



# **Manual of Procedures**

## **MOP**

Original: June 29, 1994  
Latest Revision: January 27, 2023  
Approved: May 24, 2024

## FOREWORD

The Standards Committee is a General Standing Committee of the Society and operates under the direction of the Board of Directors and Technology Council.

This Manual of Procedures (MOP) is a supplement to the Rules of the Board and describes the procedures for officers, members, staff liaison and subcommittees of the Standards Committee in order to accomplish the committee's responsibilities and purposes.

**THE [SUMMARY OF CHANGES TABLE](#) IS LOCATED AT THE END OF THE DOCUMENT**

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# STANDARDS COMMITTEE MANUAL OF PROCEDURES

## 1 STANDARDS COMMITTEE - GENERAL

### 1.1 RESPONSIBILITIES/DUTIES

#### 1.1.1 SCOPE

The Standards Committee (**StdC**) shall be responsible for all code language documents, standards written in mandatory, enforceable language, and other standards, guidelines, or portions thereof, in the fields of heating, refrigerating, air conditioning, and ventilating engineering, including all revisions, reaffirmations or withdrawals thereof, to be considered for approval. It shall cooperate with and supervise the Society's participation in other organizations in the development, preparation, and adoption of codes, standards, and guidelines. (ROB 2.425.001).

#### 1.1.2 Purpose

The activities of the StdC shall be solely for the development of engineering science, and the Committee shall not engage in influencing enactment of building or other codes, or propaganda, or other activities designed to influence legislation. (ROB 520-166-002).

#### 1.1.3 Policy on Standards, Guideline or portion thereof Development

ASHRAE writes standards for:

1. method of test and classification
2. design
3. protocol
4. rating standards.

If consensus cannot be met on fundamental or controversial issues, policy guidance shall be given by the ASHRAE Standards Executive Committee in consultation with the ASHRAE Technology Council or its designee.

**Method of Test and Classification:** Method of Test and Classification Standards shall typically provide a uniform set of procedures and processes for determining the performance of a system, equipment or thermal fluids/refrigerant. The standards typically identify a uniform method of testing, identification of test equipment for performing such tests, identification of data required and calculations to be used, as well as establishing definitions and terminology. Method of Test and Classification Standards shall define minimum requirements for code application. (Examples: ASHRAE Standards 41 Series, 74, and 93.)

**Design:** Design Standards shall provide at least one prescriptive method for minimum compliance, indicated in tabular or similar easy to follow format, while providing practical, minimum, cost effective measures. Alternative performance compliance paths may be outlined in the standard but shall be detailed separately in normative appendices. Standards shall provide cost effective solutions while defining minimum compliance requirements for code applications. The basic compliance standard shall only address the primary scope issue. It may identify related issues of concern, but these should be addressed separately. Recommendations for systems and equipment, construction and startup, operation and maintenance, etc. and all other design related data shall be included in separate Protocol Standards or Guidelines. (Examples: ASHRAE Standards 55, 62, and 90 Series.)

**Protocol:** Protocol Standards shall typically provide uniform practice, procedure or performance requirements as well as establishing reference information. The requirements may include, but are not limited to: calculations, construction, inspection, installation, maintenance, services and operation. The reference information may include, but is not limited to: conditions, data, definitions, descriptions, designations, factors, identifications, terminology and symbols. (Examples: ASHRAE Standards 100 and 135.)

**Rating:** Rating Standards set forth a method of interpreting the results of tests of individual units, at specified conditions, for a product manufactured in quantity. A rating standard provides for the certification of performance ratings, at stated rated conditions. (Examples: ASHRAE Standards 127 and 128.)

#### **1.1.4 Standards Intended for Use in Regulations**

The StdC may designate selected standards as intended for use in regulations and set special criteria for content and style.

#### **1.1.5 Emergency Interim Standards Action**

The procedures in PASA 7.10 shall be followed in evaluating and processing proposals for Emergency Interim Standards Action. (See StdC Reference Manual Appendix C for additional details). PASA definition of emergency interim standards action is:

**emergency interim standards action:** action taken by the society President, without completing all elements of due process, on an ASHRAE standard or guideline that has been published or has received publication approval by the Board of Directors. An emergency interim standards action has effect for limited duration and is for the exclusive purpose of correcting errors, other than errata, when failure to take timely corrective action would: substantively undermine the purpose or technical credibility of the standard or guideline, taken as a whole; or constitute undue risk to health or safety of the public or users of the standard or guideline.

### **1.2 MEMBERSHIP**

The StdC shall consist of 26 voting members, including a Chair and a Vice Chair; in addition, a BOD Ex-Officio (ExO) member and a Coordinating Officer (CO) are assigned. Members of the StdC are elected for four (4) year terms by the Board. The Chair and Vice Chair are nominated by the President-Elect and appointed by the BOD.

The President may appoint any person to serve in a consulting capacity to the StdC.

### **1.3 MEETINGS**

The StdC shall meet in conjunction with the ASHRAE Winter and Annual Meetings and is authorized to hold one additional meeting between each of the Society meetings, up to four total per year. Each member of the StdC is expected to attend all meetings of the StdC and the subcommittee on which he/she serves. Transportation expenses will be reimbursed upon request. Teleconference meetings are not limited. (See StdC Reference Manual Section 1.1.3).

### **1.4 QUORUM**

To conduct business at a meeting of the StdC or its Subcommittees, a quorum (of more than half of the voting membership of the body) shall be present.

### **1.5 OPERATING PROCEDURES**

#### **1.5.1 Governance**

The StdC's governing procedures are provided in this Manual of Procedures. Additional information is given in the ROB, PASA, and the StdC Reference Manual.

#### **1.5.2 Interpretation of Procedures**

Interpretations of the StdC MOP will be provided by Technology Council or its designee.

#### **1.5.3 Approval of Standards related actions**

The table in section 7 shall be the governing approval sequence.

## **1.6 VOTING**

### **1.6.1 Voting Rules for Meetings**

Actions of the StdC require approval by a majority of the voting membership.

### **1.6.2 Voting Rules for Letter Ballots**

The Chair of the StdC may authorize a letter ballot to be issued on any matter. Actions of the StdC conducted by letter ballot require approval by a majority of the voting membership of the committee, excluding abstentions.

#### **1.6.2.1 Negative Votes on Letter Ballots**

Negative voters on a StdC or its subcommittee's letter ballot shall be requested to comment on reasons for their negative votes. If a reason is not provided for a negative vote, the ballot is final. If the ballot passes with one or more negative votes with comments, the results shall be held in abeyance until the comments (if any), Chair's rebuttal (if any) and letter ballot results are transmitted to all eligible voters and they are given an opportunity, not to exceed two weeks, to change their votes or to vote. When this opportunity to vote has expired, the results shall be final. The final letter ballot results and all negative vote comments received shall be provided to the voting members and included when submitting for subsequent approvals steps.

### **1.6.3 Rules for the Chair for Voting at a Meeting or by Letter Ballot.**

The Chair of the committee may vote on any motion before his committee in accordance with Roberts Rules of Order.

## **1.7 COMPLAINTS OF ACTIONS OR INACTIONS BY THE STDC, ITS SUBCOMMITTEES OR PCS**

In addition to formal appeal of Standards Committee Standards actions or inactions (PASA Appendix B), failure of the StdC, its subcommittee(s), or a PC to consider a written complaint may be addressed in accordance with Appendix C of PASA. The filing fee is \$400.

## **2 BOD EX-OFFICIO MEMBER**

The BOD Ex-Officio (ExO) member of the StdC shall be a Director-at-Large assigned by the President and shall serve in an advisory capacity and provide liaison with the BOD, Technology Council and other committees. (See StdC Reference Manual Section 2).

## **3 COORDINATING OFFICER**

The Coordinating Officer (CO) of the StdC shall be the Chair of Technology Council and shall serve in an advisory capacity and link to the President, BOD and BOD Exec committee. (See StdC Reference Manual 3).

## **4 STANDARDS COMMITTEE CHAIR AND VICE CHAIR**

### **4.1 RESPONSIBILITIES/DUTIES OF CHAIR**

The StdC Chair's is responsible for the organization and functioning of Standards Committee and shall preside over meetings, prepare meeting materials and minutes, and appoint members to standing committees and ad hoc committees with the assistance of the MOS and Committee members. (See StdC Reference Manual Section 4).

### **4.2 RESPONSIBILITIES/DUTIES OF VICE CHAIR**

In the absence of the Chair, the Vice Chair shall assume the chair at any scheduled or called meeting of the Committee. In the event the Chair is unable to perform the Chair's duties, the Vice Chair shall

assume all duties of the Chair until a successor is selected. The Vice Chair shall perform other duties, which may be assigned by the Chair.

## **5 STAFF LIAISON**

### **5.1 LIAISON**

The MOS shall serve as staff liaison to the StdC. (See Reference Manual Section 5).

## **6 SUBCOMMITTEES**

### **6.1 EXECUTIVE COMMITTEE**

The Executive Committee shall be comprised of the Chair, Vice-Chair and the Subcommittee Chairs. The Executive Committee shall meet before each StdC meeting and at the call of the Chair. (See StdC Reference Manual Section 6.1).

### **6.2 STANDING SUBCOMMITTEES**

The general duties and responsibilities of the standing subcommittees are listed below, with details provided in the Standards Committee Reference Manual Section 6.

#### **6.2.1 Planning, Policy and Interpretations Subcommittee (PPIS)**

PPIS oversees the maintenance and revision of all standards writing and processing procedures and policies, recommending approvals of new Titles Purposes and Scopes, Interpretations when no project committees exists and evaluates requests for joint sponsorships of standards, or guidelines. (See StdC Reference Manual 9).

##### **6.2.1.2 PPIS Membership**

PPIS is comprised of StdC members only.

#### **6.2.2 Standards Project Liaison Subcommittee (SPLS)**

SPLS oversees the development of standards and guidelines, training of PC Chairs, oversees workplans, the development of User's Manuals, and waivers of the ASHRAE Units policy. (See StdC Reference Manual Section 11).

##### **6.2.2.1 SPLS Membership**

SPLS is comprised of StdC members.

#### **6.2.3 Code Interaction Subcommittee**

CIS shall advise the StdC on ASHRAE's relationship with building model code developers, and standards developers. CIS shall advise StdC on ASHRAE's relationships with other organizations when directed by the Board of Directors. (See StdC Reference Manual Section 12).

##### **6.2.3.1 CIS Membership**

CIS is comprised of StdC and non-StdC members with knowledge of Code Development and Standards Development. Membership is subject to approval by the Chair of Technology Council.

#### **6.2.4 Standards Reaffirmation Subcommittee (SRS)**

SRS shall be responsible the consensus body for reaffirmation, withdrawal or revision (when updating references will not make a substantive change to the standard or guideline) of ASHRAE standards and guidelines. (See StdC Reference Manual Section 13). SRS shall also oversee the Society's participation in standards work of other standards development organizations, the American National Standards Institute (ANSI), and ANSI's Technical Advisory Groups on ISO and IEC standards. SRS is responsible for monitoring, reporting and submitting recommendations to the Standards Committee for the adoption of international standards activities by ASHRAE.

#### **6.2.4.1 SRS Membership**

SRS shall be chaired by a member of StdC selected by the StdC Chair. A balanced standing project committee of at least five (5) members appointed by the StdC Chair shall be formed annually, including at least three members of the StdC and applicants responding to a call for members posted in Standards Actions.



## 7 APPROVAL SEQUENCE OF STANDARDS RELATED ACTIONS

Action	Initiator	Recommending Entity	Affirmative Vote Required	Approving Entity	Affirmative Vote Required	Other Approval
<b>Initiate Development of a New Standard, guideline or portion thereof</b>						
Submit to PPIS proposed title, purpose and scope (TPS) and recommendation for a chair (ASHRAE member) & roster (min 4 + chair)	TC/TG/TRG (or a responsible entity or person)	PPIS	*Majority	StdC	*Majority	Technology Council
<b>Select Project Committee Chair and Members</b>						
Recommend PC Membership -	SPLS Liaison & PC Chair	SPLS	*Majority			
<b>Advisory Public Review (APR)</b>						
Recommend advisory public review	PC	PC	*Majority	SPLS Liaison	None	
<b>Publication Public Review (PPR)</b>						
Recommend Fast Track Processing	PC or SRS #	PC or SRS	+Standards Action	SPLS Liaison	Approval	
Recommend Normal Track Processing	PC or SRS #	PC	+Standards Action	SPLS	*Majority	
<b>Respond to Comments</b>						
Respond to comments submitted via online database	PC or SRS #	PC or SRS #	*Majority	PC or SRS #	*Majority	
<b>Publication/Withdrawal</b>						
Recommend publication or withdrawal following PPR (unresolved objector/commenter/negative PC vote with reason)	PC or SRS #	PC or SRS #	+Standards Action	StdC	*Majority	
Recommend publication or withdrawal following PPR (no unresolved objectors and no threat of legal action)	PC or SRS #	PC or SRS #	+Standards Action	PC or SRS#	+Standards Action	
<b>Appeal</b>						
Uphold or deny an Objector's appeal	Appeals Panel			Appeals Panel	*Majority	
<b>Initiate Revision of an Existing Standard, Guideline or portion thereof (when no PC exists for R/RA/W)</b>						
Recommend revision within 5 year cycle	TC/TG/TRG or SRS	SRS	*Majority	SRS	*Majority	
Recommend revision within 5 year cycle	SSPC/SGPC or subcommittee	SSPC/SGPC	*Majority	SSPC/SGPC	*Majority	
<b>Initiate Revision or Reaffirmation of an Existing Standard, Guideline or portion thereof (when a PC exists)</b>						
Recommend revision within 5 year cycle	SSPC/SGPC or subcommittee	SSPC/SGPC	*Majority	SSPC/SGPC	*Majority	
Recommend reaffirmation and review updated references	PC	PC	*Majority	StdC	*Majority	
<b>Initiate Reaffirmation of an Existing Standard, Guideline or portion thereof (when no PC exists)</b>						
Recommend reaffirmation and review updated references	TC/TG/TRG	TC/TG/TRG	*Majority	SRS	Majority	
<b>Withdraw an Existing Standard or Guideline</b>						
Recommend withdrawal	TC/TG/TRG or PC	SRS	+Standards Action	SRS	*Majority	
<b>Revise a Title, Purpose and Scope (TPS)</b>						
Recommend revised TPS	Other PC	SPLS	*Majority	StdC	*Majority	
<b>Notes</b>						
StdC	Standards Committee					
PC	Project Committee					
PPIS	Standards Committee - Policy, Planning and Interpretations Subcommittee					
SPLS	Standards Committee - Standards Project Liaison Subcommittee					
SRS	Standards Committee - Standards Reaffirmation Subcommittee					
TechC	ASHRAE Technology Council					
BOD	ASHRAE Board of Directors					
Quorum at a meeting	More than 50% of voting membership present					

#	SRS can act as the revision committee under certain circumstances
*	For a non-standards action vote: majority of those voting at a meeting; Letter ballot – majority of the voting membership
+	For a standards action: affirmative votes by the majority of the voting membership. When recorded votes are taken at meetings, project committee members who are absent shall be given the opportunity to vote before or after the meeting. See example below.
	Letter Ballot -- Affirmative votes by the majority of the voting membership, Negative votes with reason shall be 'recirculated' to all voting members with time limit in case anyone wants to change vote. Results are final upon expiration of time limit.

## NORMATIVE APPENDIX A: Definitions

**adaptation** – Use of an ASHRAE standard or guideline with modification of technical content but without modification of technical intent to meet the needs of an international organization or entity.

**addenda:** revisions to a standard or guideline in the form of a supplement.

**adoption** – use of an ASHRAE standard or guideline without modification of technical intent and content.

**code intended standards:** a document that presents a set of requirements related to the design, application, or use of HVAC&R and related technologies where all or a portion of the document may be enacted as mandatory enforceable requirements by a political jurisdiction. Portions intended to be enforced (*normative*) are written in mandatory enforceable language. Portions not intended to be enforced are identified as *informative* and are usually located in informative appendices or other advisory documents.

**consensus:** substantial agreement, in the judgment of a duly appointed authority, reached by directly and materially interested categories. Substantial agreement means much more than a simple majority, but not necessarily unanimity. Consensus requires that all views and objections be considered, and that an effort be made toward their solution. It is not required that each separate interest subcategory reach consensus on the standard. For ASHRAE standards projects and any jointly sponsored standards projects that use ASHRAE Procedures, the PC is the consensus forming body. “Duly appointed authority” means the ASHRAE Standards Committee and, in the case of jointly sponsored standards, the ASHRAE Standards Committee and the joint sponsor(s). For American National Standards, “duly appointed authority” means the ANSI Board of Standards Review.

**due Process:** due process is a course of proceedings carried out in accordance with established rules and principles. Due process allows for equity and fair play for all participants. It means that any person with a direct and material interest in a standard has a right to participate by (a) expressing a position and its basis, (b) having that position considered, and (c) appealing if adversely affected.

**Guideline Project Committee (GPC):** a committee of technically qualified individuals whose function is to formulate, review, or revise ASHRAE Guidelines. Balanced representation or interests are desirable, but not required.

**guidelines:** a guideline is a document written in informative language that provides state-of-the-art design or best practice guidance. Guidelines provide information on system selection, design approaches, practices and goals as well as setting optimum achievable performance levels. Guidelines may address issues of concern such as startup and commissioning, operation and maintenance, and assurance that the goals of the associated standard (if any) are achieved. (See ROB 1.201.004 formerly ROB 100-116-013.)

**Informative Appendix (Appendix):** additional information of a non-mandatory nature, placed after all normative (mandatory) elements of the standard. Informative Appendixes (appendices) provide non-mandatory information. Changes to informative appendixes (appendices) are considered non-substantive. Informative Appendixes (appendices) can be changed or even deleted in their entirety without being submitted for publication public review. See ASHRAE Project Committee MOP Paragraph 8.1 & Project Committee MOP Appendix A: Appendix and normative Appendix.

**Interpretation-official:** a written explanation of the meaning of a specific provision of a standard or guideline, as determined by an existing cognizant PC or an Interpretation Committee (IC), in response to a written request.

**Interpretation-unofficial (personal):** a written explanation of the meaning of a specific provision of a guideline or standard, as determined by the Technology Department Staff, in response to a written request.

**project committee (PC):** a Guideline Project Committee, Standing Guideline Project Committee, Standard Project Committee, or Standing Standard Project Committee.

**standards action:** an action recommending or approving publication of a new, revised, or reaffirmed standard or guideline, or withdrawal of a standard or guideline.

**Standing Guideline Project Committee (SGPC):** a committee similar in membership and function to a guideline project committee except that the committee has a continuing assignment of duties and responsibilities with respect to a guideline. It is expected to provide addenda as needed, generate revisions on a regular basis and render interpretations.

**Standing Standard Project Committee (SSPC):** a committee similar in membership and function to a standard project committee except that the committee has a continuing assignment of duties and responsibilities with respect to a standard. It is expected to provide addenda as needed, generate revisions on a regular basis and render interpretations.

**standard:** a standard is a document established by authority or rule that defines properties, processes, dimensions, materials, relationships, procedures, concepts, or nomenclature. Adherence to due process in its development and achievement of consensus are conditions of approval. See 1.1.3 for classification of standards.

**user manuals:** User Manuals provide detailed design applications, with more practical examples and solutions, and inherently go above and beyond the performance requirements of a Design Standard or Guideline or minimum compliance level. A User Manual is not necessarily the standard of care and does not cover all potential alternatives. A User Manual is often used for educational purposes.

This is a normative Appendix is part of the Standards Committee MOP

## APPENDIX SUMMARY OF STDC MOP CHANGES

The Table below gives a summary of MOP Changes beginning February 2000.

<i>Revision</i>	<i>Changes</i>	<i>Approval Date</i>
<b>Original Release</b>	The original edition of the Manual of Procedures (MOP) was approved by Technology Council on June 29, 1994.	<b>TechC June 29, 1994</b>
<b>Total Revision</b>	The StdC Manual of Procedures was revised and approved by Technology Council on June 28, 2011.	<b>StdC June 28, 2011</b>
<b>6.2.2.2 and 6.2.2.3</b>	New sections were added regarding adaptation and adoption of International organizations or entities.	<b>Operations July 1, 2014</b>
<b>Appendix A</b>	Definitions adaptation and adoption were included.	<b>Operations July 1, 2014</b>
<b>7</b>	Approval Sequence for Standards Related Actions was revised to ensure clarity. Recommendations were made for when a PC exists and when no PC exists.	<b>Operations October 6, 2014</b>
<b>7</b>	Approval Sequence for Standards Related Actions was revised using the Gloria Rule to coincide with new requirements regarding publication approvals as stated in PASA 10/22/2014.	<b>Gloria Rule/Editorial October 29, 2014</b>
<b>7</b>	Approval Sequence for Standards Related Actions was revised using the Gloria Rule to coincide with new requirements regarding publication approvals as stated in PASA 10/22/2014.	<b>Gloria Rule/Editorial March 19, 2015</b>
<b>6.2.5</b>	StdC MOP editorially revised to remove TCLS (this action was formally approved during the PPIS Spring 2013 Conference Call). Reference numbers to the Standards Committee Reference Manual were updated.	<b>Editorial March 19, 2015</b>
<b>1.7</b>	StdC approved modifications to StdC MOP section 1.7 on January 20, 2018 but since this section was incorporated into PASA, we had to wait until PASA was reaccredited before the changes could be finalized into StdC MOP. PASA was reaccredited on May 1, 2018.	<b>May 1, 2018</b>
<b>7</b>	Approval Sequence was updated to reflect current procedures.	<b>Editorial May 21, 2018</b>
<b>6.2.5.1</b>	Title misspelled.	<b>Editorial August 5, 2019</b>
<b>1.6.1 &amp; 1.6.2</b>	The proposed voting changes are to align with current practice.	<b>Standards Committee February 5, 2020</b>
<b>6.2.5 6.2.6.1</b>	Entire document – “SCD” replaced with Standards, Guidelines or portion thereof 6.2.5 CIS – adds standards developers, not just model code developers. 6.2.6.1 – Removes StdC approval requirement for SRS roster. Definitions – deleted SCD definition	<b>April 21, 2020 (PASA Reaccredited)</b>
<b>Normative Appendix A</b>	Consensus definition in Normative Appendix A was updated editorially to include “interested parties”; removing the term “affected parties”. This change was made in the ANSI ER and was recommended to editorially update our procedures.	<b>Editorial February 9, 2021</b>
<b>Editorial</b>	Updated Section Line numbers.	<b>Editorial 6/23/2021</b>
<b>Total Revision</b>	The StdC MOP was revised according to the changes made to PASA. Major changes include removing the two thirds voting requirement and streamlining approvals to either Standards Committee or Technology Council. For a complete list of PASA changes, please refer to the PASA Appendix Summary.	<b>January 27, 2023 (PASA Reaccredited)</b>

<b>Editorial</b>	PASA 7.2.4.2 Numerical Requirement for Standards Action Votes – removed “excluding abstentions”. This was mathematically incorrect in process. This change was subsequently made to all other procedural documents.	<b>April 13, 2023</b>
<b>Editorial</b>	Removed section 1.1.6 User’s Manual – Appendix D was deleted in changes made in January.	<b>June 6, 2023</b>
<b>(6.2.1-6.2.2.1) (6.2.2.2 and 6.2.2.23)</b>	Removed ILS/ISAS information (6.2.1-6.2.2.1) from the MOP. Removed Identical Adoption and Adaptation information (6.2.2.2 and 6.2.2.23) and transferred it to the GTIC MOP. <i>(PASA Reaccredited 5/24/2024 and StdC MOP has been updated to align with PASA)</i>	<b>May 24, 2024</b>