



National BIM Standard - United States™ Version 2

6 ANNEX A

Chapter 6.1 National BIM Standard-United States™ Project Committee Rules of Governance – January 2011

Introduction

The National BIM Standard-United States Version 2 (NBIMS-US V2) consensus process was governed by the January 11, 2011 NBIMS-US Project Committee Rules of Governance (ROG).

The purpose of the ROG is to establish the rules and processes governing the consensus standards development of the NBIMS-US Project Committee (PC), a voluntary membership organization of the buildingSMART™alliance. The articles of the ROG give the PC the power to establish standing subcommittees and workgroups to support the update and development of the NBIMS-US.



Project Committee Rules of Governance

January 2011

These Rules of Governance were approved by the Institute Board of Directors September 16, 2010

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PART I – ORGANIZATION

1.1 PURPOSE

*1.1a The United States National CAD Standard® (NCS) and the National BIM Standard - USTM (NBIMS-US) are products of the buildingSMART alliance, a council of the National Institute of Building Sciences (Institute). **Figure 1** identifies the relationships between the various organizations and their sub organizations. A close relationship exists between the NCS and NBIMS-US, therefore similar Rules of Governance apply.*

1.1b The purpose of this document is to establish Rules of Governance for the National BIM Standard-United States (NBIMS-US) Project Committee (hereinafter the Project Committee or PC), a voluntary membership organization of the buildingSMART alliance. The buildingSMART alliance is also the North American chapter of buildingSMART International, the conduit into the International Standards Organization for any portions of the NBIMS-US that may be of international interest.

1.2 DEFINITIONS

BuildingSMART alliance™ (Alliance) – Organization chartered to coordinate and provide technical development; standards development and adoption; and political, and financial support for advanced digital technology in the real property industry—from concept, design and construction through operations and management. The buildingSMART alliance operates within the independent nonprofit National Institute of Building Sciences (Institute).

Board of Direction (BOD) – buildingSMARTalliance™ Board of Direction.

National Institute of Building Sciences Board of Directors (Institute BOD) – *The National*

Institute of Building Sciences Board of Directors is the governing entity of the Institute as defined in the Institute enabling legislation.

Alliance Member – *Any buildingSMART alliance member in good standing.*

NBIMS-US Project Committee (PC) – *Committee designating or developing as well as managing Building Information Modeling (BIM)-related interoperability standards for the United States building industry.*

NBIMS-US Executive Committee (EC) – *Committee advising the Planning Committee on issues relating to overall strategy of the NBIMS-US as it relates to both national and international issues.*

NBIMS-US Nominating Committee (NC) – *Ad-hoc committee established to nominate candidates for leadership positions within the purview of the NBIMS-US effort.*

NBIMS-US Planning Committee (PLC) – *Committee administering the business affairs, agenda and consensus process of the PC and overseeing the work of the Sub-Committees & Workgroups.*

NBIMS-US Sub-Committees (SC) – *Committees ensuring that policies and procedures are in compliance with the “ANSI Essential Requirements: Due process requirements for American National Standards” to carry out the project, assist in the administration of PC activities, coordinate the work of the NBIMS-US project with other Institute project committees, in accordance with these Rules of Governance.*

NBIMS-US Workgroup (WG) – *Committees that have oversight over a particular subset of the NBIMS- US including review proposed ballots, responds to comments and otherwise deals with the disposition of the ballots and preparation of said ballots for voting by the PC.*

NBIMS-US Project (NBIMS-US) – *Product of the efforts of the PC.*

Issues – *Questions (other than technology adoption questions) that come before the Project Committee for discussion and resolution by the PLC.*

Items – *Proposed technology adoption questions that come before the Project Committee for discussion and resolution by the PLC. These items come by recommendation of an SC or a WG.*

1.3 THE NATIONAL BIM STANDARD--US™

1.3a The purpose of the National BIM Standard--US™ (NBIMS-US) is to advance the art and science of the entire lifecycle of the vertical and horizontal built environment by providing a means of organizing and classifying electronic object data and thereby fostering streamlined communication among owners, designers, material suppliers, constructors, facility managers, and all stakeholders associated with the built environment.

1.3b The NBIMS-US is published solely by the Institute, which is ultimately responsible for its content.

*1.3c Certain defined gateways as identified in **Figure 2** are the points where this consensus process may be applied. The primary gateway for this consensus process shall be at the hand-off between Construct and Deploy. It is at that point that the industry needs to express a consensus view of the best business practice that should be implemented and that vendors should deploy.*

*1.3d Sections of the NBIMS-US may potentially be elevated for consideration as parts of International Standards, therefore a process acceptable to ISO shall be incorporated. **Figure 3** identifies the ISO process for deliverables, referenced in **Figure 4** to the NBIMS-US process.*

1.4 SCOPE AND LIMIT OF RESPONSIBILITY

The PC, with management support from the PLC as defined in Article 1.10 and throughout this document, is responsible for the development of the content and subject matter of the NBIMS-US, in accordance with the process defined in NBIMS-US. The authority to manage the business affairs of the NBIMS-US shall be exercised by the BOD. In the execution of its duties, no entity of the PC, or the PC as a whole, has the authority to exceed the resources made available to the PC by the Institute through the BOD.

1.5 ESTABLISHMENT AND AUTHORITY

1.5a The PC derives its authority from and shall report to the Institute BOD, through the chair of the BOD. The Institute BOD may dissolve the buildingSMART alliance and/or the PC at any time and upon due notice for any of the following reasons:

- completion of the assignment*
- lack of funds to carry out the work*
- the need for the project ceases to exist*
- inactivity*
- failure to comply with these Rules of Governance or the Bylaws of the Institute*

1.5b Any governance authority with respect to the development of the content of the NBIMS-US not reserved to the Institute BOD by the Institute Bylaws (available at www.nibs.org), or to

*the BOD by its Charter (available at www.buildingsmartalliance.org), or not specifically vested in the PLC or the officers of the EC by these Rules of Governance, is delegated to the PC as a whole (see **Figure 1**). The PC may further delegate any such authority to the PLC and/or SC or a WG as it so chooses upon approval of a majority of the PC members whose effective dates of membership are 84 or more calendar days prior to the date that a ballot for such delegation of authority is issued.*

1.5c These Rules of Governance shall become effective upon approval of 2/3 of current PC members and approval by the BOD and the Institute BOD.

1.6 AMENDMENT OR DELEGATION OF AUTHORITY

1.6a This paragraph and its sub-paragraphs describe how these Rules of Governance may be amended in the future, or how the PC may delegate its authority to the PC, SC or a WG.

Amendment of the NBIMS-US itself is addressed in Part II – NBIMS-US Development and Revision Process.

1.6b Amendment to these Rules of Governance shall require the approval of a minimum of 2/3 majority from non-abstention vote cast from eligible PC members whose effective dates of membership are 84 or more calendar days prior to the date the proposed amendment is issued for ballot.

1.6c Proposals to amend these Rules of Governance or to delegate any authority of the PC, to the PLC, SC or a WG shall be submitted by written petition to the PLC authored by not fewer than 10 PC members, of whom no more than 2 may be employees or representatives of a single company. The PLC may also draft and submit proposed amendments to the PC upon the approval of 2/3 of the PLC members.

1.6d The PLC shall vote to endorse or not endorse any such petition within 35 calendar days of receipt of the petition. The ballot for any such petition shall be submitted to the PLC for a vote by the PC within 56 calendar days of a PLC action on the petition. If the PLC takes no action with respect to a petition, the ballot shall be submitted to the PC for a vote by the entire PC within 91 calendar days of receipt of the petition.

1.6e Proposals to amend these Rules of Governance may not be combined on the same ballot with proposals to delegate any authority of the PLC to a SC or a WG, nor shall either type of proposal be combined with any ballot to amend the NBIMS-US itself.

1.6f The ballot voting period for proposed amendments to these Rules of Governance or to delegate any authority of the PLC to a SC or a WG shall be not less than 35 calendar days.

1.6g Amendments to these Rules of Governance approved by the PC, the BOD, and Institute BOD shall become effective on a date to be determined by the PLC but no later than the start of the next NBIMS-US revision cycle that begins after the closing date for the Rules of Governance amendment ballot.

1.6h If amendments to these Rules of Governance are not approved by either the BOD, or the Institute BOD, the PLC shall give notice of such disapproval to the PC within 14 calendar days of such action, accompanied by an explanation of the reason or reasons for disapproval.

1.6i Any delegation of authority of the PC to the PLC, an SC or a WG shall become effective within 28 calendar days of the closing date of the ballot approved for that purpose.

1.7 CONTRIBUTING ORGANIZATIONS OR INDIVIDUALS

Contributing organizations or individuals are those organizations or individuals having an interest in the intellectual property embodied in the NBIMS-US and who have agreed in writing

to contribute their property to the Institute for inclusion in the NBIMS-US. Organizations or individuals may become contributing organizations or individuals upon the incorporation of intellectual property owned by such organizations or individuals into the NBIMS-US by approval of the PC through its ballot process, and upon amendment of the Agreement for Publication and Distribution of the NBIMS-US signed by the Institute President and the chief executing officer of the contributing organization or the individual.

1.8 PROJECT COMMITTEE (PC) MEMBERSHIP

1.8a Membership in the PC is open to individuals who are members of the Institute and have knowledge of and interest in the subject matter of the NBIMS-US, including but not limited to: architects; engineers and constructors of all construction disciplines; material suppliers; construction product manufacturers; construction industry publishers; academic faculty; building owners; facility managers and operators; building users; and employees or representatives of building industry trade associations, codes and standards organizations, labor organizations, professional societies, software developers, federal, state, or local government agencies, and consumer or public interest groups.

1.8b Persons interested in serving on the PC shall complete a buildingSMART alliance Membership Application Form posted on the buildingSMART alliance web site and identify his/her interest in the PC. Membership on the PC shall become effective upon confirmation of receipt of the Institute membership application form and dues by the Institute. Confirmation of membership shall be issued, to the applicant by the Institute, within 14 days of receipt of an Institute membership application form and dues. Membership on the PC shall remain in effect as long as one's Institute membership remains in good standing.

1.8c PC members in good standing with the Institute shall remain members of the buildingSMART alliance, as they are the basis for resources to develop the NBIMS-US and ensure it remains open and freely distributed.

1.8d PC members, or their sponsoring companies or organizations, shall bear the full cost of participation on the PC, including travel and lodging costs to attend PC meetings should they be required. However, most meetings will be accomplished virtually.

1.8e Membership on the PC shall continue indefinitely until such time as the member becomes inactive or chooses to resign by written notice to the Institute. Members who fail to submit a vote on any written ballot shall be considered inactive and no longer a member of the PC or any committees of the PC. Persons removed from the PC due to inactivity may be reinstated upon completion and submission of a new NBIMS-US membership application form provided their Institute membership is in good standing. Inactive members and shall remain members of the Institute and the buildingSMART alliance as long as their membership remain in good standing.

1.8f PC members shall be eligible to vote on any ballot that is issued 84 or more calendar days after the effective date of membership.

1.9 PROJECT COMMITTEE (PC) OFFICERS

1.9a The chair of the PC shall be appointed by and serve at the discretion of the chair of the Institute BOD in consultation with the President of the Institute, for a term of two years. The chair of the PC may succeed himself/herself and there is no limit to the length of service. The chair of the Institute BOD shall consider nominations for PC chair made by an NC of no fewer than 5 and no more than 9 PC members from the PLC. Members of the NC shall be appointed by and serve at the discretion of the PLC.

1.9b The vice-chair of the PC shall be elected by majority vote of the PC. When necessary, the vice-chair shall assume the duties of the chair and shall perform such other duties as may be assigned by the chair. The term of the vice-chair shall expire upon release of a version of the NBIMS-US, The vice-chair of the PC may succeed himself/herself and there is no limit to the length of service.

1.9c The secretary of the PC shall be elected by majority vote of the PC. The term of the secretary shall expire upon release of a version of the NBIMS-US, The secretary of the PC may succeed himself/herself and there is no limit to the length of service.

1.10 EXECUTIVE COMMITTEE (EC)

The members of the EC shall act as advisors to the PC. The chair of the PC shall appoint an EC to consist of the Project Committee chair, a vice-chair, a secretary, and no fewer than 5 and no more than 9 members, who shall serve at the discretion of the Project Committee chair. The chair of the Project Committee shall chair the EC. The BOD chair and buildingSMART International Council chair shall be members of this committee. The BOD chair and International Council chair do not need to be members of the PC.

1.11 PLANNING COMMITTEE (PLC)

1.11a The PLC is comprised of one representative of each of the Sponsor level members of the BOD. All members of the PLC must be members in good standing of the PC. Additional members can be nominated by the chair of the PC and approved by the BOD. The chair of the PC shall chair the PLC. The vice chair and secretary positions of the PLC shall be held by the vice-chair and secretary of the PC.

1.11b The members of the PLC shall have the authority to determine the content of the NBIMS-US based on the approval process outlined in these Rules of Governance. The PLC shall have the authority to reject and nullify changes to the NBIMS-US approved by the PC through the ballot process described in these Rules of Governance if there exists a demonstrated, significant irregularity in the ballot procedure or if the substance of the approved change is determined by a 2/3 majority of the PLC to be not in the best interest of the Institute or the building industry as a whole. Ballots approved by these Rules of Governance but rejected and nullified by a 2/3 majority of the PLC shall be reported to the PC during the ballot result preparation and certification period. The PLC shall give notice of such rejection to the PC within 7 calendar days of such action, accompanied by an explanation of the reason or reasons for the rejection.

11.1c The PLC shall develop policies and procedures to carry out the project assist in the administration of the PC and generally serve as the governing body of the PC in accordance with these Rules of Governance. The scope of responsibility of the PLC shall include, but not necessarily be limited to, the format of application forms, ballot submittal forms, and ballots; methods of PC communication, collaboration, and balloting; PC timelines, schedules, and revision cycles; meeting venues and media; and any other responsibilities defined elsewhere in these Rules of Governance.

11.1d Based on the scope of the activities provided for the PLC as provided by these Rules of Governance, each PLC member may:

- 1. Discuss and provide guidance on strategic technology planning regarding the NBIMS-US development of open building information modeling standards that have the greatest opportunity of being adopted in the market;*

2. *Discuss and provide guidance on development of the NBIMS-US message and strategic positioning within the IT community and formulation of the NBIMS-US information community and market outreach strategies;*
3. *Participate and vote in activities of SC and WG as defined in these Rules of Governance;*
4. *Discuss and vote on recommendations from SC submitted to the PLC as defined in these Rules of Governance;*
5. *Discuss and provide guidance on relationships with other standards bodies;*
6. *Discuss and provide guidance on the buildingSMART alliance Business Plan. This includes guidance on market focus and strategic direction;*
7. *Review and comment on key public relations materials;*
8. *Discuss, provide guidance, and vote on any NBIMS-US Policies and Procedures documents;*
9. *Conduct discussions and provide recommendations regarding issues that affect the achievement of the mission and objectives of the buildingSMART alliance and/or NBIMS-US. This may include relationships with other organizations, intellectual property issues, direction taken in a particular interoperability initiative, or any other business issue deemed of high importance in terms achieving the stated mission of the buildingSMART alliance;*
10. *Recommend prospective BOD members;*
11. *Participate in planning and outreach activities which the Alliance organizes by means of the PLC with its principal members;*

12. Manage new PC projects required to accomplish the strategic objectives of the PC via its SC structure.

1.12 SUB-COMMITTEES (SC)

1.12a The chair of the PLC shall appoint SC chairs and additional PC members, who shall serve at the discretion of the PLC chair. A vice chair and secretary for each SC shall be elected by majority vote of the SC members. The PLC chair may remove SC members due to inactivity and appoint new SC members to fill vacancies at any time. The term duration and limits shall be consistent with the PC.

1.12b SC shall develop policies and procedures in compliance with the “ANSI Essential Requirements: Due process requirements for American National Standards” to carry out the project, assist in the administration of PC activities, coordinate the work of the project with other Institute project committees assigned by the PLC in accordance with these Rules of Governance.

1.12c Sub-Committees shall be representative of the interests involved in the project. The PLC chair may accomplish this objective by appointing to the SC the chairs of standing and ad-hoc WG or by some such other method as may be satisfactory to the PLC and the PC.

1.13 WORKGROUPS (WG)

1.13a WG shall be established by and serve at the discretion of the PLC. The PLC may establish WG at any time and shall determine the appropriate number of members for each WG at the time of formation. The PLC may remove WG members due to inactivity and appoint new WG members to fill vacancies at any time. PC members may serve concurrently on an SC and no

more than 2 WG. A vice chair and secretary for each WG shall be elected by majority vote of the WG members. The term duration and limits shall be consistent with the PC.

1.13b The PLC shall notify the PC of the formation of WG and provide for a period of not less than 28 calendar days during which PC members may volunteer to serve on a WG by completing and submitting a WG Application Form. The PLC shall appoint WG chairs and WG members based on their professional experience and knowledge of the specific task. The chairs of WG may appoint to their WG in an advisory, non-voting capacity, persons who are not members of the PC but who have particular expertise in the subject matter within the realm of the WG's responsibility.

1.13c Standing WG shall have as their primary responsibility oversight of a particular subset of the content of the NBIMS-US. The term of individual standing WG members shall be concurrent with and expire upon a lapse of membership in the Institute and the Alliance. There shall be no limit to the number of consecutive terms a PC member may serve on a standing WG. The PLC may re-appoint standing WG members who have performed their duties satisfactorily without requiring the submission of a new WG Application Form.

1.13d Ad-hoc WG shall be formed to investigate, explore, or address specific matters. The PLC shall provide each ad-hoc WG with a specific charge, timetable, and expected deliverable. Typical deliverables may include, but are not necessarily limited to, a report to the PLC or the BOD, recommendations for addition of new or removal of existing modules of the NBIMS-US, or development of a new module of the NBIMS-US to be submitted to the PLC for incorporation into the NBIMS-US by ballot and vote by the PC.

PART II – NBIMS DEVELOPMENT AND REVISION PROCESS

2.1 OVERVIEW

*2.1a The NBIMS development and review process described herein is anticipated to occur on a six-month revision cycle. The actual length of revision cycles will be established at the sole discretion of the PLC. A short revision cycle is intended to help foster continued revision of the NBIMS-US, and to help keep the number of ballot items on any one ballot to a reasonable number, thus enabling PC members to give each ballot item due consideration. A short revision cycle also assures PC members who are unable to submit ballot items by a submittal deadline that the next submittal period is only several months away. A graphical portrayal of the PC, the project itself and the consensus process as defined in this document are shown in **Figure 4**.*

2.1b It is not intended that all issues related to the NBIMS-US be proposed, developed, and submitted for ballot in a six month time frame. Substantial tasks such as research of new technologies, development of new modules of the NBIMS-US, or deletion of existing modules, may require more time and effort. Once such work is ready for the consideration of the PC, it will be submitted to the PC in accordance with this development and revision process.

2.2 REVISION CYCLE

*2.2a At the start of each revision cycle, the PLC shall distribute to the PC a schedule for that revision cycle, indicating calendar dates and length of time for each period. The revision cycle periods are listed below and shall be of the length of time indicated in parentheses as follows and provided graphically in **Figure 5**:*

- *Ballot Item Submission Period (56 calendar days); see Article 2.7*

- *Ballot Item Review Period (28 calendar days); see Article 2.8*
- *Ballot Item Comment Period (minimum of 28 calendar days); see Article 2.10*
- *Comment Review and Summary Period (14 calendar days); see Article 2.11*
- *Ballot Review and Discussion Meeting (2 calendar days); see Article 2.12*
- *Ballot Preparation and Distribution Period (maximum of 21 calendar days); see Article 2.13*
- *Ballot Voting Period (minimum of 28 calendar days); see Article 2.14*
- *Ballot Results Preparation, Certification, and Distribution Period (7 calendar days); see Article 2.15*

2.2b *The PLC may at any time and upon 35 calendar days notice to the PC, convene a meeting of the PC to discuss and debate significant issues, identify subject areas in need of investigation or research, develop a list of desired ballot items, assign tasks to SC or WG, or otherwise conduct the work of the PC and further the development of the NBIMS-US.*

2.3 NBIMS CONTENT: FUNDAMENTAL CONCEPTS VS. PRESCRIBED DATA

2.3a *Content of the NBIMS-US will be as prescribed in the current NBIMS-US Charter.*

2.3b *In order to assure the marketplace of the stability of the NBIMS-US, the PLC shall consider whether ballot items are related to fundamental concepts or are limited to prescribed data.*

2.4 NBIMS CONTENT: EXISTING VS. NEW

2.4a *The integrity of the NBIMS-US and its value to the built environment community rests, in part, on the knowledge that the existing content will not change arbitrarily with each revision*

cycle. The PLC has the power and authority to monitor any of the content of the NBIMS-US including deletion of an entire module should it be considered not representative of the industry.

2.4b In order to assure the marketplace of the stability of the NBIMS-US, the PLC shall consider whether ballot items are related to existing content or new content in the submission, review, debate, and balloting of all individual ballot items.

2.5 BALLOT ITEM SUBMITTAL FORMS

Standing WG shall prepare and submit to the PLC for approval Ballot Item Submittal Forms suitable for ballot items within the scope of their responsibility. If a particular format is required for submission, the Ballot Item Submittal Form shall clearly indicate the required format, or direct the author to the page or section of the NBIMS-US where the required format is indicated. All Ballot Item Submittal Forms shall be made available to all PC members at the start of each revision cycle. The forms also shall be designed to record and capture, at a minimum, the following:

- the name of the author(s) and their sponsoring organization(s);*
- the date of submittal;*
- the NBIMS-US module affected;*
- the NBIMS-US page and paragraph number affected;*
- the exact text and/or graphical depiction of the proposed amendment, addition to, or deletion from the NBIMS-US;*
- the author's license or assignment to the Institute of copyright of the text or graphics submitted for incorporation into the NBIMS-US.*

- *documentation of related continuity issues—other parts of the NBIMS-US that would have to change, for reasons of consistency and continuity, upon approval of the ballot item;*
- *whether the proposed ballot item is new content or adds to, deletes from, or amends existing content;*
- *whether the proposed ballot item is related to a fundamental concept or to prescribed data;*
- *whether approval of the ballot item is conditional upon approval of another ballot item on the same ballot;*
- *a brief supporting commentary or explanation for the ballot item by the author(s);*
- *the disposition of the submittal by the Workgroup (approved or disapproved);*
- *the date of disposition by the Workgroup; and*
- *An optional ANSI form for Project Initiation Notification System (PINS) which may be added as an attachment.*

2.6 BALLOT ITEM SCOPE

Each ballot item shall be limited to a single topic of the NBIMS-US. Each ballot item shall be in compliance with the acceptable ballot guidelines of these Rules of Governance.

2.7 BALLOT ITEM SUBMISSION PERIOD

*2.7a Any one or more PC members, including ex-officio members, may propose to add to, delete from, or modify the NBIMS-US by preparing and submitting to the PLC a Ballot Item Submittal Form. The ballot submission process is graphically portrayed in **Figure 5**.*

2.7b Ballot items may be submitted at any time. In order to be considered for a revision cycle ballot, the ballot item must be submitted no later than the last day of the submission period. Early submissions are encouraged to allow sufficient time for revision and resubmission, if necessary.

2.7c Proposed ballot items which are not clearly within the responsibility of a standing WG shall be submitted to the PLC, which may, at its sole discretion, act as the reviewing WG for that ballot item or refer the ballot item to a WG of its choosing for review.

2.8 BALLOT ITEM REVIEW PERIOD

2.8a Standing WG shall review and either approve or reject each proposed ballot items within 28 days of receipt of a ballot item submittal or resubmittal. WG may conduct deliberations via e-mail or other electronic means, but shall meet regularly as needed in person, via teleconference, via video conference, or some combination thereof to discuss, debate, and dispose of all ballot item submittals in a timely manner or at a maximum within 28 days of receipt of a ballot item submission or resubmission.

2.8b Standing WG shall act promptly on all ballot item submittals, and must act on all submittals received by the close of a Ballot Submission Period. Ballot item submittals or resubmittals received after the close of a Ballot Submission Period shall be reviewed and acted upon by the responsible WG for the next revision cycle.

2.8c Standing WG shall review all ballot item submittals for both conformance to the ballot item submittal requirements and the merits of the issue proposed in the submittal. The WG shall, at its sole discretion, exercise its expert judgment in determining whether the proposed change in the NBIMS-US is appropriate to, is consistent with the purpose of, and enhances the body of

knowledge embodied in the NBIMS-US; whether the proposed ballot item is related to fundamental concepts or prescribed data; and whether the ballot item modifies existing content or adds new content. WG shall endeavor to assist and cooperate with ballot item submittal authors to put proposed ballot items into proper form, though the primary responsibility for properly preparing ballot items shall rest with the authors.

2.8d Standing WG shall forward promptly to the PLC for inclusion in an upcoming ballot all ballot item submittals approved by a simple majority of the WG members. A simple majority shall consist of more than 50 percent of the non-abstaining voting members. Ballot items that do not receive approval from a simple majority of the WG members shall be rejected by the WG.

2.8e Standing WG shall return to the authors all ballot item submittals rejected by the WG, accompanied by a written explanation of the reasons for disapproval. The WG shall advise the authors how to revise the submittal to increase the likelihood of approval upon resubmission. Such advice, however, shall not be construed as a guarantee of approval upon resubmission.

2.8f Ballot item submittals may be submitted for a WG's consideration no more than three times in any one revision cycle.

2.8g All ballot item submittals approved by a WG shall be made available for review and comment by all PC members by the start of the Ballot Item Comment Period.

2.8h All ballot item submittals rejected by a WG, accompanied by the written explanation of the reasons for disapproval, shall be made available separately for review and comment by all PC members by the start of the Ballot Item Comment Period.

2.9 *BALLOT ITEMS BY PETITION*

2.9a Ballot item submittals that have been rejected by a WG may be forwarded to the PLC for inclusion in an upcoming ballot by petition authored by no fewer than 10 eligible PC members, of whom no more than 2 may be employees or representatives of a single company.

2.9b Ballot items may be submitted by petition at any time. All ballot items submitted by petition must be received by the PLC prior to the close of the Ballot Submission Period in order to be included in the ballot for that revision cycle.

2.9c All ballot items submitted by petition shall be made available for review and comment by all PC members in their original, unaltered form by the start of the Ballot Item Review and Comment Period.

2.9d The PLC shall review all ballot items submitted by petition for conformance to the ballot item submittal requirements, but may not exercise its judgment with respect to the merits of the issue proposed in the submittal. The PLC may, at its sole discretion, disapprove any ballot item submitted by petition that does not conform to the ballot item submittal requirements or whose intent or proposed impact on the NBIMS-US is unclear.

2.9e Ballot items submitted by petition that are not approved shall be returned promptly to the authors by the PLC accompanied by a written explanation of the reasons for disapproval. The PLC may advise the authors how to revise the submittal to increase the likelihood of approval upon resubmission. Such advice, however, shall not be construed as a guarantee of approval upon resubmission. Revisions require the concurrence of the ten original authors.

2.9f *The action of the PLC with respect to any ballot items submitted by petition shall be made available for examination and review by all PC members by the start of the Ballot Item Review and Comment Period.*

2.9g *WG that have disapproved a ballot item that is later submitted by petition may append a brief opposing commentary to the ballot item submittal.*

2.10 BALLOT ITEM COMMENT PERIOD

PC members may review and comment in writing on any ballot item approved by a WG or submitted by petition. The ballot item comment period shall be a minimum of 28 calendar days.

2.11 COMMENT REVIEW AND SUMMARY PERIOD

2.11a *Standing WG shall review the comments of PC members for ballot items within their jurisdiction and prepare a written summary of the comments, both pro and con, to accompany the ballot item on the ballot. The PLC shall perform or delegate this task with respect to ballot items received by petition.*

2.11b *Following comment review, standing WG shall confer with the authors of any ballot item and by mutual agreement modify a proposed ballot item in consideration of the comments made by PC members.*

2.12 BALLOT REVIEW AND DISCUSSION MEETING

2.12a *The PC shall meet to review, discuss, and debate all ballot items and comment summaries. The PC may also review, discuss, and debate rejected ballot item submittals, though such discussion shall be for the limited purpose of airing issues related to rejected ballot items, after which the authors may consider re-submission in a subsequent revision cycle.*

2.12b Following the review and discussion meeting, standing WG shall confer with the authors of any ballot item and by mutual agreement modify a proposed ballot item in consideration of the comments made by PC members. The written summary of comments to accompany each ballot item shall be amended by the Standing WG to provide a summary explanation of the modifications made to any ballot item.

2.13 BALLOT PREPARATION AND DISTRIBUTION PERIOD

2.13a The PLC shall direct and oversee the compilation of all ballot items and ballot item comment summaries by the WG. The compiled ballot shall be made available to the PC no more than 21 calendar days following the PC Ballot Review and Discussion Meeting.

2.13b The PLC shall provide a list of eligible voters, including their contact information, to the PC prior to the Ballot Voting period.

2.14 BALLOT VOTING PERIOD

The ballot voting period shall begin no more than 21 calendar days after the PC Ballot Review and Discussion Meeting and shall be at least 28 calendar days in length.

2.15 BALLOT RESULTS PREPARATION, CERTIFICATION, AND DISTRIBUTION PERIOD

2.15a Ballot results shall be tallied by the Institute and reported to the PLC. The report shall include verification of the eligibility of voters and a tally of votes for each ballot item.

2.15b The PLC shall certify the ballot results prepared by the Institute. The PLC shall review the report of eligibility of voters and may nullify any ballot submitted by any individual not eligible to vote on that ballot in accordance with these Rules of Governance. Pursuant to Article 1.11 the PLC shall review the ballot results and may reject and nullify an approved ballot item

by a majority vote of 2/3 of the PLC that is not in the best interest of the Institute or the facilities industry. The PLC shall give notice of such rejection to the PC within 7 calendar days of such action, during the Ballot Result Certification Period accompanied by an explanation of the reason or reasons for the rejection.

2.15c Following certification of the ballot results, the PLC shall review the scope of revisions to the NBIMS-US resulting from the ballot and all previous ballots since the last major revision, and together with the PC, in consultation with the EC shall determine whether all revisions to date constitute a “major revision” of the NBIMS-US, necessitating publishing of a new version, or whether the latest ballot results may be issued as an “interim upgrade,” for which a self-contained update should be issued.

2.16 PUBLICATION

2.16a The Institute shall publish new versions of the NBIMS-US within 90-182 calendar days of the certification of the ballot results by the PLC, or shall provide written notice to the PC explaining why additional time is needed.

2.16b The Institute shall publish self-contained updates within 60-91 calendar days of the certification of the ballot results by the PLC, or shall provide written notice to the PC explaining why additional time is needed. Posting of interim updates as self-contained downloadable files on the NBIMS-US and Whole Building Design Guide Web site, with notification of their availability to PC members, shall be deemed as satisfying this requirement for publication.

PART III - LOGISTICS

3.1 BALLOT QUORUM

Individual ballot items shall be approved and become effective upon approval by 2/3 of non-abstention ballots cast.

3.2 MEETING QUORUM

3.2a The quorum for any meeting of the PC during which any vote is taken shall be 1/2 of the eligible PC members.

3.2b The quorum for any meeting of the PLC, EC, SC, standing WG, or ad-hoc WG during which any vote is taken shall be 2/3 of the eligible members of the committee or WG.

3.2c A meeting shall be considered to have a quorum whether the members attend in person at a single location, attend in person at multiple locations, or participate individually by remote means, provided that participants attending at multiple locations or participating individually by remote means have full access to all documents and information presented, are able to participate fully in the meeting, hear all others participating in the meeting, and are able to cast votes on any matter brought to the floor for consideration.

3.3 NOTICE

Any requirement for notice as specified herein shall be deemed satisfactory if made by e-mail to all PC members and to all persons to whom notice is due, or by some other electronic means that is available to all persons to whom notice is due.

3.4 POSTING

Any requirement for making documents or information available as specified herein shall be deemed satisfactory if such documents are posted to a Web site accessible to all persons entitled

to such access and accompanied by proper notice of the posting to all such persons, or by some other electronic means that is available to all persons entitled to such access.

3.5 RECORDS

The PC, PLC, SC, and every WG, shall organize, keep accurate records of, and make available to the entire PC all written matter generated by the committee or WG, and will work with assigned staff as appropriate in the fulfillment of their responsibilities. The secretary of the PC, SC, and the secretary of each WG appointed by the chair of each WG, shall be responsible for fulfilling this obligation. The records to be maintained shall include, but not necessarily be limited to: agendas and minutes of all scheduled meetings; voting records of all ballots or other actions taken; attendance at all meetings, including visitors; correspondence, including meeting notices; reports and resolutions; and memoranda summarizing significant verbal communications, including instructions from the BOD or the Institute BOD. All such records shall be available and open for inspection.

3.6 MEETINGS

3.6a The chair of the PC shall give notice of and prepare and distribute an agenda for all upcoming PC meetings a minimum of 35 calendar days in advance of any meeting. The information shall be posted on the Alliance Portal Calendar.

3.6b The chairs of the PLC, SC and all standing and ad-hoc WG shall give notice of and prepare and distribute an agenda to the entire PC for all upcoming meetings a minimum of 7 days in advance of any meeting.

3.6c Meetings of the PLC or the SC shall be open to the public. Provisions shall be made to enable PC members to participate by remote means. The chair of the PLC or a SC may, at the

chair's sole discretion, limit discussion at the meeting to the members of the PLC or SC members. Only PLC or SC members will be permitted to vote on matters brought before the Committee.

3.6d Standing or ad-hoc WG meetings shall be open to the public. Provisions shall be made to enable PC members to participate by remote means. The chair of the WG may, at the chair's sole discretion, limit discussion at the meetings to WG members. Only WG members will be permitted to vote on matters brought before the WG.

3.6e It is contemplated that discussion may take place among the PLC or SC or standing or ad-hoc WG via e-mail listserv or other electronic means. Any PC member who desires to have access to any listserv or other electronic means of communication established for any committee or WG of the PC shall be provided with such access upon request to the PC chair.

3.6f All documents circulated among the members of any committee, subcommittee or WG of the PC shall be made available to all PC members at the same time and via the same means they are made available to the members of the respective committees, subcommittees or WG.

END OF NBIMS-US PROJECT COMMITTEE RULES OF GOVERNANCE

FIGURE 1 - ORGANIZATIONAL RELATIONSHIPS

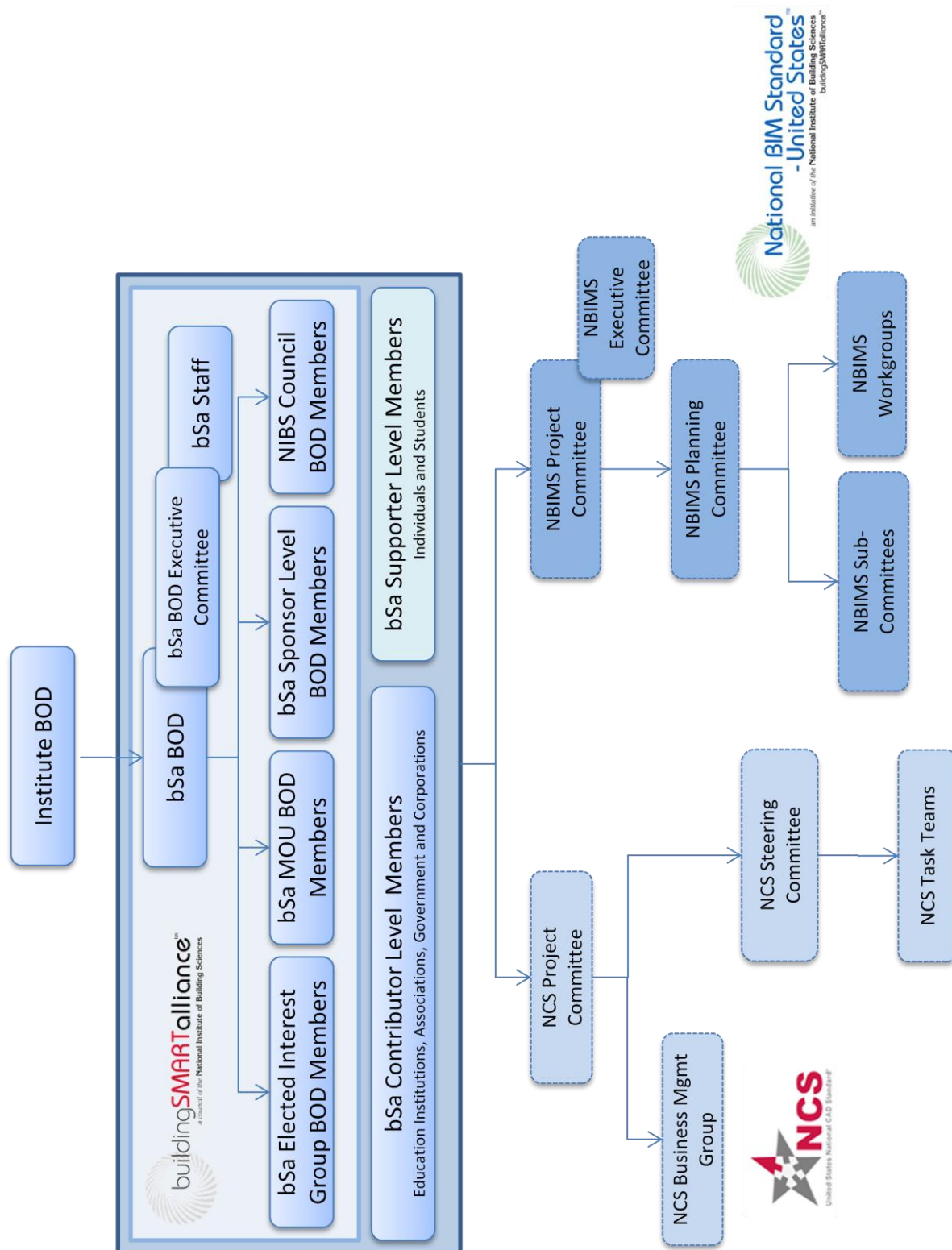


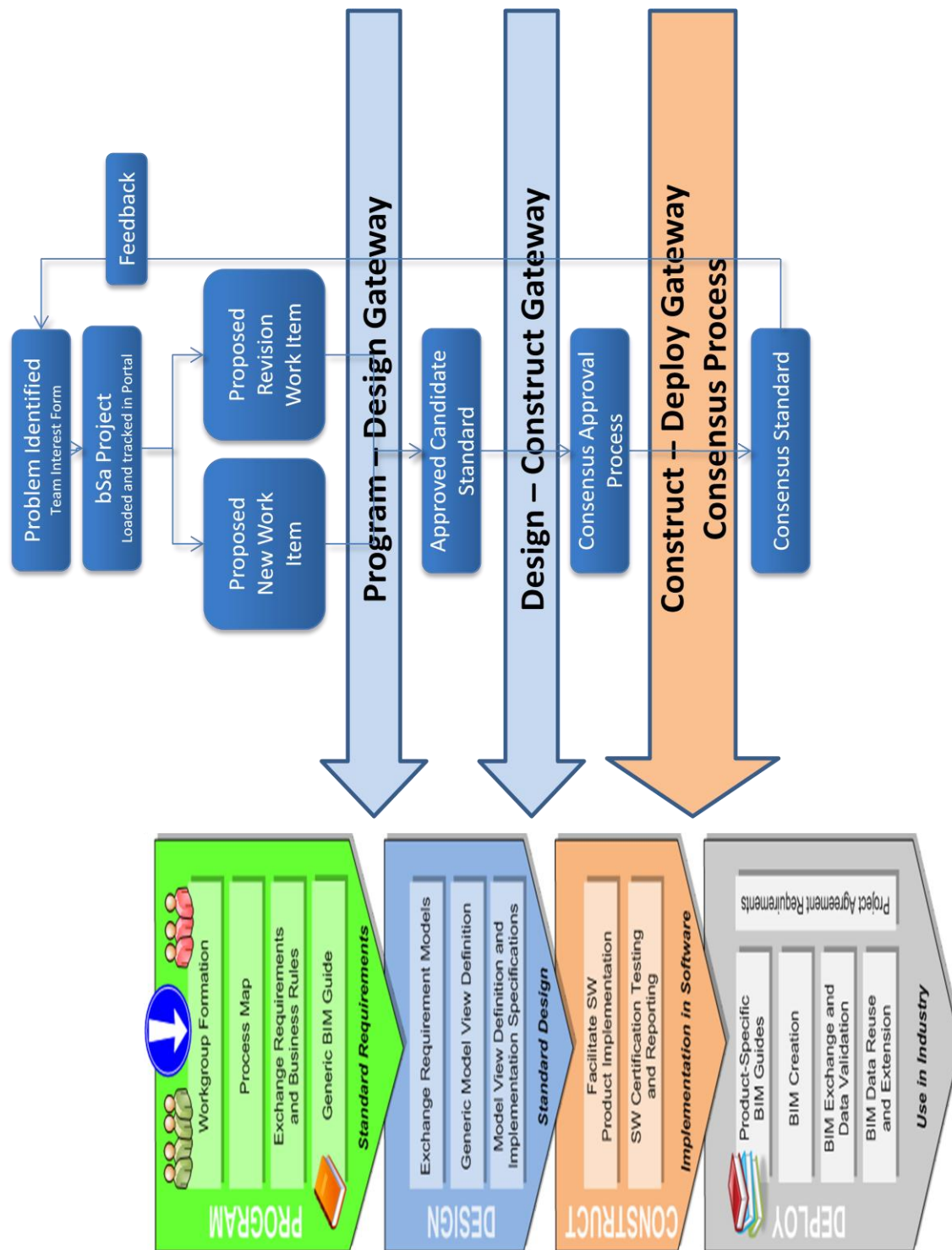
FIGURE 2 – NBIMS GATEWAY STRATEGY

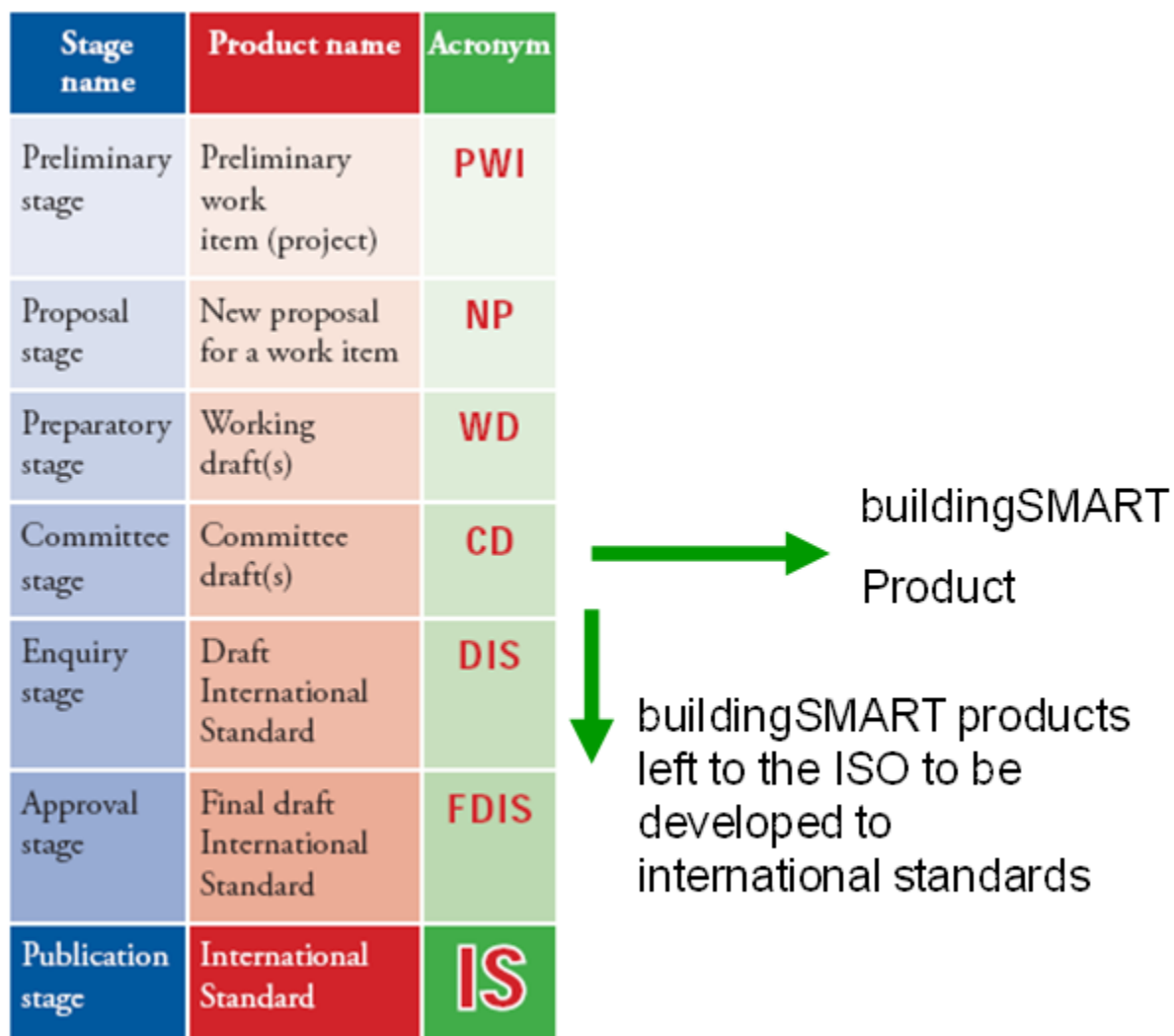
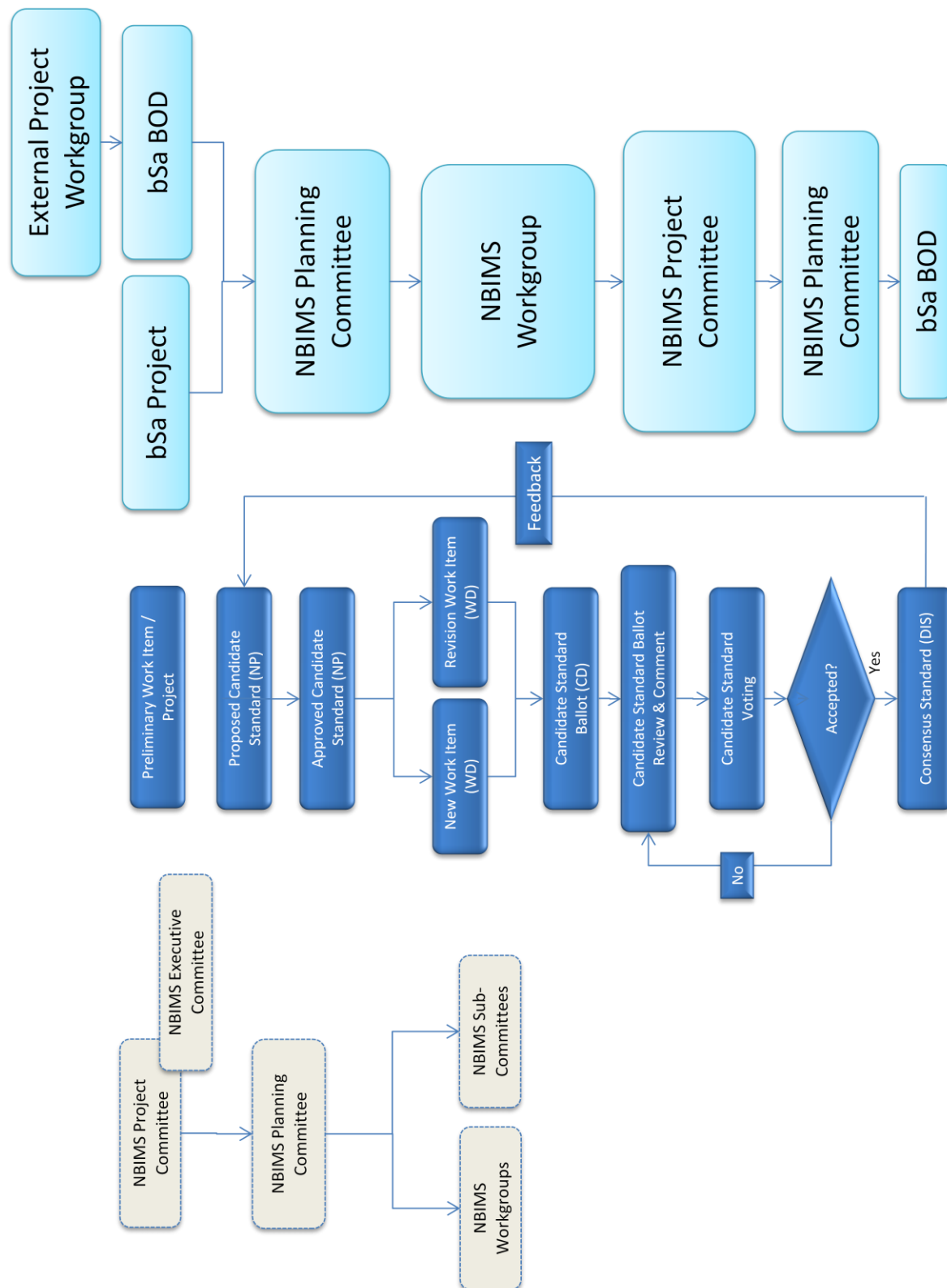
FIGURE 3 – ISO PROCESS DELIVERABLES

FIGURE 4 - COMMITTEE, PROJECT AND CONSENSUS PROCESS

[illegible]