



Operating Procedures for APPA Standards & Codes Council (ASCC) and Work Groups



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This document describes the operating procedures that apply to the APPA Standards and Codes Council and Work Groups. For the purposes of these operating procedures, the term “work group” shall be used to describe groups established by the APPA Standards and Codes Council (ASCC).

These operating procedures have been developed to assist APPA leadership, ASCC, work group members, and the administrator with understanding the processes of the work groups. For any work group that is established to produce an American National Standard (ANS), it shall follow the *APPA Accredited Procedures for the Development of American National Standards*.

1. Organizational Structure

The APPA Standards and Codes Council (ASCC) was created in 2004 as a group under the auspices of the APPA Board of Directors. In 2018 APPA introduced a new strategic plan and the council was moved under the auspices of the Information & Communications Committee (I&C) under the board. The council reports directly to the I&C chair.

The ASCC approves the establishment and dissolution of all standards related work groups. The ASCC approves a written mission and scope of work for each new work group and submits it to the chair of the I&C Committee.

2. APPA Standards and Code Council (ASCC)

2.1 Responsibilities

- Establishment and dissolution of work groups.
- Provide oversight to the work groups.
- Establish formal liaisons between the council and work groups.
- Development of educational standards and codes sessions for the APPA Annual Conference.
- Development of educational monthly webinars on standards and codes issues.
- Write Code Talker articles for submission to Facilities Manager magazine.

2.2 Voting

A majority (50% +1) of the voting members of the council constitutes a quorum. A quorum must be present for voting to take place during a meeting. If quorum is not established all items must be approved by electronic ballot. A simple majority (50%+1) of the ballots must be returned. Of those ballots returned simple majority (50% +1) must approve the ballot question. 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 electronic ballot.

2.3 Meetings

The council chair shall work with the administrator to schedule meetings (either face-to-face or virtual). Meetings are held on the second and fourth Thursday of each month.

2.4 Ballots

A balloting process may be used at the discretion of the council chair on any question desired. The purpose of the ballot is to help eliminate the need for a meeting on noncontroversial matters or for

revealing areas of controversy. Use of the balloting process makes it possible to identify, if not resolve, differences before the next meeting of the council.

2.5 Member Responsibilities

- Attend regularly scheduled meetings, and if unable to attend send notice to the chair or administrator.
 - Failure to attend 2 consecutive meetings without notice will forfeit voting rights.
 - Failure to attend 3 consecutive meetings without notice will forfeit seat on ASCC.
- Respond to requests for input (ballots or whitepapers) on matters before the ASCC.
 - Failure to respond to 2 ballots will result in the forfeiture of voting rights.

2.6 Tenure

2.6.1 ASCC Chair

The chair of the ASCC has been appointed to the position by the President of APPA since its inception. Any new chair will be appointed by the chair of the I&C Committee and shall remain chair until such time as they resign from the position, be removed for cause, or becomes incapacitated.

2.6.2 ASCC Members

Members of the ASCC are nominated by the current ASCC members and sent to the I&C Chair for approval. Members of the ASCC will remain on the council until such time as they end their employment at an APPA member institution in good standing for two years. After two years, the member will seek emeritus status and shall participate in continued learning to stay current with the changes to standards and codes in order to maintain their seat on the council. The member will remain on the council until such time as they resign from the position, be removed for cause, or becomes incapacitated.

2.7 Code of Conduct

The ASCC is intended to serve as forums that promote positive, productive discourse. The ASCC 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 council and the larger mission of APPA and will not be tolerated.

3. ASCC Work Groups

3.1 Participation/Eligibility

Participation in standards work groups is open to all APPA institutional, affiliate and business partner members in good standing (referred to as APPA Member Organizations). APPA membership qualifications and fees are described on the APPA web site at www.appa.org. Some costs may be the responsibility of the member. At the discretion of the ASCC and the concurrence of Work Group Chair, non-members may be appointed to a work group.

3.2 Work Group Members

A work group member is an employee of an APPA member institution (regular, emeritus, student, or retiree), business partner, or affiliate organization that has volunteered to participate in a work group. More than one individual from any one APPA member organization may participate on any Work Group;

in the case of multiple members from a single institution involved in a single Work Group, a single point of contact within the member organization shall be designated through which all Work Group information shall be transacted. Eligible individuals may also participate on more than one Work Group. APPA institutional member organizations in good standing may participate in a work group as “voting member” or as an “observer/ex-officio”. Persons from all APPA members are also welcome to participate on all work groups. From time to time the work group may invite non-members to participate in the work groups as “subject matter experts (SMEs)”. SMEs will not have voting rights.

3.3 Work Group Voting Members

Voting members are entitled to one vote per member institution/organization per work group. A voting work group member shall have the right to:

- Contribute to and take part in the activities of the work group
- Participate in the consensus process
- Cast ballots or otherwise vote during any work group voting process
- Serve in leadership positions
- Work group members may change their participation from “voting” to “observer” at any time by applying in writing to the administrator.

3.3.1 Work Group Member Responsibilities

- Attend regularly scheduled meetings, and if unable to attend send notice to the chair or administrator.
 - Failure to attend 2 consecutive meetings without notice will forfeit voting rights.
 - Failure to attend 3 consecutive meetings without notice will forfeit seat on the work group.
 - Respond to requests for input (ballots or whitepapers) on matters before the work group.

Failure to respond to 2 ballots will result in the forfeiture of voting rights.

3.4 Work Group Observers/Subject Matter Experts/Ex – Officio Members

An observer/Ex-officio/subject matter expert (SME) 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; including written materials forwarded to the voting members through the Work Group Chair, 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 an work group voting process; and
- Shall not serve in leadership positions of a work group (unless otherwise directed by the ASCC)

3.5 Proxy Voting

Proxy voting is not allowed for the work groups. If a member cannot cast a vote in a timely manner they can contact the administrator and ask them to cast their vote for either votes taken during meetings or via ballot.

3.6 Leadership

A chair shall preside over each work group and have, at minimum, the responsibility to ensure 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. However, the chair may express opinions on the subject being discussed. The Chair should refrain from voting except in the case of a tie vote in the Work Group. The chair of the work group shall be appointed by the ASCC. No chair shall be appointed as Chair to more than one work group at a time.

3.7 Work Group Deliverables

Generally, Work Groups created by the ASCC will have one of two potential missions; to review, consider, and pass judgement on proposed changes to some of the most widely adopted model codes, standards, and regulations in the form of a recommendation to the Council. Work Groups may also make and submit change proposals offered by any APPA member and endorsed by both the Work Group and ASCC. The work groups are created to do advocacy for all codes and standards which may have an impact on educational facilities and institutions. Work Groups may develop APPA standards for purposes of satisfying the work group's mission and scope of work, as defined by the ASCC. An APPA standard is a deliverable that defines one or more of the following:

- Best practices
- Metrics
- Requirements
- Guidelines
- Operational
- Procedural
- Technical solutions
- White papers
- A set of recommendations on behalf of the educational facilities sector

Work group engaged in the development of American National Standards are required to follow the *"APPA Accredited Procedures for the Development of American National Standards"*.

Work groups shall submit an executive summary of all their conclusions, deliverables, recommendations and proposals for review and approval/action by the ASCC.

3.8 Call for Participation

Upon approval of a new work group the administrator 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 are 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
- Invite stakeholders to become either voting members or ex-officio/observers/SME of the work group
- Participate in upcoming meetings

Parties seeking to become work group members will be asked to confirm their intention to participate in writing and shall be expected to attend all scheduled work group meetings.

3.9 Voting

A simple majority (50% +1) of the voting members of the work group constitutes a quorum. A quorum must be present for voting to take place during a meeting. If quorum is not established all items must be approved by electronic ballot. A simple majority of the ballots must be returned and there must be a simple majority to approve the ballot question.

3.10 Meeting Schedule

Work group chairs are to work with staff to schedule meetings (either face-to-face or virtually). Meeting should be held as frequently as the volume and nature of work requires to meet established deadlines. The administrator 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.

3.11 Paper and 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 administrator. The purpose of ballots is to 1) resolve Work Group opinion on an issue, 2) help eliminate the need for a meeting on noncontroversial matters or, 3) for revealing areas of controversy at an early stage in a project. Use of a balloting process makes it possible to identify, if not resolved, differences before the next meeting of the work group involved. Ballots are conducted electronically.

4. Administrator

The Administrator is an APPA staff member and has the following responsibilities:

- Support the meetings and actions of the ASCC and work groups.
- Maintain work group membership rosters.
- Notify ASCC and work group members of meeting schedules and arrangements in a timely manner.
- Assist work group chair(s) in the preparation of meeting agendas.
- Assist the work group chair(s) in managing the mood of committee discussions.
- Prepare draft meeting notes as required. All draft meeting notes of work groups should include, at a minimum, the names of all members present; results of all voting/ballots; and actions approved and/or executed by the work groups.
- Assist the work group chair(s) in the preparation of necessary reports, motions, and/or requests.

- Support the chair in tracking work group progress on plans, decisions, items on the agenda, etc.
- Arrange communications regarding upcoming meetings and update information on the APPA web site.

5. 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 operations (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).

6. Antitrust Policy

APPA has developed an Antitrust Policy and it can be found on the APPA web site at www.appa.org at the bottom of the page.