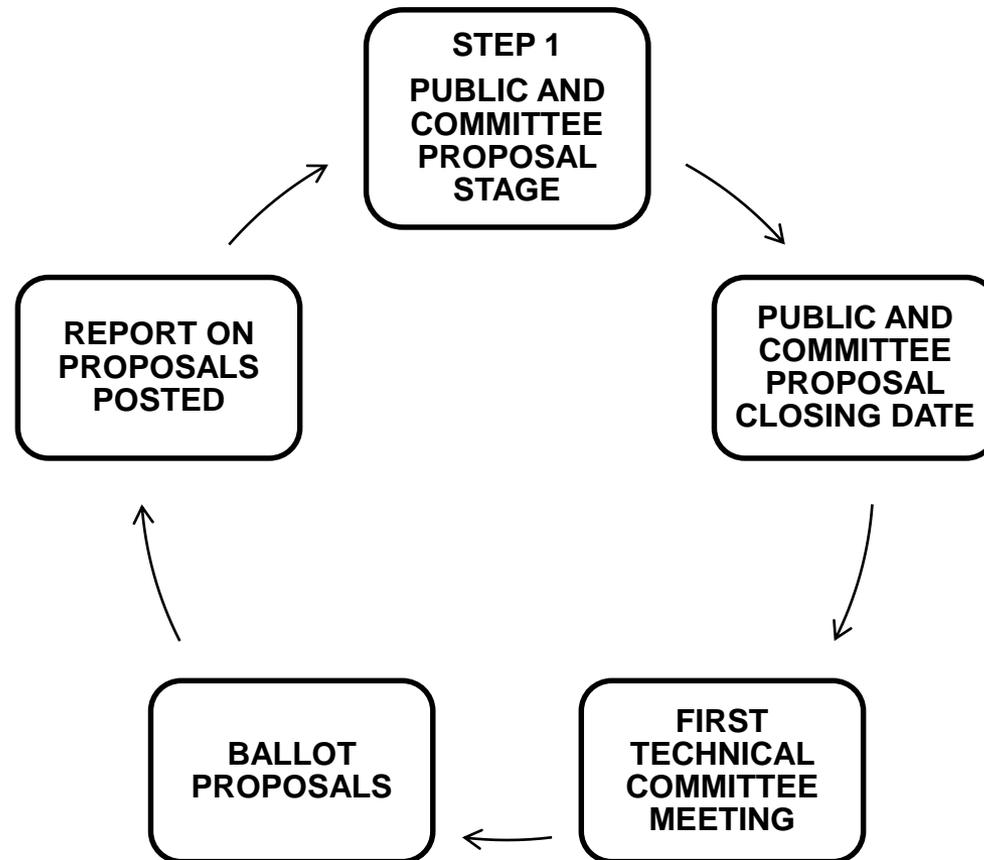




# THE STANDARDS DEVELOPMENT PROCESS



## **Step 1: Public and Committee Proposal Stage**

When the current edition is published, the development of the revised edition begins. The revision cycle begins with a technical committee meeting to discuss the revision cycle and to address any action items. A public notice asking for any interested party to submit public proposals on an existing standard. The call for proposals is published in the IAPMO website, I-Connection, IAPMO Official magazine, American National Standards Institute's Standards Action and other publications. After the public and committee proposal closing date, the technical committee will hold their first technical meeting.

### **First Technical Committee Meeting**

The technical committee holds their first meeting where the committee will consider and provide a response to all public proposals. The committee will use the proposals in order to develop the first revisions to the standard which results in a complete integrated draft known as the Report on Proposals. The Report on Proposals has initial agreement by the committee based on a simple majority vote during the meeting to establish a consensus. The final position of the committee is established by letter ballot.

# THE STANDARDS DEVELOPMENT PROCESS

The IAPMO logo features the acronym "IAPMO" in a bold, black, sans-serif font. The letters are set against a light green shield-shaped background. This shield is enclosed within a dark green, stylized oval border that has a slight 3D effect. A thick, dark green horizontal line extends from the right side of the oval across the top of the page, and a vertical line descends from the bottom of the oval, curving slightly to the left.

## **Step 1: Public and Committee Proposal Stage (cont.)**

### **Committee Ballot on Proposals**

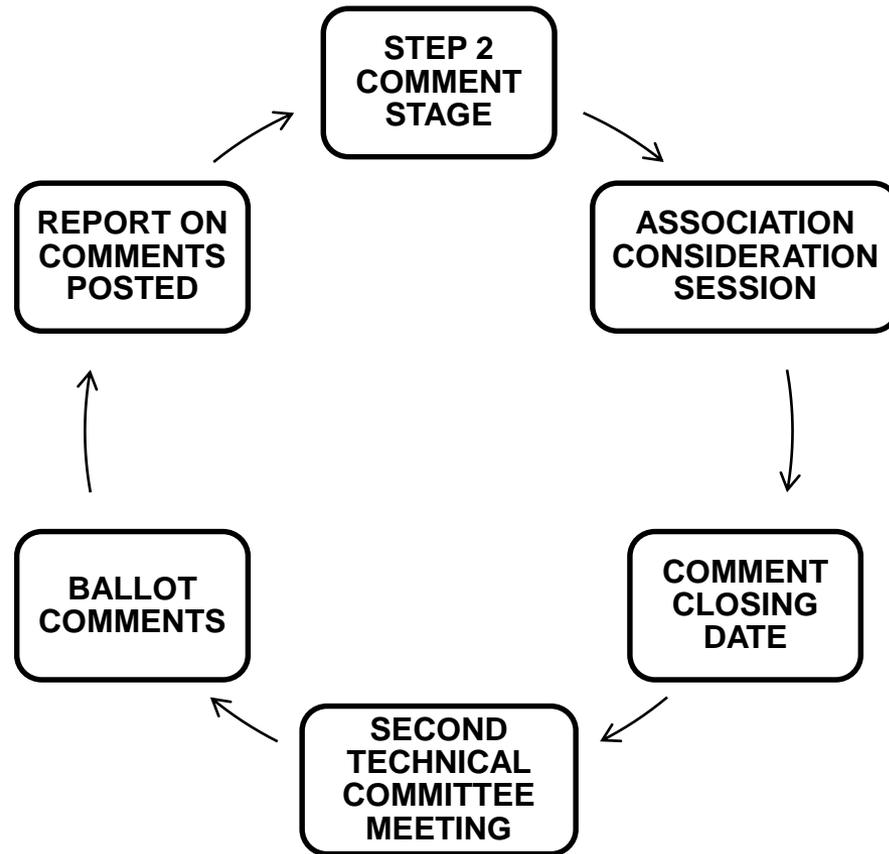
The first revisions developed at the first technical committee meeting are balloted; this means that the text the committee wants revised in the standard is on the ballot for approval by the committee. Committee approved revisions are indicated through their actions and each must be approved by two-thirds vote. Any proposal that failed to achieve the necessary two-thirds vote is noted in the Report on Proposals, and reconsidered by the technical committee as an automatic public comment.

### **Report on Proposals Posted**

The Report on Proposals is posted on IAPMO's website. The Report on Proposals serves as documentation of the proposal stage and is published for public review and comment. The Report on Proposals consists of public input, committee input, committee and correlating committee statements, correlating input, committee action, comments on committee actions, total eligible committee members and the voting results from the ballots; IAPMO's applicable regulations; and names of the technical committee. The Report on Proposals also contains task group reports and a preprint of the revised standard as it would appear in the event that all of the proposals accepted by the technical committee are ultimately approved for inclusion in the final version of the standard.



## THE STANDARDS DEVELOPMENT PROCESS



# THE STANDARDS DEVELOPMENT PROCESS

The IAPMO logo features the acronym "IAPMO" in a bold, black, sans-serif font. The letters are contained within a stylized green shield shape that is partially enclosed by a green swoosh or arc. A thick green horizontal line extends from the right side of the shield across the top of the page.

## **Step 2: Comment Stage**

Once the Report on Proposals becomes available, there is a public comment period during which anyone may submit a Public Comment on the Report on Proposals. A public notice asking for any interested party to submit public comments is published in the IAPMO website, I-connection, IAPMO Official magazine, American National Standards Institute's Standards Action and other publications. The electronic comment is available on IAPMO's website on the codes and standards information page. After the call for public comments and during the same year as the publication of the Report on Proposals, the IAPMO membership will hold their first meeting. Anyone in the association who objects to an action of the Technical Committee, as published in the Report on Proposals may make a motion.

The motions allowed at the Association Consideration Session provide the opportunity to propose amendments to the text of a proposed standard based on the published Report on Proposals. Any attendee in the assembly may make a motion. Allowable motions include motions to accept the code change as submitted; accept the proposed code change as modified with a specific modification that has been offered from the Assembly; reject the code change proposal; and reject the code change proposal as modified by the Technical Committee.

## **Step 2: Comment Stage (cont.)**

Members entitled to vote means a person who is and for at least the preceding 180 days was a member entitled to vote, have registered for the Technical Meeting and who is physically present at the association technical meeting (this may also be a designated representative). A successful main motion is made by majority vote of all members present and eligible to vote at the meeting. The assembly's action is included in the Monograph on Comments. After the public comment closing date, the technical committee will hold their second technical meeting.

The technical committee will consider and act on all comments that are directly related to the Report on Proposals. The committee provides the action and response to each public comment. The committee will use the Public Comments in order to develop the Report on Comments to the standard. The Report on Comments has the initial agreement by the committee based on simple majority vote during the meeting in order to establish consensus. The final position of the committee is established by letter ballot.

# THE STANDARDS DEVELOPMENT PROCESS

The logo for IAPMO (International Association of Plumbing and Mechanical Officials) is located in the top left corner. It features the acronym "IAPMO" in a bold, black, sans-serif font. The text is set against a light green shield-shaped background. This shield is enclosed within a dark green, stylized oval frame that has a slight 3D effect. A thick, dark green horizontal line extends from the right side of the oval across the top of the page, just below the main title.

## **Step 2: Comment Stage (cont.)**

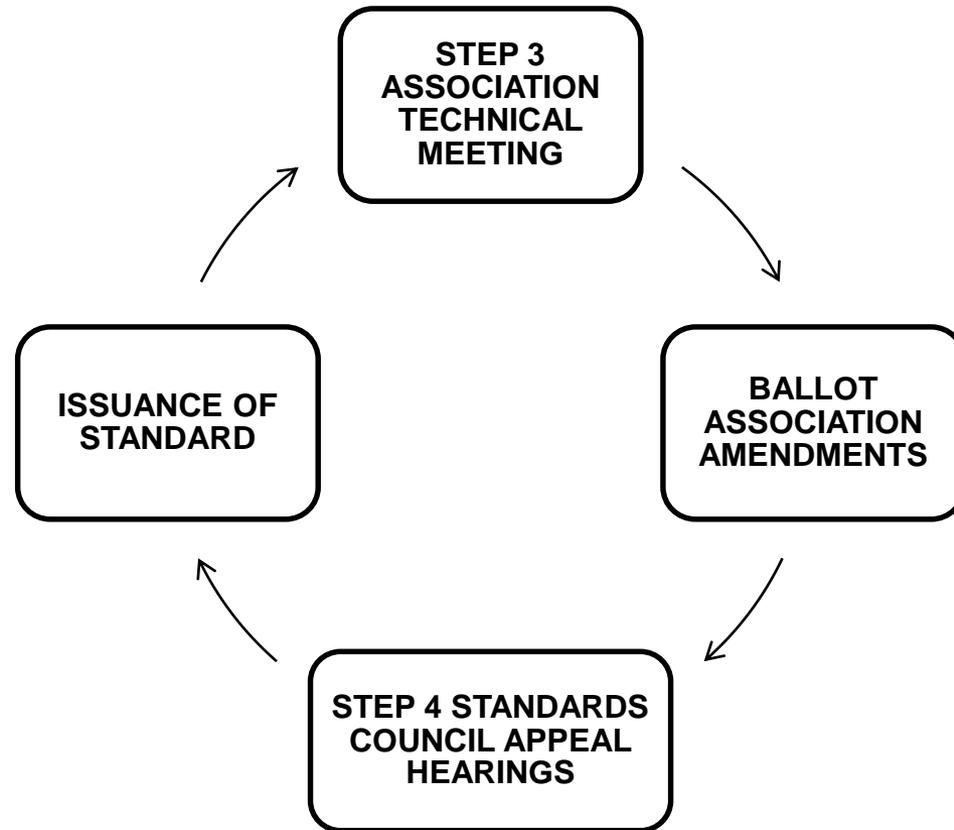
The public comments developed are balloted; this means that the text the committee wants revised in the standard is on the ballot for approval by the committee. Committee approved actions must be approved by two-thirds of the committee to appear in the Report on Comments. Any technical committee actions that failed to achieve the necessary two-thirds affirmative vote is reported in the Report on Comments as rejected.

## **Report on Comments Posted**

The Report on Comments is posted on IAPMO's website. The Report on Comments serves as documentation of the comment stage and is published for public review and comment. The Report on Comments consists of the Report on Proposals, Public Comments with corresponding committee actions and committee statements, correlating actions and their respective committee statements, committee comments; comments on committee actions, total eligible committee members and the voting results from the ballots; IAPMO's applicable regulations; names of the technical committee and making motions at the assembly meeting. The Report on Comments also contains a preprint of the revised standard as it would appear in the event that all of the proposals accepted by the technical committee are ultimately approved for inclusion in the final version of the standard.



## THE STANDARDS DEVELOPMENT PROCESS





# THE STANDARDS DEVELOPMENT PROCESS

## **Step 3: Association Technical Meeting**

After the distribution of the Report on Comments the Association Technical Meeting is held. The motions allowed provide the opportunity to propose amendments to the text of the proposed standard based on the published Report on Proposal, Report on Comments and Technical Committee Proposals and Comments.

Those authorized to make motions are regulated and in the case of a motion to accept a proposal or accept an identifiable part and accept a comment or accept an identifiable part, the maker of the motion is limited to the original submitter of the proposal or comment or his or her authorized representative. In all other cases, anyone can make an allowable motion. Allowable motions to a proposal include accept as modified by the technical committee and accept an identifiable part as modified by the Technical Committee. The allowable motions to a comment include reject and reject an identifiable part.

IAPMO membership is not required in order to make or speak to a motion, but voting is limited to IAPMO members who have joined at least 180 days prior to the session and have registered for the Technical Meeting. At the close of debate on each motion, voting takes place, and the motion requires a majority vote to carry.



# THE STANDARDS DEVELOPMENT PROCESS

## **Step 3: Balloting on Association Amendments**

All successful motions are confirmed by a written letter ballot following the meeting and prior to the Standard being forwarded to the Standards Council for issuance.

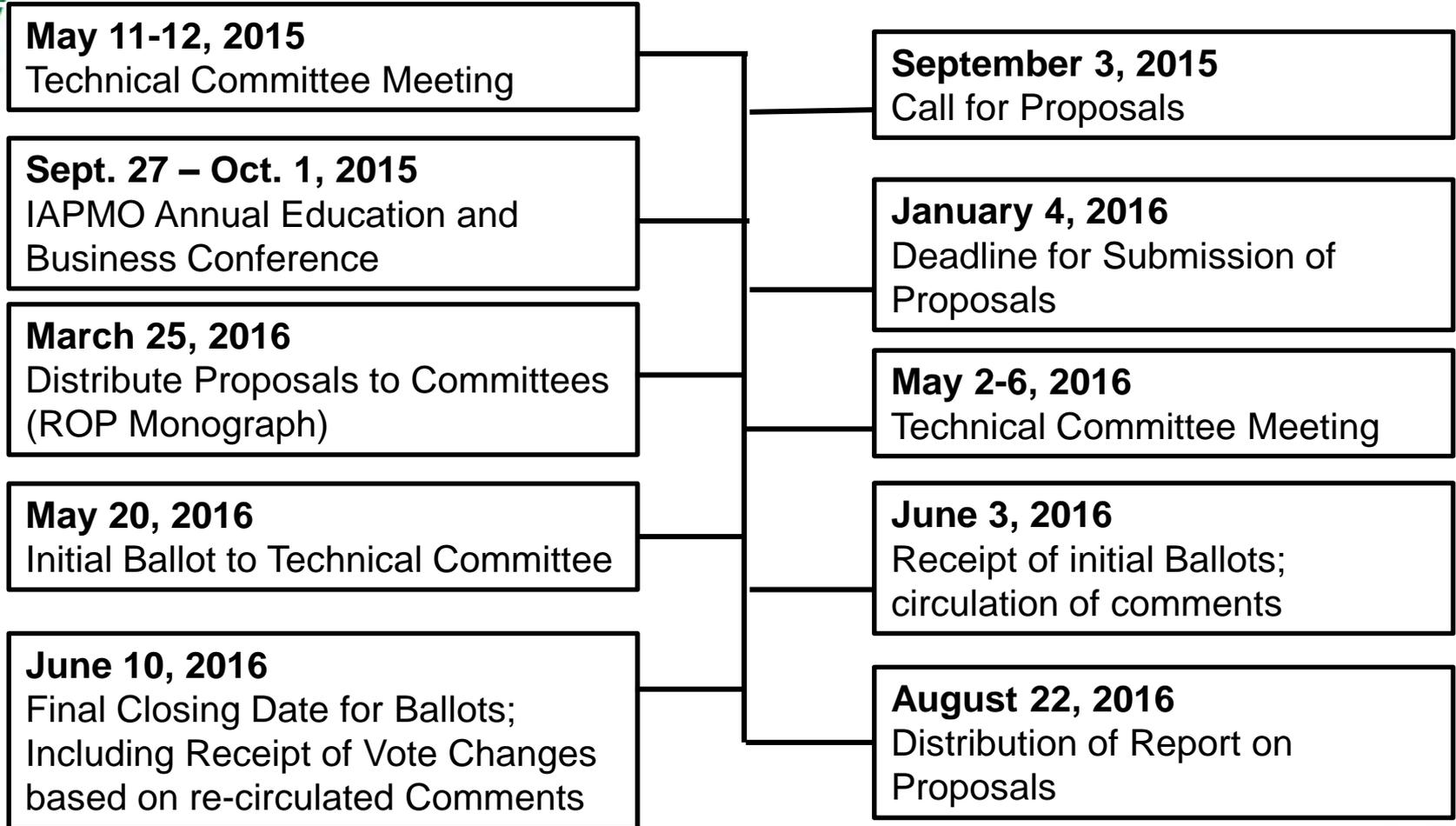
The technical committee is balloted on two parts. Part 1 relates to the acceptance or rejection of the assembly amendment. Part 2 relates to the suitability of the resulting document should Part 1 not pass since the working of that portion of the Report affected by the amendments would return to the text of the previous edition, if any.

## **Step 4: Council Appeals and Issuance of the Standard**

Some standards receive no controversial proposed changes or comments, and therefore are sent directly to the Standards Council for issuance. The Standards Council considers appeals both in writing and through the conduct of hearings at which all interested parties can participate. It decides appeals based on the entire record of the process as well as all submissions on the appeal. After deciding all appeals related to a Standard before it, the Council, if appropriate, proceeds to issue the Standard as an official IAPMO standard. The decision of the standards council is final and the IAPMO standard becomes effective after twenty days after the Standards Council issuance.

# Code Development Timeline

## Call for Proposals



# Code Development Timeline

## Call for Comments



**September 2, 2016**

Call for Comments

**January 3, 2017**

Deadline for Submission of  
Comments

**May 1-5, 2017**

Technical Committee Meetings

**June 2, 2017**

Receipt of Initial Ballots, Circulation  
of Comments

**August 21, 2017**

Distribution of Report on Comments

**September 25-30, 2016**

IAPMO Annual Education and  
Business Conference, Assembly  
Consideration Session

**March 24, 2017**

Distribute Comments to Committees  
(ROC) Monograph

**May 19, 2017**

Initial Ballots to Technical Committees

**June 16, 2017**

Final Closing Date for Ballots;  
Including Receipt of Vote Changes  
based on re-circulated Comments

# Code Development Timeline

## Association Technical Meeting and Appeals



**September 24-28, 2017**

IAPMO Annual Education and Business Conference, Technical Meeting

**October 9, 2017**

Receipt of Initial Ballots, re-circulate comments to Technical Committee

**November 15-17, 2017**

Standards Council Meeting for Appeal Hearings

**January 26, 2018**

Board of Directors meet to address petitions

**October 2, 2017**

Ballot Technical Committee on Membership Amendments, 2/3 approval required from the Technical Committee

**October 16, 2017**

Final Closing Date on Ballots & receipt of vote changes based on re-circulated comments

**December 11, 2017**

Deadline for notification of intent to File Written Petition to the Board of Directors



## **Contact information:**

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**(971) 300-7649** (cellular)