



NCS Rules of Governance

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Table of Contents

PART I - ORGANIZATION	4
1.1 PURPOSE	4
1.2 THE UNITED STATES NATIONAL CAD STANDARD®	4
1.3 SCOPE AND LIMIT OF RESPONSIBILITY	4
1.4 ESTABLISHMENT AND AUTHORITY	4
1.5 AMENDMENT OR DELEGATION OF AUTHORITY	5
1.6 PROJECT COMMITTEE MEMBERSHIP	6
1.7 STEERING COMMITTEE OFFICERS.....	7
1.8 STEERING COMMITTEE	7
1.9 TASK TEAMS	7
PART II - NCS DEVELOPMENT AND REVISION PROCESS	8
2.1 OVERVIEW	8
2.2 REVISION CYCLE.....	8
2.3 NCS CONTENT: FUNDAMENTAL CONCEPTS VS. PRESCRIBED DATA	9
2.4 NCS CONTENT: EXISTING VS. NEW	9
2.5 BALLOT ITEM SUBMITTAL FORMS.....	10
2.6 BALLOT ITEM SCOPE.....	10
2.7 BALLOT ITEM SUBMISSION PERIOD	10
2.8 BALLOT ITEM REVIEW PERIOD	11
2.9 BALLOT ITEMS BY PETITION	12
2.10 BALLOT ITEM COMMENT PERIOD	12
2.11 COMMENT REVIEW AND SUMMARY PERIOD	12
2.12 BALLOT REVIEW AND DISCUSSION MEETING.....	13
2.13 BALLOT PREPARATION AND DISTRIBUTION PERIOD	13
2.14 BALLOT VOTING PERIOD	13
2.15 BALLOT RESULTS PREPARATION, CERTIFICATION, AND DISTRIBUTION PERIOD	13
2.16 PUBLICATION.....	14
PART III - LOGISTICS	14
3.1 BALLOT QUORUM	14
3.2 MEETING QUORUM	14
3.3 NOTICE	14
3.4 POSTING	14

3.5 RECORDS 15

3.6 MEETINGS..... 15

END OF NCS RULES OF GOVERNANCE 16

FIGURE 1 - BIM COUNCIL ORGANIZATIONAL STRUCTURE..... 17

PART I - ORGANIZATION

1.1 PURPOSE

The purpose of this document is to establish Rules of Governance for the United States National CAD Standard Steering Committee (hereinafter the Steering Committee), a committee of subject matter experts responsible for the development of the content of the standard and the Project Committee (hereinafter the Project Committee), a voluntary membership body responsible for balloting changes to the standard. The Steering Committee and Project Committee are committees of the National Institute of Building Sciences (NIBS) Building Information Management Council (hereinafter the BIM Council). **Figure 1** identifies the relationship between the various committees of the NIBS BIM Council.

1.2 THE UNITED STATES NATIONAL CAD STANDARD®

1.2a The purpose of the United States National CAD Standard® (NCS) is to advance the art and science of design, construction, management, operation and maintenance of the vertical and horizontal built environment by providing a means of organizing and classifying electronic design data and thereby fostering streamlined communication among owners, designers, material suppliers, constructors, and facility managers.

1.2b The NCS is a product of NIBS, published in in collaboration with the American Institute of Architects (the AIA), and the Construction Specifications Institute (CSI) in accordance with the terms of an Agreement for Development, Publication, Distribution and Marketing of the NCS (the "Agreement") signed by the parties. NIBS is the publisher of record of the NCS and owns the copyright in the compilation. NIBS is authorized by the Agreement to act on behalf of the AIA and CSI with respect to the intellectual property rights embodied in the NCS.

1.3 SCOPE AND LIMIT OF RESPONSIBILITY

The Steering Committee is responsible for the development of the content and subject matter of the NCS, administering the Project Committee consensus process and overseeing the work of the NCS committees and Task Teams. The authority to manage the business affairs of the NCS is reserved solely to the parties to the publication agreement. In the execution of its duties, the Steering Committee has no authority to exceed the resources made available to the committee by NIBS.

1.4 ESTABLISHMENT AND AUTHORITY

1.4a The Steering Committee derives its authority from and shall report to the NIBS BIM Council, through the chair of the Steering Committee. The NIBS BIM Council may dissolve the Project Committee at any time and upon due notice for any of the following reasons:

- completion of its assignment
- lack of funds to carry out the work
- the need for the project ceases to exist
- inactivity
- failure of the Steering Committee to comply with these Rules of Governance and the NIBS Council

and Committee Manual

- other reasons deemed appropriate by the NIBS Board

1.4b Any governance authority with respect to the development of the content of the NCS not vested in the NIBS BIM Council, the NIBS Board of Directors and not specifically vested in the officers of the Steering Committee or the Project Committee by these Rules of Governance is reserved to the Steering Committee as a whole. The Steering Committee may delegate any such authority to the Project Committee or a task team as it so chooses upon approval of a majority of Steering Committee members whose effective date of membership is 28 or more calendar days prior to the date that a ballot for such delegation of authority is issued.

1.4c These Rules of Governance shall become effective upon approval by 2/3 of current Steering Committee members and approval by the BIM Council.

1.5 AMENDMENT OR DELEGATION OF AUTHORITY

1.5a This paragraph and its sub-paragraphs describe how these Rules of Governance may be amended in the future, or how the Steering Committee may delegate its authority to the Project Committee or a task team. Amendment of the NCS itself is addressed in Part II, "NCS Development and Revision Process."

1.5b Amendments to these Rules of Governance shall require the approval of a minimum of 2/3 majority from non-abstention votes cast from eligible Steering Committee members whose effective date of membership is 28 or more calendar days prior to the date the proposed amendment(s) are issued for ballot.

1.5c Proposals to amend these Rules of Governance or to delegate any authority of the Steering Committee to the Project Committee or a task team shall be submitted by written petition to the Steering Committee authored by not fewer than 10 Project Committee members, of whom no more than 2 may be employees or representatives of a single company. The Steering Committee may also draft and submit proposed amendments to the Project Committee upon the approval of 2/3 of the Steering Committee members.

1.5d The Steering Committee 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 Project Committee for a vote within 56 calendar days of the Steering Committee's action on the petition. If the Steering Committee takes no action with respect to a petition, the ballot shall be submitted to the Project Committee for a vote within 91 calendar days of receipt of the petition.

1.5e Proposals to amend these Rules of Governance may not be combined on the same ballot with proposals to delegate any authority of the Steering Committee to the Project Committee or a task team, nor shall either type of proposal be combined with any ballot to amend the NCS itself.

1.5f The ballot period for proposed amendments to these Rules of Governance or to delegate any authority of the Steering Committee to the Project Committee or a task team shall be not less than 7 calendar days.

1.5g Amendments to these Rules of Governance approved by the Steering Committee and the NIBS BIM Council shall become effective on a date to be determined by the Steering Committee but no later than the start of the next NCS revision cycle that begins after the closing date for the Rules of Governance amendment ballot.

1.5h If amendments to these Rules of Governance are not approved by the NIBS BIM Council, the NIBS BIM Council shall give notice of such disapproval to the Steering Committee within 14 calendar days of such action, accompanied by an explanation of the reason or reasons for disapproval.

1.5i Any delegation of authority of the Steering Committee to the Project Committee or a task team shall become effective within 28 calendar days of the closing date of the ballot distributed for that purpose.

1.6 PROJECT COMMITTEE MEMBERSHIP

1.6a Membership on the Project Committee is open to individuals who have knowledge of and interest in the subject matter of the NCS, 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, code and standards organizations, labor organizations, professional societies, software developers, federal, state, or local government agencies, and consumer or public interest groups.

1.6b Persons interested in serving on the Project Committee shall complete an online Project Committee Membership Application Form. Membership shall become effective upon confirmation of ownership of the latest version of the NCS. Confirmation of membership shall be issued to the applicant by NIBS within 14 calendar days of receipt of the Membership Application Form.

1.6c Project Committee members shall legally obtain and have in their possession a license of the most recent version of the NCS for the purpose of conducting the work of the Project Committee and shall provide verification of ownership with the membership application.

1.6d Project Committee members, or their sponsoring companies or organizations, shall bear the full cost of participation on the Project Committee, including purchase of the most recent version of the NCS and attendance of online Project Committee meetings.

1.6e Membership on the Project Committee shall continue for a term concurrent with each revision cycle and expiring upon the start of the subsequent revision cycle. Members who fail to submit a vote on any written ballot shall be considered inactive and no longer a member of the Project Committee. Persons removed from the Project Committee due to inactivity may be reinstated upon completion and submission of a new online Membership Application Form.

1.6f Project Committee members shall be eligible to vote on any ballot that is issued 28 or more calendar days after the effective date of membership.

1.7 STEERING COMMITTEE OFFICERS

1.7a The chair of the Steering Committee shall be appointed by and serve at the discretion of the chair of the NIBS BIM Council Board of Direction (BOD), for a term concurrent with each revision cycle and expiring upon the start of the subsequent revision cycle.

1.7b The vice-chair of the Steering Committee shall be elected by majority vote of the Project Committee immediately prior to or at the beginning of each revision cycle of the NCS for a term concurrent with that revision cycle and expiring upon the start of the subsequent revision cycle. 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.

1.7c The secretary of the Steering Committee shall be elected by majority vote of the Project Committee immediately prior to or at the beginning of each revision cycle of the NCS for a term concurrent with that revision cycle and expiring upon the start of the subsequent revision cycle.

1.8 STEERING COMMITTEE

1.8a The chair of the Steering Committee shall appoint no fewer than 5 and no more than 9 additional Project Committee members, who shall serve at the discretion of the Steering Committee chair. The chair of the Steering Committee shall chair the Project Committee.

1.8b The Steering Committee shall develop policies and procedures to carry out the project, assist in the administration of Project Committee activities, coordinate the work of the project with other NIBS committees, and generally serve as the governing body of the Project Committee in accordance with these Rules of Governance. The scope of responsibility of the Steering Committee shall include, but not necessarily be limited to, the format of application forms, ballot submittal forms, and ballots; methods of Project Committee communication, collaboration, and balloting; Project Committee timelines, schedules, and revision cycles; meeting venues and media; and any other responsibilities defined elsewhere in these Rules of Governance.

1.8c The Steering Committee shall be representative of the interests involved in the project. The Steering Committee chair may accomplish this objective by appointing to the Steering Committee the chairs of standing and ad-hoc task teams or by some such other method as may be satisfactory to the NIBS BIM Council.

1.9 TASK TEAMS

1.9a Task teams shall be established by and serve at the discretion of the Steering Committee. The Steering Committee may establish task teams at any time and shall determine the appropriate number of members for each task team at the time of formation. The Steering Committee may remove task team members due to inactivity and appoint new task team members to fill vacancies at any time. Project Committee members may serve concurrently on the Steering Committee and no more than 2 task team.

1.9b The Steering Committee shall notify the Project Committee of the formation of task teams and

provide for a period of not less than 28 calendar days during which Project Committee members may volunteer to serve on a task team by completing and submitting a Task Team Application Form. The Steering Committee shall appoint task team chairs and task team members on the basis of their professional experience and knowledge of the specific task. The chairs of task teams may appoint to their task teams in an advisory, non-voting capacity persons who are not members of the Project Committee but who have particular expertise in the subject matter within the realm of the task team's responsibility. Such appointments shall be subject to the approval of the Steering Committee.

1.9c Standing task teams shall have as their primary responsibility oversight of a particular subset of the existing content of the NCS. The term of individual standing task team members shall be concurrent with and expire upon the completion of each revision cycle of the NCS. There shall be no limit to the number of consecutive terms a Project Committee member may serve on a standing task team. The Steering Committee may re-appoint standing task team members who have performed their duties satisfactorily without requiring the submission of a new Task Team Application Form. Each task team member shall have the right to participate in all votes taken, when called, on a specific subject or ballot presented to their task team for consideration.

1.9d Ad-hoc task teams shall be formed to investigate, explore or address specific matters. The Steering Committee shall provide each ad-hoc task team with a specific charge, timetable, and expected deliverable. Typical deliverables may include, but are not necessarily limited to, a report to the Project Committee, recommendations for addition of new or removal of existing modules of the NCS, or development of a new module of the NCS to be submitted to the Project Committee for incorporation into the NCS by ballot.

PART II - NCS DEVELOPMENT AND REVISION PROCESS

2.1 OVERVIEW

2.1a The NCS development and review process described herein is anticipated to occur on a six to 12month revision cycle. The actual length of revision cycles will be established at the sole discretion of the Steering Committee. A short revision cycle is intended to help foster continued revision of the NCS, and to help keep the number of ballot items on any one ballot to a reasonable number, thus enabling Project Committee members to give each ballot item due consideration. A short revision cycle also assures Project Committee members who are unable to submit ballot items by a submittal deadline that the next submittal period is only several months away.

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

2.2 REVISION CYCLE

2.2a At the start of each revision cycle, the Steering Committee shall distribute to the Project Committee

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:

- 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 Steering Committee may at any time and upon 35 calendar days' notice to the Project Committee, convene a meeting of the Project Committee 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 task teams, or otherwise conduct the work of the Project Committee and further the development of the NCS.

2.3 NCS CONTENT: FUNDAMENTAL CONCEPTS VS. PRESCRIBED DATA

2.3a The content of the NCS can be classified in one of two general categories: fundamental concepts of data organization and classification, and prescribed data that conform to those concepts. Examples of fundamental concepts include, but are not necessarily limited to, layer name format, drawing set organization, sheet identification format, file naming format, sheet layout format, schedule layout format, drafting conventions, methodology and guidelines for terms and abbreviations, and organization and classification of symbols. Examples of prescribed data include, but are not necessarily limited to lists of layer names, the list of discipline designators, the table of standard sheet sizes, examples of sheet identification, typical schedules, the list of terms and abbreviations, and the list and graphical depiction of symbols.

2.3b In general, changes to fundamental concepts substantially affect the body of prescribed data, or substantially alter implementation of the NCS. Changes to the prescribed data generally affect only the discrete data in question. For example, a change in the required layer name format would necessitate a complete revision of all prescribed layer names, while adding, deleting or modifying individual layer names affects only the layer names in question.

2.3c In order to assure the marketplace of the stability of the NCS, the Project Committee shall consider whether ballot items are related to fundamental concepts or are limited to prescribed data.

2.4 NCS CONTENT: EXISTING VS. NEW

2.4a The integrity of the NCS 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 Steering Committee and Project Committee have the power and authority to change any of the existing content of the NCS, including deleting entire modules, in order to keep pace with evolving technology or

industry practices. The Steering Committee and Project Committee also have the power and authority to add entirely new content.

2.4b In order to assure the marketplace of the stability of the NCS, the Project Committee 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 task teams shall prepare and submit to the Steering Committee 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 NCS where the required format is indicated. All Ballot Item Submittal Forms shall be made available to all Project Committee 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 NCS module affected;
- the NCS page and paragraph number affected;
- the exact text and/or graphical depiction of the proposed amendment, addition to, or deletion from the NCS;
- documentation of related continuity issues-other parts of the NCS 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 task team (approved or disapproved);
- the date of disposition by the task team.

2.6 BALLOT ITEM SCOPE

Each ballot item shall be limited to a single topic of the NCS. For example, if an author proposes to add a new discipline designator and submit a list of new layer names, new symbols, and new terms and abbreviations for that discipline, the author will prepare separate ballot items according to the topic or affected NCS module.

2.7 BALLOT ITEM SUBMISSION PERIOD

2.7a Any one or more Project Committee members, may propose to add to, delete from, or modify the NCS by preparing and submitting to the appropriate standing task team a Ballot Item Submittal Form.

2.7b Ballot items may be submitted at any time during the ballot item submission period. 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 task team shall be submitted to the Steering Committee, which may, at its sole discretion, act as the reviewing task team for that ballot item or refer the ballot item to a standing task team of its choosing for review.

2.8 BALLOT ITEM REVIEW PERIOD

2.8a Standing task teams shall review and either approve or reject proposed ballot items. Task teams 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.

2.8b Standing task teams 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 re-submittals received after the close of a Ballot Submission Period shall be reviewed and acted upon by the responsible task team for the next revision cycle.

2.8c Standing task teams 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 task team may, at its sole discretion, exercise its expert judgment in determining whether the proposed change in the NCS is appropriate to, is consistent with the purpose of, and enhances the body of knowledge embodied in the NCS; 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. Task teams 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 task teams shall forward promptly to the Steering Committee for inclusion in an upcoming ballot all ballot item submittals approved by simple majority of the task team members. A simple majority shall consist of more than 50 percent of the non-abstention voting members. Ballot items that do not receive approval from a simple majority of the task team members shall be rejected by the task team.

2.8e Standing task teams shall return to the authors all ballot item submittals rejected by the task team, accompanied by a written explanation of the reasons for disapproval. The task team 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.

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

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

2.8h All ballot item submittals rejected by a task team, accompanied by the written explanation of the reasons for disapproval, shall be made available separately for review and comment by all Project Committee 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 task team may be forwarded to the Steering Committee for inclusion in an upcoming ballot by petition authored by no fewer than 10 eligible Project Committee 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 Steering Committee no later than 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 Project Committee members in their original, unaltered form by the start of the Ballot Item Review and Comment Period.

2.9d The Steering Committee 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 Steering Committee 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 NCS is unclear.

2.9e Ballot items submitted by petition that are not approved shall be returned promptly to the authors by the Steering Committee accompanied by a written explanation of the reasons for disapproval. The Steering Committee 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 ten original authors.

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

2.9g Task teams 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

Project Committee members may review and comment in writing on any ballot item approved by a task team 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 task teams shall review the comments of Project Committee 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 Steering Committee shall perform or delegate this task with respect to ballot items received by petition.

2.11b Following comment review, standing task teams may confer with the authors of any ballot item and by mutual agreement modify a proposed ballot item in consideration of the comments made by Project Committee members.

2.12 BALLOT REVIEW AND DISCUSSION MEETING

2.12a The Project Committee shall meet online to review, discuss, and debate all ballot items and comment summaries. The Project Committee 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 task teams may confer with the authors of any ballot item and by mutual agreement modify a proposed ballot item in consideration of comments made by Project Committee members. The written summary of comments to accompany each ballot item shall be amended by the Standing Task Teams to provide a summary explanation of the modifications made to any ballot item.

2.13 BALLOT PREPARATION AND DISTRIBUTION PERIOD

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

2.13b The Steering Committee shall provide a list of eligible voters, including their contact information, to the Project Committee prior to the Ballot Item Review period.

2.14 BALLOT VOTING PERIOD

The ballot voting period shall begin no more than 21 calendar days after the Project Committee 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 NIBS and reported to the Steering Committee. The report shall include verification of the eligibility of voters and a tally of votes for each ballot item.

2.15b The Steering Committee shall certify the ballot results prepared by NIBS. The Steering Committee 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.

2.15c Following certification of the ballot results, the Steering Committee shall review the scope of revisions to the NCS resulting from the ballot and all previous ballots since the last major revision, and together with NIBS shall determine whether all revisions to date constitute a "major revision" of the

NCS, 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 NIBS shall publish new versions of the NCS within 182 calendar days of the certification of the ballot results by the Steering Committee, or shall provide written notice to the Project Committee explaining why additional time is needed.

2.16b NIBS shall publish self-contained updates within 91 calendar days of the certification of the ballot results by the Steering Committee, or shall provide written notice to the Project Committee explaining why additional time is needed. Posting of interim updates as self-contained downloadable files on the NCS Web site, with notification of their availability to Project Committee members and registered customers, 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 of 2/3 of non-abstention ballots cast.

3.2 MEETING QUORUM

3.2a The quorum for any meeting of the Project Committee during which any vote is taken shall be ½ of the attending eligible Project Committee members.

3.2b The quorum for any meeting of the Steering Committee, standing task teams, or ad-hoc task teams during which any vote is taken shall be 2/3 of the eligible members of the committee or task team.

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, 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 Project Committee 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 Steering Committee, the Project Committee and every task team, shall organize, keep accurate records of, and make available to the entire Project Committee all written matter generated by the committee or task team, and will work with assigned staff as appropriate in the fulfillment of their responsibilities. The Secretary of the Project Committee, and the secretary of each task team, who shall be appointed by the chair of each task team, 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 BIM Council and NIBS Board of Directors. All such records shall be available and open for inspection by members of the Project Committee; members of the NIBS BIM Council and NIBS Board of Directors; and any other persons as may from time to time be expressly authorized by the chair of the Board of Directors.

3.6 MEETINGS

3.6a The chair of the Steering Committee shall give notice of and prepare and distribute an agenda for all upcoming Steering Committee meetings a minimum of 7 calendar days in advance of any meeting.

3.6b The chairs of the Steering Committee and all standing and ad-hoc task teams shall give notice of and prepare and distribute an agenda to the entire Project Committee for all upcoming meetings a minimum of 20 calendar days in advance of any meeting.

3.6c Meetings of the Steering Committee shall be open to the public. Provisions shall be made to enable Project Committee members to participate by remote means. The chair of the Steering Committee may, at the chair's sole discretion, limit discussion at the meeting to Steering Committee members. Only Steering Committee members will be permitted to vote on matters brought before the Committee.

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

3.6e It is contemplated that discussion may take place among the Steering Committee or standing or ad-hoc task teams via e-mail or other electronic means. Any Project Committee member who desires to have access to any electronic means of communication established for any committee or task team of the Project Committee shall be provided with such access upon request.

3.6f All documents circulated among the members of any subcommittee or task team of the Project Committee shall be made available to all Project Committee members at the same time and via the same means they are made available to the members of the respective task team.

END OF NCS RULES OF GOVERNANCE

FIGURE 1 - BIM COUNCIL ORGANIZATIONAL STRUCTURE

