



## Meeting Notice

### 2018 USEHC Second Technical Committee Meeting October 25, 2017

#### Note from the Staff Liaison

Dear Technical Committee Members:

We are pleased that you are participating in the development of the *2018 Uniform Solar Energy & Hydronics Code (USEHC)* under the ANSI consensus process. The continued development of the USEHC would not be possible without the participation of volunteers like you. This meeting notice contains important information that should help you in your preparation for the meeting.

The second Technical Committee Meeting will be held at IAPMO World Headquarters West Building in Ontario, CA. The meeting schedule may be found under Meeting Logistics. We believe that the meeting will be more productive if you are comfortable. Therefore, we recommend business casual.

Thank you for your continued support of the USEHC. We look forward to your participation.

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Staff Liaison  
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#### Codes and Standards Development Process

An overview of the IAPMO Codes and Standards Development Process is attached for your review.

IAPMO complies with laws covering the use of copyrighted material. No copyrighted material should be submitted without the written consent of the copyright holder. This includes the proposed text of a requirement, the substantiation, and any supporting material.

#### Meeting Logistics

##### Meeting Location

IAPMO World Headquarters West Building  
Ridenour Training Room  
4755 E. Philadelphia Street Ontario, CA 91761

##### Meeting Time

The meeting is scheduled for Wednesday, October 25, 2017, at 8:00 a.m. to end at 6:00 p.m. PDT in the Training Room. Depending on discussions, the meeting may end passing 6:00 p.m. There will be a Continental Breakfast served in the meeting room at 7:00 a.m. Lunch will be hosted.

#### Travel Information

DoubleTree by Hilton Hotel Ontario Airport  
222 North Vineyard Avenue Ontario, CA 91764

We have arranged an IAPMO room block at a reduced rate of \$119 per night for TC members who will attend the TC meeting. The cutoff date for reservations within the room block is September 23, 2017. You can call the hotel at (800) 222-8733 to make your reservations and mention the code SOL for the Uniform Solar Energy & Hydronics Code Technical Committee Meeting to receive the reduced rate. You can also book online directly:

[http://doubletree.hilton.com/en/dt/groups/personalized/O/ONTO-DT-SOL-20171024/index.jhtml?WT.mc\\_id=POG](http://doubletree.hilton.com/en/dt/groups/personalized/O/ONTO-DT-SOL-20171024/index.jhtml?WT.mc_id=POG)

We have arranged a shuttle bus from DoubleTree by Hilton Hotel Ontario Airport to IAPMO World Headquarters West Building. Please meet in the lobby at 7 a.m. PDT for departure.



## Participation

Technical Committee member attendance at meetings is required by the Regulations Governing Consensus Development of the USEHC. Each year the Executive Committee review participation records of all members.

### Materials You Will Need at the Meeting

It is recommended that you bring the following with you. We will not have extra copies of printed material available.

- ✓ 2015 Uniform Solar Energy & Hydronics Code
- ✓ 2017 Uniform Solar Energy & Hydronics Code Monograph
- ✓ Current committee roster
- ✓ Code Development Timeline for the 2018 Code Cycle
- ✓ IAPMO Regulations Governing Consensus Development
- ✓ IAPMO Manual of Style
- ✓ This newsletter
- ✓ Your laptop computer

## Preparation for Technical Committee Meetings

It is imperative that you review the comments before the meeting and develop proposed actions and statements.

Prepared actions and statements greatly help to expedite the progress of the meeting. Please have any prepared actions and statements available for transfer to your staff liaison at the beginning of the meeting.

## Regulations and Procedures

All actions at and following the TC meeting will be governed in accordance with the IAPMO Regulations Governing Consensus Development of the USEHC, IAPMO Manual of Style, bylaws, procedures, and guidelines. Failure to comply with these regulations could result in challenges to the code and standards making process. A successful challenge on procedural grounds could prevent publication of the USEHC. Consequently, committee members must follow the regulations and operating procedures.

## Comments

The comments in the monograph will be arranged by item number. It is suggested that those of you who must consult with others regarding your comments at the TC meeting do so based on the material sent to you before the meeting.

### Processing Comments

All comments must be acted upon. No comment can be returned to the submitter.

If a comment does not comply with the IAPMO regulations, the committee may reject the comment. However, any of the standard actions may be taken. Please make sure that the committee action and the committee statement result in a complete action that can be readily understood.

### Committee Action on Comments

The following actions are permitted for disposition of comments:

**Accept the comment as submitted** - The committee accepts the comment exactly as originally submitted and written by the submitter. Only editorial changes such as paragraph and section numbering and correction to spelling, capitalization, and hyphenation may be made. If a comment is accepted without a change of any kind, except for editorial changes, the panel can simply indicate acceptance. The committee should add a committee statement explaining the action if, for example, the committee does not agree with all of the substantiation or supporting data or has some different reasons for acceptance than those stated in the substantiation or supporting data. The absence of such a statement could mislead the reader by giving the impression that the committee agreed with all of the substantiation for the comment. If the action is to accept the comment as written, but the committee wishes to indicate a more suitable location in the document, this can be added as part of the committee action, again with a statement by the committee.

**Reject the comment** - The committee rejects the comment. If the principle or intent of the comment is acceptable in whole or in part, the comment should not be rejected; it should be revised by the committee and



accepted as amended. A complete reason for rejection of the comment, preferably technical in nature, must be supplied in the committee statement.

**Accept the comment as amended by the TC** - Accept the comment with some modification. The committee action must indicate specifically what action was taken to revise the comment. If the details are in the action on another comment, the committee action may simply indicate "Accept as Amended" but reference should be made in the committee statement to the specific comment detailing the action. The committee statement, preferably technical in nature, must indicate why the comment was not acceptable as submitted.

### **Committee Statements**

Any comment that is Accepted as Amended or Rejected must include a committee statement, preferably technical in nature, which provides the reasons for the action. Such statement must be sufficiently detailed so as to convey the committee's exact justification for its action.

References to the requirements of the documents as a reason for rejection should be to the specific sections of the document including the requirements. If there is more than one such section, the reference should include at least one, identified as an example.

Reference in the committee statement to another committee action is inappropriate unless the referenced comment contains all the applicable technical justifications for the action. If the rejection or amendment was for the same reason another comment was rejected or amended; the committee statement may refer to that comment giving the same reason for rejections or changes. Please verify that cross-references to another comment are correct.

The committee statement should not refer to another committee statement, which, in turn, refers to some other committee statement. There may be situations where the committee will want to refer to two, three, or more committee statements, as they are all appropriate. When the committee develops a committee action for a comment that is accepted as amended, the rationale must indicate why the

wording submitted was not accepted. This reason should be technical in nature unless the committee has simply rewritten the submitter's text, in which case the committee can state that the proposed wording meets the submitter's intent.

### **Procedures for Handling a Motion**

IAPMO TC Meetings are conducted in accordance with *Robert's Rules of Order*. For a comment to be discussed, a motion must be made. A simplified procedure for discussion of motions is as follows:

#### **Member**

- Member addresses the Chair
- Receives Recognition from the Chair
- Introduces the Motion
- Another Member Seconds the Motion

#### **Chair**

- States the Motion
- Calls for Discussion
- Restates the Motion
- Takes the Vote
- Announces the Result of the Vote

### **Tips in Parliamentary Procedure**

The main motion must be moved, seconded, and stated by the chair before it can be discussed.

- If you want to move, second, or speak to a motion, *stand and address the chair*.
- If you approve the motion as is, *vote for it*.
- If you disapprove the motion, *vote against it*.
- If you approve the idea of the motion but want to change it, *amend it or submit a substitute for it*.



- If you want time to think the motion over, *move that consideration be deferred to a certain time.*
- If you think that further discussion is unnecessary, *call the question.* Requires a second and must be voted on (2/3 affirmative vote to end debate).
- If you think that the members should give further consideration to a matter already voted upon, *move that it be reconsidered.*
- If you think that a matter introduced is not germane to the matter at hand, *a point of order may be raised.*
- If a motion has several parts, and you wish to vote differently on these parts, *move to divide the motion.*

### **Balloting**

The initial letter ballots to the Technical Committee will consist of all comments and are based on the meeting action. All letter ballots require a 2/3 affirmative vote and a simple majority of those eligible to vote to confirm meeting action. Actions at the meeting require a simple majority vote at the meeting.

### **Summary of the Second Technical Committee Meeting**

- TC must act on all comments.
- TC must provide a committee statement to each comment that is amended or rejected.
- All meeting requires a favorable vote of a simple majority of the members present.
- All comments will be letter balloted and require a 2/3 affirmative vote and a simple majority of those eligible to vote to confirm meeting action.
- Initial ballot to Technical Committee by November 15, 2017.
- TC action on Comments shall be submitted to a ballot of the TC. The decision to segment the Report shall be made by either the Chair or by a vote of more than one-third of the voting Members of the TC at its

meeting. If the ballot is taken on the ROC, at least two-thirds of the voting Members calculated must agree with the TC action for the ROC to be published. If the ballot is taken other than on the Report as a whole and the ballot result does not confirm the TC action on a Comment by a two-thirds affirmative vote, the TC action on the Comment shall be reported in the ROC as rejected. Negative votes based on procedural grounds shall be reported to the Secretariat. The results of the ballot, including the technical reasons for negative votes, shall be included in the ROC. The Secretariat may paraphrase the reasons for negative votes for the purpose of the ROC.

- TC action on comments will be published for public review and comment (Report on Comments).

### **IAPMO Meeting Policies**

The following policies are in effect for all IAPMO Technical Committee Meetings.

- Attendance at all IAPMO Technical Committee meetings is open to the public.
- Participation at IAPMO Technical Committee meetings is generally limited to committee members and IAPMO staff. Participation by guests is limited to individuals who have previously requested of the Chair time to address the committee on a particular item or individuals who wish to speak to public comments that they submitted.
- The Chair reserves the right to limit the amount of time available for any presentation.
- No interviews will be allowed in the meeting room at any time, including breaks.
- Members categorized in ANY interest category who have been retained to represent the interests of ANOTHER interest category (with respect to a specific issue or issues that are to be addressed by the Technical Committee) shall declare those interests to the committee and refrain from voting on any proposal, comment, or other matter relating to those issues.



- All attendees are reminded that formal votes of committee members will be secured by letter ballot. Voting in this meeting is used to establish a sense of agreement, but only the results of the formal letter ballot will determine the official position of the committee on any comment.

### **Preliminary Agenda**

The following is an outline of the agenda for the Technical Committee Meeting. The final agenda will be published in the monograph of comments and confirmed at the meeting.

Call to order  
Chairman Comments  
Announcements  
Self-Introductions  
Review and Approval of Agenda  
Approval of Minutes  
Discussion of Comments  
Other business  
Next Scheduled Meeting  
Adjournment