



PUBLIC INPUT PROCEDURES FOR NON STANDARD DOCUMENTS

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1.0 General

- 1.1 Intent** – These procedures apply to receiving public input on non-Standard documents or items developed by the Green Building Initiative (GBI), including but not limited to guidance, positions, white papers, or technical documents. A call for public input is helpful to garner input on items that require peer review or where GBI leaders and/or staff will benefit from guidance and feedback from the public. Input received for non-Standards is not subject to GBI’s Consensus Procedures.

A Call for Public Input will not be used to request comments on any approved American National Standard, Draft Standard, or Pre-draft Standard, which are subject to separate Consensus Procedures. If GBI does receive public input during this process that applies to an approved American National Standard, Draft Standard, or Pre-draft Standard, the commenter will be notified to resubmit the comment following GBI’s Consensus Procedures. It is noted that individuals will find GBI’s Consensus Procedures and schedules for review of ANSI/GBI approved National Standards on GBI’s website.

2.0 Organization

- 2.1 Overseeing Body** – The GBI Executive Committee will determine the appropriate GBI Committee to act as the Overseeing Body when a call for public input for non-standard documents should occur and may initiate such public reviews at the request of the GBI Board of Directors or GBI staff.

The Overseeing Body will advise on how inputs received may be reviewed and when those providing input should receive acknowledgement of receipt of their input. The Overseeing Body may review all inputs or assign their review to a Subcommittee, Task Group, or GBI staff.

- 2.2 Subcommittees and Task Groups** – The Overseeing Body may create or assign a Subcommittee or a Task Group to review public inputs during a call for public input. Members of any such Subcommittee or Task Group will be identified from subject matter experts or those stakeholders that have a material interest in the topic covered in the document where input has been requested. One GBI staff member, in addition to the Secretariat, may serve on each Subcommittee or Task Group.
- 2.3 Secretariat** – GBI will appoint the Secretariat from GBI Staff. The Secretariat shall:

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- a) Assist in organizing the Overseeing Body.
- b) Organize and maintain rosters of the Subcommittees or Task Groups.
- c) Oversee compliance with these procedures.
- d) Perform administrative work including arranging meetings, preparation and distribution of agendas, minutes, and maintaining adequate records.
- e) Perform other administrative functions as required.

3.0 Meetings – Subcommittee or Task Group meetings shall follow the guidelines established by these procedures and other governing documents such as GBI’s Code of Conduct and tailored Robert’s Rules of Order procedures.

4.0 Public Input

4.1 Notification of a Call for Public Input – At the initiation by the Overseeing Body, email notification will be sent to GBI’s stakeholders asking for public input related to a GBI document. Additionally, the public input form will be placed on the GBI website.

4.2 Public Input on Non-Standards – GBI will accept public input for a minimum thirty (30) calendar days or a longer time as set by the Overseeing Body for a first public input period. GBI may conduct subsequent public input periods of a minimum fifteen (15) calendar days or longer.

4.3 Processing Inputs – Individuals who wish to submit public input shall complete a Public Input Form and return the form to the Secretariat via email or by electronic submission as designated by the Secretariat. The Public Input Form shall be available from the Secretariat upon request and/or online. The Secretariat shall process inputs and distribute each input, in its entirety, to relevant Subcommittees or Task Groups designated for review. The Secretariat may obtain further information from the submitter.

The Secretariat may combine similar recommendations for review by the Subcommittee(s) or Task Group(s).

4.4 Legislative Text Formatting – If the input contains a proposed change to the text of the document, recommended changes to the text shall be shown with strikethrough text for deletions (~~strikethrough~~) and underlined text for additions (underline).

4.5 Actions on Inputs – The Subcommittee or Task Group designated to review inputs shall be made aware of all inputs. While public inputs on non-standard documents are not guaranteed a response beyond initial acknowledgement, the Subcommittee or Task Group can respond to input submitters as they deem appropriate. Responses may be drafted by the Secretariat or other stakeholder designated with that

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responsibility. Actions taken during a public input process may include one of the following:

- a) Acknowledging the input – The stakeholders reviewing inputs recognize and acknowledge the input and thank the submitter for their input.
- b) Providing an answer – Should a question be posed by the submitter, the submitter may receive an answer to the question.
- c) Explain actions taken or not taken – Explanation of action or inaction may or may not be included in an acknowledgement of input or follow up communication.

4.6 Response to Actions Taken – If actions or responses are warranted and sent to the submitter, the submitter does not have the option to object to or appeal the response or action.

5.0 Voting

5.1 Voting Options – Voting may take place during meetings including teleconference and webinar meetings. Upon the conclusion of discussion of all inputs, voting may occur to formally update a document created by GBI and submitted for public input following these procedures.

5.2 Voting at Meetings – Votes taken during meetings to establish a sense of agreement shall be considered approved or disapproved based on the votes of a majority of voting members at the meeting. One GBI staff member, other than the Secretariat, if assigned to a Subcommittee or Task Group may be considered a voting member. No more than one GBI staff member may vote during a Subcommittee or Task Group meeting. In calculating the vote, those who abstain, those who are not present when the vote is taken, and those not eligible to vote shall not be included in the calculation.

6.0 Procedural Appeals – Procedural appeals are not permitted for any call for public input on non-Standard documents.

7.0 Correspondence – Correspondence shall be distributed by the Secretariat. Correspondence from a participant that is requested to be distributed to a Subcommittee or Task Group shall be forwarded to the Secretariat for approval and distribution.

8.0 Revisions to These Procedures – These Public Input Procedures are maintained by GBI. Proposed revisions to these Public Input Procedures may be submitted in writing by any GBI Member, Board of Directors member, Committee, Subcommittee member, or Task Group participant along with a supporting rationale for the proposed change. GBI’s Board of Directors approves changes to these procedures from time to time that are brought forward as recommended for approval. Any approved revisions to these Public Input Procedures shall be effective upon vote of approval of the GBI Board of Directors and subsequent

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publication.