

**PLANNING, POLICY, AND INTERPRETATIONS SUBCOMMITTEE (PPIS)**

**MINUTES**

**Winter Meeting**

**Conference Call**

**Meeting of January 6, 2022**

NOTE: These draft minutes have not been approved and are the unofficial record by PPIS.

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| ACTION ITEMS ASSIGNED WINTER MEETING 2020 | | | |
| AI# | Action | Assigned To | Status |
| 1 | Action item proposed by StdC (Walter Grondzik) to look at the implications of Globalization in PASA and relevant documents. | PPIS as lead in conjunction with CIS/ILS/ISAS | OPEN –  ASHRAE standards should be considered for globalization at the time of reaffirmation, revision, withdrawal, and including newly proposed standards, guidelines, or portions thereof. Workplans for all standards and guidelines should also consider globalization. Because of the magnitude of this effort, we will review ASHRAE documents and report an update at the next conference in Austin, TX.  Assignments:  PASA – Steve Sill  PC Guide to PASA – Srinivas Katipamula  StdC Mop – Bob Burkhead  StdC RM – Will assign to 2 members  ROB Vol 1-4 – Rick Heiden  Update 10/19/2020: Bob will follow up with Rick Heiden. Srinivas needs help with condensing his comments in the report. Srinivas to connect with Bob for assistance. Els needs additional time but should be able to complete by year end.  Update 1/8/2021: Bob will assign Els Baert assignment to new members. We will continue to work on these items as ILS transitions from reporting to Standards Committee to TAC. (motion has not yet been approved by StdC/Board) See [Attachment A](#ATTA) for additional guidance.  3/3/2021 – Bob to ask Dennis Knight to take over former member, Els Baert assignment.  6/11/2021 – Dennis Knight is unable to take over the assignment. Bob will ask new members to contribute. Staff will create an Excel status sheet to help PPIS stay on target.  1/06/2022 – PPIS to review and assess documents and discuss at the next meeting. Rick Heiden explained the charge of this action item is to identify areas that may need to change. Once completed, we can collaborate with ISI. Julie Majurin will review PC Guide to PASA and PASA and offer additional comments. |
| ACTION ITEMS SPRING MEETING 2021 | | | |
| AI# | Action | Assigned To | Status |
| 2 | In an effort to avoid duplication of work and seek advice for the best path forward towards globalizing ASHRAE documents and procedures, the Chair of PPIS and Mr. Dennis Knight will contact Mr. Drake Erbe, Chair of the International Task Force. | Bob Burkhead and Dennis Knight. | OPEN -  1/6/2022 – Bob to meet with Dennis in Vegas. |

# 1. Call to Order/Introductions and Review of Agenda

## Call to Order/Chairman’s Report

The Planning, Policy, and Interpretations Subcommittee (PPIS) meeting was called to order on Thursday, January 6, 2022, at 9:00 a.m. via teleconference.

## Introductions

Chairman Bob Burkhead greeted members and guests were introduced.

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| --- | --- | --- |
| PPIS Members  Bob Burkhead, *Chair*  Michael Gallagher  Dennis Knight  Srinivas Katipamula  Cesar Lim  Julie Majurin  Bill Walter | PPIS Members Absent  Steve Sill  Guests  Dru Crawley  Jason Glazer  Susanna Hanson  Rick Heiden  Rick Hermans  Dunstan Macauley  Craig Wray | Staff  Connor Barbaree, *Sr. MOS*  Susan LeBlanc, *SA*  Tanisha Meyers-Lisle, *Procedures Administrator*  Stephanie Reiniche, *Dir.* |

# 2. Chairman’s Report

Chairman greeted guests and discussed the ASHRAE Code of Ethics, Anti-Trust Guidelines, and the prohibition of recording meetings. Chairman discussed the topic of Globalization in ASHRAE procedural documents. Chairman suggests we review our assigned documents and be prepared to act at the next meeting.

# 3. Staff Report

Staff discussed the status of the BSR/ASHRAE Addendum y to ANSI/ASHRAE Standard 62.2-2019, *Ventilation and Acceptable Indoor Air Quality in Residential Buildings* appeal, which was dismissed by the ANSI Appeals Board.

A second appeal filed by Mr. Michael Sherber to BSR/ASHRAE Addendum aa to ANSI/ASHRAE Standard 62.1-2019, *Ventilation and Acceptable Indoor Air Quality,* is in the beginning stages. A panel has been formed and plans to meet virtually on January 13, 2022.

Staff took a straw poll to see who would physically be attending the winter conference. A conference link will be distributed so that those who won’t be physically present can attend virtually.

# 4. Approval of Minutes

The PPIS Minutes from the Fall Meeting 2021 was presented to members for approval. An editorial change was added.

It was moved by Mike Gallagher and seconded by Julie Majurin:

1. That the amended PPIS Minutes from the Fall Meeting 2021 be approved as

written.

**MOTION 1 PASSED:** 5-0-0, CNV

Secretary’s Note: Steve Sill was absent and Cesar Lim was not present at time of vote. *Julie Majurin pointed out that the last motion did not reference who moved to approve the motion. Minutes were approved with that amendment.*

# 5. Review of Action Items/Unfinished Business

5A. Action Items

A list of action items was presented to members for review. An update of the action items is presented on page 2. PPIS members will continue to review their assigned action item(s).

# 6. Planning – New Projects

Rick Heiden informed PPIS that a new TPS may come forward in time for the June 2022 meeting. The Task Force on Building Decarbonization (TFBD) will be working on a proposal that involves expediting carbon standards. Mr. Heiden provided a letter of guidance to TFBD ([Attachment A](#ATTA)) and presented a PowerPoint presentation titled “ASHRAE Standards: Where do Carbon Emissions Fit in?” at StdC ExCom in December 2021 ([Attachment B](#ATTB)).

# 7. Policy – Procedural Changes

It was moved by Mike Gallagher and Dennis Knight that:

**2** PASA Section 7.2.4 , *Voting Requirements for Standards Actions*, *Definitions,* and the PC Guide to PASA, *Voting* be approved as shown below:

**PASA:**

7.2.4 *Voting Requirements for Standards Actions*

When a PC considers a vote to recommend publication/public review or publication with knowledge of unresolved objections of a new, revised, reaffirmed standard, or withdrawal of a standard or reaffirming a prior standards action vote, the PC shall comply with Sections 7.2.4.1-7.2.4.6.

***Definitions:***

**standards action vote:** an action recommending or approving publication or publication public review of a new, revised, or reaffirmed Standard, Guideline, or portion thereof or withdrawal of a published Standard, Guideline, or portion thereof. Also includes an action reaffirming a prior publication or publication public review vote.

**PC Guide to PASA:**

VOTING (See PASA 7.2.4, 7.5, 7.2.5, and 7.2.6)

In order to take any type of vote the PC Chair needs to determine if quorum has been met. Quorum is met when more than 50% of the PCVMs are at the meeting. PASA voting requirements depend on the motion types. Standards has prepared the [PC Chairs Training *Getting Started- An Overview of Standards Writing*](https://www.ashrae.org/File%20Library/Technical%20Resources/Standards%20and%20Guidelines/PCs%20Toolkit/Getting-Started-Version-2.pptx) to assist PC Chairs in determining the types of motions. The motion types include the following;

1. Standards Actions – this includes votes for publication public review, ~~and~~ publication with knowledge of unresolved objectors (commenters/negative PC voters) and reaffirmation of previously approved votes for PPR or publication with knowledge of unresolved objectors. Standards Action votes can only occur in meetings that have been properly announced. Standards Actions require that all voting members, present or absent, be given the opportunity to vote, and the opportunity to change their vote in the event of a recirculation letter ballot. A written response to negative voters on a letter ballot needs to be provided, advising them of the disposition of the objection and the reason(s) why. (See [Appendix 5](#Appendix_5) for guidance on this topic) Chairs need to return a ballot indicating whether or not their vote is a yes, no or abstention vote or the ballot will be recorded as not returned. Chair not voting is not an option for standards actions motions.

**BACKGROUND:** These changes stem from an interpretation request to PASA and the PC Guide to PASA. A project committee took a vote to reaffirm a prior standards action decision that had been rejected by the Board of Directors. This action was subsequently appealed.The Appeals Panel asked Standards Committee to determine whether or not a reaffirmation of a previous Standards Action vote requires a simple majority of those at a meeting with quorum or does it require more stringent rules of a standards action vote? A standards action vote requires a continuation letter ballot for all those not in attendance and 2/3rds of those voting must be in the affirmative. An interpretation request to PASA and the PC Guide to PASA was submitted and PPIS agreed that the responses to both interpretation requests are correct and the changes reflected in the motion should be approved.

**Interpretation Request**: Is it true that PASA Section 7 requires a reaffirmation of a previously approved publication with knowledge of unresolved objectors vote be handled as a standards action vote?

**Response:** Yes, PASA requires that a reaffirmation vote of a previously approved Standards Action meets the requirements allowed for a standards action vote.

**MOTION 2 PASSED:** 6-0-0, CNV

# 8. Interpretations

An interpretation request to PASA and the PC Guide to PASA was submitted and PPIS agreed that the suggested Staff responses were correct and approved the suggested process changes. **See item 7**.

It was moved by Dennis Knight and Cesar Lim:

To approve the second interpretation request which asks if PASA requires an Appeals Panel decision be included in the minutes of the project committee?

PPIS agreed with the suggested Staff response which states: No, PASA does not require that Appeals Panel decision be made part of the project committee minutes. No process changes were recommended.

**MOTION 3 PASSED:** 6-0-0, CNV

Last item of discussion regarding the Interpretation request was the issue of Board negative votes. Staff informed PPIS of the current process changes that addresses the issue with Board negative votes. No changes to our procedural documents were made. See below:

Staff now requests reasons for negative votes from Board members. In addition, training sessions have been created and are provided to new and current Board members. All Board members have access to this training session. Lastly, we have also added a statement to the Tech Council Report to the Board (which is read by the Tech Council Chair at the Board meeting).

# 9. New Business

It was moved by Dennis and seconded by Cesar, that:

**3** ASHRAE jointly sponsor ASHRAE Standard 209: *Energy Simulation Aided Design for Buildings except Low-Rise Residential Buildings* with IBPSA (International Building Performance Simulation Association) with ASHRAE as the lead cosponsor following ASHRAE’s ANSI development procedures.

**BACKGROUND:** The request for co-sponsorship came directly from the project committee. The project committee endorses the IBPSA application to co-sponsor Standard 209" motion by Gowri, second by Schaffner, motion passes 18-0-0, chair not voting. The project committee chair has been directly involved with IBPSA through committee activities and the project committee believes this co-sponsorship would help to grow the Standard's audience while forging new relationships with key stakeholders. It is not the intent of the project committee to expand the scope at this time. Per the rules of the board ASHRAE Staff have reached an agreement with IBPSA that would allow for representational membership on the project committee and final publication approval along with ASHRAE.

**MOTION 3 PASSED: 6-0-0, CNV**

**TPS Form:** In an attempt to streamline the new Standard/Guideline (TPS) Form, staff has submitted revisions to the document. PPIS will review and discuss in detail at the Winter Meeting (in person). Staff will review the TPS Procedures form once the new Standard/Guideline form is completed.

# 10. Recess

PPIS adjourned at 11:00 am.

**ATTACHMENT A:**



**ATTACHMENT B:**

