



IIAR Standards Committee Policies

Approved by IIAR Standards Committee – August 22, 2022

Approved by IIAR Board of Directors – October 27, 2022

Note: This document outlines and specifies the operating policies for the IIAR Standards Committee. It should not be confused with the IIAR Standards Development Procedures for ANSI approved standards.

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Committee Purpose

The IIAR Standards Committee was established and operates per the provisions of the IIAR Bylaws, Section IX. The IIAR Standards Committee exists to develop and maintain consensus standards that affect the design, installation, maintenance, and operation of refrigeration systems using natural refrigerants. The consensus standards shall be written in mandatory, enforceable language and provide at least one prescriptive method for minimum compliance while providing cost effective measures for enhancing safety in the use of natural refrigerants. The Standards Committee is responsible for reviewing and responding to interpretation requests of the standards it develops and maintains. The Standards Committee also reviews and maintains, as necessary, IIAR bulletins and other documents of a technical nature that are not consensus-developed documents. The Standards Committee reviews and interfaces with other standards writing organizations, IIAR committees and task forces, and code development organizations. The Standards Committee also interfaces with IIAR staff for the publication of standards and procedural interaction with the American National Standards Institute (ANSI).

Standards Development Procedures

The IIAR Standards committee develops consensus standards and interpretations thereof in accordance with the IIAR Standards Development Procedures and the ANSI Essential

Requirements. The IAR Standards Development Procedures are developed, updated and approved by the IAR Standards Committee, and approved by the IAR Board of Directors and the ANSI Executive Standard Council. The procedures are made available upon request and are also posted on the IAR website.

Committee Membership

In accordance with the IAR Committee Policy, the IAR Standards Committee is permitted to operate under a policy that differs from other IAR committees. This is necessary due to the nature of the development of consensus standards, and the desire for the committee to afford participating persons regular opportunities to vote on measures pertaining to the development and maintenance of publicly used and legally mandated consensus standards. The Standards Committee will have a minimum of six (6) and a maximum of sixteen (16) Voting Members. No more than one person employed by a single company is permitted to be a voting member at a given time. Balance between the various Standards Committee interest categories shall be maintained. Balance exists when no single interest category constitutes more than 1/3 of the voting membership of the Standards Committee. The Standards Committee interest categories are as follows:

- **Manufacturer:** Manufacturers or manufacturer's representatives of ammonia refrigeration components. Companies that assemble components and install the assembled equipment qualify as manufacturers if the majority of their income is derived from the assembly of components for resale as complete units.
- **Contractor:** Persons or organizations that install, design and install, or maintain ammonia refrigeration systems or equipment, where a majority of their income is derived from providing these services.
- **Operator/Owner:** Owners or operators of ammonia refrigeration systems, such as food processors, refrigerated warehouses, etc.
- **General Interest:** Other persons or organizations. This category includes code/standards bodies, trade or professional organizations, educational institutions, consulting engineers, etc.

The **Standards Committee Chair** is a voting member of the committee. They are responsible for establishing committee meeting dates and time, calling the meetings to order, presiding over the meetings, establishing subcommittees and task forces for specific projects, and representing the committee in the activities of IAR. The Standards Committee Chair is responsible for reviewing and maintaining the committee roster. The Chair may delegate this responsibility to the Vice Chair. Additionally, the Standards Committee Chair is also an ex-officio member of the IAR Board of Directors without the right to vote (*unless they are also a member of the IAR Board of Directors*). They are expected to attend all meetings of the IAR Board of Directors, give committee reports, and participate in the general discussion of the Board.

Vice Chair – The Vice Chair is a voting member of the committee and will chair the meetings in the Chair's absence. They are expected to regularly attend meetings and maintain a knowledge of the committee's activities. Upon an unexpected vacancy of the committee chair, the Vice Chair shall assume the role of acting Chair, until such time as the Chair of IAR appoints a new Standards Committee Chair.

Recording Secretary - The Standards Committee Chair shall appoint one voting member to serve as a Recording Secretary for the committee. The duties of the Recording

Secretary are to maintain a written record of the committee activities.

Eligibility – The Standards Committee Chair shall have served at least one full year as a Voting Member of the Standards Committee to be eligible for appointment to the position of Standards Committee Chair.

Term - The Standards Committee Chair and Vice Chair are appointed for 5 year terms. The Chair and Vice Chair may serve two consecutive terms. The time of service spent as a Voting Member of a committee will not affect the term of Committee Chair or Vice Chair.

Appointment – The Standards Committee Chair and Vice Chair are appointed by the IIAR Board Chairman. One year prior to a known vacancy of the chair, the IIAR Board Chairman will select a Committee Chair-Elect. It is understood that the Chair-Elect will be appointed Committee Chair one year hence. The IIAR Board Chairman will fill vacancies of the vice chair based on the Chair’s nomination(s) for the position.

Voting Members are interested in doing the committee's work, participating in meetings, participating in discussions, serving on a task force, and are otherwise active in the proceedings of the committee. A Voting Member of a committee is eligible to cast a vote on all issues and motions that come before the committee.

Eligibility - To be eligible to serve as a Voting Member of a committee, a person must have served on the Standards Committee as a Corresponding Member for a minimum of one year. A voting member must be a Regular or Associate member of IIAR. A voting member whose term has expired is eligible to again become a voting member after a period of one year as a corresponding member.

Term & Limits - A Voting Member's term is 4 years.

Appointment - Voting Members are approved by the Standards Committee Chair and reviewed for compliance with these policies by the IIAR Executive Committee.

Corresponding Members are persons who, to various degrees, are interested in the work of the committee. They may or may not choose to actively participate in meetings, discussions, committee task force service, or other proceedings of the committee. The corresponding committee members have no vote on issues brought before the full committee.

Eligibility – There are no eligibility requirements other than an interest in the work of the committee. A Corresponding Member of the Standards Committee must be a member of IIAR.

Term & Limits - A Corresponding Member has no set term and no limit to their terms. There is no limit to the number of Corresponding Members on a committee. Corresponding members who have been inactive (no attendance of meetings or a lack of correspondence with the committee) for two consecutive years will be removed from the roster at the discretion of the Chair.

Appointment - No approval is required. An individual may join a committee by making a written request to the Committee Chair expressing their interest in becoming a

Corresponding Member. It is the responsibility of the Committee Chair to periodically review the membership roster and confirm the interest of the Corresponding Members.

Subcommittee and Task Force Members are persons who, to various degrees, are qualified and interested in the work of a subcommittee formed to accomplish a specific task. They are expected to actively participate in meetings, discussions, initiatives, or other proceedings of the subcommittee. The subcommittee members are eligible to vote on measures and decisions related to the work of the subcommittee. Subcommittee members have no vote on issues brought before the full committee (*unless they are also voting members of the Standards Committee*).

Subcommittee and Task Force Chairs - The Standards Committee Chair will appoint a chair for subcommittees and task forces that the Standards Committee Chair has established. These chairpersons are expected to lead the work of the subcommittee or task force by scheduling and attending meetings, calling the meetings to order, presiding over the meetings, and delegating or conducting the work of the subcommittee or task force. Subcommittee or task force chairs are expected to attend meetings of the full committee, and report on the work or recommendations of the subcommittee or task force.

Eligibility – Persons serving on a Standards Committee subcommittee or task force are not required to be members of IIAR but must have the interest and qualifications to contribute to the work of the subcommittee or task force.

Term & Limits – There are no set terms for membership on a subcommittee or task force. When the work of a specific project is complete, the task force or subcommittee shall disband.

Appointment – Subcommittee and task force members are approved by the Standards Committee Chair upon recommendation by the subcommittee or task force chair.

Meetings

The IIAR Standards Committee will meet in person periodically but no less than once per year. Telephone and internet conferences are permitted to be conducted periodically to accomplish the work of the committee. Meetings of the full committee in which voting that affects standards content will be announced to the membership and/or published on the IIAR website no less than one (1) month in advance for in-person meetings, or one (1) week in advance for telephone and internet meetings.

A quorum exists when there are 50% or greater of eligible voters in attendance of the meeting. In order to conduct Standards Committee work, in which votes occur, a quorum must exist. A quorum is not necessary to conduct the business of subcommittees and task forces. Proxy attendance of a meeting is permitted, but proxies (those attending in lieu of a voting member) shall not count toward quorum.

Meetings in which votes occur shall be generally conducted according to Robert's Rules of Order. Meeting minutes of full committee meetings shall be recorded and submitted to IIAR Staff.

The Standards Committee Chairman may, but is not required to, invite comments or discussion from persons attending meetings who are not voting members of the committee.

Voting

Actions or motions or measures considered by the Standards Committee shall be approved by a majority of those voting at a meeting, not counting abstentions.

Actions or motions considered by the full Standards Committee that concern the content of consensus standards shall require:

- Affirmative votes by the majority of the voting membership and
- Affirmative votes by at least 2/3rds of those voting at a meeting, not counting abstentions

The Chair may authorize letter ballots to be issued on any matter. The Chair shall issue letter ballots when it is necessary to establish a majority approval for a measure affecting consensus standards content.

Proxy votes are not permitted. The person casting the vote is required to be a voting member.

Negative voters on a letter ballot concerning measures affecting consensus standards content shall be requested to provide the reason(s) for their negative vote. If a reason is not provided for a negative vote, the ballot will be disregarded (not counted) and the vote will become final. If a measure passes with one or more negative ballot votes accompanied by comments, the results shall be held in abeyance until the comments on the negative ballot along with the Chair's rebuttal (if any) is conveyed to all eligible voters who may decide to vote or change their vote within seven (7) days upon receiving the negative comments. When this opportunity to vote, or to change a vote expires, the results of the vote shall be final and shall be recorded.

Actions, motions, or measures considered by subcommittees or task forces shall be approved by a majority of those attending a meeting. The chair of the subcommittee may, but is not required to, issue a ballot vote to other members of the task force or subcommittee. Negative ballot votes accompanied by a reason for the negative vote shall be provided to all those eligible to vote on the subcommittee's or task force's actions, motions or measures, and voters are permitted to vote, or change their vote within a time period established by the task force or committee chair. When this opportunity to vote, or to change a vote expires, the results of the vote shall be final. The results of the vote shall be reported to the Standards Committee Chair. Meeting minutes are encouraged but not mandated.