



## Policies and Procedures

### Policy S-011 Operation of the IAPMO Standards Review Committee

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Approved by: HA

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#### 1. Scope

This document contains the policies and procedures for the operation of the IAPMO Standards Review Committee (SRC). This Policy is also intended to assure the objectivity and public confidence in the integrity of all SRC deliberations and statements by establishing guidelines and procedures concerning conflicts of interest.

#### 2. Policy

##### 2.1. Membership

- (a) The SRC shall consist of at least 8 members, a chairperson, and a vice-chairperson.
- (b) Members shall be appointed in accordance with S-012, *Standards Review Committee Activities, Member selection and Conduct*.
- (c) The qualifications for the members and their conduct at the meetings shall be as described in S-012.
- (d) Only SRC members shall have voting rights.

##### 2.2. Quorum

Quorum shall be more than half of the membership and shall be verified at each meeting.

##### 2.3. Responsibilities

The SRC shall be responsible for:

- (a) reviewing, approving, and making decisions on their content and publication of:
  - (i) new IAPMO industry standards; and
  - (ii) revisions to existing IAPMO industry standards; and
- (b) reviewing, approving, and adopting:
  - (i) new third-party standards, guidelines, or other publications; and
  - (ii) new editions or updates of third-party standards, guidelines, or other publications.

## 2.4. Meetings

- (a) The dates of the SRC meetings shall be held the Monday before the second Tuesday of each month except when rescheduled as required.

**Note:** The schedule for the present year is posted on the IAPMO Standards Review Committee webpage (<http://www.iapmostandards.org/Pages/SRCMeetings.aspx>)

- (b) SRC meetings shall be conducted in accordance with Robert's Rules of Order.
- (c) The SRC Chair or acting Chair shall have the right to request any party to leave an SRC meeting when his or her presence impedes the normal development of the meeting or becomes inappropriate.

## 2.5. Guests

SRC meetings shall be open to SRC members and IAPMO staff only. Upon specific request, guests shall be permitted to attend provided they present a request explaining their purpose of attending the meeting. IAPMO Standards staff shall make the guests aware that

- (a) the SRC meeting is being held to serve the IAPMO standards-development process;
- (b) the meeting discussions and decisions must not be shared beyond their own organizations or discussed with the media or publicized in any way;
- (c) they are required to conduct themselves in a professional manner at all times and abide by IAPMO Standards policies and procedures and Roberts' Rule of Order when addressing the SRC;
- (d) they are required to exercise impartial professional judgment to enhance plumbing and mechanical practices in the public interest;
- (e) they are required to indicate possible conflict of interests and will endeavor to make known their business, commercial, organizational, or other affiliations that might affect their interests or points of view; and
- (f) they are required to inform IAPMO Standards staff if they intend to bring consultants or additional staff from their organizations to the meeting.

**Note:** Sample e-mails can be found in Policy S-001A, Sample E-mails for Standards Development.

## 2.6. Meeting Documents and Other Considerations

- (a) Agendas shall be prepared by IAPMO Standards staff and distributed in advance of the meeting.
- (b) Minutes of meetings shall
  - (i) be prepared by IAPMO Standards staff;
  - (ii) include a list of all attendees, indicating their affiliations and locations; and
  - (iii) be short and succinct, reflecting only the decisions made at the meetings.
- (c) SRC members shall be made aware that all meeting documents belong to IAPMO and may not be distributed outside of the SRC.

## 2.7. Video Recordings at Meetings

There shall be no photography, video, or sound recording at the SRC meetings, unless previously authorized in writing by IAPMO.