



OPERATING PROCEDURES FOR
**APPA STANDARDS AND CODES
WORK GROUPS**
(non-ANSI standards)

This document describes the Operating Procedures that apply to the APPA Standards and Codes Work Groups. For the purposes of these Operating Procedures, the term “Work Group” shall be used to describe APPA standards writing committees established by the APPA Standards and Codes Council.

These Operating Procedures have been developed to assist APPA leadership, Work Group members, and the administrator with understanding the processes of the APPA Work Groups. For any Work Group that is established for purposes of producing an American National Standard (“ANS”), it is the “APPA Accredited Procedures for the Development of American National Standards” that shall apply for that Work Group’s ANSI standard development work activity.

1. Organizational Structure

APPA standards work is performed in Work Groups. These Work Groups are established by the APPA Standards and Codes Council, which is authorized to act on behalf of the APPA Board of Directors, in accordance with APPA’s bylaws, to direct APPA’s standards development activities. The APPA Standards and Codes Council approves the establishment and dissolution of all APPA Work Groups. The APPA Standards and Codes Council approves a written mission and scope of work for each new Work Group.

2. Participation/Eligibility

Participation in APPA Work Groups is open to all APPA Institutional, Affiliate and Business Partner members in good standing (referred to collectively as “APPA Member Organizations”). APPA membership qualifications and fees are described on the APPA web site at www.appa.org. Additional fees may be assessed as necessary to cover Work Group meeting and administrative costs.

3. Work Group Members

A Work Group Member is an APPA Member Organization that has elected to participate in an APPA Work Group and in compliance with APPA funding requirements. APPA Institutional and Affiliate members in good standing may choose to participate in a Work Group as either a “Voting Member” or as an “Observer.” APPA Business Partner members are eligible for Observer status only. Persons from the following additional APPA member categories (Emeritus, Students, Retirees) are also welcome to participate as Observers on all Work Groups. APPA shall prepare and maintain a membership roster documenting the classification of each Work Group Member.

3.1 Work Group Voting Members

Voting Members of the Work Groups shall be either APPA Institutions or Affiliate Member Organizations. Voting members are entitled to one vote per institution/organization per Work Group, although each Voting Member is encouraged to bring as many subject matter experts from their organization into any Working Group. A Voting Member of a Work Group shall have the right to:

Contribute to and take part in the activities of the Work Group;

Participate in the consensus process; and

Cast ballots or otherwise vote during any Work Group voting process on behalf of their APPA Member Organization.

Only a Voting Member of a Work Group may also serve in leadership positions of the Work Group or its Subtending Committees or Subcommittees.

A Voting Member may opt to participate as an Observer at any time by providing notice in writing to the appropriate APPA staff.

3.2 Work Group Observers

An Observer is a Work Group Member that chooses to participate in the Work Group and shall have the right to contribute to and take part in the activities of the Work Group, and:

Shall have the opportunity to express views and to influence the opinions of Voting Members; however, the opinions of Observers are not considered by the leadership in determining whether consensus has been achieved;

Shall not cast ballots or otherwise vote during any Work Group voting process; and

Shall not serve in leadership positions of a Work Group.

3.3 Proxy Voting

Organizations eligible for voting membership may choose to hire a proxy to attend the Working Group meetings and represent the Voting Member.

4. Leadership

A Chair shall preside over each APPA Work Group and have, at minimum, the responsibility to ensure that these Operating Procedures are followed and that meetings are conducted in a fair and efficient manner. The Chair should remain neutral in all discussions and should not influence the disposition of Issues and events based on his/her leadership position. The Chair of a Work Group shall be appointed by the APPA Standards and Codes Council. No Chair shall be appointed to more than one Work Group at any time.

5. Work Group Deliverables

APPA Work Groups may develop APPA Standards for purposes of satisfying the Work Group's mission and scope of work, as defined by the APPA Standards and Codes Council. An APPA Standard is a deliverable that defines one or more of the following: best practices, metrics, requirements, guidelines, operational, procedural, and technical solutions, white papers, or a set of recommendations on behalf of the educational facilities sector. An "APPA Standard" may also be defined as proposed written contributions or position statements for submittal to a standards writing body external to APPA. An "APPA Standard" includes, but is not limited to, an American National Standard. Work Groups engaged in the development of American National Standards are required to follow the "APPA Accredited Procedures for the Development of American National Standards" (attached as Appendix 2.0 to this document).

Work Groups shall submit an executive summary of all their conclusions, deliverables, recommendations and proposals for review and adoption by the APPA Standards and Codes Council.

6. Call for Participation

Upon approval of a new Work Group, the APPA staff shall organize a convener's meeting of all interested stakeholders within thirty days. Notification of the convener's meeting will be made through the APPA web site, via email, and through APPA publications as appropriate. The convener's meeting will be facilitated by the Chair who will introduce the scope and purpose of the new Work Group; provide background on the issues that the Work Group are expected to address; and invite stakeholders to become either Voting Members or Observers of the Work Group and to participate in upcoming meetings. Parties seeking to become members of the Work Group will be asked to confirm their intention to participate in writing and shall be expected to attend all scheduled Work Group meetings.

7. Voting

A majority (51%) of the Voting Members of a committee constitutes a quorum. The act of a two-thirds majority (66%) of the Voting Members present at a meeting at which a quorum is present shall decide the actions of the committee. When less than

a quorum is present at a meeting, those present may take actions and adopt resolutions that must be subsequently ratified by a majority vote at a meeting of a quorum or by mail, e-mail, fax, or other written or electronic means.

8. Meeting Schedule

Work Group Chairs are to work with staff to schedule meetings (either face to face or on the Internet via web meeting/teleconferencing software). Meetings should be held as frequently as the volume and nature of work requires to meet established deadlines. APPA staff will work with the Chair to determine what, if any, face-to-face meetings of the Work Group are required, and if necessary establish guidelines or develop a funding model to finance such meetings.

9. Paper & Electronic Ballots

A balloting process may be used at the discretion of the Work Group Chair on any question desirable by the Work Group Chair and APPA staff. The purpose of ballots is to help eliminate the need for a meeting on noncontroversial matters or for revealing areas of controversy at an early stage in a project. Use of the balloting process makes it possible to sometimes identify, if not resolve, differences before the next meeting of the committee involved. Letter ballots may be conducted via e-mail or regular mail.

10. Responsibilities of the Standards and Codes Council

The Council's relationship and responsibilities to the Work Groups shall include the following:

- a. Establishes and dissolves Work Groups.
- b. Provides oversight to ensure Work Groups adhere to established processes assigned to them by the Council, to include transparency and openness.
- c. Approve the creation of Work Groups and establish the mission, purpose and scope of each Work Group.
- d. Is empowered to dissolve Work Groups or modify mission/purpose/scope of existing Work Groups.
- e. Approves Work Group participation fees, if any.
- f. Establishes formal liaisons as needed between the Council and Work Groups and external Standards Development Organizations when the need arises. Where required, written agreements may need prior approval by the APPA Board of Directors.

11. Responsibilities of APPA (the Administrator)

- a. Support the meetings and actions of the APPA Standards and Codes Council and Work Groups.
- b. Maintain Work Group membership rosters.
- c. Notify Council and Work Group members in a timely fashion about meeting schedules and arrangements.
- d. Assists Work Group Chairs in the preparation of the meeting agendas.
- e. Assist the Chair in managing the mood of committee discussions.
- f. Prepare draft minutes as required. All draft minutes of Work Groups should include, at minimum, the names of all Work Group Members present; results of all voting/ballots; and actions approved and/or executed by the Work Group.
- g. Assist the Work Group Chair in the preparation of necessary reports, motions, and/or requests
- h. Support the Chair in tracking committee progress on plans, decisions, items on the agenda, etc.
- i. Arrange communications regarding upcoming meetings and update information on the APPA web site.

12. Copyright and Ownership of Deliverables

Work Group members will be required, prior to Work Group participation, to consent to a written statement indicating that all Work Group deliverables and APPA Standards shall be owned and copyrighted by APPA. The agreement will also require all Work Group members to honor tenets of operation (i.e., to create contributions and APPA standards that are developed in transparent manner and in an open and consensus driven process that best support the needs of educational institutions, students, learning, and campus communities).

13. APPA Standards and Codes Council and Work Group Code of Conduct

The APPA Standards and Codes Council, and its Work Groups, are intended to serve as forums that promote positive, productive discourse. The Council and Work Groups will facilitate a free flow of information and positive interaction among and between member volunteers and staff. Disrespectful and abusive conduct is counterproductive to the purpose of the committee and the larger mission of APPA and will not be tolerated. The following Code of Conduct is intended to ensure that member volunteers and Work Group members active in APPA standards activities operate in such a manner. Accordingly, each member of the APPA Standards and Codes Council and its Work Groups agrees that:

- a. We will treat each other respectfully. We will communicate with each other, whether orally or in writing, civilly. We will maintain decorum at all meetings.
- b. Council and Work Group members will fully disclose any and all potential conflicts of interest and may be asked to recuse themselves during voting.
- c. We will make decisions based on the best interests of the Work Group's program of work and, most importantly, based on the interests of the education sector as represented by APPA.
- d. We will strive for fairness and consensus in all decision-making.
- e. Once decisions are made by the group, we will cooperatively support those decisions.
- f. We will address issues openly in the context of our meetings. We will be skeptical about any information not shared with the group as a whole.
- g. Efforts to unduly burden Council or Work Group members with non-relevant contributions, excessive or extraneous review of documents or procedure, and unscheduled presentations, which obstruct productivity and/or the timely completion of deliverables, will not be tolerated.
- h. We will be truthful and honest in all dealings with one another at all times.
- i. We will, in addition to the tenets of this Code of Conduct, commit to and comply with the APPA Professional Code of Conduct as stated in the APPA Bylaws.



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