



Center for Offsite Construction Consensus Procedures

ANSI Approved, February 11, 2025

1. Due Process

The Center for Offsite Construction (CfOC) is committed to adhering to the consensus procedures of the American National Standards Institute (ANSI) as set forth in ANSI *Essential Requirements: Due process requirements for American National Standards*, latest edition, hereafter referred to as “ANSI *Essential Requirements*.”

2. Appeals

CfOC adheres to the ANSI appeals criteria set forth in ANSI *Essential Requirements*, latest edition. All procedural matters in these Procedures are appealable as set forth herein.

3. CfOC Consensus Committees

CfOC Consensus Committees shall be informed of these CfOC Consensus Procedures. Where there are conflicting or overlapping requirements between other CfOC or NYIT policies and the CfOC Consensus Procedures, the requirements within the CfOC Consensus Procedures shall apply to CfOC standards development committees. Each such committee may develop additional procedures, with approval of the CfOC Advisory Board, as needed to perform its assigned mission.

Procedures for CfOC Consensus Committees

1 General

These CfOC Consensus Procedures are designed to meet the requirements for due process and development of consensus, in accordance with the ANSI *Essential Requirements*, for new and revised American National Standards (ANS), the reaffirmation of an ANS, the withdrawal of an ANS, or the discontinuance of a project.*

2 Organization of the Consensus Committee

The Consensus Committee shall consist of its members and the CfOC Managing Director. It shall have a title, scope, and an interest classification system for its members. The membership shall be sufficiently diverse to ensure reasonable balance without dominance or imbalance by a single interest category, individual or organization. No single interest category should constitute more than one-third of the membership of any committee. The definitions below shall be available upon request,

2.1 Interest Categories:

- a) **Manufacturer:** Individuals assigned to the Manufacturer Interest category are those who represent the interests of an entity, including an association of such entities that produces an assembly or system subject to the provisions within the committee scope.
- b) **Builder:** Individuals assigned to the Builder Interest category are those who represent the interests of an entity, including an association of such entities that builds, installs or maintains an assembly or system subject to the provisions within the committee scope.
- c) **Standards Promulgator/Testing Laboratory:** Individuals assigned to the Standards Promulgator/Testing Laboratory Interest category are those who represent the interests of an entity, including an association of such entities that provides independent standards promulgation or laboratory testing of an assembly or system subject to the provisions within the committee scope.
- d) **User:** Individuals assigned to the User Interest category are those who represent the interests of an entity, including an association of such entities, which is subject to the provisions or voluntarily utilize the provisions within the committee scope, including designers, architects, consultants and building owners.
- e) **Utility:** Individuals assigned to the Utility category are those who represent the interests of an entity, including an association of such entities, which supplies power or water or accepts wastewater from an assembly or system subject to the provisions within the committee scope.
- f) **Consumer:** Individuals assigned to the Consumer Interest category are those who represent the interests of an entity, including an association of such entities that represent the ultimate purchaser of the assembly or system subject to the provisions within the committee scope.
- g) **Public Segment:** Individuals assigned to the Public Segment Interest category are those who represent the interests of an entity, including an association of such entities that represent a particular group of the public that benefits from the assembly or system subject to the provisions within the committee scope.

- h) **Government Regulator:** Individuals assigned to the Government Regulator Interest category are those who represent the interests of an entity, including an association of such entities, representing the entities that promulgate or enforce the provisions within the committee scope.
- i) **Insurance:** Individuals assigned to the Insurance Interest category are those who represent the interests of an entity, including an association of such entities, that insure subject to the provisions or voluntarily utilize the provisions within the committee scope, including insurance related inspection agencies.

3 Responsibilities

3.1 CfOC Advisory Board Responsibility. The CfOC Advisory Board shall:

- a) Approve initiation of a Standard project;
- b) Adopt Consensus Committee procedures and revisions thereof;
- c) Appoint new Consensus Committee members;
- d) Approve termination of the committee;
- e) Approve withdrawal of an existing standard;
- f) Approve discontinuance of standard projects;
- g) Approve a change in the Consensus Committee or Standard scope.

3.2 CfOC Standards Council Responsibility. The CfOC Standards Council shall:

- a) Where required, consider and act on conflicts with other American National Standards to comply with the ANSI Essential Requirements, including deliberations required based on comments received related to a PINS announcement in accordance with Section 2.5 of the ANSI Essential Requirements.
- b) And APPEALS

3.3 Consensus Committee Membership. The committee members shall be responsible for:

- a) Developing proposed American National Standards within the scope of the committee;
- b) Voting on approval of proposed American National Standards within its scope;
- c) Considering and acting on identified views and objections;
- d) Maintaining the standards developed by the committee;
- e) Complying with committee policy and procedures for interpretations of the standard(s) developed by the committee;

- f) Responding to requests for interpretations of the standard(s) developed by the committee;
- g) Complying with committee procedures and revisions thereof;
- h) Other matters requiring committee action as provided in these procedures.

3.4 CfOC Managing Director. The CfOC Managing Director shall:

- a) Organize the committee;
- b) Apply for committee accreditation by ANSI and maintain accreditation in accordance with the ANSI Essential Requirements, including submission of the committee roster;
- c) Develop a standard development schedule;
- d) Oversee the committee's compliance with these procedures;
- e) Maintain a roster of the committee and a list of standards for which the committee is responsible;
- f) Provide a committee secretary to perform administrative work, including secretarial services; meeting notices and arrangements; preparation and distribution of meeting agendas, minutes, ballots, and draft standards, and maintenance of adequate records;
- g) Submit candidate standards approved by the committee, with supporting documentation, for ANSI review and approval as American National Standards;
- h) Perform other administrative functions as required by these procedures;
- i) Make initial effort towards resolution of conflicts with other American National Standards to comply with the ANSI Essential Requirements, including those based on comments received related to a PINS announcement in accordance with Section 2.5 of the ANSI Essential Requirements;
- j) Publish its standards, revisions and supplements.

3.5 Project Team. The Project Team shall at a minimum consist of the CfOC Managing Director and one or more Consensus Committee members. Formation of the Project Team is referenced in Section 6. The Project Team:

- a) Reviews proposals, comments and objections and make attempts at resolution of same;
- b) Makes recommendations to the committee with regards to the disposition of input and public comments;
- c) Makes recommendations to the Consensus Committee with regards to proposals, comments and objections that may need to be considered during the next standard revision cycle based on technical complexities or timing issues related to the standard development schedule;

- d) Reviews committee membership issues such as Consensus Committee resignations, non-participation, conflicts of interest or other violations of CfOC Policies. The Project Team shall make recommendations to the CfOC Managing Director;
- e) Reviews and makes recommendations to the CfOC Managing Director regarding partnerships with other standard developers and organizations for the support, development, publishing and/or funding of the project.

4 Officers

At a minimum there shall be a chair and a vice-chair. Applicants interested in the chair and vice-chair positions shall be considered and appointed by the CfOC Advisory Board at the time of committee appointments. Each will serve until a successor is selected and ready to serve. The vice-chair shall carry out the chair's duties if the chair is temporarily unable to do so.

5 Consensus Committee Membership

The Consensus Committee shall consist of members having a direct and material interest in the activities of the committee. The addition or termination of members shall be subject to approval of the CfOC Advisory Board. To provide the broadest possible opportunity for individuals to participate on CfOC Consensus Committees, the CfOC shall make a **public announcement** (including application requirements and deadlines) for applicants to fill vacant positions on consensus committees. All applicants will be provided due consideration in the appointment process.

5.1 Applications. Each candidate for committee membership shall submit to the CfOC Managing Director, statements indicating the following:

- a) Evidence of knowledge and competence in the work of the committee;
- b) Assurance of ability to participate actively in the work of the committee including responding to correspondence and attendance at committee meetings;
- c) Relationship of applicant to the scope of the committee;
- d) Whether the applicant currently serves on other Consensus Committees, Councils or ad-hoc Committees;
- e) What organization, company, etc., the nominee would represent;
- f) Whether the applicant would have an instructed vote and, if so, by and on behalf of whom; and whether the organization, in instructing its representatives, can meet the time constraints imposed by the committee objectives;
- g) What person or organization would fund participation; and
- h) Agreement to notify the CfOC Managing Director of a change in employment; and
- i) The appropriate interest category (see section 2.1).

5.2 Review of Membership. The CfOC Managing Director shall review the membership list periodically with respect to the criteria of this Section 5. Members are expected to fulfill their obligations of active participation. Where a member is found in habitual default of these obligations, the CfOC Managing Director shall direct the matter to the CfOC Advisory Board for appropriate action, which may include termination of membership.

5.3 Interest Categories. All appropriate interests that might be directly and materially affected by the standards activity of the committee shall have the opportunity for fair and equitable participation without dominance or imbalance by any single interest, individual or organization. Interest categories are listed in

Section 2.1 of these procedures. The interest categories are subject to revision by the CfOC Advisory Board upon recommendation by the CfOC Managing Director.

5.4 Membership Roster. The CfOC Managing Director shall maintain a current and accurate committee roster and shall make it available on the CfOC website and distribute it to the members periodically. The roster shall include the following:

- a) Title of the committee and its designation;
- b) Scope of the committee;
- c) CfOC Managing Director: name of organization, name of secretary, and address(es);
- d) Officers: chair and vice-chair;
- e) Members name, representation and business affiliation;
- f) Interest Category of each member;
- g) Tally of Interest Categories; total of voting members and subtotals for each interest category.

5.5 Appointment. Appointment to a consensus committee shall be based on:

- a) Qualifications of the applicant,
- b) Limiting the size of each committee to a manageable working group,
- c) Maintaining balance of interests within the membership of each committee, and
- d) Maintaining appropriate geographic distribution for regulators.

6 Subgroups Created by the Consensus Committee

When one or more subgroups (subcommittees, working groups, technical subcommittees, project teams, writing groups, etc.) are formed to expedite the work of the Consensus Committee, their formation (and later disbandment) requires approval by a majority vote of the committee. The scope and duties delegated to the subgroup shall be approved at the time it is formed, and subsequent changes in scope or duties shall also require approval. The charge to the subgroup shall clearly state whether:

- a) The subgroup is responsible for the definitive content of one or more standards and for responding to views and objections thereon. Such subgroups shall comply with these procedures.
- b) The subgroup is responsible for assisting the committee (e.g. draft all or a portion of a standard, drafting responses to comments, draft positions on international standards, or other purely advisory functions).

6.1 Approval of Standards. Draft standards and any substantive change in the content of a standard proposed by a subgroup shall be referred to the committee for approval.

6.2 Subgroup Identification. A subgroup roster that includes the subgroup title and scope, and identifies the Chair and other members by name, representation and affiliation shall be made publically available.

7 Meetings

Consensus Committee meetings shall be held to conduct business, such as making assignments, receiving reports of work, considering draft standards, resolving differences among subgroups, and considering views and objections from any source.

7.1 Open Meetings. Meetings of the Consensus Committee shall be open to all members and others having a direct and material interest. At least four weeks' notice of scheduled in-person meetings shall be given by the CfOC Managing Director in media designed to reach directly and materially affected interests. This notice can be reduced to 2 weeks' notice for virtual committee meetings. The notice shall describe the purpose of the meeting and shall identify a readily available source for further information. An agenda shall be available and shall be distributed in advance of the meeting to members and to others expressing interest. The CfOC Managing Director may optionally maintain a permanent mailing list of other interests.

7.2 Quorum. A majority of the members of the Consensus Committee shall constitute a quorum for conducting business at a meeting. If a quorum is not present, any actions taken related to ANS-approval requirements shall be subject to confirmation by letter ballot. If a quorum is truncated during the course of a meeting, any actions taken related to ANS-approval requirements shall be subject to later approval when a quorum is present during the same or later meeting, or confirmation by letter ballot.

8 Standard Development Process

The CfOC Managing Director shall prepare and maintain a time schedule for the standard development process that considers the standard development steps described herein and culminates with the publication of the Standard. The time schedule shall be communicated with the committee chair for purposes of maintaining deliverables on time. The chair may provide input to the schedule and henceforth require adherence to the schedule upon the committee.

The Consensus Committee may be formed as a standing committee for purposes of continuous maintenance of an American National Standard according to the established and documented time schedule and pursuant to Section 4.7.2 of the ANSI *Essential Requirements*.

For multiple Standards, a single Consensus Committee may be responsible for some or all such Standards.

When either a new standards project or standard revision project is being undertaken, the CfOC Managing Director shall post a solicitation notice inviting interested parties to be added to an email distribution list to receive Standard related notices.

8.1 Project Initiation A project to develop or revise an American National Standard is initiated by a ballot of the CfOC Advisory Board. Upon project initiation, notification shall be transmitted to ANSI using the Project Initiation Notification System (PINS) form in accordance with Section 2.5.1 of the ANSI *Essential Requirements*.

- a) If the CfOC, within 30 days of a PINS announcement, receives written assertions of conflict or duplication with an existing or candidate American National Standard (ANS) announced in *Standards Action*, the CfOC Managing Director shall make a good faith effort to schedule and organize a deliberation of relevant stakeholder groups within 90 days from the comment deadline, in accordance with Section 2.5.1.2 of the ANSI *Essential Requirements*.

- b) The CfOC Managing Director shall submit to the commenter and ANSI a written "Deliberation Report" within 30 days of the conclusion of the deliberation.
- c) Subsequently, the CfOC Managing Director shall include all of the Deliberation Report(s) with the BSR-9 submittal to the ANSI Board of Standards Review (BSR) for consideration in ANSI's approval process.

8.2 Public Review. Proposals for new American National Standards or reaffirmation, revision, or withdrawal of existing American National Standards shall be transmitted to ANSI using the BSR-8 form, or its equivalent, for listing in *Standards Action* for comment.

- a) A comment period in accordance with Section 2.5.2 of ANSI Essential Requirements shall be observed.
- b) Public input shall be submitted on CfOC Public Comment forms in strike-out/underline format and shall include a reason for the revision, deletion or new text. The comment shall indicate the applicable section numbers being addressed.
- c) Concurrent with the listing, the "Public Comments Draft" shall be balloted to the Consensus Committee for final approval, pending consideration of views and objections described herein.
- d) Any substantive change subsequently made in a proposed American National Standard requires listing of the change in *Standards Action*.

8.3 Consideration of Views and Objections. Recording of, and prompt consideration shall be given to the written views and objections of all participants, including:

- i. those commenting on the PINS announcement
- ii. public comment listing in *Standards Action*, or
- iii. negative votes accompanied by comments related to the proposal under consideration including comments concerning potential conflict or duplication of the proposed standard with an existing American National Standard and comments of a procedural or philosophical nature.

- a) In connection with comments on the PINS announcement, see 8.1 a) through c).
- b) In connection with an objection articulated during a public comment period, or submitted with a negative vote, an effort to resolve all expressed objections accompanied by comments related to the proposal under consideration shall be made.
- c) The Project Team shall review all objections submitted and make efforts to resolve the objections with the objectors. An objection is considered resolved if the objector so indicates in writing.
- d) The Project Team shall prepare a report for the Consensus Committee with recommendations on the disposition of the objections.
- e) The CfOC Managing Director shall schedule a meeting at which the Consensus Committee shall consider the report prepared by the Project Team and take action on each objection.
- f) A Committee Actions Report (CAR) shall be distributed to each objector in writing (including electronic communications) indicating the disposition of the objection and the reasons therefor for a 30-day review.
 - a. During this time the non-member objector may submit additional comments and/or sustain their objection if they do not believe the committee action resolved their issue. Items that do not receive additional comments or sustained objection during this period are considered resolved.
 - b. During this time a Consensus Committee member objector may, in writing, indicate their objection is resolved and change their vote.
- g) If resolution is not achieved, each objector shall be informed in writing that an appeals process exists within these procedures. Each unresolved objection must be reported to the ANSI BSR
- h) When this process is completed in accordance with these written procedures, any comments received subsequent to the closing of the public review and comment period may be considered, or may be treated in the same manner as a new proposal. Timely comments that are not related

to the proposal under consideration shall be documented and treated in the same manner as submittal of a new proposal. The submitter of the comments shall be so notified.

- i) Substantive changes, unresolved negative ballot comments and objections along with attempts at resolution shall be reported to the Consensus Committee members, in writing, in order to afford all members an opportunity to respond to them or to reaffirm or change their votes within two weeks. Membership intending to change their vote shall notify the CfOC Managing Director in writing of their intention. Recirculation negative votes shall be limited to the following:
 - a. Support of unresolved ballot or public review comments; and
 - b. Disagreement with any changes introduced to the standard.

9 Evidence of consensus and consensus body vote

Evidence of consensus in accordance with the ANSI *Essential Requirements* and these accredited procedures shall be documented. Consensus is demonstrated, in part, by a vote of the Consensus Committee in accordance with **9.5 Actions Requiring Approval by Two-Thirds of Those Voting**.

The Consensus Committee vote shall be conducted and reported in accordance with the rules set forth herein.

Votes for the approval of a document or portion thereof as a candidate ANS may be obtained by letter, fax, recorded votes at a meeting or electronic means. All members of the Consensus Committee shall have the opportunity to vote. When recorded votes are taken at meetings, members who are absent shall be given the opportunity to vote before or after the meeting.

9.1 Vote. Except in regard to votes on membership and officer-related issues, each member of a Consensus Committee should vote one of the following positions (or the equivalent)::

- a) Affirmative;
- b) Affirmative, with comment;
- c) Negative, with comments related to the proposal (the reasons for a negative vote shall be given and if possible should include specific wording or actions that would resolve the objection);
- d) Abstain.

Negative votes unaccompanied by comments related to the proposal will be recorded as “negative without comments” without further notice to the voter. Such votes may be counted for the purposes of establishing a quorum and reporting to ANSI, but they shall not be factored into the numerical requirements for consensus.

9.2 Change of Vote. Votes shall not be changed unless instructed to do so by the voter. If the change of vote was not submitted in writing by the voter, then written confirmation of such a vote change shall be provided to the voter by the CfOC Managing Director. The CfOC Managing Director shall maintain records of evidence regarding any change of an original vote.

9.3 Voting Period. The voting period for letter ballots shall end four weeks from the date of issue or as soon as all ballots are returned, whichever comes earlier. An extension may be granted at the chair's option, when warranted.

A follow-up letter requesting immediate return of the ballot shall be sent, as appropriate, to members whose votes have not been received within ten working days before the ballot closes.

9.4 Actions Requiring Approval by a Majority. The following actions require approval by a majority of the membership of the committee either at a meeting or by letter ballot:

- a) Confirmation of officers;
- b) Formation of, or modification of, a subgroup, including its scope and duties;
- c) Disbandment of subgroups;
- d) Disposition of items received during public inputs that are not subject to a two-thirds vote in accordance with Section 9.5.

The following actions, by committee vote at a meeting, require approval by a majority of the members present:

- a) Approval of minutes;
- b) Authorization of a letter ballot.

9.5 Actions Requiring Approval by Two-Thirds of Those Voting. The following actions require a letter ballot or an equivalent formal recorded vote with approval by at least a majority of the membership and at least two-thirds of those voting, excluding abstentions. All members of the committee shall be given the opportunity to vote on the standards related actions described in items a) and b) below. When votes for items a) and b) are recorded at a committee meeting, those members who are absent shall be given the opportunity to vote before or after the meeting:

- a) Approval of a new standard or reaffirmation of an existing one;
- b) Approval of revision or addendum to part or all of a standard;
- c) Approval of change of committee scope. Where approved, a change of committee scope shall be subject to CfOC Advisory Board approval.

9.6 Authorization of Letter Ballots. A letter ballot may be authorized by any of the following:

- a) Majority vote of those present at a committee meeting;
- b) The chair;
- c) The CfOC Managing Director;
- d) Petition of five or more members of the committee.

9.7 Report of Final Result. The final result of the voting shall be reported to the Consensus Committee.

10 Submittal of Standard

Upon completion of the procedures for voting, disposition of views and objections, and appeals, the proposed standard shall be submitted to ANSI by the CfOC Managing Director. The timeliness of this submittal shall be in accordance with the ANSI *Essential Requirements*.

10.1 Information Submitted. The CfOC Managing Director shall submit to ANSI all the necessary evidence of compliance with ANSI's criteria of approval of an American National Standard in accordance with Section 4.2.1.1 the ANSI *Essential Requirements*.

11 Withdrawal of Standard

One or more of the CfOC's American National Standards may be withdrawn with the approval of the CfOC Advisory Board, without a vote of the relevant consensus body. Upon approval, the CfOC Managing Director shall notify ANSI with the request to withdraw the standard. Procedures for the withdrawal shall comply with Section 4.2.1.3.2 of the ANSI *Essential Requirements*.

12 Discontinuance of Standard Projects

When approved by the CfOC Advisory Board, the CfOC may decide to abandon the processing of a proposed new or revised American National Standard or portion thereof, without a vote of the relevant consensus body. Upon approval, the CfOC Managing Director shall notify ANSI that the standard project is being abandoned. Procedures for discontinuance of standards projects shall be in accordance with Section 4.2.1.3.3 of the ANSI *Essential Requirements*.

13 Interpretation of Standards

Written inquiries requesting an official interpretation of the committee's approved American National Standards shall be processed in accordance with the policy and procedures of the committee contained in the appendix. Revisions to the standard resulting from requests for interpretations shall be processed in accordance with these procedures.

14 Appeals

Persons who have directly and materially affected interests and who have been or will be adversely affected by any procedural action or inaction by a standards developer with regard to the development of a proposed American National Standard or the revision, reaffirmation, or withdrawal of an existing American National Standard, have the right to appeal. The burden of proof to show adverse effect shall be on the appellant. Appeals shall be directed to the CfOC Managing Director. Appeals shall be processed in accordance with this section:

14.1 Complaint. The appellant shall file a written complaint with the CfOC Managing Director within thirty days after the date of notification of action or at any time with respect to inaction. The complaint shall state the nature of the objections, including any adverse effects, the section(s) of these procedures or the standard that are at issue, actions or inactions that are at issue, and the specific action(s) that would satisfy the appellant's concerns. Previous efforts to resolve the objection(s) and the outcome of each shall be noted.

14.2 Response. Within thirty days after receipt of the complaint, the respondent (chair or CfOC Managing Director representative) shall respond in writing to the appellant, specifically addressing each allegation of fact in the complaint to the extent of the respondent's knowledge.

14.3 Hearing. If the appellant and the respondent are unable to resolve the written complaint informally in a manner consistent with these procedures, the CfOC Managing Director shall schedule a hearing with an appeals panel on a date agreeable to all participants, giving at least ten working days notice. The appellant shall confirm with CfOC and give at least 10 working days notice whether or not an appeals hearing is needed after the informal resolution else the appeal is considered closed.

14.4 Appeals Panel. An appeals panel shall consist of three individuals who have not been directly involved in the matter in dispute, and who will not be materially or directly affected by any decision made or to be made in the dispute. The members of an appeals panel shall be chosen to reflect user, producer and general interest categories, to the extent practical. Members of an appeals panel shall act at all times in a manner that promotes confidence in the integrity and impartiality of CfOC's processes and procedures. No person shall serve on an appeals panel in connection with an appeal where that person (a) has performed any investigative or other functions directly related to the matter being appealed, (b) has a financial, property, business or personal interest in the matter being appealed, or (c) has an actual or apparent conflict of interest in connection with the matter being appealed. At least two members of an appeals panel shall be acceptable to the appellant, and at least two members of an appeals panel shall be acceptable to the respondent. Where the parties to the appeal cannot agree on an appeals panel within a reasonable amount of time, the matter may be referred to the Codes and Standards Council which shall appoint members of that appeals panel.

14.5 Conduct of the Hearing. The appellant has the burden of demonstrating adverse effects, improper actions or inactions, and the efficacy of the requested remedial action. The respondent has the burden of demonstrating that the committee and the CfOC Managing Director took all actions in compliance with these procedures and that the requested remedial action would be ineffective or detrimental. Each party may adduce other pertinent arguments, and members of an appeals panel may address questions to individuals. *Robert's Rules of Order* (latest edition) shall apply to questions of parliamentary procedure for the hearing not covered herein.

14.6 Decision. An appeals panel shall render its decision in writing within thirty days, stating findings of fact and conclusions, with reasons therefor, based on a preponderance of the evidence. The appellant and respondent shall receive a copy of the appeals decision. Consideration may be given to the following positions, among others, in formulating the decision:

- 1) Finding for the appellant, remanding the action to the committee or the CfOC Managing Director with a specific statement of the issues and facts in regard to which fair and equitable action was not taken;
- 2) Finding for the respondent, with a specific statement of the facts that demonstrate fair and equitable treatment of the appellant and the appellant's objections;
- 3) Finding that new, substantive evidence has been introduced, and remanding the entire action to the committee or the CfOC Managing Director for appropriate reconsideration.

14.7 Appeals at ANSI. The appellant shall have the right to further appeal to ANSI in accordance with the ANSI Essential Requirements.

15 Parliamentary Procedures

On questions of parliamentary procedure not covered in these procedures, *Robert's Rules of Order* (latest edition) may be used to expedite due process.

16 Periodic Review of Standards

Each American National Standard shall be periodically reviewed and reaffirmed, revised, or withdrawn in accordance with the procedures set forth in the *ANSI Essential Requirements*.

APPENDIX A

Interpretation Policy And Procedures

1. Purpose. The purpose of the committee's activity is to provide official comments on the meaning and intent of the provisions of the American National Standard for which the committee is responsible. It shall be the responsibility of the committee to review and ballot on preliminary committee interpretations in accordance with the procedures indicated herein. A preliminary committee interpretation approved by the committee will be issued by the CfOC Managing Director as a committee interpretation.

2. Committee Interpretations.

2.1 Purpose. A committee interpretation is intended to interpret the literal text of the standard and/or to interpret the intent of the text based upon the development of the standard. Committee Interpretations are intended to represent the official position of the committee. Any other statement either written or oral shall not be considered, referred to, or relied upon as a committee Interpretation.

2.2 Intent. The intent of the committee interpretation process is to clarify issues which do not appear to be addressed directly by the standard and are hence interpretive in nature. A request for committee interpretation will not be processed if such a request involves:

1. A determination of compliance of a specific product, design or installation,
2. A determination of compliance of an equivalency of protection,
3. A review of a project's plans or specifications,
4. A judgment or knowledge that is not readily available in the inquiry or which can only be acquired as a result of an on-site inspection,
5. Text that clearly provides the requested information, or
6. An issue which cannot be clearly and concisely phrased in the question asked.

3. Processing.

3.1 Requests. A request for a committee interpretation may be submitted by any person and shall be submitted in writing to the CfOC Managing Director.

3.2 Evaluation. Each request received will be reviewed by a three-person panel, appointed by the chairman for conformance to 2.2. Any request not conforming with Section 2.2 will be returned to the inquirer with an explanation.

3.3 Preliminary Interpretation. The CfOC Managing Director processes each request, providing answers and reasons for the answers to the interpretation questions, and distributes the request to each CfOC committee member for deliberation and ballot.

3.4 Ballot Return: Committee members must vote approval or disapproval and return the ballot within 20 calendar days from time of receipt. A disapproval vote of the interpretation must be accompanied by the reason for disapproval.

4.0 Committee Voting

4.1 First Ballot: A unanimous approval vote by the committee is required for the interpretation to be approved on the first ballot. If one or more committee member votes for disapproval on the first ballot, the

interpretation request is returned to the committee for re-ballot with the reasons as given by the members voting for disapproval.

4.2 Second Ballot: Sixty Seven percent (67%) approval votes are required on the second ballot for acceptance. If there are less than sixty seven percent (67%) approval votes, the interpretation request shall be considered unresolved pending action in 4.3.

4.3 Unresolved Interpretations: Unresolved requests for interpretations shall be rewritten by the CfOC Managing Director, after due consideration of negative comments, and resubmitted for voting in accordance with 4.1 and 4.2. Should this re-voting fail to gain the necessary sixty seven percent (67%) positive votes, the CfOC Managing Director shall notify the requesting party in writing, citing the negative comments as reason for failure to reach a committee consensus, and a committee interpretation shall not be issued.

5.0 Distribution

5.1 Interpretation Distribution: Committee interpretations shall be distributed in writing to the requestor and ANSI and shall be made publicly available by CfOC.

6.0 Records. Complete records of matters pertaining to committee interpretations shall be maintained by the CfOC Managing Director for a period of one complete cycle or until the standard is revised.

APPENDIX B

Record Retention Policy

Records shall be prepared and maintained to provide evidence of compliance with this policy. Records concerning new, revised, or reaffirmed American National Standards shall be retained for one complete standards cycle, or until the standard is revised. Records concerning withdrawn standards shall be retained for five years from the date of withdrawal of the standard.

APPENDIX C

Metric Policy

The primary units of measurements for dimensions and units of force in CfOC standards shall be Inch-Pound (I-P) units. Requirements shall be stated in I-P units, followed in parentheses by equivalent units of the International System of Units (SI).

APPENDIX D

Patent Policy

The ANSI Patent Policy, as contained in the ANSI Essential Requirements, shall be applicable to CfOC Standards developed under these procedures.

APPENDIX E

Commercial Terms and Conditions

Commercial Terms and Conditions as contained in Section 3.2 of the ANSI Essential Requirements, shall be applicable to CfOC Standards developed under these procedures.

APPENDIX F

Antitrust Policy

American National Standards shall be developed in accordance with applicable antitrust and competition laws and meetings amongst competitors to develop American National Standards are to be conducted in accordance with these laws.

AMENDMENTS

Center for Offsite Construction Consensus Procedures

These CfOC Consensus Procedures were **amended**, October 24, 2024

These CfOC Consensus Procedures were **amended**, August 24, 2024

These CfOC Consensus Procedures were adopted, May 25, 2024

Jason Van Nest
Director

Mathew Ford
Managing Director