



**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

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## 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- 1.3 **Standards Maintenance** – All standards shall be reaffirmed, revised, or withdrawn within 5 years from the original standard approval date, and every five years thereafter.

### 1.3.1 Continuous maintenance of American National Standards

Continuous maintenance is defined as the maintenance of a standard by consideration of recommended changes to any part of it according to a documented schedule for consideration and action by the consensus body. The standard shall be maintained by an accredited standards developer. A documented program for periodic publication of revisions shall be established by the standards developer. Processing of these revisions shall be in accordance with these procedures. The published standard shall include a clear statement of the intent to consider requests for change and information on the submittal of such requests. Procedures shall be established for timely, documented consensus action on each request for change and no portion of the standard shall be excluded from the revision process. In the event that no revisions are issued for a period of four years, action to revise, reaffirm, or withdraw the standard shall be initiated in accordance with the procedures contained herein.

In the event that a BSR--8/108 has not been submitted for an American National Standard under continuous maintenance within five years of its approval, the standards developer may request an extension, but shall then maintain the ANS under periodic maintenance

1.3.1.1 Records shall be retained for a minimum of five (5) years or until approval of the subsequent revision or reaffirmation of the complete standard.

- 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.

1.4.1 **Antitrust Policy** --- American National Standards shall be developed in accordance with applicable antitrust and competition laws and meetings amongst competitors to develop American National Standards are to be conducted in accordance with these laws.

## 2.0 Organization

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- 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. The Standards Committees will be the consensus bodies for any standards submitted to ANSI for consideration as American National Standard. Only one Standard Committee (or Consensus Body) 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 and to prevent dominance by any single interest group.
- 2.1.2 Initial committee membership** --- GBI shall initially appoint up to 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 reasonable balance,
  - c) preventing the potential for dominance by members of a single interest group,
  - d) the extent of interest expressed and the willingness to participate, and
  - e) 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). GBI will confirm that selection is in conformance with 2.1.4 and will notify applicants if a change to requested interest category is warranted.
- 2.1.4 Interest categories** --- all members shall be classified:
- a) Producer – a representative of a company that is engage in the manufacture of products covered by the Standard. A consultant or agent who represents a manufacturer is considered a producer.
  - b) Users – directly involved in designing, constructing or in the use or operation of environmentally preferable buildings: builders, developers, architects, engineers, insurance companies, occupants, disabled rights advocates, facility managers, utilities, property management companies and building consultants.
  - c) General Interest – variety of perspectives that are neither producers nor users: academia, scientists, technical societies, consumer groups, environmental groups and trade associations.

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- d) Government -- representatives from federal and state agencies or regulatory or enforcement offices at the state or local level.
- e) Testing and Standards Organization -- organizations that test and/or certify products covered by the standard, or that develop standards/codes related to products covered by the Standard.

**2.1.5 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 2.1.7 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.

**2.1.5.1 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 is that no single interest category shall constitute a majority of the membership of the consensus body. 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.

**2.1.6 Vacancies** – procedures for filling vacancies are as follows

**2.1.6.1** 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 2.1.5 Processing Applications).

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

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- 2.1.6.3** 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).
- 2.1.6.4** Closing date for these letter ballots is 15 days after mailing of the ballots. The Committee Chair may grant extensions.
- 2.1.7** ***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.
- 2.1.8** ***Defraying participation expenses for committee members*** – To encourage and facilitate broad participation Standards Committee members from consumer oriented non---profit 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.
- 2.1.9** ***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.
- 2.1.10** ***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.
- 2.1.11** ***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).
- 2.1.12** ***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

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including attending meetings and completing correspondence

**2.1.13 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.

If a change in employment of a Standards Committee member does not lead to a change in interest category or balance, the Committee member's application under new employer may be approved by the Standards Committee Chair.

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:

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

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

**2.1.14 Subcommittees and working groups** – Subcommittees and Working 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.

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

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

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

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

**2.1.14.5** Working Groups may be formed to resolve specific issues throughout the process and members may be appointed by the Chair, Subcommittee Chair, Secretariat or Standards Committee.

**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.

## **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 teleconference or webinar 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 in person meetings of all GBI Standards Committees, and at least 7 days' notice for teleconference meetings of the full committee or subcommittees. An agenda shall be prepared and distributed with the meeting notice. Working groups may schedule meetings at the convenience of the majority of the group's members.

**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 2.1.5.1 Balance; 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.

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- 3.4 Observers/visitors** – except for executive sessions (see 3.5) all meetings of Standards Committees and meetings of all Subcommittees shall be open to attendance by any interested visitor. For planning purposes, visitors shall strive to notify the Secretariat at least ten days in advance of their intent to attend Standard Committee meetings and Subcommittees. Visitors shall not have the right to vote. Visitors shall be permitted to address the Standards Committee/Subcommittee. 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.
- 3.5 Executive sessions** – executive sessions consisting of the Chair of the Standards Committee, Chairs of Subcommittees, Vice Chairs of Subcommittees, or their designees, and the Secretariat shall be permitted for the purpose of considering administrative issues, consensus body membership issues, financial and similar issues.
- 3.6 Parliamentary Procedures** – Robert’s Rules of Order (latest edition) shall apply on questions of meeting procedure.
- 4.0 Voting**
- 4.1** Voting may take place during meetings including teleconference and webinar meetings and/or via written letter ballot.
- 4.2 Letter Ballots** --- Approval, revision, reaffirmation, withdrawal, substantive changes and interpretations of published standards shall be approved by written letter (including electronic) ballot.
- 4.3 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.
- 4.4 Letter Ballot 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.
- 4.5 Letter Ballot Voting Period** – Closing date for letter ballots is 15 days after distribution of the ballots. The Committee Chair may grant extensions.



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- 4.6 Approved Actions** -- Approvals of, substantive changes and revisions to, reaffirmations, ~~and~~ interpretations and withdrawals 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 4.8
- 4.7 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.
- 4.8 Negative Votes with Reason** – all negative votes with reasons shall be referred by the Secretariat to the Standards Committee Chair or the Subcommittee Chair responsible for the part of the standard in question. The Standards Committee Chair or Subcommittee Chair will review the objection with the voter and attempt to reach resolution. All consensus body members voting negative on a ballot shall receive a written disposition of their comments. If substantive changes to the standard are required then the changes are subject to letter ballot and public review process. 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. If an objection is deemed non---persuasive, the voter shall be informed in writing of the unresolved technical objections and right to appeal (section 6.0). Additionally, all unresolved objections from Standards Committee voting and from the public review process shall be recirculated to the Committee noting the reason for objection, attempts at resolution, and any substantive changes to afford the Standards Committee members the opportunity to respond, change, or reaffirm their votes.
- 4.9 Negative Votes without Reasons** – Any negative vote not accompanied by reasons shall be recorded as “negative without reason” and no further action is required.
- 4.10 Comments Accompanying Affirmative Votes or Abstentions** – The Standards Committee shall be made aware of all comments associated with affirmative votes and abstentions.
- 4.11 Addressing Public Review Comments Containing Objections or Proposals for Change** – all public comments with objections or proposals to change the standard shall be referred to the Standards Committee Chair or the Subcommittee responsible for the

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part of the standard in question to attempt resolution. All public review commenters will be informed in writing of the disposition of their comments. The Secretariat may obtain further information from the commenter or attempt to correspond with the commenter directly and reach resolution. If substantive 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 objection or proposal for change 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 in writing of the unresolved technical objections and procedural appeals process (section 6.0). Additionally, all unresolved objections from Standards Committee voting and from the public review process shall be recirculated to the Standards Committee noting the reason comment is unresolved, attempts at resolution, and any substantive changes to afford the Committee members the opportunity to respond, change, or reaffirm their votes.

**4.12 Addressing Public Review Comments without Objections**– The Standards Committee shall be made aware of all public review comments. All public review commenters will be informed in writing of the disposition of their comments

**4.13 Substantive Changes to Standard**--- All substantive changes made to the standard shall undergo a letter ballot and public review, simultaneously when possible.

### 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 4.6 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 Persons with direct/material interests** – Persons who have directly and materially affected interests and who have been or may be adversely affected by a substantive or procedural action or inaction of the consensus body or the secretariat shall have the right to appeal. The Standards Committee will offer a “procedural” appeals process but is not required to offer a “technical” appeals process.

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- 6.2 Complaint** –The appellant shall file a written complaint with the Secretariat within 15 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 clause of these procedures or the sections of the Standard that are at issue, the action or inaction at issue, and the specific remedial action(s) that would satisfy the appellant’s concerns.
- 6.3 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.
- 6.4 Procedural Appeals Panel and Hearing** – If the Secretariat is unable to informally resolve a procedural related complaint, it shall appoint an appeals panel to hold a hearing with all participants providing at least 15 working days’ notice. Procedures for the appeals hearing shall be provided to all participants at that time. Appellant will have the right to waive the 15 day notice requirement. The appeals panel shall consist of three 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. If the appellant and the Secretariat cannot agree on a panel within 15 days, the Secretariat may appoint the panel.
- 6.5 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. Procedures for the appeals hearing shall be provided to all participants with at least 15 days working notice. Appellant will have the right to waive the 15 day notice requirement.
- 6.6 Decision** – The appeals panel shall render its decision in writing within 5 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.
- 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

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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 2.5 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 4.11 and 4.12

**8.3 Processing Comments** – All comments on the content of a standard will be addressed according to Section 4.11 and 4.12

### 9.0 Correspondence

**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 inquiries 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 Commercial Terms and Conditions** ----- The GBI standard will follow ANSI's Commercial Terms and Conditions policy that clearly defines the use and appearance of commercial terms and conditions within the standard (ANSI Essential Requirements 3.2).

**13.0 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 President along with a supporting rationale for the proposed change. The GBI President will present the proposed revisions to the GBI Board for review and consideration. The revised procedures are then submitted to ANSI for review and approval. Any approved revisions to these Operating Procedures shall be effective upon publication.

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