Representatives

CIS code change proposals and CIS responses to code change proposals by others shall be represented at code group hearings by the Assistant Manager of Standards – Codes (AMOS-C), who is the CIS staff liaison, supported by members of CIS.

Transportation reimbursement may be requested by the Chair of CIS, subject to approval by the Chair of Standards Committee, to fund transportation of technical experts to provide additional expertise at code hearings on ASHRAE's behalf.

12.4.2 ASHRAE Representative duties

The ASHRAE Representatives shall:

- a) present ASHRAE code proposals and comments to the code group,
- b) present CIS approved positions to code change proposals by others,
- c) make editorial and minor substantive changes to ASHRAE code proposals and comments if required for the proposal to be approved, and
- d) make timely reports to CIS of the activities and results of code group actions on ASHRAE code proposals, code change proposals by others to which the CIS submitted responses and related activities since the last meeting.

13 STANDARDS REAFFIRMATION SUBCOMMITTEE (SRS)

SRS must be a balanced project committee of at least five members and must include at least three members of the StdC. Members and Chair are appointed annually by the Standards Committee Chair. A call for members posted a minimum of one time per year in the Standards Action.

SRS shall:

- a) be the consensus body for reaffirmation or withdrawal of ASHRAE standards and guidelines.
- b) use the procedures required by PCs for approving Standards or Guidelines for withdrawal/reaffirmation. (See PASA 4.2.2.6, PASA 7.2, PASA 7.6 and PASA 7.7)
- c) act as the revision project committee consensus body when the following conditions are met:
 1. the cognizant TC/TG/TRG recommends reaffirmation of an existing standard or guideline with updated references, and
 2. the cognizant TC/TG/TRG has reviewed the updated references and determined that updating them will not make a substantive change to the standard or guideline.