# IES TECHNICAL COMMITTEE GUIDE

*A Supplement to the IES Technical Committee Policies & Procedures*

Approved by IES Standards Committee Dec. 6, 2023

Approved by IES Board of Directors Dec. 18, 2023

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## 1.0    OVERVIEW

### 1.1    Purpose and Scope of This Document

1.1.1    Purpose: The purpose of this document is to define the roles and responsibilities of IES Technical Committees and the terms under which Technical Committees conduct their business. This Guide is a supplement to the IES Technical Committee Policies and Procedures, which covers the steps necessary to meet the American National Standards Institute (ANSI) requirements for a consensus based technical document.

1.1.2    Scope: This document applies to all committees within the IES whose purpose is to produce technical documents bearing the IES name as an IES Standard (RP, LS, LP, LM, TM, WP, CR).

### 1.2    ANSI Requirements

1.2.1    The IES Technical Committee Policies and Procedures describes the IES ANSI-approved process for producing IES standards and supersedes this document in the case of conflict.

1.2.2    Committee members should become familiar with the IES Technical Committee Policies and Procedures to understand the committee membership and balance requirements, voting process, and appeals process.

### 1.3    Notifications and Changes

1.3.1    Changes to this Guide may occasionally be made as approved by the IES Board of Directors. The most current copy of this document can be found within the Standards tab on the IES website.

## 2.0    COMMITTEE GOVERNANCE

### 2.1    Society Entities' Roles and Responsibilities

2.1.1    Technical Committee (TC): TCs are responsible for the content of IES Standards and shall follow the rules established in the IES Technical Committee Policies and Procedures. A TC shall be formed by the Society upon approval by the IES Standards Committee (SC), with its specific scope and function defined by its Charter.

2.1.2    Advisory Panel (AP): APs are nonvoting entities that provide guidance to TCs and IES staff on broad issues that might affect standards development and guide the IES in forming new committees where gaps exist, or special issues or new material arise that require attention. AP members are ex officio (nonvoting) members of Technical Committees and, as such, advise IES staff on committee needs and performance.

2.1.3    IES Standards Committee (SC): The SC is responsible for approving the formation or dissolution of Technical Committees and their Charters, membership of the TCs, Project Initiation Forms (PIFs), and release of documents for public review and publication. The SC also makes recommendations to the Board of Directors for the establishment and membership of Advisory Panels, as a report from the Director of Education and Standards.

2.1.4    Director of Education and Standards: The IES Director of Education and Standards is the staff person generally responsible for overseeing the process of education and standards development, including maintaining and administering the IES Technical Committee Policies and Procedures as well as this Guide.

2.1.5    Senior Manager of Technical Content: The IES Senior Manager of Technical Content is the staff person responsible for managing technical standards committee actions, including implementation of the process described in the Technical Committees Policies and Procedures, to ensure that the IES ANSI-approved process is being followed for standards. The Senior Manager is responsible for ensuring the standards documents are as technically accurate as possible and for use of the English language. The Senior Manager supports the staff standards and education team with the Director and develops selected education content.

2.1.6    Content Manager: The Content Manager is the staff person responsible for managing technical committee membership changes and technical document digital resources. The Content Manager shares responsibility for managing committee actions and content development, and ensures that the IES ANSI-approved process is being followed. The Content Manager is responsible for developing education content and course structure, and for e-learning portal management.

2.1.7    Research Program Manager: The Research Program Manager is the staff person responsible for managing research projects, managing the IES Lighting Library, supporting technical committee members reference requests, managing the IES Research Symposium, managing standards publications, and developing education content assessment. The Research Program Manager also manages the LEUKOS and FIRES research publication editors and Advisory Panels.

2.1.8    Staff Liaisons: See **Section 3.5.13**.

2.1.9    Board of Directors: The IES Board of Directors is the Society-elected governing body of the IES and has the responsibility of affirming members of the SC and APs. The Board will select liaisons as its representatives to the Standards Committee.

**2.2    Annual Appointment**

2.2.1    Annual Appointment: Each committee's membership shall be reviewed quarterly by the Standards Committee for ANSI Balance.

2.2.2 <u>Term of Service</u>: The term for annual service is the IES administrative year, which begins July 1 and ends on June 30.

**2.3 Conduct of Meetings**

2.3.1 <u>Notification</u>: All voting, nonvoting, and ex officio members should receive notices of virtual meetings a minimum of 30 days prior to the event to allow for attendance planning, review of committee work, and preparation of material. Notices for face-to-face meetings should be issued a minimum of 4 months in advance to allow for travel arrangements. Notification should include the location, date, times (opening and closing), and preliminary agenda. All notifications should be given via the designated Staff Liaison.

2.3.2 <u>Location of meetings</u>:

A. Web-based and conference call meetings are encouraged to facilitate committee work. They may be considered a full committee meeting for the purpose of required attendance, if applicable (See **Annex A** and **B**).

B. Face-to-face meetings shall be approved at the discretion of the Director of Education and Standards. In person meetings should make provision for remote attendance using a minimum of A/V support and within the approved budget. Meetings shall meet the following conditions:

1) Registration fees shall cover all associated event costs, regardless of attendance. Meeting venues should be free or low-cost, and hotel booking contracts should not be required.

2) Meeting locations must be in an area with multiple reasonable lodging options available.

C. The TC Chair shall assign the following responsibilities to a TC member or a TC leader for coordination:

1) Polling TC members to evaluate feasibility of meeting format, location, and schedule

2) Procuring a draft venue agreement for approval by the Director of Education and Standards and the Chief Financial Officer

3) Submitting proposed meeting location, date, and budget to IES staff for approval by the Director of Education and Standards and the Chief Financial Officer with no less than six months' notice.

4) Meetings may take place during scheduled IES events such as the IES Annual Conference or Street and Area Lighting Conference. However, requests must be submitted to the Director at least 6 months in advance to reserve meeting space (if contractually available). Refer to 2.3.2 for remote attendance provision.

D. IES standards staff responsibilities shall include the following:

1) Approving final meeting location, dates, and all related budgets

2) Negotiating and signing all required contracts

3) Setting the meeting registration fee and establishing an online registration form to collect payments

4) Submitting a final list of event registrants to TC leadership

E. Face-to-face meetings shall be held only in locations where all members are permitted admission.

F. Committees are encouraged to hold meetings at North American locations where:

1) Travel, registration, and lodging expenses for all members will be reasonable

2) Associated committees are also meeting

3) The committee can participate in a research dissemination program (IES or other)

4) Inspection trips may be beneficial to the committee's work (however, expenses are not reimbursable by the IES)

2.3.3 Agenda: Each meeting should have a written agenda formed by the Chair, Vice Chair, or Secretary, for the orderly conduct of the meeting.

2.3.4 Minutes: Minutes shall be kept of each meeting.

A. At a minimum, minutes should consist of:

1) A listing of those present

2) A record of subjects discussed

3) A report of action items and informal straw votes taken, and appropriate comments or reasons for dissension

B. Minutes shall be sent to the entire TC (voting and nonvoting members) and to the Staff Liaison. Minutes for a meeting held at a Society-endorsed conference should be voted on by members of the committee by online posting. A report of the ballot and any comments on it shall be provided to all members of the TC, either at the next meeting or, if no meeting is scheduled within the following two months, by the Committee Secretary or the Chair via email. The results of the ballot and comments shall also be sent to the Staff Liaison. The Chair and the Secretary shall attempt to resolve any inaccuracies in the minutes, with the objective of obtaining total committee membership approval of the minutes as issued as an accurate record of the meeting.

C. Approved minutes shall be recorded electronically and hosted on the IES committee website, under the direction of the Senior Manager of Technical Content.

2.3.5 <u>Openness</u>: Committee meetings are open to Society members. Upon submitting a written request with at least two weeks' notice, guests (anyone who is not an approved committee member; see **Section 3.5.9**) may be invited to attend by TC liaison and/or TC leaders to a limited number of open committee meetings, with a frequency determined by the TC Chair. Following their second attendance, the guest may be invited to submit a TC application. Only Committee members may participate in meetings, unless the Chair elects to recognize a guest. All guests are required to sign the IES Code of Conduct Form prior to meeting attendance. See **Annex C** and **Section 3.5.9** for further detail.

## 2.4 Finances

2.4.1 <u>Travel</u>: No travel funds shall be provided for committee members unless an exception is recommended by the Director of Education and Standards and authorized by the Board. Under these rare circumstances, funds may be contributed toward transportation, hotel, and meal charges only.

2.4.2 <u>Proposals for Funding</u>: Occasionally, a committee may wish to seek outside sources of funding. Before submitting a request for any funding from any entity, the Chair shall submit a copy of the proposal to the Director of Education and Standards. If accepted, funds shall be paid to the IES and shall be disbursed to the appropriate committee by the Society's Controller. All receipts shall be forwarded to the Society's Controller.

## 2.5 Correspondence

2.5.1 All TC correspondence relating to TC activities shall be posted by the authoring TC member on the TC website, either in the TC SharePoint Notebook or in an appropriately labeled document directory. The Staff Liaison(s) must always be copied on all email correspondence.

2.5.2    Correspondence to entities other than IES shall be done through the IES Staff Liaison, unless approved by the Director of Education and Standards. Technical Committee members shall not make any representation to any party that they represent the IES without written approval to do so.

2.5.3    Company names or brand names of individuals serving on committees shall be used only for addresses or personnel identification purposes. No commercial advertising is allowed within committee correspondence.

## 3.0    TECHNICAL COMMITTEES

### 3.1    Purpose of IES Technical Committees

3.1.1    To establish technical lighting standards following the most current version of the ANSI-approved IES Technical Committee Policies and Procedures.

### 3.2    Establishment, Charter, and Oversight

3.2.1    Each TC's charter shall be drafted and provisionally approved by the TC or, in the case of a newly formed committee, the Advisory Panel assigned to the TC. The draft charter shall state the scope of the TC's standard-developing activities, comprising the specific topic(s) to be covered, the limitations of the TC's breadth concerning the topic(s), and the specific areas of expertise required to provide a comprehensive technical document to create a standard for the topic(s).for the topic(s).

3.2.2    Upon TC approval, the draft charter shall be submitted to the Standards Committee (SC) for review and ballot. Any questions related to the draft charter will be returned to the TC or Advisory Panel for clarification and potential re-ballot.

3.2.3    The SC shall also review and approve TC membership rosters. All TC rosters shall have a chair, membership list and, where appropriate, a vice chair, and secretary.

3.2.4    A TC may be formed through an approved charter only, or in conjunction with a Project Initiation Form (PIF) that describes one or more specific proposed projects that fall under the charter. Any PIF submitted by a TC shall be reviewed by the SC to assess the relevance of the proposed project with respect to the approved charter. The SC may require revisions to charters and/or PIFs to ensure alignment.

### 3.3    General Terms of Operation

3.3.1    Annual Review: TCs are reviewed annually under the supervision of the Senior Manager of Technical Content for performance, membership activity and Interest Category balance (refer to IES Technical Committee Policies and Procedures).

3.3.2 <u>Annual Report</u>: The Senior Manager of Technical Content shall provide an annual report for the Board of Directors that describes the general TC activity and a list of published standards for that year.

3.3.3 <u>Responsibility</u>: TCs are accountable to the SC and are responsible for operating in accordance with their assigned scope of activities, including their Charter and approved PIFs.

3.3.4 <u>Task or Working Groups</u>: TCs may create Task or Working Groups (TG) at any time, with the understanding that all activities and materials produced shall be within the scope of and considered a product of the TC, and that the same policies and procedures apply as for the main committee.

3.3.5 <u>Membership Announcement</u>: The scope and membership of each TC shall be published on the IES website, along with an application for TC membership (except in the case of closed committees; see **Section 3.3.6**) to solicit participation of all interests. Calls for membership from specific Interest Categories are encouraged and may be made at any time through any IES publication or web-based media.

3.3.6 <u>Closed TC Membership Status</u>: TCs may be closed to new members once a determination is made that the TC has a balance of Interest Categories and active membership to do the work under consideration. This determination shall be at the recommendation of the TC Chair and the discretion of the Director of Education and Standards, subject to SC approval.

**3.4 Officers**

3.4.1 <u>Chair Appointment</u>: Committee chair renewals will be reviewed simultaneously with the annual TC membership. The Director of Education and Standards will review TC chair appointments with the APs and the Board Liaisons to the SC and recommend continuance or change for chair positions for the coming year to the SC for approval.

3.4.2 <u>Other Officers</u>: Once a TC is established and a chair appointed, it is recommended that the TC elect its other officers, such as vice chair, secretary, and treasurer, with the understanding that holding such offices does not guarantee succession to chair. All officer recommendations are subject to SC approval.

**3.5 Membership Policy**

3.5.1 <u>Application Process:</u>

A. Individuals applying for TC membership shall use the Committee Membership Application Process on the IES website.

B. All applicants (including guests) shall be required to sign the IES TC Code of Conduct at the time of application (see **Section 2.3.5**).

C.    TC chairs are responsible for approving, rejecting and responding to applicants within one month of receiving the application and for notifying the Staff Liaison of their response. Every attempt shall be made to add qualified applicants, keeping in mind the balance requirement in the IES Technical Committee Policies and Procedures. The TC Chair is responsible for reviewing membership applications, maintaining balance, and informing the Staff Liaison of all proposed changes for SC approval.

D.    If a chair does not respond to the applicant in the allotted time, the Staff Liaison shall review the applicant qualifications and need for committee balance and shall make the determination for the TC regarding applicant acceptance, subject to approval by the Director of Education and Standards.

E.    When the Chair accepts an application, the name shall be forwarded to the Staff Liaison to be included in the list of TC members for SC approval at their next meeting. Upon SC approval, the Staff Liaison will send a letter of notification to the new member with a copy to the Committee Chair.

3.5.2   Legitimate Basis and Process for Nonacceptance:

A.    The IES encourages TC participation from a wide sector of interested parties. Sometimes new members are designated as nonvoting for a prescribed period so that they may become familiar with the TC work, which allows them to engage with the process, participate through their interests or talents, and demonstrate their capabilities and commitment to the TC. In addition to subject-matter experts, TCs are encouraged to allow nonexperts to participate as nonvoting members if they can provide legitimate input based on their experience, job descriptions, and/or demonstration of an interest as an emerging professional or student in the topic area.

B.    Notwithstanding the above, it is recognized that many TCs have very specific tasks requiring special expertise and thus must limit participation to those with high levels of knowledge in the topic(s) being considered by the TC. Legitimate reasons for a chair to reject member applications include:

1)    The TC has closed membership status (See **Section 3.3.6**).

2)    The applicant has a lack of knowledge or experience in the field or topic being considered by the TC.

3)    The timing of the document under development by the TC has reached a point near completion, and the acceptance of new members could be disruptive to the process.

C. TC chairs must submit justification for nonacceptance of applicants to the Staff Liaison for review by the SC. The SC may, at their discretion, challenge a chair's decision, and there may be follow-up to discuss rejected committee members. In general, the IES wants to be inclusive and broad-based.

D. The Staff Liaison will notify applicants who are not accepted as TC members. If the applicant is acceptable but the TC is closed or otherwise has a hold on new applicants, the IES shall keep the member application on file and open membership to the applicant when a vacancy becomes available.

3.5.3 TC Membership Requirements:

A. An officer of a TC shall be a member of the Society in MEMBER or FELLOW classification (refer to IES Bylaws for membership classifications).

B. Working group or Task Force (TF) chairs shall be IES members but need not be of MEMBER or FELLOW classification.

C. It is not a requirement for TC members to be IES members, but it is important that all committee members contribute to the activities of the TC. In addition, any TC member who is not an IES member will be required to have an account set up with the IES website to participate in the process and receive notices from the TC.

D. TC applicants shall disclose all known conflicts of interest at the time of application. They shall report new conflicts to the TC Chair and the Staff Liaison as they arise and upon request. Failure to respond to such requests in a timely fashion may be cause for removal from the TC. Refer to Annex C.

E. A TC member should not be a member of more than three TCs during any Society year and should not chair any more than two TCs at any given time.

3.5.4 Removal from a TC:

A. Removal of Chair by the SC: The SC may decide that a TC chair should be relieved of duties. If this is done, the Director of Education and Standards will prepare a written notification on behalf of the SC. After meeting with the Chair, the Chair may appeal the directive of the SC; however, the effective date of termination of the TC Chair will be upon the receipt of the notification, and the Chair will be moved to Member status. A simple majority of the SC votes is required for the removal of a chair.

B. Removal of Chair by TC: A TC may vote among its own membership to recommend removal of a chair through a 2/3 vote and subsequent written request to the Director of Education and Standards. Final dispensation of this vote and action will be through the SC.

C. Removal of Members

1) Removal due to non-participation: Members who have shown a record of not voting on TC work, or who do not attend meetings, provide input to the TC, or otherwise participate according to the TC application may be removed from the TC on the basis of nonparticipation, after discussion between the Chair and IES standards staff (see **Section 3.5.6** and **3.5.7**). TC chairs may opt to change a member's status from voting to nonvoting, with the possibility of reinstatement should the member choose to reactivate their participation. Any removal shall be communicated to the Staff Liaison, with reasons stated, for roster change approval by the SC.

2) Removal for cause: TC members who violate the terms of the IES TC Code of Conduct may be removed from the committee. Any removal shall be communicated to or recommended by the Staff Liaison, with reasons stated, for roster change approval by the SC.

3.5.5 Task Groups (TG):

A. TG members may be either Voting or Advisory members of the main committee, or temporary Subject Matter Expert (SME) Guests. Only Voting Members may cast a vote. SME participation may be temporary and is dissolved upon publication of the standard.

3.5.6 Contributions: TC members are required to contribute to the development of the draft standard in some of the following ways:

A. Voting (full Members only)

B. Attend all "Full" meetings and participate in them actively

C. Helping to create the draft standard by accepting development assignments such as (but not limited to):

1) Writing relevant content for the standard

2) Identifying current research and best practices from other organizations

3) Procuring high-resolution images pertinent to the draft standard

4) Identifying and writing citations and references

5) Identifying potential annex materials

6) Reviewing the draft standard at designated stages

7) Taking meeting minutes, creating meeting agendas

8) Enlisting potential guest subject-matter experts

9) Attempting to enlist new TC members to assist with Interest Category balance needs

3.5.7 Activity Tracking:

A. TC members' participation in the responsibilities listed in **Section 3.5.6** will be tracked by the TC Chair and the Senior Manager of Technical Content. If a TC member has not participated in at least 50 percent of the meetings over the last fiscal year or has not assisted in at least two of the above tasks, the member's status will be subject to change.

B. The TC Chair, with the Senior Manager of Technical Content, will review each TC member's activity annually (where tracking data exists) and make a recommendation to continue inclusion or refer the member for removal.

3.5.8 Terms of Service – Tenure and Expiration: Chair, Vice Chair, Secretary, Terms: A Chair shall have an open term of service, renewable annually. The SC is responsible for approving appointments.TC Member's Term: TC membership is appointed each year. There is no limit on the number of reappointments for voting or nonvoting members.

3.5.9 General Types of Members: TC members fall into two groups: full Members (voting) and Advisory Members (nonvoting). Guests may include Subject Matter Experts and may join Task Groups on a temporary basis (see also **Section 3.5.1.B**). All full Members shall vote on all work of the TC but may choose to abstain on items where they are not qualified to make judgment. Advisory Members may be individuals who:

A. Are experts in part of the TC work and do not wish to vote on complete documents or actions

B. Cannot attend meetings to participate in discussions, but can provide review services

C. Are a second individual from an organization or company

D. Have interest in the subject matter but have been relegated to Advisory Member status due to insufficient participation

E. Are new to the committee and have not yet participated long enough to be awarded full Member status (at the discretion of the Chair)

3.5.10  Member Affiliation: Full Membership on a TC shall be limited to one person per employing organization or representative of an organization that has an approved MOU with the IES. See **Section 2.2** and **2.4.2.D** of the IES Policies and Procedures for details and special considerations.

3.5.11  TC Membership Transfer: TC members cannot transfer or assign their membership to any other person. However, when unable to attend a specific meeting, a temporary representative may be appointed. Such representative shall have all the rights and privileges of the member represented while in attendance, except for TC Consensus Body voting. A request for such representation shall be submitted in writing (e.g., via email) by the member in question to the Committee Chair and Standards Staff Liaison prior to the meeting. The temporary representative will be required to sign the IES Code of Conduct Form prior to meeting attendance. Upon conclusion of the meeting, all rights, privileges, and responsibilities will revert to the Committee member, thereby terminating said rights and privileges of the Committee member's representative.

3.5.12  Balance of Interest Categories: The IES Director of Education and Standards may recommend additional participants to achieve the ANSI balance and may occasionally require additional members to achieve balance within the TC. This is an ANSI requirement; for additional details refer to the IES Technical Committee Policies and Procedures.

A.  Rebalancing:  If a full Member's Interest Category (IC) changes such that the balance of the Committee does not meet the IC requirements, and if suitable Advisory Members cannot be identified and changed to full Member to achieve the required Committee membership balance, full Members may be requested to be moved to Advisory Member status based on their standing with the Committee. Written notification from the Chair shall be provided to the affected member and to the Standards Staff Liaison.

3.5.13  Ex Officio Members: The IES President is an ex-officio nonvoting member of all TCs. In addition, each TC shall have the following ex-officio nonvoting members, who shall be copied on all correspondence, including invitations to meetings:

A.  Designated staff liaison(s)

B.  Designated Advisory Panel liaison

## 4.0 ADVISORY PANELS

### 4.1 General Description:

4.1.1 Purpose: APs are established as needed for the purpose of guiding TCs through the process of developing standards, coordinating efforts between committees, and communicating with staff liaisons on issues that are being duplicated or underserved. Advisory Panels are not voting entities.

4.1.2 Guidance: AP members shall work with their identified TCs as mentors and collaborators and shall work with the TCs and SC in determining cross-collaboration needs and/or the need for additional expertise. This may include identifying the need to gain membership from other organizations for the purpose of coordinating with those entities and not conflicting with other standards.

4.1.3 Collaboration: APs are organized according to common-interest TC groupings based on the types of standards being developed. For example, many interior lighting applications have similar types of documents and use similar definitions; therefore, a member of an AP can observe and advise several similar TCs and act as a liaison between them.

### 4.2 Establishment and Charter

4.2.1 Establishment: APs shall be established at times and in groupings as designed by the Director of Education and Standards. As these bodies are not part of the voting process, they do not fall under the auspices of the SC, although they will interact with the SC, and as described in **Section 5**, some members will be on the SC. AP members shall be approved by the Board of Directors.

4.2.2 Charters: A Charter shall be required upon the establishment of any AP, to define the specific committees falling under it, and with a specific definition as to the overarching objectives for each grouping within the Society. The AP Charters shall be reviewed and approved by the Director of Education and Standards prior to final submission to the SC.

### 4.3 General Terms of Operation

4.3.1 Annual Appointment: APs are appointed annually by the Board of Directors through the recommendations of the Director of Education and Standards. APs may be reconfigured at other times by the Director of Education and Standards, with Board of Directors approval, to fit the needs of the Society as new committees expand the breadth of standards work being performed.

4.3.2 <u>Responsibility</u>: AP members are responsible for assisting the TCs they represent and shall communicate with the Staff Liaison regarding any specific needs or coordination desired from the IES Office. In addition, the APs shall meet quarterly as a group in coordination with the Director of Education and Standards to discuss activities and ensure that efforts are properly coordinated between the APs and the TCs.

4.3.3 <u>Reporting</u>: APs shall report to the Director of Education and Standards or to the Director's designated representative.

## 4.4 Membership

4.4.1 <u>Terms of Service</u>: AP members shall have an open term of service, renewable annually. The specific number of members of any given AP will be in proportion to the number and size of the committees for whom the AP is responsible.

## 4.5 Officers

4.5.1 <u>Chair</u>: Each AP shall have a chair appointed by the Director of Education and Standards and approved by the Board of Directors. The Chair shall serve as a member of the SC and be the key person coordinating between the SC and the TCs within that Chair's AP.

## 5.0 IES STANDARDS COMMITTEE (SC)

## 5.1 Responsibilities of IES Standards Committee

5.1.1 <u>Responsibility to ANSI Process</u>: The IES Standards Committee oversees the activities of the TCs to ensure that all ANSI-approved processes, as defined in the IES Technical Committee Policies and Procedures, have been followed.

5.1.2 <u>Responsibility to Board of Directors</u>: The SC is responsible for ensuring that IES standards are consistent with IES policies and the IES Strategic Plan.

5.1.3 <u>Responsibility for Creation or Disbanding Technical Committees</u>: The IES Standards Committee, in collaboration with the IES Director of Education and Standards, is solely responsible for the formation and/or dissolution of IES Technical Committees.

## 5.2 Standards Committee Approvals

5.2.1 <u>Committee Membership</u>: The SC is responsible for approving Technical Committee membership. Approvals and disapprovals by TC chairs shall be reviewed and processed by the SC.

5.2.2 <u>Committee Charters</u>: The SC is responsible for the review and approval of committee Charters to ensure that committee descriptions avoid possible overlaps in scope and do not conflict with the interests of the Society.

5.2.3    Project Initiation Form (PIF) Approval: The SC is responsible for the review and approval of PIFs submitted by TCs to ensure that the scopes are properly defined and not in conflict with other projects, IES policies, or the IES Strategic Plan.  The SC may consult with the Board Liaisons regarding current Strategic Plan goals.

5.2.4    Document Approval: The SC shall review IES Technical Documents for adherence to the PIF and conformance with the IES Technical Committee Policies and Procedures. Document approval by the SC is required prior to the release of any document to the general public and specifically at the following times:

A.    Distribution for ANSI Public Review

B.    Distribution as a published (printed or online) document

5.2.5    Board Review: Any of the above approvals may fall under the review by the Board of Directors when determined by the Board Liaisons to the SC. The SC shall work to ensure rapid resolution of any such event to avoid unnecessary delays in the approvals process.

**5.3    General Terms of Operation**

5.3.1    Annual Appointment: The SC is appointed annually by the Board of Directors through the recommendations of the Director of Education and Standards.

5.3.2    Reporting: The SC shall report to the Board of Directors through the Board Liaisons and the Director of Education and Standards.

**5.4    Composition of IES Standards Committee**

5.4.1    At-Large Members: There shall be six at-large members appointed annually and serving up to three consecutive one-year terms, with two members retiring their terms each year, for a balanced staggered composition of at-large members.

5.4.2    Advisory Panel Members: Each Advisory Panel chair shall be a voting member of the SC.

5.4.3    Ex-officio Members: Nonvoting, ex-officio members of the SC shall include:

A.    Two Board Liaisons (see **Section 5.6**), as selected by the Board of Directors; these directors shall serve two-year terms and be on alternating cycles according to the Board of Directors election cycle

B.    The Director of Education and Standards and the Senior Manager of Technical Content

**5.5    Officers**

5.5.1    Chair: The Chair of the SC shall be assigned as an annual appointment to be approved by the Board of Directors. There is no maximum limit to the number of terms for this appointment.

5.5.2   <u>Vice-Chair</u>: The SC Vice Chair shall be assigned as an annual appointment to be approved by the Board of Directors. There is no maximum limit to the number of terms for this appointment.

**5.6   Board Liaisons**

5.6.1   <u>General Description</u>: The Board Liaisons shall participate in all SC activities and shall represent the Board of Directors to ensure that the activities undertaken by the SC are in alignment with the IES Strategic Plan and public policy, and the general interest of the Society.

5.6.2   <u>Board Oversight</u>: The Board Liaisons have the authority to place on hold certain activities of the SC if, in their opinion, there are activities and/or documents that require review by the Board of Directors on the basis of process or policy review. The Board may not hold a document on the basis of technical review, as this is the purview of the TC.

5.6.3   <u>Roles and Responsibilities</u>. Board Liaisons shall:

A.   Review activities of the SC and report to the Board of Directors on the activities, on a periodic basis

B.   Review TC memberships and Charters to ensure that committee formations are consistent with IES policy and fit within the IES Strategic Plan

C.   Review PIFs to ensure that projects are consistent with IES policy and fit within the IES Strategic Plan, in consultation with the SC.

D.   Review standards to determine whether they might affect Board policy and/or require Board supplemental actions, such as the development of qualifying Position Statements by the Board

E.   Communicate information from the Board of Directors to the SC as necessary regarding new Board directives and/or policies that might affect standards development.

5.6.4   <u>Timeliness</u>: The Board Liaisons shall be judicious in these duties so as to expedite any concerns to the Board of Directors for rapid resolution and not delay production of standards.

5.6.5   <u>Substitution Due to Conflict of Interest</u>: Should any matter pertaining to an individual Board Liaison be construed as a conflict of interest due to the specific nature of the standard being produced and that Liaison's personal or professional interest, the Board shall appoint a substitute liaison to represent the standard for the purpose of Board discussion.

## 6.0    TECHNICAL DOCUMENTS: OVERVIEW

### 6.1    General Description

6.1.1    <u>Intent</u>: IES technical publications shall be designed primarily for those responsible for or concerned with the design and planning of lighting installations for the benefit of the ultimate users of light, or for use by those who manufacture and/or test lighting equipment. All materials shall reflect and contain references to results of scientific research (where possible), field investigations, and progressive lighting practices.

6.1.2    <u>Limitations of Scope</u>: TCs are responsible for the preparation of technical documents on reference and application subjects within their stated Charter and Project Initiation Forms.

6.1.3    <u>Noncommercial Interest</u>: Materials shall not be prepared for the purpose of selling products or influencing product specification but should be technical and practical from the standpoints of illumination design and lighting applications.

6.1.4    <u>Ownership and Copyright</u>: The Society shall hold the copyright for all material, text, photographs, and illustrations prepared by committee members and offered for inclusion in a publication, unless otherwise indicated in writing by the contributor of the material at the time it is offered.

6.1.5    <u>Draft Documents</u>: Committee actions and drafts of committee materials shall not be considered as official Society viewpoints or practices, and shall not be quoted as such, until approved by the SC for distribution and/or publication (see also **Section 5.2.4**).

6.1.6    <u>Dissemination and Education</u>: Committee members are encouraged to aid in the dissemination of published content through participation in programs (e.g., seminars, symposia, workshops, webcasts) sponsored by the Society (local, regional, or transnational) and other noncommercial groups.

### 6.2    Types of Technical Publications

6.2.1    <u>Lighting Applications (RP, G)</u>: A Recommended Practice or Guide is a publication on broadly accepted methods of lighting for a particular type of application. It also may be written as a publication of a more specific nature to supplement general recommended practices or guides.

    A.    <u>Recommended Practice (RP)</u>: RPs are standards that provide lighting design and illuminating engineering recommendations, including quantitative and qualitative criteria. Recommended Practices can be considered safety or non-safety standards.

B.     Guide (G): A Guide may be supplemental to an RP, providing additional design guidance that can also be applied to other RPs. A Guide may also be a unique, standalone document that may be sent through the ANSI process but may remain non-ANSI and not directly related to any of the other document designations.

6.2.2    Lighting Measurements (LM): LMs are publications relating to the photometry of lamps, luminaires, lighting materials, and installations. They may be in the form of approved methods to promote meaningful and comparable test data for the user, or as guides relating to equipment use in testing procedures.

6.2.3    Technical Memorandum (TM): TMs are informal reports, synopses of problems with recommended options, and/or authoritative reports or guides that inform readers concisely about a complex issue and present a consensus viewpoint of the subject.

6.2.4    Lighting Practice (LP): LPs include general recommendations broadly accepted in design and engineering practices for lighting. An LP is based on sufficient accumulation of knowledge and experience to provide a thorough treatment of the generally accepted criteria and methods used in the practice of illuminating engineering.

6.2.5    Lighting Science (LS): LSs are consensus documents that cover the science of light, its generation, and its effects on human beings and the environment. These publications describe basic principles, metrics, and calculations within topics including but not limited to optics, spectrum, vision, health, visual and nonvisual effects of light, and environmental concerns.

6.2.6    Reference Documents (WP, CR): White Papers and Committee Reports are publications that provide a timely overview or evaluation of a particular topic. Example topics include terminology, calculation procedures, color, luminaire design, illuminance selection, and energy management. A White Paper, for example, may be approved for a technical evaluation of a test or approach, or an evaluation of existing publications, and would be intended for use by the lighting community at large. A Committee Report is similar but is constrained for dissemination within standing IES technical committees for reference or use with developed RPs, Gs, LMs, TMs, LPs, or LSs.

6.2.7    Position Statements (PS): An IES Position Statement clearly and succinctly describes a balanced and reasoned argument on a controversial topic related to the lit environment. It is a public document that serves as a foundation to build resolution to a complex problem, clarify misunderstandings, and/or proactively encourage actions that support the mission of the IES. IES Position Statements are approved by the Board of Directors.

## 6.3    Use of Shall, Should, May, Can, and Must

6.3.1    The use of these terms is based on the following descriptions:

A.  Shall: Used to convey a strict requirement, from which the reader or user may not deviate in order to be considered in conformance with the publication

B.  Should: Used to convey a recommendation

C.  May: Used to show that the publication gives the reader permission to follow a certain course of action, this term usually presents the reader with viable options and is a weaker form of a recommendation than should

D.  Can: Used to convey possibility or capability, whether material, physical, or causal

E.  The negative forms of the above verbs (shall not, should not, may not, and cannot) carry equal weight and meaning as the positive forms listed above. Any other verb form (is/are, must, has to, have to, or needs to) carries no weight in a standard, even if the original intent was to provide a requirement or recommendation

F.  Must: Used only for mandatory compliance with other, legally binding standards (such as U.L. or NFPA), or where quoting or paraphrasing a legally binding standard

**6.4  Stipulations on Specific Recommendations**

6.4.1  <u>Illumination recommendations</u>: Recommendations shall be derived and reported in accordance with current recommendations for quality and quantity of illumination. Illuminance values shall be provided in lux, with a general conversion factor for footcandles. Optionally, the equivalent footcandle value may be provided parenthetically following the lux value.

6.4.2  <u>Equipment</u>: Care shall be taken to avoid undue emphasis on specific lighting equipment. Where it is necessary to describe equipment, the reference shall not include manufacturer name, trade name, or catalog number unless it is a unique item. Refer to the IES Technical Committee Policies and Procedures, Commercial Terms and Conditions.

6.4.3  <u>Wiring</u>: The Society is not the basic authority on wiring practice. Where it is desired to include wiring recommendations, they shall be based on standards and practices established by recognized authorities, and it is policy that such authorities be identified.

6.4.4  <u>Economic comparisons</u>: Where the inclusion of economic considerations appears desirable, they should be confined to engineering and scientific facts. Publications shall not include promotional economic comparisons.

6.4.5  <u>Nomenclature and units</u>: Nomenclature and terminology used in IES standards shall not conflict in usage or in implied or stated meaning with the terms and definitions found in *ANSI/IES LS-1, Lighting Science: Nomenclature and Definitions for Illuminating Engineering*. Units shall be from the International System of Units (SI), including SI base and SI derived units. Optionally, values expressed in United States Customary System (USCS) units may be provided parenthetically following the SI value and units.

6.4.6 <u>Artificial intelligence</u>: The use of Generative Artificial Intelligence (GAI) is not permitted for the creation of recommendations for IES technical publications.

## 6.5 Images

6.5.1 Images, including photographs, should be used only to illustrate points in the text. The policy in taking and reproducing photographs should be to achieve, as closely as feasible, the equivalent of direct observation. If illuminance or luminance levels are reported in connection with photographs, these levels shall be determined in accordance with the standard methods of measurement approved by the Society.

6.5.2 Images should avoid commercial labels and identification to the extent possible and should avoid excessive use of one commercial entity for any individual document.

6.5.3 Images generated by GAI shall not be published in IES technical publications.

## 7.0 TECHNICAL DOCUMENTS: PROCESS

## 7.1 Mandatory Procedures

7.1.1 The following ballot procedures are supplemental to those included in the IES Technical Committees Policies and Procedures. These procedures apply to Project Initiation Forms (PIF) and any consensus-based publications issued by the IES. They apply to documents to be published, reaffirmed, or withdrawn.

7.1.2 "Consensus" means that substantial agreement has been reached by directly and materially affected interests. This signifies the concurrence of 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 resolution.

## 7.2 Ballot Comments

7.2.1 <u>Comment Review</u>: TC ballot comments should be purposeful, add clarity, and/or provide an explanation for a negative vote. All comments shall be reviewed by the Chair or designated Task Force leader, who shall determine, with the Staff Liaison, whether a comment is considered editorial or substantive.

7.2.2 <u>Definition of "Substantive"</u>: A substantive comment is one that would affect the outcome of the standard's recommendations. Examples include changes to illuminance level recommendations, use of metrics, and adding or deleting specific recommendations which directly and materially affect the use of the document.

7.2.3 <u>Definition of "Editorial"</u>: An editorial change is one that is not substantive. Examples may include text revisions, supplemental content, or deletions which do not directly and materially affect the use of the document.

7.2.4 <u>Substantive Comment Resolution</u>: Attempts (via phone, email and/or web meeting) shall be made to discuss all substantive comments with the individual commenters, and to resolve any negative comments. All responses shall be documented for committee records and returned to the Director of Education and Standards.

**7.3 Development of Draft Documents**

7.3.1 The TC has the primary responsibility to develop the technical content and to create or procure images or other graphics for the standards. Draft standard development follows a specific path:

A. The committee Chair submits a Project Initiation Form (PIF) to the Senior Manager of Technical Content for SC approval.

B. Upon approval of the PIF by the SC, the IES Senior Manager of Technical Content (or their designee) submits a PINS form to the American National Standards Institute (ANSI) if the document will be submitted for ANSI approval. The TC may then proceed on the project.

C. The TC prepares a rough draft for staff editorial and technical review. Staff will periodically review for technical content and scope consistency with the approved PIF. Staff may also provide technical input to the TC. If it is determined that the contents are not consistent with the PIF scope, staff will consult with the TC to determine whether:

   1) The TC should revise the document to fit the PIF, in which case the TC revises and resubmits a 50 percent draft, or

   2) The TC needs to revise the PIF for SC approval, in which case the revised PIF and 50 percent document are sent to the SC for review and approval. Disapproval of the new PIF by the SC shall include rationale for rejections of Scope corrections necessary to the PIF and/or of the 50 percent document. If the TC disagrees with the SC directive, the TC Chair or designated representative will be provided the opportunity to present the TC's case at the next SC meeting; however, disposition of the SC after that point will be final.

D. The TC prepares the final draft, including all normative and non-normative annexes, references, citations, and images. Once submitted for processing, the following steps are taken by the TC and IES staff:

   1) Staff editorial and technical review and editing, with final draft copy delivered to the TC for ballot

   2) TC ballot and comment period

3) Potential resolution of negative comments within the TC, including substantive editing of technical content and/or re-balloting

4) Final TC ballot moved forward to SC

E. The SC shall then vote to approve the document to be submitted for ANSI Public Review. If the SC has substantive comments, the TC shall respond.

F. The draft is submitted for ANSI Public Review, after which the TC shall respond to any ANSI Public Review comments. This will be followed, if necessary, by substantive editing of technical content and/or re-balloting.

G. Once all issues are resolved, the final, SC-approved document will be sent for publishing, and IES staff will have the opportunity to review the proof typeset draft for quality control.

**7.4    Distribution of Draft Files**

7.4.1   Chairs and members of Technical Committees and Task Forces may not distribute copies of draft documents to government agencies, corporations, or other interested entities or individuals except in the following cases:

A. When such draft documents are undergoing a formal public review process (e.g., ANSI standards review)

B. When there is a specific need to solicit individual expert opinion to further the work of a committee or task force

7.4.2   Release of any draft document to any person not a member of the authoring committee requires prior written approval from the TC or Task Force Chair and the Director of Education and Standards. Following approval to solicit outside opinion or comment, the committee member shall communicate in writing to the outside expert that the material is copyrighted by IES, is for the recipient's use only, and may not be redistributed to anyone else without permission.

**7.5    IES Technical Committee Draft Ballot**

7.5.1   Documents will be reviewed by IES staff to check that the proposed standard:

A. Meets the Society's criteria and objectives for publication

B. Complements and is not in conflict with other Society publications

7.5.2   For the first balloted document where there is substantial agreement (i.e., 2/3 voting Approved or Approved with Comment) among the voting members, the ballot is considered approved by the committee, and any remaining unresolved negative comments and attempts at resolution become part of the submittal package that goes forward when appropriate to the SC.

**7.6     Ballot Period**

7.6.1   Duration: See IES Technical Committee Policies and Procedures **Section 2.8**.

7.6.2   Reminders: The TC Chair, or designated alternate, should send a reminder via email to members whose ballots have not been received seven business days prior to the ballot due date. When a standards action vote is taken at a meeting, including web-based and conference call meetings, a follow-up letter ballot or online ballot shall be issued to allow absentee members to submit a formal vote either before or immediately following the meeting.

**7.7     Standards Committee Ballot**

7.7.1   The following procedure is mandatory with respect to documents intended to become lighting application, test method, or reference document publication (RP, G, LM, TM**,** LP, LS, WP, or CR). It applies to documents to be published, reaffirmed, or withdrawn. All steps are managed by the IES Senior Manager of Technical Content.

   A.   All draft publications submitted to the SC shall first be approved by the TC according to the voting procedures in the IES Technical Committee Policies and Procedures and this document. The technical content of all documents to be published, reaffirmed, or withdrawn is the purview of the TC.

   B.   The SC shall vote on the documents and make recommendations based on a determination that the document has been properly balloted and objections properly considered, consistent with the IES Technical Committee Policies and Procedures and this Guide. The SC votes on the draft using the process described in the IES Technical Committee Policies and Procedures, **Sections 2.8.2** and **2.8.3.**

   C.   Negative ballots, comments, and suggestions are compiled by IES staff and forwarded to the TC Chair.

   D.   All comments by SC members will be reviewed by the TC Chair or designated TC member, who shall determine, with the Staff Liaison, whether a comment is either editorial or substantive in nature. Attempts (via phone, email, and/or web meeting) will be made to discuss all substantive comments with the individual commenters, and to resolve any negative comments.

**7.8     Technical Committee Response**

7.8.1   If there are no negative SC votes or comments, other than editorial, the Senior Manager of Technical Content shall notify the TC Chair and members of the TC of the document approval. If the document is not slated to become an ANSI publication, the Senior Manager of Technical Content shall send the document into publication.

7.8.2    If there are comments in the SC ballot, the TC shall respond to these comments and attempt to resolve them. If the Committee agrees with the suggestions and substantive modifications to the document are required, a recirculation ballot is prepared for the TC within one month of receipt of the suggestions. Only those comments designated by the TC Chair (or designee) and Staff Liaison to be substantive in nature need to be re-balloted by the TC. Attempts at resolution and any related substantive changes should also be included in that recirculation ballot.

7.8.3    Any revisions to the draft document of a substantive nature will require not only a re-ballot by the TC, but also a subsequent SC ballot. The SC ballot must achieve approval status before a record of impending document publication may be reported to the Board of Directors.

7.8.4    If the TC is not in agreement with the SC suggestions, the Director of Education and Standards shall send copies of the TC's written rebuttal to every member of the SC at least three weeks prior to the meeting of the SC where the matter is to be considered, along with a recording or transcript of that portion of the minutes of the SC meeting, or meetings, pertaining to their previous discussion of the document.

7.8.5    The TC Chair or designated representative shall have the opportunity to attend the SC meeting to present the TC's views. When, in the SC's opinion, the arguments have been sufficiently considered, then another SC ballot will be conducted.

**7.9     ANSI Public Review**

7.9.1    <u>Public Review Comments</u>: Upon SC approval for public review, draft American National Standards shall be submitted to ANSI for said review. All comments received as a result of that review shall be considered by the TC, and attempts shall be made by the TC (or a group designated by the Chair) to resolve objections in a timely fashion. Commenters shall be notified of the disposition of their comments in writing along with reasons for comment rejection.

7.9.2    <u>Unresolved Objections and Substantive Changes</u>: Each unresolved objection and attempt at resolution, and any substantive change made in a proposed American National Standard shall be reported to the members of the respective project TC in order to afford all members of the TC an opportunity to respond, reaffirm, or change their votes in a recirculation ballot. Any substantive approved changes will result in a second ANSI public review. If there are no substantive changes, the standard shall be submitted to the SC to attest that proper procedures have been followed. The standard is then submitted to ANSI for approval to issue as an ANSI/IES publication.

7.9.3 <u>Notification and Appeals</u>: Prior to submission of the standard to ANSI for approval to publish, any objector with unresolved objections, whether substantive or not, shall be notified in writing of the right to appeal and have the opportunity to present written or oral arguments to an Appeals Body.

7.9.4 <u>Recirculation Ballots</u>: If the appeal is upheld and substantive changes are then made to the standard, recirculation ballots shall be conducted for the TC and the SC, followed by another public review.

7.9.5 <u>Appeal Disposition</u>: If an appeal is denied, the objector is notified about the disposition of the appeal, and the standard is submitted to ANSI for approval.

7.9.6 <u>Committee Notification</u>: Upon approval by ANSI, the Director of Education and Standards will notify the Committee and those who made comments that the standard is approved for publication.

7.9.7 <u>Additional Information</u>: More information on the appeals process can be found in IES Technical Committee Policies and Procedures.

## 7.10 IES Standards Committee Approval and Board Report

7.10.1 After the conditions of **Sections 7.0** through **7.9.6** have been met and a concurring majority vote of the SC has been recorded, the document is considered approved for publication. Publications shall be published as Society transactions or, in the case of those standards selected as potential ANSI standards, submitted to the American National Standards Institute (ANSI) for final approval.

7.10.2 The results of the SC ballot will be reported to the Board of Directors at the next Board meeting.

## 7.11 Requests for Change

7.11.1 <u>Statement of Consideration</u>: The published standard shall include a clear statement of the intent to consider requests for change, and information regarding the submittal of such requests. Procedures shall be established for timely, documented consensus action on each request for change, and no portion of the standard shall be excluded from the revision process. In the event that no revisions are issued for four years, action to reaffirm or withdraw the standard shall be taken in accordance with the procedures described in this Guide.

7.11.2 <u>Standards under Continuous Maintenance – Notice in Standard</u>: Published standards and addenda of projects operating under continuous maintenance shall include the instructions provided in **Section 7.11.4**.

7.11.3 <u>Closing Dates for Change Proposals</u>: Change proposals must be received by the IES Director of Education and Standards by the deadlines given in published notices on the IES website and in *LD+A*. Proposals received after the deadline date will be considered in the next cycle.

7.11.4 <u>Instructions for Submitting a Proposed Change to an IES Standard</u> (to be included in documents under continuous maintenance)

A. This standard is maintained under ANSI approved procedures, for which IES has established a documented program for regular publication of addenda and revisions, including procedures for timely, documented, consensus action on requests for change to any part of the standard.

B. Proposed changes should be submitted to the Director of Education and Standards in MS Word (preferred). Proposed changes in other formats may be accepted if the differences are immaterial to the proposed change submittal. If it is determined that the MS Word software must be used, the proposer may be given up to 20 additional days to resubmit the proposed changes. Submittals may be attached to email (preferred) or submitted on a USB thumb drive.

C. Proposed changes in the text or values must be specific and substantiated. Any change proposals that do not meet these requirements will be returned to the proposer. Supplemental background documents to support changes submitted may be included.

D. If a proposed change is an addition, the proposed new text must be submitted in writing. If modification of text is proposed, the proposed new text must be submitted utilizing the strikeout/underline format (strike out text to be deleted and underline text to be added). Marked-up or highlighted copies of the standard will not be accepted.

E. All submittals received by IES are acknowledged and forwarded to the TC for consideration. The Chair or Staff Liaison will inform submitters of the disposition of their substantive proposals (see **Section 7.11.4.G**).

F. Responders to review proposals shall be representatives of the TC and should contact the proposer if necessary for clarification. Designated responders shall draft a recommended TC response, including any recommended changes to the standard. The responder's recommended responses shall be submitted to the TC Chair in electronic form usable by Society staff, including any recommended changes to the standard in response to proposals received.

G.   Options for TC responses are limited to:
a) Proposed change accepted for public review without modification
b) Proposed change accepted for public review with modification
c) Proposed change accepted for further study
d) Proposed change rejected

H.   The responder shall provide reasons for any recommendation other than option (a).

I.   Committee Action for Response: No later than June 30 of the year following the year that the proposal was submitted (e.g., June 30, 2024, for proposals submitted by December 31, 2023), the TC shall take documented, consensus action on each proposed change to any part of its standard, including proposed changes that TC members have submitted. If the TC fails to act by June 30, the proposal shall automatically be sent to the IES SC for consideration.

J.   The designated responder shall not recommend option (c) unless the further study can be completed by October 1 of that year, and provided that the TC can then vote for option (a), (b), or (d) no later than November 15 of that year. The TC Chair or designee shall edit the draft responses and circulate the edited drafts to the TC for review.

K.   If the initial TC action is option (c), the TC shall conduct a follow-up vote with choices limited to options (a), (b), or (d) by no later than November 15 of that year. If the TC fails to conduct a follow-up vote by November 15, the proposal shall automatically be sent to the IES SC for consideration.

L.   The TC Chair or the Chair's designee shall notify the proposer of the action taken. The TC shall follow IES Technical Committee Policies and Procedures for processing recommended changes to the standard.

7.11.5  How to Access the Form for Proposing a Change to an IES Standard:

A.   The proposer should contact the Director of Education and Standards or e-mail to: standards@ies.org.

Alternatively, hard copies may be submitted containing change proposal files (via mail or other carrier) to: Director of Education and Standards, Illuminating Engineering Society, 120 Wall Street, 17th Floor, New York, NY 10005-4001; or faxed to the attention of the Director of Education and Standards at 212-248-5017.

**7.12   Ongoing Maintenance of Publications**

7.12.1  All technical publications shall be revised, reaffirmed, or withdrawn every five years, as noted and required within the IES Technical Committee Policies & Procedures.

7.12.2   The SC assigns all publications to appropriate TCs and approves the TC project schedule outlined in the Project Initiation Form (PIF).

7.12.3   If for any reason specific publications cannot meet the five-year revision policy, this should be explained (in writing) to the SC, accompanied by a proposed alternative schedule. The SC will then decide whether an exemption from the policy should be granted, or another group or TC assigned to undertake the revision.

7.12.4   An online TC publication status report prepared by the Senior Manager of Technical Content shall be available to the SC to allow them to monitor the implementation of this policy.

7.12.5   If at any time a TC determines that a document development project (revision or reaffirmation) is no longer viable, the project may be discontinued, or the scope of the project revised upon written request to the SC. At any time, the SC may also make a similar determination and request that a TC cease further activity on the project or change the scope of work.

7.12.6   The TC may propose changes to the standard without submitting a change proposal form, provided that the key information required on the form is included in the meeting minutes.

## ANNEX A – Roadway Lighting Committee Guidelines

### A.1 Membership

A.1.1 Application for Membership

Individuals may apply for membership in the Roadway Lighting Committee (RLC) as an Advisory Member after attending two full-RLC meetings (see **Section A.3.1**) within two consecutive calendar years. Individuals may become active in and join a Task Group, and are encouraged to do so, prior to becoming an Advisory Member.

Having fulfilled the requirements listed in **Section A.1.1** for an Advisory Member, a change of membership status to Voting Member may be requested.

### A.2 Executive Committee

A.2.1 <u>Officers</u>: The RLC shall be governed by an Executive Committee. The Roadway Lighting Executive Committee (RLEC) shall consist of:

- The current Chair, Vice Chair, Secretary, Membership Secretary of the RLC
- The two most recent past chairs of the RLC, if available to serve
- The ex-officio members of the TC
- Not more than three RLC Voting Members nominated by the RLC Chair to serve as at-large members of the RLEC

Each officer shall serve for a two-year term from July 1 to June 30 and may be reappointed for additional terms, as discussed below.

A. <u>Officers' Terms</u>: Each year the RLEC shall recommend to the IES Director of Education and Standards, Voting Members of the RLC to serve in the RLEC, all to be approved by the IES Standards Committee. It is expected that each Chair and Vice Chair shall serve two one-year terms and that they shall not under any circumstances serve more than two consecutive terms.

B. <u>Succession of Officers</u>: When the Chair has served the expected full term as indicated in **Section A.2.1.A**, the Vice Chair is promoted to the position of Chair and the Secretary is promoted to the position of Vice Chair. Then a new Secretary is elected by the RLEC, and the nominated incoming Secretary shall be approved by the IES Standards Committee.

C. <u>Concurrent Service</u>: It is recommended that officers do not concurrently serve as Task Group chairs.

A.2.2 <u>RLEC Responsibilities</u>: The RLEC shall have general oversight and management of the RLC including:

- Receipt, review, and action upon all applications for membership in the RLC

- Changes in the status of membership within the RLC and RLEC, with IES Standards Committee approval as needed
- Submittal to the IES Director of Education and Standards the names of the officers of the RLEC for IES Standards Committee approval
- Establishment or dissolution of Task Groups and approval of Task Group chairs
- Guidance for Task Group chairs to address issues within the Task Group regarding membership or document status

**A.3  RLC Meetings**

A.3.1  <u>Full-RLC Meetings</u>: There shall be at least two meetings of the RLC each year at times and places to be approved by the IES Director of Education and Standards. Such meetings shall be so spaced as to allow the reasonable accomplishment of RLC and task group work between meetings. Full-RLC meetings may be in-person, web-based, or telephone conference in format.  See **Section 2.3**.

A.3.2  <u>Special Meetings</u>: Special meetings of the RLC may be called by the Chair, with the consent of the RLEC or upon the petition of any ten voting members of the RLC and shall be restricted to the issues requiring such a special meeting, which shall be stated in the notice of the meeting. Special meetings are considered full-RLC meetings for the purpose of satisfying membership requirements.

**A.4  Task Groups**

A.4.1  <u>Creation of Task Groups</u>: A Task Group (TG) may only be created by the RLEC. Working Groups may be created by the Chair of any TG to address a particular issue on a short-term, intensive basis. Special Working Groups shall report directly to the TG Chair who established the group.

A.4.2  <u>Task Group Meetings</u>: TGs may meet at different times than the full-RLC meetings, with sufficient frequency to accomplish the work.

A.4.3  <u>Disbandment of Task Groups</u>: A TG shall be dissolved by action of the RLEC once the purpose for which it was created has been fulfilled.

**ANNEX B – Testing Procedures Committee Guidelines**

**B.1 Scope**

This annex provides policies that are specific to the membership requirements for the Testing Procedures Committee (TPC) and that supplement those contained in the IES Committee Guide.

**B.2 Member Levels**

There are two levels of membership within the IES Testing Procedures Committee (see **Section 3.5.9**):

- Member
- Advisory Member

Members (a.k.a. "full" Members) and Advisory Members must abide by all IES Technical Committee Policies and Guides as well as these TPC By-Laws. In addition, Members and Advisory Members have access to the TPC website for documents and are entitled to one complimentary copy of each of the TPC-authored standards upon final approval and publication.

B.2.1   TPC Members: Members should participate in at least one (1), but not more than ten (10), Collection Working Groups per year, as the work demands.

B.2.2   TPC Advisory Members: Advisory Members should participate in at least one (1), but not more than ten (10), Collection Working Groups per year, as the work demands.

B.2.3   TPC Guests: See **Section 3.5.9** and **B.4.2**.

**B.3 TPC Executive Committee**

The TPC Executive Committee consists of the Committee officers (Chair, Vice Chair, and Secretary) and the Collection Curators.

The TPC Collections each have one appointed Curator. Curators are appointed by the TPC Executive Committee. Collection Curators assign Working Group Technical Coordinators and prepare a summary of all projects at least 30 days prior to each biannual TPC meeting. Summaries are coordinated with and sent to the IES Standards Staff Liaison.

**B.4 Qualifications**

B.4.1   Membership: Membership in the TPC shall be open to all individuals with an interest in lighting-related testing procedures. Applicants must:

   A.   Possess a BS in engineering or lighting-related science, with a minimum of two years of experience in the lighting industry or field.
   B.   Have a minimum of four years of experience in the lighting industry or field; or
   C.   Be a member of an organization with which the IES has an approved Memorandum of Understanding (MOU).

B.4.2    Guest: Guests are not members of the Committee. A Guest shall:

A.    Provide contact information and related affiliations to the Standards Staff Liaison and the Working Group Technical Coordinator
B.    Receive meeting notices
C.    Receive minutes and notifications of biannual meetings
D.    Sign the IES Code of Conduct Form and abide by all IES copyright restrictions

**B.5    Meeting Attendance**

B.5.1    Member Attendance: Full Members of the TPC shall attend all scheduled Committee meetings (normally twice per year) or shall provide to the Chair a written (e.g., email) explanation of their absence. Failure to either attend or provide a written excuse for non-attendance at two consecutive meetings may be construed as resignation from the Committee as a full Member, and the individual will be reassigned to Advisory Member status.

B.5.2    Advisory Member Attendance: Advisory Members of the TPC should attend all scheduled Committee meetings if possible or shall provide to the Chair a written (e.g., email) explanation of their absence. Failure to either attend or provide a written excuse for non-attendance at four consecutive meetings may be construed as resignation from the Committee, and the individual will be reassigned to Guest status.

B.5.3    Teleconferencing and Virtual Meetings: When the TPC or Collections Working Groups hold meetings where teleconferencing is available, virtual attendance will qualify as meeting attendance.

B.5.4    Guest Attendance: Guest participants of the TPC are not required to attend Committee nor Collection Working Group meetings.

**B.6    Work Assignments**

B.6.1    Working Group Technical Coordinator: Each full Member of the Committee shall serve as Technical Coordinator for at least one document during their service period in the Committee. Advisory Members are encouraged but not required to take Technical Coordinator responsibility for documents. If a document is behind schedule by more than 12 months according to the approved PIF, the Technical Coordinator may not be allowed to become a new Technical Coordinator for any new Working Groups.

B.6.2    Technical Coordinator Report: Members serving as Technical Coordinator shall provide status reports on documents for TPC meetings, either in person or in writing (e.g., email), to the TPC at each of the semi-annual meetings. Failure of the Technical Coordinator to make and/or report progress on assigned documents or Working Groups for two consecutive meetings may be construed as resignation from the individual's status in the Committee, causing reassignment (i.e., full Member to Advisory Member, or Advisory Member to Guest).

B.6.3    Technical Coordinator Authority: Subject to the provisions of **Section 3.5**, Technical Coordinators may add new members (including external experts) to their Working Groups, based on the specific needs of the assignment and the expertise and ability of the person to contribute in a meaningful way. They may also remove any non-participating members from their Working Group with a 30-day notice. Such removals shall not affect general TPC membership status and may be appealed to the Collection Curator within 30 days of the notification.

## B.7   TPC Membership

B.7.1    New Member: An individual will initially be accepted as an Advisory Member of the TPC, or as a Guest of the TPC or of a Collection Working Group (see **Section 3.5**). After one year of participation, if an Advisory Member has performed all membership duties and meets specified qualifications, they may be eligible for full Member status. Any eligible Advisory Member must make a request to the Committee Chair in writing (e.g., email) to become a full Member of the Committee. Full Member status is neither automatic nor guaranteed.

A majority vote by the Executive Committee will confirm the person's change of status, and this change shall be accepted by the nominee within 30 days of notification from the TPC to be effective.

B.7.2    Membership Status: As stated in the IES Technical Committee Policies and Procedures, a balance of ANSI and IES approved Interest Categories shall be maintained among full Members. Collections shall have open membership without the need for IC balance. Advisory Members who otherwise qualify for full Membership may be denied based on these requirements by the IES Technical Committee Policies & Procedures. These Advisory Members will be placed on a wait list until such time as a position becomes available.

B.7.3    Guest Continuation: Once annually, the Committee shall inquire in writing (e.g., email) whether each person with TPC Guest status wishes to remain as such. Guests are required to respond to this inquiry. A guest may become an Advisory Member via the IES committee application process (see **Section B.7.1**).

**B.8** **Termination of Membership**

B.8.1    Resignation: Any TPC member may resign at any time by advising the Chair of the Committee and the Standards Staff Liaison.

B.8.2    Termination and Change in Membership Category: Refer to **Section 3.5**.

B.8.3    Appeals: Committee members may appeal termination of membership or change in membership level to the Executive Committee. The appeal shall be in writing (e.g., email) and shall be submitted within 30 days of receipt of a notice of termination or change in membership level. Upon receiving the appeal, a simple majority vote of the Executive Committee will make final decision, and such decision shall be provided to the appealing member within 30 days of receipt of the appeal.

# ANNEX C – IES Committees Code of Conduct

In signing this document, you agree to observe the following Code of Conduct. You agree that you have been provided, have read, understand, and will adhere to the IES Technical Committee Guide and the IES/ANSI Technical Committee Policies and Procedures. This Code of Conduct may be amended from time to time at the discretion of the Illuminating Engineering Society (IES).

**Violations of these terms may result in your removal from the committee.**

## C.1 Professional Conduct

C.1.1    You agree to be respectful of all committee members, and that you will not engage in malicious statements that are derogatory to fellow members, staff, or the Society.

C.1.2    You agree to avoid real or perceived conflicts of interest whenever possible, and to disclose them to your Committee Chair and/or IES staff when they do exist. Refer to **Section 3.5.3.D** for additional information.

## C.2 Antitrust Policy Agreement

C.2.1    You agree to abide by all applicable antitrust and competition laws.

C.2.2    You agree that your conduct in committee meetings in which competitors participate will be in accordance with these laws, and you will not participate in discussions that could be construed as establishing agreements between competitors that violate these laws, or might in any way influence the outcome of IES Standards. Examples of prohibited discussions include but are not limited to: current or future pricing; contract negotiations; patent licensing or development; sales or production quotas; boycotting; denying of any party access to markets, products, or information; and excluding or controlling competition.

## C.3 Commercial Policy Agreement

C.3.1    You agree that your participation will be as an individual and not as a sales agent or representative of any commercial enterprise, and that meetings shall be non-commercial without endorsement or denigration of specific products or manufacturers. IES Standards shall not endorse any particular products, services, or companies.

C.3.2    You understand that provisions involving business relations between buyer and seller, such as guarantees, warranties, and other commercial terms and conditions, shall not be entered into IES Standards, and you agree to avoid such discussions within the committee.

C.3.3    You agree that any presentation you make during an IES meeting or other IES event shall be non-commercial: it shall not endorse or denigrate any product, service, or company; and mention of your company or other commercial affiliation is restricted to the first and last slides only.

C.3.4   You shall not hold nor intend to hold any patent, the use of which would be required for compliance with any material that you author – either individually or with others – as a member of any IES Technical Committee, or that you submit for the proposed use of any IES Technical Committee in an IES Standard or other IES technical document.

## C.4   Copyright Agreement

C.4.1   The IES shall have, and you hereby grant, all and full rights in copyright in any material that you author, either individually or with others, as a guest or member of any IES Technical Committee, or that you submit for the proposed use of any IES Technical Committee in an IES Standard or other IES technical document.

C.4.2   You understand and acknowledge that you shall acquire no rights in any publication of the IES, that copyright and all rights in all materials produced by IES Technical Committees are owned by the IES, and that the IES may register copyright in its own name.

## C.5   Participation Agreement

C.5.1   You have agreed to participate in the committee through this application process.  You understand and agree that you may be removed from the committee if committee records indicate that you have not attended meetings, provided input, or otherwise participated in accordance with the committee membership application for a reasonable length of time, which shall be determined by the TC Chair in consultation with the Director of Education and Standards.

C.5.2   For voting members who have a record of not voting, the TC Chair may alternatively opt to change your status from voting to advisory, with the possibility of reinstatement should you choose to resume participation.

## C.6   Confidentiality Agreement

C.6.1   You agree to keep the work of the committee confidential. You acknowledge that draft documents are considered the confidential property of the committee and the IES, and that dissemination may result in harm to the Society.

C.6.2   You understand and agree that sending any draft material to any person outside of the committee is prohibited; you must provide a written request with your reasoning to the Director of Education and Standards and the TC Chair, and that you will not distribute such material until you have received written permission from the TC Chair.

C.6.3    There may be reasons to record digital components of technical committee meetings. In such instances, committee leadership or IES staff may initiate a recording request. IES staff and all parties present at the meeting must provide consent (by verbal request for any against) prior to any audio, video (including still captures), or automated transcription recording taking place. Recorded material may only be captured via the official platform hosting the meeting (e.g., the IES Zoom or Teams platform). Recordings will be made available to IES staff and TC leadership. Recorded material may only be distributed by IES staff.

**C.7   Use of IES Documents**

C.7.1    You understand and agree that your participation in this committee does not allow you any privilege or right to reproduce IES copyrighted material without first gaining permission from IES Staff, and that requests to cite specific IES document content such as illuminance values, excerpts from text, tables, figures, and other material must be submitted to IES Staff for approval prior to inclusion in other publications, manufacturers' literature, or websites, and may be subject to a royalty fee.

C.7.2    Proper citation of IES copyrighted material must be included with permitted content.

C.7.3    The IES will not approve any statements or citations that imply a manufacturer's products or systems "meet" or "comply" with IES recommendations.  Factual statements of compliance with IES Testing procedures are allowable.

C.7.4    Modifications, amendments, additions, or updates of IES documents or any other intellectual property shall not be attempted without submitting a formal change request through the IES Senior Manager of Technical Content.

**C.8   IES Representation**

C.8.1    You understand and agree that you are not allowed to represent yourself as an agent of the IES, nor enter into any agreement on behalf of the IES without the expressed written consent of the IES Executive Director.

C.8.2    You understand and agree that you will not issue any written correspondence, via any media, with the IES logo or name without the permission of the IES. This includes the use of the IES name or logo on PowerPoint or other similar presentation media methods, your personal or company website or literature, or other material in a way that could be construed as you or your employer acting on behalf of the IES, or that the IES moniker implies an IES endorsement of your personal or professional activities.

C.8.3    You understand and agree that you may use your membership in an IES committee as a personal resume distinction, but that you may not use this membership as a credential to lobby or otherwise attempt to influence government actions.

**C.9 Communication Agreement**

C.9.1 You acknowledge that you will be opted in for all IES Technical Committee communications, as these may contain important information about committee membership activities. You agree to promptly inform IES staff of any change to your employment, affiliation, contact information, or interest category.

**END OF DOCUMENT**