



## **Meeting Notice**

# **2021 USHGC Technical Committee Meeting**

## **June 19, 2019**

### **Note from the Staff Liaison**

Dear Technical Committee Members:

We are pleased that you are participating in the development of the *2021 Uniform Solar Hydronics, & Geothermal Code (USHGC)* under the ANSI consensus process. The continued development of the USHGC 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 first 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 USHGC. We look forward to your participation.

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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.

The deadline for online submission of Proposals was March 4, 2019. Technical Committee members will be notified no later than May 16, 2019, that the proposals are available for online review.

### **Meeting Logistics**

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

### **Meeting Time**

The meeting is scheduled to start at 8:00 a.m. and end at 5:00 p.m. PDT in the Ridenour Room. There will be a Continental Breakfast served in the meeting room at 7:00 a.m. Lunch will be hosted.



### **Travel Information**

Doubletree Ontario Airport Hotel  
222 North Vineyard Avenue  
Ontario, CA 91764

We have arranged an IAPMO room block at a reduced rate of \$ 139 per night for TC members who will attend the TC meeting. The cutoff date for reservations within the room block is May 28, 2019. You can call the hotel at (800) 222-8733 or (909) 418-4873 to make your reservations and mention the code **SOL** for the Uniform Solar, Hydronics & Geothermal Code Technical Committee Meeting to receive the reduced rate. You can also book online directly:

[https://doubletree.hilton.com/en/dt/groups/personalized/O/ONTO-DT-SOL-20190618/index.jhtml?WT.mc\\_id=POG](https://doubletree.hilton.com/en/dt/groups/personalized/O/ONTO-DT-SOL-20190618/index.jhtml?WT.mc_id=POG)

We have arranged a shuttle bus from Doubletree Ontario Airport Hotel 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 USHGC & USPSHTC. Each year the Executive Committee reviews the participation records of all TC 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.

- ✓ 2018 Uniform Solar, Hydronics & Geothermal Code
- ✓ 2019 Uniform Solar, Hydronics & Geothermal Code Monograph
- ✓ Current committee roster
- ✓ Timeline for the 2021 Code Cycle
- ✓ IAPMO Regulations Governing Consensus Development
- ✓ Codes & Standards Development Process Document
- ✓ This newsletter

### **Preparation for Technical Committee Meetings**

It is imperative that you review the proposals 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 USHGC & USPSHTC, 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 USHGC. Consequently, committee members must follow the regulations and operating procedures.



## Proposals

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

### Processing Proposals

All proposals must be acted upon. No proposal can be returned to the submitter.

If a proposal does not comply with the IAPMO regulations, the committee may reject the proposal. 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 Proposals

The following actions are permitted for disposition of proposals:

**Accept the proposal as submitted** - The committee accepts the proposal exactly as written. Only editorial changes such as paragraph and section numbering and correction to spelling, capitalization, and hyphenation may be made. If a proposal 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 proposal. If the action is

to accept the proposal 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 proposal** - The committee rejects the proposal. If the principle or intent of the proposal is acceptable in whole or in part, the proposal should not be rejected; it should be revised by the committee and accepted as amended. A complete reason for rejection of the proposal, preferably technical in nature, must be supplied in the committee statement.

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

### Committee Statements

Any proposal 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 proposal contains all the applicable technical justifications for the action. If the rejection or amendment was for the same reason another proposal was rejected or amended; the committee statement may refer to that proposal giving the same reason for rejections or changes. Please verify that cross-references to another proposal 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 proposal 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 proposal 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 proposals 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 First Technical Committee Meeting**

- TC must act on all proposals.
- TC must provide a committee statement to each proposal that is amended or rejected.
- All meeting requires a favorable vote of a simple majority of the members present.
- All proposals 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 July 9, 2019.
- TC action on proposals will be published for public review and comment (Report on Proposals).
- Any proposal that does not confirm the TC action on a Proposal by a 2/3 affirmative vote, the Report on Proposals will be published with a specific request for public comment on that proposal, and the proposal will be reconsidered by the Technical Committee as a public comment.

### **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 proposal.



## **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 proposals and confirmed at the meeting.

- Call to order
- Chairman Comments
- Announcement
- Self Introductions
- Review and Approval of Agenda
- Approval of Minutes of previous meeting (Via teleconference on April 16, 2019)
- Review Code Change Proposals
- Other business
- Next Scheduled Meeting
- Adjournment