



THE GREEN BUILDING INITIATIVE (GBI) PROCEDURES FOR THE DEVELOPMENT AND MAINTENANCE OF GREEN BUILDING STANDARDS

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GBI PROCEDURES FOR THE DEVELOPMENT AND MAINTENANCE OF GREEN BUILDING STANDARDS

1.0 General

- 1.1 **Intent** – These procedures apply to developing, revising, approving, reaffirming and withdrawing standards developed by the Green Building Initiative (GBI).
- 1.2 **Scope** – GBI's scope of standard involvement is to develop and maintain consensus standards for environmentally preferable design, construction and upkeep of buildings.
- 1.3 **Standards Maintenance** – All standards shall be reaffirmed, revised, or withdrawn within 5 years from the original standard approval date, and every five years thereafter.
- 1.4 **American National Standards** – GBI shall conform with the *American National Standards Institute (ANSI) Essential Requirements* and submit all ANSI required forms when intending to develop American National Standards.

2.0 Organization

- 2.1 **Standards Committees** – Standards Committees shall be established by GBI and will be responsible for developing, maintaining, approving and achieving consensus on GBI standards. Only one Standard Committee will be established for each standard to be developed.
 - 2.1.1 *General membership* – membership on GBI standards committee is open to all interested parties and shall be sufficiently diverse to ensure reasonable balance without dominance by any single interest group.
 - 2.1.2 *Initial committee membership*- GBI shall initially appoint only one half of the Standards Committee. The remainder shall be elected by the Committee after announcement in Standards Action of the intent to develop or revise an American National Standard. Initial membership selection shall give consideration to:
 - a) the need for active participation by members of each interest group,
 - b) the need for balance and the potential for dominance by members of a single interest group,
 - c) the extent of interest expressed and the willingness to participate, and
 - d) qualifications and ability to materially contribute to the work of the Standards Committee.
 - 2.1.3 *Application* - Individuals seeking membership on a Standards Committee shall submit a written request to the Secretariat indicating their interest in the work of the Standards Committee and their qualifications, willingness to participate, and affiliations that might affect their classification. Applicants shall identify their interest category (See 2.1.4 Interest Categories).
 - 2.1.4 *Interest categories* - all members shall be classified:

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- a) Producer –directly involved in constructing and upkeeping: building material producers, contractors, builders, engineers and manufacturers of building system equipment.
- b) Users –directly involved in using environmentally preferable buildings: developers, architects, insurance companies, occupants, disabled rights advocates, real estate, utilities, property management companies and government.
- c) General Interest –variety of perspectives that are neither producers nor users: educators, researchers, regulatory agencies, technical societies, consumer groups, environmental groups and non-profit organizations.

2.1.5 *Changes to interest categories* – the categories of interest can be revised by a vote of the Committee, the ballot must including rationale for the revisions.

2.1.6 *Processing applications* – The Secretariat shall promptly process all membership applications and shall recommend appropriate action to the Standards Committee. The Standards Committee shall accept or reject all applications.

If space is unavailable on the Standards Committee (see 2.1.8 Standards Committee Size) accepted applicants shall be put into a queue for the next available position.

Rejected applicants shall have the right to appeal in accordance with Section 6 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 and potential for dominance by members of a single interest group.
- c) Extent of interest expressed by the applicant and willingness to participate.
- d) Qualifications and ability to materially contribute to the work of the Standards Committee.

2.1.7 *Balance* –The standards development process should have a balance of interests. Participants from diverse interest categories shall be sought with the objective of achieving balance. Criteria for balance are that no single interest category constitutes more than one-third of the membership of a consensus body dealing with safety-related or non-safety-related standards.

No single interest category should constitute more than one third of the voting membership of any GBI Standards Committee. However, temporary imbalance can exist due to membership resignations, illnesses or other unforeseen circumstances. No ballots will be issued during periods of significant Standards Committee imbalance.

2.1.8 *Standards committee size* – The Secretariat shall consider and may recommend reasonable limits on the size of any Standards Committee. To ensure administrative manageability of any Committee, the suggested maximum is 30.

2.1.9 *Defraying participation expenses for committee members* – To encourage and facilitate broad participation Standards Committee members from consumer oriented non-profit

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organizations shall have meeting travel costs covered where funds are available. Application to cover costs of travel and to cover any additional meeting preparation costs shall be made to the Secretariat.

- 2.1.10** *Defraying participation expenses for committee officers*– Officers of the GBI Standards Committee qualify to have the costs of meeting preparation associated with their role on the executive covered. Application to cover costs shall be made to the Secretariat.
- 2.1.11** *Members per organization* – There shall be a limit of one voting member from each company or organization. In rare circumstances, and only when accepted by affirmative vote of two thirds of committee members, a company or organization may have two representatives, and these representatives must be in different interest categories.
- 2.1.12** *Standards Committee Officers Chair, Vice-Chair and Secretary* – The Secretariat (Secretary) shall appoint a Chair and Vice-Chair from the individual members of the Committee subject to approval by a majority vote of the Committee. Committee officers shall serve until a successor is selected and ready to serve. The Secretariat need not be a member of the Committee and is not subject to Committee approval (see 2.2 Secretariat).
- 2.1.13** *Review of membership* – The Secretariat shall establish and review the membership roster annually and report to the Standards Committee documenting the classification of each Standards Committee member and the achievement of balance. Members may be terminated under two conditions:
- a) automatic termination for failure to return two successive ballots, or
 - b) termination subject to Standards Committee approval if a member habitually, and after receiving prior warning, is in default of obligations including attending meetings and completing correspondence
- 2.1.14** *Changes in employment* – Standards Committee members shall notify the Secretariat of any changes in employment affecting representation and shall submit a new application if continued membership on the Standards Committee is desired.

In the event that the change in employment of a Standards Development Committee member also leads to a change in interest category classification (see 2.1.4 Interest Categories), the Committee member will be put in the queue for that particular category and must await a vacancy.

If the change in employment affects the Standards Committee’s balance of interests, the following process will be followed:

2.1.14.1 The Committee member will remain on the Standards Development Committee until a Committee vote determines the membership status.

2.1.14.2 A Committee member will not be removed from the Standards Development Committee during times of open ballots.

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2.1.14.3 Applications will be put in the queue for the particular interest category vacancy, the Secretariat and Chair will make a recommendation, and the relevant application(s) will be referred to the Standards Development Committee for consideration (see 2.1.6 Processing Applications).

2.1.14.4 Through a letter ballot, the Standards Development Committee will elect a new Committee member to fill the vacant slot.

2.1.14.5 The new Committee member shall be considered elected by a majority of affirmative responses being received by the Secretariat. A quorum of Committee members must have responded (see 3.3 Quorum).

2.1.14.6 Closing date for these letter ballots is 15 days after mailing of the ballots. The Committee Chair may grant extensions.

2.1.15 *Subcommittees and task groups* – Subcommittees and Task Groups may be established by the Chair, Secretariat or Standards Committee for the purpose of assisting the Standards Committee in drafting standards, considering comments or negative votes on portions of the standards, interpretations, considering appeals and other advisory functions.

2.1.15.1 Membership on Subcommittees may include persons who are not members of the main Standards Committee.

2.1.15.2 Balance is not required for Subcommittees. A roster of all Subcommittees shall be maintained by the Secretariat.

2.1.15.3 Subcommittee Chairpersons shall be members of the main Standards Committee and shall be appointed by the Standards Committee Chair.

2.1.15.4 Subcommittee members shall be appointed by the Subcommittee Chair, with the concurrence of the Secretariat.

2.2 **Secretariat** – GBI shall be responsible for maintaining the Secretariat for all Standards Committees. The Secretariat shall:

- a) Organize the Standards Committees.
- b) Oversee compliance with these procedures.
- c) Maintain rosters of any Standards Committees, Subcommittees, and Task Groups and a list of their specific responsibilities.
- d) Perform administrative work including arranging meetings, preparation and distribution of agendas, minutes, ballots, draft standards and maintaining adequate records.
- e) Submit candidate standards approved by the Standards Committee and any other required information to ANSI for review and approval as an American National Standard.
- f) Publish approved standards and subsequent revisions.
- g) Perform other administrative functions as required.

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3.0 Meetings

- 3.1 Frequency and Location** – Standards Committee meetings shall be held as decided upon by the committee, the chair, the secretariat, or by petition of five or more members. Locations shall be convenient for all members and may include several simultaneous video linked locations or teleconference meetings. Subcommittee meetings may be called by the Chair of the Subcommittee with approval of Standards Committee Chair and the Secretariat.
- 3.2 Notification** – At least 30 days written notice shall be given by the GBI Secretariat for meetings of all GBI Standards Committees, and at least 15 days notice for meetings of subcommittees and task groups. An agenda shall be prepared and distributed with the meeting notice.
- 3.3 Quorum** – A majority of committee members shall constitute a quorum. Alternates representing a member can vote in place of members if a signed proxy is provided. Proxies can only be exercised in a manner consistent with the balance criteria stipulated in Section 2.1.7; the proxy must be made by another member of the same interest category as defined in Section 2.1.4. If a quorum is not present the Committee can take actions but are not made official until approved by letter ballot or at a subsequent meeting.
- 3.4 Visitors** – except for executive sessions (see 3.4.1) all meetings of Standards Committees and meetings of all Subcommittees and task groups shall be open to attendance by any interested visitor. For planning purposes, visitors shall notify the Secretariat at least two weeks in advance of their intent to attend Standard Committee meetings and ten days in advance of their intent to meetings of Subcommittees and Task Groups. 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 Standards Committee / Subcommittee / Task Group. Committees have the option of excluding visitors exhibiting disruptive behavior (e.g. preventing due process of the Committee, attempting to remove the Committee's focus from developing an American National Standard, repeated attempts to prevent the development of the Standard itself) from attending future meetings by a two-thirds vote.
- 3.4.1**
- 3.5 Executive sessions** – executive sessions shall be permitted for the purpose of considering administrative, financial and similar sensitive issues not related to the technical content of standards and consideration of ballots and public comments.
- 3.6 Parliamentary Procedures** – Robert's Rules of Order (latest edition) shall apply on questions of meeting procedure.

4.0 Voting

- 4.1 Letter Ballots** - Approval, revision, reaffirmation, withdrawal, substantive changes and interpretations of standards shall be approved by written, letter (including electronic) ballot.

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- 4.2 Administrative Ballots** - Administrative changes to a standard (e.g., typographical errors, numbering) and other committee business may be decided by a majority of the members present at a meeting.
- 4.3 Vote** – Each member of the Committee shall vote one of the following positions:
- a) affirmative,
 - b) affirmative with comment,
 - c) negative with reasons (if possible should include specific wording or action that would resolve the objection), or
 - d) abstain.
- 4.4 Voting Period** – Closing date for letter ballots is 30 days after mailing of the ballots. The Committee Chair may grant extensions.
- 4.5 Approved Actions** - Approvals of, substantive changes to, reaffirmations and interpretations of all Standards shall be considered approved when all of the following conditions have been met:
- a) At least 50 percent of the members have returned their letter ballot,
 - b) At least 66 percent of the votes cast, excluding abstentions and negatives without reasons, are affirmative, and
 - c) All negative votes with reasons have been addressed in accordance with 4.7.
- 4.6 Reporting Votes** – the results of each vote on standards shall be reported as follows:
- a) number of voting members,
 - b) number of affirmative votes,
 - c) number of negative votes with reasons,
 - d) number of negative votes without reasons,
 - e) number of abstentions, and
 - f) number of unreturned ballots.
- 4.7 Negative Votes with Comments** – all negative votes with reasons shall be referred by the Secretariat to the Standards Committee Chair or the Subcommittee responsible for the part of the standard in question. The Committee or Subcommittee will review the objection with the voter and attempt to reach resolution. If substantive changes to the standard are required then the changes are subject to letter ballot. If changes are not made to the standard and the voter still maintains an objection then a letter ballot is issued to determine if the objection is to be considered “non-persuasive”. Classifying an objection as “non-persuasive” requires a quorum and 75% approval of Standard committee members excluding abstentions. In addition the commenter shall be informed of the appeals process (section 6.0).
- 4.8 Negative Votes without Comments** – Any negative vote not accompanied by reasons shall be recorded as “negative without reason” and no further action is required.
- 4.9 Comments Accompanying Affirmative Votes or Abstentions** – The Standards Committee shall be made aware of all comments associated with affirmative votes and abstentions.

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4.10 Addressing Public Review Comments Containing Objections – all public comments with objections shall be referred to the Standards Committee Chair or the Subcommittee responsible for the part of the standard in question to attempt resolution. The Committee may request the Secretariat to obtain further information from the commentator or attempt to correspond with the commenter directly and reach resolution. Each unresolved objection and attempts at resolution shall be referred to the Standards Committee. If substantial changes to the standard are required then the changes are subject to letter ballot, and a new public review period). If changes are not made to the standard, then the response to the negative comment is subject to approval by vote of the Standards Committee and the commenter is informed in writing of the response. In addition the commenter shall be informed of the appeals process (section 6.0).

4.11 Addressing Public Review Comments without Objections– The Standards Committee shall be made aware of all public review comments.

5.0 Interpretations

5.1 Processing Interpretations – Requests for interpretations of Standards shall be submitted in writing to the Secretariat and shall be forwarded by the Secretariat to the Chairperson and Secretary. Proposed interpretations may be prepared by the Chairperson, Secretary or any other Standards 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 Standards Committee. Interpretations shall be approved in accordance with section 4.5 Approved Actions.

5.2 Notification of Interpretations – Notification of approved interpretations shall be sent in writing to the requester. Other users of the standard will also be notified through the GBI website or other means.

6.0 Appeals

6.1 Complaint – Persons who have been or may be affected by any Committee action or inaction shall have the right to appeal such action or inaction. 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 inaction. The complaint shall state the nature of the objection, the procedures or the sections of the Standards that are at issue, the action or inaction at issue, and the specific remedial action(s) that would satisfy the appellant's concerns.

6.2 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.

6.3 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 working days notice. The appeals panel shall consist of three

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individuals who have not been directly involved in the dispute and who will not be materially affected by any decision made in the dispute. At least two members of the panel shall be acceptable to the appellant and at least two shall be acceptable to the Secretariat.

- 6.4 Conduct of the Hearing** – The appellant has the responsibility of demonstrating improper procedural action or inaction, the adverse effects therefrom, and the efficacy of the requested remedial action. The Secretariat has the responsibility to demonstrate that the Committee took all actions in question in compliance with these procedures.
- 6.5 Decision** – The appeals panel shall render its decision in writing within 30 days of the hearing, based upon a preponderance of the evidence, stating its findings of fact and conclusions, with reasons therefore and citing the evidence. The Secretariat shall notify the appellant and the Committee of the decision of the appeals panel, which shall be binding and final on all concerned.
- 6.6 Further appeal** – Further appeal may be made directly to ANSI, but only if the above process has been followed to its conclusion. If the appellant gives notice to GBI that such a further appeal to ANSI is intended, all relevant materials, including the decision made by the appeals panel set forth above, shall be submitted to ANSI by GBI.
- 7.0 Records** - Standards Committee 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.
- 8.0 Public Review**
- 8.1 Notification that Standard Will Be Developed** – At the initiation of a project to develop or revise an American National Standard, notification shall be made to ANSI using the Project Initiation Notification System Form (PIN). In accordance with the ANSI Essential Requirements this will include an explanation of the need for the standard and an identification of the affected stakeholders. Any comments arising from the PINS will be addressed in accordance with clause 2.4 of the ANSI Essential Requirements.
- 8.2 Public Review on Standard** – Proposals for developing new American National standards or revising, reaffirming, or withdrawing existing American National standards shall be open to public comment and notification shall be made to ANSI using the BSR-8 (Standards Action Public Review Request Form). At a minimum, public review periods shall occur for the purposes of eliciting broader comment and agreement on the Committee’s work to-date. Public review and balloting may be performed concurrently. All resulting comments shall be addressed in accordance with sections 4.10 and 4.11.
- 8.3 Processing Comments** – All comments on the content of a standard will be addressed according to Section 4.10 and 4.11.
- 9.0 Correspondence**

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- 9.1 Internal Committee Correspondence** – all official Standards Committee correspondence shall be distributed by the secretariat. Correspondence from a Standards Committee or Subcommittee member to the entire membership of the Standards Committee of Subcommittee shall be forwarded to the Secretariat for approval and distribution.
- 9.2 External Correspondence** – Inquires relating to the Standards Committee and Standards shall be directed to the Secretariat. Standards Committee members should advise individuals who contact them that responses to all inquires are handled by the Secretariat.
- 10.0 Metric Policy** – Any units found in GBI standards will be either U.S. customary units plus standard international units (metric units) or standard international units alone.
- 11.0 Patent Policy** – If any GBI standard requires the use of a patented invention the Standards Committee will follow ANSI's patent policy that clearly defines the influence a patent holder shall have on users of the standard (ANSI Essential Requirements Section 3.1).
- 12.0 Revisions to These Procedures** - These Operating Procedures are maintained by the GBI. Proposed revisions to these Operating Procedures may be submitted in writing by any GBI Member or GBI Committee to the GBI Executive Director along with a supporting rationale for the proposed change. The GBI Executive Director will present the proposed revisions to the GBI Board for review and consideration. The revised procedures are then submitted to ANSI for public comment, and ANSI review and approval. Any approved revisions to these Operating Procedures shall be effective upon publication.
- 13.0 Draft Standard for Trial Use** - The Standards Development Committee Secretariat and Chair of the Standards Development Committee are empowered to adopt and publish a Draft Standard for Trial Use (DSTU). The issuance of a DSTU shall only proceed with the understanding that the draft standard will be used to solicit evaluation and comment. Following a suitable period for evaluation and comment (as per Section 8.2 of these *Procedures*), the Standards Development Committee will expeditiously incorporate comments into a proposed standard intended for submittal to ANSI for approval as an American National Standard.

If any DSTU requires the use of a patented invention, the Standards Committee will follow ANSI's patent policy that clearly defines the influence a patent holder shall have on users of the standard (ANSI Essential Requirements Section 3.1).

Parties whose interests are materially affected by this DSTU may issue a complaint following the process described in Section 6 of these *Procedures*. Publication of a DSTU shall incorporate on the cover page the appropriate verbiage specified in Annex B of the latest edition of the *ANSI Essential Requirements: Due process requirements for American National Standards*.