

Building Performance Institute Standards Technical Committee Procedure



I. Appointment of Standards Management Board

A. The Standards Management Board shall be made up of five members appointed by the BPI Board. The BPI Board will appoint the first group of members as follows: two members for three years, two members for two years, one member for one year. Subsequent appointments will each be to serve a three-year term.

B. The BPI Board of Directors shall appoint a Standards Management Board chairperson. The chairperson shall be appointed for a three-year term, and may be appointed for no more than two consecutive terms.

C. The Standards Management Board shall be responsible for:

1. Establishing Standards Technical Committee(s)
2. Appointing a Standards Technical Committee Chair and a Secretariat
3. Appointing Standards Technical Committee members
4. Approving titles, scopes, and programs of work for the Standards Technical Committee(s)
5. Coordinating and monitoring the work of the Standards Technical Committee(s)
6. Providing guidance to and overseeing the work of any individuals or entities contracted to revise or develop BPI standards for subsequent review and approval by the Standards Technical Committee(s)

II. Appointment of Standards Technical Committee

A. The Standards Management Board shall establish each Standards Technical Committee and appoint nine members. Criteria for appointment shall be determined by the Board and shall include producers, users and general interest groups. The Standards Technical Committee shall be responsible for:

1. Approving titles and scopes of proposed standards
2. Developing and reviewing drafts of proposed standards
3. Providing formal comments and interpretations of the standards
4. Establishing Sub-Committees as required
5. Voting for approval of modifications to the standards

B. Each October the BPI Standards Management Board will call for volunteers to serve a three-year term on the Standards Technical Committee. Applications for appointment will be submitted to the BPI Standards Management Board. Announcement of new members will be made in December, and terms will begin January 1. The first committee will have three members appointed for a one-year term, three members for a two-year term, and three members for a three-year term, establishing the committee rotation.

C. A Standards Technical Committee member may be removed from the committee at the BPI Standards Management Board's discretion.

III. Procedures for Committee Operation

A. Where national consensus standards exist and are under maintenance, the BPI documents shall reference these existing standards. In critical areas where no existing standard is in force, new standards shall be drafted by recognized experts from best current information with review by critical stakeholders incorporated, following the process described in Section III.

B. Proposals to modify BPI standards shall be accepted from the general public on an annual basis. BPI will establish and publicize deadlines and format for submittals, and will process proposals for the committees' consideration. Changes to the standards will be made no more frequently than once per year, unless the committee believes that a change is needed to protect health and safety or to alleviate an immediate risk to BPI or its members; such "emergency" modifications must be approved by the BPI Standards Management Board.

C. Standards Technical Committees will meet twice per year, (more often by telephone or in person if needed).

D. A quorum will consist of a majority plus one of the sitting committee members. Measures will be approved on a simple majority vote of members participating. The chairperson will vote only to break a tie.

E. Standards Technical Committee actions will be posted for public comment via the BPI website. Public comments will be accepted within sixty days of posting, in a format determined by BPI. The Standards Technical Committee will review comments, and any Standards Technical Committee member may open discussion for reconsideration based on public comments. If discussion is reopened, the Standards Technical Committee shall meet (in person or by phone) to reconsider and revote. All Standards Technical Committee members may participate and vote in these reconsiderations, regardless of whether they voted initially or not. If no public comments are received on a Standards Technical Committee action, it may not be reconsidered. Final decisions of the Standards Technical Committee with

approval of the BPI Standards Management Board will be made within eight weeks after the close of the public comment period. BPI will post updates to the standards each January.