

# **Standardization Policies and Procedures of the National Electrical Manufacturers Association**

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## Foreword

The rules, policies, and procedures contained herein govern the development of Standards by the National Electrical Manufacturers Association (NEMA), and the participation by NEMA in the formulation of standards by other private organizations, or in the development of joint standards.

They do not cover promotional activities related to standards, such as NEMA efforts advocating the adoption and use of the National Electrical Code and other nationally recognized standards.

NEMA is the nation's largest trade organization for manufacturers of electrical products. It comprises firms, varying in size from extremely small companies to diversified industrial giants, which manufacture electrical products in North America.

It is NEMA's belief that standards play a vital part in the design, production, and distribution of products destined for both national and international commerce. Sound technical standards benefit the user, as well as the manufacturer, by improving safety, bringing about economies in product, eliminating misunderstandings between manufacturer and purchaser, and assisting the purchaser in selecting and obtaining the proper product for his particular need.

NEMA devotes much of its time, effort, and resources to voluntary standardization activities. NEMA Standards are offered and recommended to become American National Standards under the procedures of the American National Standards Institute, usually under the canvass method. This decision rests with the particular Subdivision or Subdivisions concerned. It is the intent of the Association to continue its support of these activities as the best method to continue providing sound and safe electrical products for the use of all.

The following changes have been approved and implemented in this edition of Standardization Policies and Procedures.

| <b>SECTION</b> | <b>CHANGES</b>              |
|----------------|-----------------------------|
| 6.1.2          | Membership                  |
| 6.1.3          | Meetings, Quorum and Voting |
| 6.1.6          | Nominations Committee       |
| 6.2.3          | Meetings and Quorum         |

## 1. Definition of a NEMA Standard

A Standard of the National Electrical Manufacturers Association defines a product, process, or procedure with reference to one or more of the following: nomenclature, composition, construction, dimensions, tolerances, safety, operating characteristics, performance, rating, testing, and the service for which it is designed.

## 2. NEMA Standards Publications

A NEMA Standards Publication is a grouping of related standards covering a product or family of products. Each Standard can be revised individually and the publication maintained by issuance of revisions as they are approved. Major revisions to NEMA Standards Publications, for practical reasons, may require the issuance of an entire new publication. In addition, NEMA Standards Publications and revised Standards contained therein are identified by number and date.

NEMA Standards Publications are subject to periodic review as described in [Section 11, Review of NEMA Standards Publications](#).

The information in this publication was considered technically sound by the consensus of persons engaged in the development and approval of the document at the time it was developed. Consensus does not necessarily mean that there is unanimous agreement among every person participating in the development of this document.

NEMA standards and guideline publications, of which the document contained herein is one, are developed through a voluntary consensus standards development process. This process brings together volunteers and/or seeks out the views of persons who have an interest in the topic covered by this publication. While NEMA administers the process and establishes rules to promote fairness in the development of consensus, it does not write the document and it does not independently test, evaluate or verify the accuracy or completeness of any information or the soundness of any judgments contained in its standards and guideline publications.

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NEMA has no power, nor does it undertake to police or enforce compliance with the contents of this document. NEMA does not certify, test or inspect products, designs or installations for safety or health purposes. Any certification or other statement of compliance with any health or safety-related information in this document shall not be attributable to NEMA and is solely the responsibility of the certifier or maker of the statement.

## **3. NEMA Standardization Policies**

### **3.1 Illegal Use of Standards**

NEMA Standards shall not be written so as to attempt to fix prices, exclude competition from the marketplace, curtail production, or otherwise restrain trade.

### **3.2 Voluntary Adherence to Standards**

Adherence or non-adherence to a NEMA Standard shall be left to the individual discretion of every manufacturer, unaffected by agreements, understandings, or direction of any type by the Association.

### **3.3 Engineering, Technical, and Safety Considerations**

NEMA activity in the field of standardization shall be confined to the definition of the engineering, technical, and safety characteristics of electrical products within the scope of NEMA.

### **3.4 Commercial Practices**

NEMA Standards shall not include provisions which are a part of the commercial relationship between the manufacturer and the purchaser, such as warranties, allocation of the risk of loss, conditions of acceptance or rejection, or the determination of which party is to provide services incidental to the installation of a standard item.

### **3.5 Standard Practice**

The statement that a method or procedure shall be the “standard practice” or any similar statement shall refer only to an engineering, technical, or safety method or procedure and shall not constitute a recommendation or statement of what the actual practices of the various manufacturers should be.

### **3.6 “Special” Products**

NEMA Standards shall not include statements to the effect that certain items are to be considered as “special” or any similar term.

### **3.7 Minimums and Maximums**

If a standard is framed to specify a technically adequate level of performance or characteristic, it shall be phrased in such a way as to not constitute a ceiling preventing the development of a superior product. This shall be accomplished by specifying the technically adequate level as a minimum. In the case of certain undesirable characteristics, such as leakage current or radio influence voltage, the technically adequate level shall be expressed as a maximum.

In some cases, however, where the minimum or maximum of a whole class is inappropriate due to the complexity of the relationship among the various characteristics of the product, or because of other valid technical or engineering reasons, it is permissible to fix on specific or preferred ratings. A NEMA Standard must present an adequate number of ratings so that the field is adequately covered and no exclusion or restriction takes place.

### **3.8 Inclusion of Products**

NEMA Standards shall ordinarily include all technically adequate equipment in the field; that is, all products which fall within the definitions or the criteria of the Standard.

NOTE: There may be certain limited circumstances, such as interchangeability standards, where not all technically adequate products need necessarily be included.

### **3.9 NEMA patent policy - Inclusion of Essential Patent Claims in NEMA Standards**

There is no objection in principle to drafting a NEMA Standard in terms that include the use of an essential patent claim if it is considered that technical reasons justify this approach. Participants in the development of a NEMA Standard or proposed NEMA Standard are encouraged to identify and disclose early in the standards development process essential patent claims of which the participant has knowledge.

No participant in the development of a NEMA Standard or proposed NEMA Standard shall knowingly conceal from NEMA or the other firms or persons participating in the development of a NEMA Standard or proposed NEMA Standard any patent containing an essential patent claim that the participant (or any Affiliate) owns, controls, or has the ability to license.

Each participant in the development of a NEMA Standard or proposed NEMA Standard is encouraged to bring to the attention of NEMA and the other participants at any time during and after the development of the Standard any patent(s) or published patent application(s) that are believed to contain an essential patent claim, which (a) the participant owns, controls, or has the ability to license, or (b) is owned by others in the manner set forth in this policy.

#### **3.9.1 Definitions**

##### **A. Essential Patent Claim.**

An “essential patent claim” means a claim contained in a patent or published patent application, the use of which is necessary to create a compliant implementation of the mandatory portions of the normative clauses of the NEMA Standard or proposed NEMA Standard when there is no commercially and technically feasible non-infringing alternative. An essential patent claim does not include any claim that is essential only for enabling technology (technology that may be necessary to make a product that complies with the NEMA standard, but is neither explicitly required by nor expressly set forth in the NEMA standard) or any claim other than that set forth above even if contained in the same patent as the essential patent claim.

##### **B. Knowledge or Knowingly.**

“Knowledge” or “knowingly” means or refers to the actual personal awareness by an individual of information relating to a particular matter. Knowledge shall not be deemed to include knowledge held by other personnel of the relevant individual participant’s sponsor or employer; *provided however*, that such sponsor or employer will not deliberately withhold relevant information from individual participants in NEMA’s standardization activities for the purpose of avoiding disclosure or licensing under this policy.

## C. Participant or Individual Participant.

“Participant” means a NEMA member of a subdivision authorized under 7.1 or 7.4 to develop a NEMA Standard, and it also refers to an individual participant. “Individual participant” means the individual person representing or employed by a participant in the development of a NEMA Standard.

## D. Affiliate.

“Affiliate” means an entity that directly or indirectly through one or more intermediaries, controls, is controlled by, or is under common control with such entity. “Control” means ownership of or ability to direct more than 50% of the voting power of a corporation or other organization.

## E. Development

“Development” means the entire effort in proposing, drafting, meeting and discussing, voting upon, revising, and reaffirming a NEMA Standard or proposed NEMA Standard.

### **3.9.2 No Requirement to Search Patent Portfolio**

Participants in the development of a NEMA Standard or proposed NEMA Standard do not have an affirmative duty to search their patent portfolio to determine if they own a patent containing an essential patent claim.

### **3.9.3 Disclosures of Essential Patent Claims**

To implement the policy of 3.9, the procedures in 3.9.3 – 3.9.8 shall be followed.

#### *3.9.3.1 Self-Disclosure by Patent Holder*

A participant in the development of a NEMA Standard or proposed NEMA Standard, on behalf of itself and its Affiliates, shall disclose in writing to NEMA essential patent claims that they own, control, or have the ability to license as expeditiously as possible after that participant recognizes it has an obligation of disclosure under this policy. The disclosure shall be accompanied by the written statement required by 3.9.3.3B below. A participant may also submit to NEMA at any time a written disclaimer as provided in 3.9.3.3A below.

#### *3.9.3.2 Disclosure at Request of NEMA*

At the request of any firm or person who states that another identified party owns, controls, or has the ability to license an essential patent claim, NEMA shall request, without coercion, that the



identified party, on behalf of itself and its Affiliates, provide the statement required by 3.9.3.3A or 3.9.3.3B below.

*3.9.3.3 Written Disclosure Statements.*

A participant or an identified party providing a written statement under 3.9.3.1 or 3.9.3.2 shall submit a written communication addressed to NEMA's Vice-President, Technical Services containing either:

A. a statement containing an assurance in the form of a general disclaimer to the effect that such party (including any Affiliate) does not own, control or have the ability to license patents or published patent applications containing essential patent claim(s), but in the event that it is later discovered that such party (including any Affiliate) does own, control or have the ability to license such patents, a license will be made available as prescribed in 3.9.3.3B(c); or

B. a statement:

(a) identifying the patent registration or application number(s) of the patent(s) or published patent applications that is believed to contain essential patent claim(s);

(b) identifying the NEMA Standard or proposed NEMA Standard and the part and/or section of the NEMA Standard or proposed NEMA Standard that would include the use of an essential patent claim; and

(c) containing an assurance that a license to such essential patent claim(s) will be made available by such party (including any Affiliate) to applicants desiring to utilize the license for the purpose of implementing the standard either:

(1) under reasonable terms and conditions that are demonstrably free of any unfair discrimination; or

(2) without compensation and under reasonable terms and conditions that are demonstrably free of any unfair discrimination, and

(3) at the option of the participant or identified party, that such license under (c)(1) or (2) is subject to a condition of reciprocity, where reciprocity means with respect to other parties that have a patent or published patent application containing an essential patent claim, the assurance under (c) is conditioned on their willingness to license their patent(s) containing an essential patent claim on these terms. A participant or identified party who provides an assurance to license without compensation under 3.9.3.3B(c)(2) on a condition of reciprocity, may require a license with compensation on reasonable terms and conditions that are demonstrably free of discrimination if the reciprocating licensee will only license on such terms.

(d) stating that the assurance contained in the written communication will be brought to the attention of any future assignees or transferees of the essential patent claim, and shall not be circumvented through the sale or transfer of patents.

C. The assurance provided under 3.9.3.3B may be withdrawn when it is established that there are commercially and technically feasible non-infringing alternatives to creating a compliant implementation of the NEMA standard.

## **3.9.4 Timing of Disclosure Statements**

For so long as a participant is a member of NEMA or, an individual participant in NEMA standards development activities, a participant in the development of a NEMA Standard or proposed NEMA Standard shall continue to satisfy the requirements of 3.9. At the time a NEMA Standard or proposed NEMA Standard is submitted for approval by letter ballot under 7.5 or for a vote under 7.6.2, the participant shall provide the written statement required by 3.9.3.3. NEMA's letter ballots shall contain a certification requirement for compliance with 3.9, which states: "I state that [check one]:

I am not aware of patents or published patent applications containing essential patent claims, which I or my employer or sponsor (or an affiliate of any of them) own, control or have the ability to license, but if it is later discovered that I, or my employer or sponsor do own, control or have the ability to license such patents, a license will be made available as required by NEMA's Standardization Policies and Procedures, 3.9;

I am aware of patents or published patent applications containing essential patent claims, which I or my employer or sponsor (or an affiliate of them) own, control or have the ability to license, and a written statement has been submitted to NEMA as required by NEMA's Standardization Policies and Procedures, 3.9.

## **3.9.5 Record of Statement**

A record of the patent holder's statement under 3.9.3 shall be retained in the files of NEMA. The Vice-President, Technical Services shall cause a copy of the written communication to be sent to the firms or persons participating in the development of the NEMA Standard or proposed NEMA Standard that would include the use of an essential claim.

## **3.9.6 Notice**

When NEMA receives from a patent holder the assurance set forth in 3.9.3.3 (c) above, the standard shall include a note substantially as follows:

NOTE – The user's attention is called to the possibility that compliance with this standard could require use of an invention covered by patent rights.

By publication of this standard, no position is taken with respect to the validity of any such claim(s) or of any patent rights in connection therewith. If a patent holder has filed a statement of willingness to grant a license under these rights on reasonable and nondiscriminatory terms and conditions to applicants desiring to obtain such a license, then details may be obtained from NEMA.

## **3.9.7 Responsibility for identifying patents**

NEMA is not responsible for identifying patents or published patent applications for which a license may be required by a NEMA Standard or for conducting inquiries into the legal validity or scope of those patents that are brought to their attention.

## **3.9.8 Discussions of patent issues at technical committee meetings**

At technical committee meetings, firms or persons shall not discuss the following:

- (a) the construction, validity, or essentiality of patents or patent claims;
- (b) specific license rates, licensing costs, terms or conditions, or the relative costs of different technical approaches to the standard; or
- (c) the status or substance of ongoing or threatened patent litigation.

### **3.10 Metrication**

NEMA supports voluntary metrication of standards. Each NEMA Subdivision is required to make an informed decision whether to metricate its standards. Subdivisions shall identify standards that will utilize the metric system and determine whether “soft” or “hard” conversion is to be used.

Standards outside the control of the Subdivision shall be brought to the attention of those responsible for the Standard. Additionally, each Subdivision shall consider the impact of metrication of their standards on other NEMA Subdivisions.

Subdivisions shall review Technical Services Department Bulletin No. 79, “Guidelines for Metric Conversion of NEMA Standards” when considering whether to metricate a standard. Use of the metric system shall be in accordance with the current edition of NEMA Standards Publication NS 1, “Guide for Preparation of NEMA Standards Publications.”

### **3.11 Accessories**

NEMA Standards for accessories shall be completely justified by engineering, technical, or safety considerations, and shall be limited to accessories genuinely needed for the proper and safe operation of a product covered in a NEMA Standards Publication.

### **3.12 Effective Date**

The effective date of a NEMA Standard shall be the date of its approval by the Codes and Standards Committee. When such approval is subject to the assent of one or more Subdivisions, the effective date shall be the date of the meeting of the Codes and Standards Committee at which time the assent of all such Subdivisions is reported.

### **3.13 Reviewed by Counsel**

All NEMA Standards shall be reviewed by NEMA Counsel for compliance with NEMA policies and the law prior to their approval by the Codes and Standards Committee.

## **4. Categories of NEMA Standards and Standards Publications**

### **4.1 NEMA Standard**

A NEMA Standard relates to a product, process, or procedure commercially standardized and subject to repetitive manufacture.

### **4.2 Suggested Standard for Future Design**

A Suggested Standard for Future Design is a standard which may not have been regularly applied to a

commercial product, but which suggests a sound engineering approach to future development.

### **4.3 Authorized Engineering Information**

Authorized Engineering Information consists of explanatory data and other engineering information of an informative character not falling within the classification of a NEMA Standard or Suggested Standard for Future Design. As such, it may be included in a NEMA Standards Publication.

### **4.4 Adoptive Standard**

An Adoptive Standard is a standard adopted in whole or in part, from the standards of another organization, either domestic, regional, or international.

A NEMA Adoptive Standard shall be approved with proper reference to its source in the NEMA publication in which it appears.

Amendments of or exceptions to the standard of origin shall be solely for reasons of safety, conflicting codes, or NEMA Standards, or technical adequacy. Such amendments or exceptions shall take the form of NEMA Standards and shall be designated as NEMA Standards, Suggested Standard for Future Design, or Authorized Engineering Information, as appropriate.

## **5. Contents of NEMA Standards Publications**

A NEMA Standards Publication shall contain a combination of the following items, except that a NEMA Adoptive Standard shall comply with the rules and procedures of the standards organization responsible for its development.

### **5.1 Scope**

A clear, concise, and comprehensive statement of the coverage of the Standards Publication shall always be included.

### **5.2 Definitions**

If items used in the Standards require definition, the definitions shall be included as a separate part of the Standards Publication.

### **5.3 General**

General standards, when used, are those having broad applications to the products covered by the Standards Publication and not otherwise classified.

### **5.4 Rating**

Rating standards, when used, include specific ratings of, or methods of rating, the equipment in such units or measurements as are appropriate.

### **5.5 Manufacturing**

Manufacturing standards, when used, include such things as construction, materials, dimensions, provisions for mounting, spacings between live parts, precautionary labels, and nameplate markings. Standards for materials may refer to tensile and compressive strengths, dielectric strengths, insulation resistance, and other pertinent physical properties.

### **5.6 Dimensions**

Where dimensions are given for interchangeability purposes, alternate dimensions satisfying the other provisions of the standards publication may be capable of otherwise equivalent performance.

### **5.7 Performance**

Performance standards, when used, cover characteristics such as temperature rise, interrupting capacity, voltage regulation, speed regulation, number of operations without deterioration, and the ability to withstand specified conditions.

### **5.8 Testing**

Testing standards, when used, include procedures for tests to determine compliance with manufacturing ratings and performance standards included in testing standards.

### **5.9 Marking**

Marking standards, when used, generally require the manufacturer's symbol and identification.

### **5.10 Application**

Application information for the product may be included as part of the general standards or as a separate part of the NEMA Standards Publication.

### **5.11 Appendices**

All appendices, which may include text, figures, and tables, are designated as Authorized Engineering Information.

### **5.12 References to Brand-Name Products**

If it is necessary to refer to a particular device, a generic description should be used rather than a brand-name reference, unless such reference is essential for technical reasons and has been approved by Counsel.

## **6. Management, Authority, and Responsibility for NEMA Standardization Activities**

Overall management of the Association is vested in the Board of Governors. Management, authority, and responsibility for the Association's standardization activities lie with the Standards and Conformity Assessment Policy Committee (SCAPC) and its appointed standing committees the Codes and

Standards Committee (C&S) and the International and Regional Standardization Committee (IRSC) and are implemented by the Subdivisions and Joint Committees of Subdivisions.

## **6.1 Standards and Conformity Assessment Policy Committee**

### **6.1.1 Mission**

The Standards and Conformity Assessment Policy Committee is responsible for overseeing NEMA standardization and conformity assessment activities in the domestic, regional, and international fields. The Committee is a decision-making body and has strategy and policy responsibility for all NEMA work in the development and review of technical standards, rules, codes, specifications, or other regulations, both within NEMA and in cooperation with other organizations and agencies. The committee is also responsible for policy positions on proposed and enacted legislation under which such standards or regulations might be developed or adopted. In addition, the committee is responsible for recommending and annually reviewing core and horizontal programs in this work area.

### **6.1.2 Membership**

The membership of the Standards and Conformity Assessment Policy Committee shall be based on the following criteria: balanced representation, expertise and commitment. The Committee shall consist of the following classes of members.

#### Voting Members

1. Up to four members from the Board of Governors. The number of members shall be determined by the Board of Governors. Membership is limited to one member per parent company.
2. Up to 16 regular members who are representatives from member companies. Membership is limited to one member per parent company but regular members and the Board of Governors members may be from the same parent company.

#### Non-Voting Members

3. The Chairs of the Standing Committees (i.e., Codes and Standards Committee and the International and Regional Standardization Committee. If the Chair cannot attend a meeting, he is to delegate the responsibility to an Officer of the committee and notify the Secretary.
4. Liaison members who are appointed by the product sections to provide relevant industry input and feedback.

The official roster for the Standards and Conformity Assessment Policy Committee consists of members of 1, 2, and 3.

The officers of the Standards and Conformity Assessment Policy Committee shall be a chairman and a vice chairman. The chairman shall be a member of the Board of Governors.

The committee members shall be nominated by the Nominations Committee (6.1.6) and shall be appointed by the NEMA Board of Governors. There is no term limit for members of the Standards and Conformity Assessment Policy Committee.

### **6.1.3 Meetings, Quorum, and Voting**

The Standards and Conformity Assessment Policy Committee shall hold meetings at such times and places as may be fixed by the chairman, normally three times a year.

A majority of the members of the Committee shall constitute a quorum at all meetings.

There shall be one vote per NEMA member company. If a Board of Governors member and a regular member are affiliated with the same parent company and both in attendance, the Board member shall cast a vote and the regular member shall not cast a vote. Approval of Committee actions at meetings requires a quorum and approval by a majority of the members present. Approval of Committee actions between meetings requires approval by a majority of the members. Liaison members may attend meetings by giving advance notice.

### **6.1.4 Scope**

In addition to such other powers and duties granted or prescribed by the Board of Governors, from time to time, and subject to the direction of the Board of Governors, the scope of the committee shall be:

- a. Develop, maintain, and communicate a dynamic strategy for NEMA's international, regional and national standards and conformity assessment activities in furtherance of the business objectives of its members. Such strategy shall encompass the changing global markets, increased focus on health, safety and environmental issues and the impact of new and emerging technologies.
- b. Establish and articulate policies to influence public opinion, legislators, and regulators in support of NEMA members' positions on standards and conformity assessment. Coordinate with other NEMA committees as appropriate.
- c. Enhance NEMA's influence through developing alliances with other organizations both public and private to promote these policies.
- d. Manage NEMA's standards and conformity assessment programs through prioritizing the activities of the standing committees in accordance with the developed strategies and policies.
- e. Review the core and horizontal programs annually in order to ensure they deliver value to the members and minimize overhead costs.

### **6.1.5 Executive Committee**

The Officers of SCAPC and the Chairs of its appointed standing committees shall serve as an Executive Committee. The ExC is empowered to act on SCAPC's behalf in between meetings on matters requiring immediate attention, except financial matters. These actions are subject to confirmation at the next SCAPC meeting.

### **6.1.6 Nominations Committee**

At least four months before each Annual Meeting of the Association, the chairman of the Standards and Conformity Assessment Policy Committee shall appoint a Nominations Committee to nominate individuals for membership on the Standards and Conformity Assessment Policy Committee. Recommendations may come from all sources. The Nominations Committee shall consist of a Chairman and at least three members of the Standards and Conformity Assessment Policy Committee.

## **6.2 Codes and Standards Committee**

### **6.2.1 Mission**

The Codes and Standards Committee is responsible for supervising and correlating all work of the Association in the development of technical standards, rules, codes, specifications, or other regulations, both within the Association and in cooperation with other organizations, except as such authority is assigned to another NEMA Committee or Council. In addition, the Codes and Standards Committee promotes the direct adoption of the National Electrical Code<sup>®</sup> and supports harmonization of electrotechnical product and conformity assessment procedures on a regional basis in accordance with the expressed wishes of the affected NEMA Product Groups.

### **6.2.2 Membership**

The membership of the Codes and Standards Committee shall be persons who are officers or employees of members of the Association and shall be based on the following criteria: balanced representation of the broadly diversified interests and products within NEMA (See Clause [6.2.6](#)), technical expertise, and commitment to active participation. Committee members are appointed to represent the technical best interests of NEMA as a whole and not of particular subdivisions or members.”

Membership on the Codes and Standards Committee shall be limited to a maximum of two voting members from any one parent member company.

The officers of the Codes and Standards Committee shall be a chairman and not less than two, nor more than four, vice chairmen.

### **6.2.3 Meetings and Quorum**

The committee shall hold meetings at such times and places as may be fixed by the chairman. Five members of the Committee shall constitute a quorum at all meetings except for approval of Standards. (See [6.2.7](#), *Required Vote*.) The Committee members and officers shall be nominated by the C&S Nominating Committee and shall be appointed by the Standards and Conformity Assessment Policy Committee to serve for one-year terms. The Chair shall serve a maximum of two years. The Officers shall serve a maximum of six years, except the immediate past Chair shall be permitted to serve an additional one-year term as Vice Chair provided the total term of service does not exceed seven years. The Vice Chair with the most years of service as Vice Chair, [who is eligible to serve as Chair](#) and excluding the past Chair, shall be the Parliamentarian of the Committee. The Parliamentarian shall help to train new Officers and ensure that proper procedures are followed.

### **6.2.4 Interim Power of Codes and Standards Committee Officers**

The officers of the Codes and Standards Committee shall hold meetings at such times and places as may be fixed by the chairman, and shall be empowered to act between meetings of the full Committee on all matters except for approval of Standards (except as otherwise specifically provided in [Section 12, Emergency Standards](#)), which requires Committee action. A majority of the officers shall constitute a quorum at all meetings.



The officers may meet between the regular committee meetings to act upon items of urgency such as, ballots or comments that have a close due date, letters to agencies or the like that need immediate attention to be effective, special instances as dictated by the Committee, etc. on these issues on behalf of the Codes and Standards Committee. The recommendations of concerned subdivisions shall be solicited. If, for some reason, any of the officers feels that there has been insufficient solicitation for subdivision recommendations, or if the issue needs to have exposure to the full Committee, the item can be balloted to the Committee prior to their regular meeting through conference call or by electronic means.

Once the officers of the Codes and Standards Committee have taken an action, each Committee member that has enrolled for automatic notification will receive an automatic notification through the NEMA website, and the action must also be submitted to the Codes and Standards Committee at its next meeting for approval. If any such action is disapproved by the Codes and Standards Committee, the Committee shall then take such action as is required to supersede the disapproved action.

### **6.2.5 Scope**

In addition to other powers and duties granted or prescribed by the SCAPC from time to time, and subject to the supervision and direction of the SCAPC, the scope of the Committee shall be:

- a. Approve NEMA standards or standards publications developed by subdivisions in accordance with [Section 8](#).
- b. Appoint representatives of the Association to act with outside bodies in the development of standards, rules, codes, and regulations of outside bodies; and to supervise and correlate the work of such representatives, except as such authority is assigned to another NEMA Committee or Council (see [Appendix C](#)).
- c. Authorize the appointment of, and to supervise the work of, Joint Committees of Subdivisions on technical matters, and to notify the secretary of each interested Subdivision when a Joint Committee has been appointed to consider any technical matter (see [Appendix A](#)).
- d. Approve or disapprove all explanatory data and information of a technical or engineering nature to be issued as Authorized Engineering Information.
- e. Address regional (U.S. and Canadian) conformity assessment issues.
- f. Administer the Field Program by defining and publicizing the program, assisting in representative training, evaluating effectiveness of the program, and developing a budget for the program.
- g. Advise and recommend to the SCAPC a formula for the allocation to the various Subdivisions of the costs of all Codes and Standards projects.
- h. Approve Engineering Bulletins that come under the scope of the Committee.
- i. At the discretion of the NEMA President, approve other items that explicitly contain technical content such as, Section requests to send letters to outside organizations, NEMA presentations, NEMA websites, marketing information, guides, white papers and other technical documents.
- j. Hear appeals of technical issues between sections or between members within a section – See [clause 10, Appeals](#).
- k. Advise and recommend to SCAPC any change to the policies and procedures governing technical issues of the association.

- l. Monitor proposed electrical statutes, ordinances or regulatory actions which fulfill the mission as stated in clause [6.2.1](#).
- m. Approve responses to requests for interpretation of NEMA standards (See [clause 9](#)).

## **6.2.6 Nominations Committee**

At the beginning of each year, the chairman of the Codes and Standards Committee shall appoint a Nominations Committee to nominate individuals for membership in the Codes and Standards Committee. Recommendations may come from all sources. The Nominations Committee shall consist of a Chairman and at least three members of the Codes and Standards Committee. In the interest of maintaining balance, the Nominations Committee shall utilize tools such as, attendance records, active participation on standing NEMA committees, and diversified representation on the subcommittee expertise matrix, the Nominations Committee shall recommend nominations to the Codes and Standards Committee for consideration and endorsement prior to submittal to the Standards and Conformity Assessment Policy Committee for approval.

Interim appointments to the Codes and Standards Committee shall be similarly processed.

## **6.2.7 Required Vote**

All matters submitted to the Codes and Standards Committee, its officers, and any committee of the Codes and Standards Committee for decision or action shall require, for approval, the affirmative vote of a majority of those members voting plus one additional affirmative vote.

## **6.3 International and Regional Standardization Committee**

### **6.3.1 Mission**

The International and Regional Standardization Committee (IRSC) is responsible for representing, supervising, and coordinating all work of the Association in the development and implementation of International/Regional programs that address technical standards, product and manufacturing regulations and their respective conformity assessment systems. The latter includes evaluation and promotion of specific conformance criteria through development of Association position statements on required and proposed product marking systems and market access requirements. The IRSC, in collaboration with the NEMA sections, is required to propose, and implement strategies and tactical programs to meet NEMA member company needs that meet NEMA agreed standardization policies and strategies expressed by the NEMA SCAPC and to coordinate with the appropriate NEMA committees.

### **6.3.2 Membership**

### **6.3.3 Meetings and Quorum**

The Committee shall hold meetings at such times and places as may be fixed by the chairman. Five members of the Committee shall constitute a quorum at all meetings. The Committee members and officers shall be nominated by the IRSC Nominations Committee and shall be appointed by the Standards and Conformity Assessment Policy Committee to serve for one-year terms. The Chairman of the IRSC and chairmen of all IRSC sub-committees may serve for no more than three consecutive terms while other members may serve consecutive terms without limit providing they meet the criteria for service on

the committee.

#### **6.3.3.1 IRSC Sub-Committees and Task Forces**

The International and Regional standardization committee may appoint sub-committees for long term interest areas and/or task forces to address short term issues that make up the working agenda of the IRSC committee. All sub-committee or task force work is subject to the approval of the full IRSC committee.

A member of the IRSC will chair sub-committees and a minimum of two additional members of the IRSC shall be required to participate in the sub-committee. Sub-committees shall be open to participation of any representative of a NEMA member company. The majority of the work shall be undertaken using electronic telecommunication means. Meetings may be called at the discretion of the sub-committee chair.

A member of the IRSC will chair any task force that is set up with a specific goal and time horizon. Task forces will be open to participation of any representative of a NEMA member company.

#### **6.3.4 Scope**

In addition to other powers and duties granted or prescribed by the SCAPC from time to time, and subject to the supervision and direction of the SCAPC, the scope of the Committee shall be:

- a. Define objectives and establish priorities to achieve timely and comprehensive positions on international and regional standards and conformity assessment issues of interest to NEMA.
- b. Monitor the international, regional, and other activities of individual NEMA subdivisions including NEMA regional offices, together with activities of the national, regional and international organizations actively participating in markets of interest to NEMA members, and then implement strategies and actions to achieve NEMA member company needs.
- c. Maintain primary responsibility and contact in the international activities of national, regional, and international organizations.
- d. Implement all NEMA international and regional strategy activities.
- e. Support NEMA subdivision activities for participation in international and regional standards development.
- f. Direct coordination between the Technical Services and Government Affairs departments for regulatory issues, particularly related to standardization and conformity assessment.
- g. Develop NEMA positions for input to the USNC and IEC, and other international or regional standards bodies, activities including policy statements, strategic goals, advisory committee actions, guides for participants, etc.
- h. Identify global certification issues, develop action plan and coordinate sections responses.
- i. Serve as a resource for the NEMA Regional Offices on subjects concerning standards and conformity assessment issues.

#### **6.3.5 Nominations Committee**

At least four months before each annual meeting of the Association the chairman of the International and

Regional Standardization Committee shall appoint a Nominations Committee to nominate individuals for membership in the International and Regional Standardization Committee. Recommendations may come from Sections, Divisions, and Individual Company Members. The Nominations Committee shall consist of a Chairman and at least three members of the International and regional Standardization Committee. Nominations shall be submitted to International and regional Standards Committee for endorsement and then submitted to the Standards and Conformity Assessment Policy Committee for approval.

## **6.4 Subdivisions**

Any Subdivision of NEMA may undertake the development of Standards for a product within its product scope and approve such standards subject to final approval and adoption by the Codes and Standards Committee. Upon approval of the Board of Governors Officers Committee, any Subdivision may approve for adoption Standards for products not within the product scope of the Subdivision, provided that those products are not within the product scope of any other Subdivision. If approval is granted, the product scope of the Subdivision shall be extended to include the product which is the subject of the standard so approved, provided that members of that Subdivision either manufacture or promote the manufacture for sale of such product. The Subdivision oversees the development of such Standards in accordance with the procedures outlined in [Section 7, Development of NEMA Standards](#).

## **6.5 Joint Committees of Subdivisions**

Joint Committees of Subdivisions may be appointed by the Codes and Standards Committee to work on technical matters which overlap the scopes of the Subdivision involved (see Appendix A). These Committees may also, when authorized by the Codes and Standards Committee, develop and maintain NEMA Standards in accordance with the same procedures used by a Subdivision. These standards shall be approved by all participating Subdivisions and are subject to final approval by the Codes and Standards Committee.

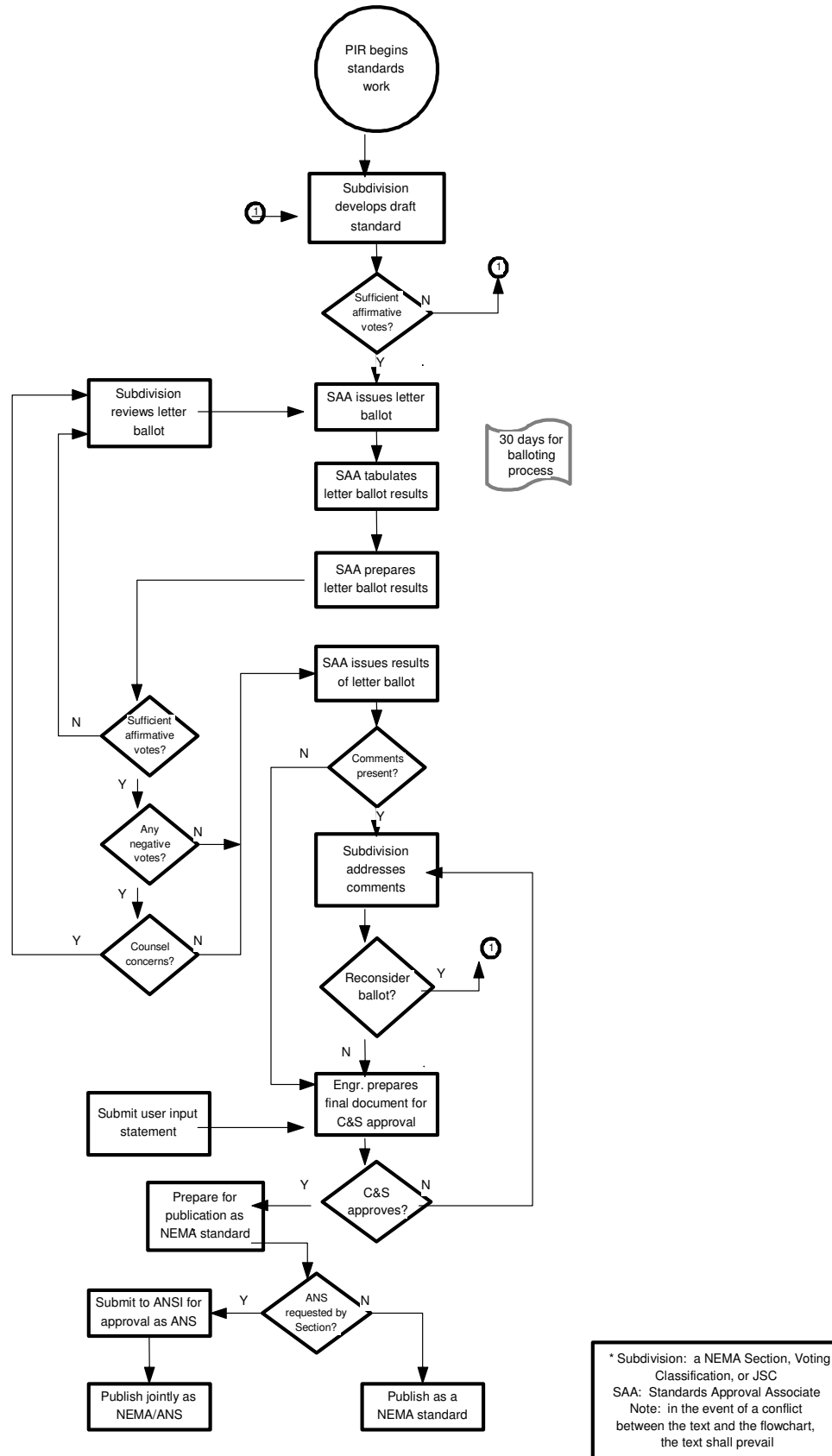
## **7. Development of NEMA Standards**

### **7.1 Scope of NEMA Standards Publications**

Any Subdivision may develop Standards that cover products within the product scope of the Subdivision. Upon approval of the Codes and Standards Committee, any Subdivision may develop Standards for products not within the product scope of the Subdivision, provided that standards for those products are not within the scope of any other Subdivision. If approval is granted, the product scope of the Subdivision shall be extended to include the product which is the subject of the Standard so approved, providing that members of the Subdivision either manufacture or promote the manufacture for sale of such product.

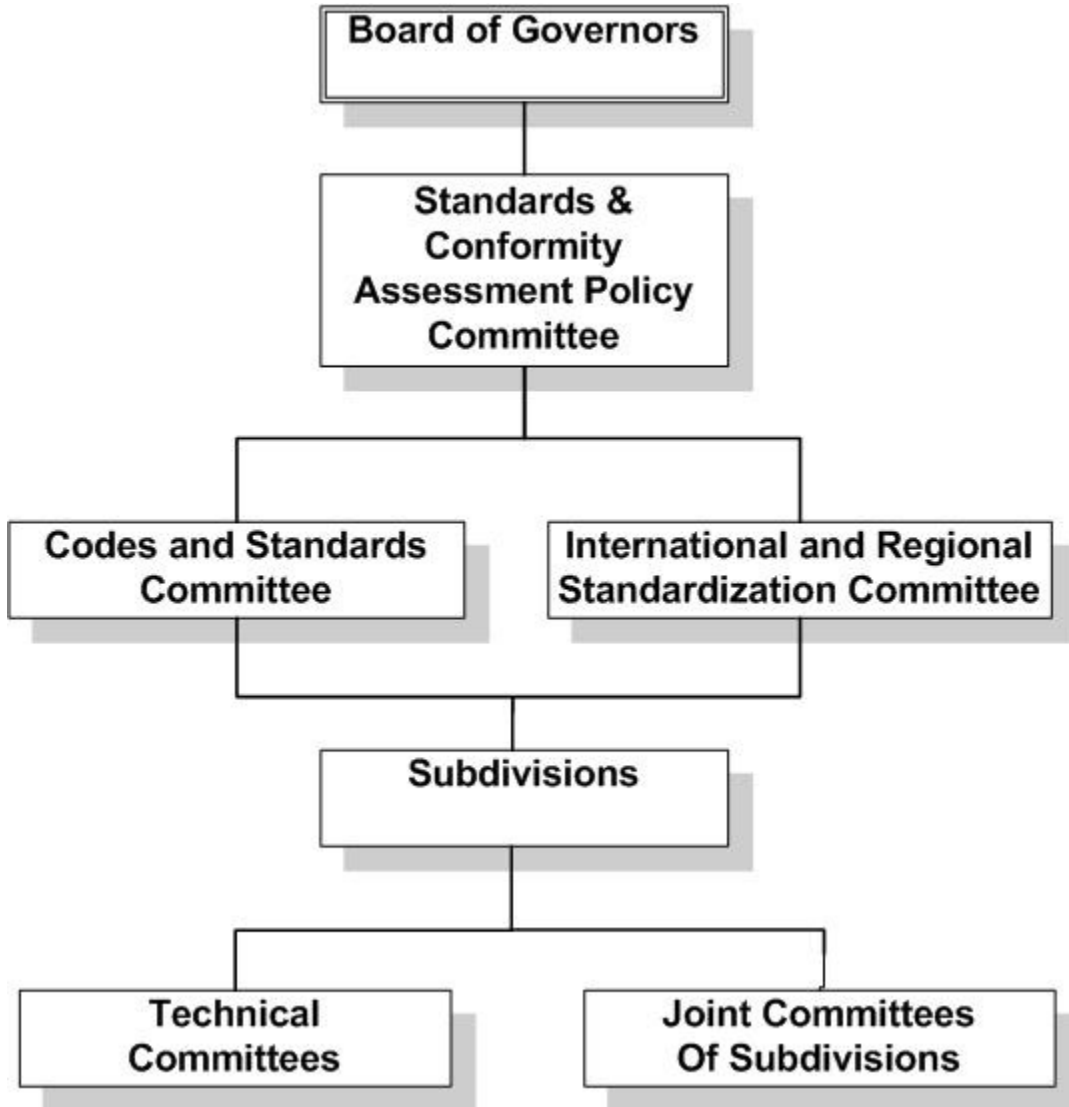
The process for developing a NEMA standard is depicted in [Figure 1](#).

**Figure 1**  
**Development of NEMA Standards**



**7.2 General Flow Chart**

The organizational structure for NEMA's technical work is provided in [Figure 2](#) below:



**Figure 2**  
**General Flow Chart**

### **7.3 Technical Committee**

#### **7.3.1 Composition and Officers**

Each Subdivision may have a Technical Committee, or the Subdivision may act as its own Technical Committee. The Technical Committee shall consist of any member of the Subdivision who desires to be represented.

The chairman of each such Technical Committee and vice chairmen, if any, shall be elected by the Subdivision. The Secretary shall be a member of the staff of the Association designated in accordance with the provisions of Article VII, Section 2 of the Association By-Laws.

#### **7.3.2 Designation of Representatives**

Any member of the Subdivision may designate to the secretary in writing its company representative (and any alternates) on such committee.

#### **7.3.3 Scope**

The scope of the Technical Committee is to develop recommendations on technical standards, rules, codes, specifications, or regulations dealing with the safety of electrical apparatus or supplies, and on other engineering matters.

In addition, the Technical Committee shall determine whether any standard or other technical matter which has been proposed by another Subdivision of the Association or by an outside organization, and which has been referred to the Subdivision by the Codes and Standards Committee, is of sufficient interest, in its character or effect, to require its submission to the Subdivision for letter ballot or otherwise.

#### **7.3.4 Power to Act**

The Subdivision, by majority vote of its members, may grant to the Technical Committee limited or general authority to act for the Subdivision on all technical matters, and on such other general matters as it deems desirable.

Each Technical Committee may have Subcommittees, ad hoc or standing, as it deems necessary to perform its functions. The Technical Committee Chairman shall have authority to review and appoint membership on such Subcommittees.

#### **7.3.5 Limit on Power to Act**

When any such authority is given to the Technical Committee, any member of the Subdivision may request the Subdivision to withdraw the authority to act on any specific matter.

Any such request must be acted upon by the Subdivision at the next succeeding meeting following receipt of such request.

## **7.4 Notice of Intent to Develop a Standard**

### **7.4.1 Initiation of Project**

Before any significant work is done on a project, it shall be approved by a simple majority of the Subdivision or duly authorized Committee of the Subdivision. Project initiation shall be recorded by the Subdivision on a Project Initiation Request form ([Appendix E](#)). A copy of each Subdivision approved PIR form shall be submitted for information in a timely fashion to the Technical Services Department.

## **7.5 Notice to Subdivision of Intent to Ballot**

*Except as provided in [7.6.2. Standards Proposal \(100% attendance\)](#) and [Section 12. Emergency Standards](#), notification of a proposed Standard must be distributed to the members of the Subdivision before final approval. When a Standard is rescinded or reaffirmed, the notice shall be sufficient if it consists of a reference to the subject Standard and a statement that it has been considered for rescission or reaffirmation by the Subdivision.*

### **7.5.1 Letter Ballot Procedure**

#### **7.5.1.1 Standards Bulletins**

All proposed standards shall be presented in conformance with a Standards Bulletin format ([Appendix F](#)).

#### **7.5.1.2 Proper Subjects and Standard Voting Period**

Except as provided in [7.6.2](#) (100% attendance) any Subdivision vote on a Standards Bulletin shall be taken by letter ballot. Unless otherwise specifically provided in the By-Laws, or unless otherwise provided in certain cases by the Codes and Standards Committee, the voting period shall be 30 days.

#### **7.5.1.3 Votes—How Recorded**

All letter ballots shall provide for recording the votes of members in the affirmative, in the negative, or as not voting.

#### **7.5.1.4 Voting Eligibility on Standards**

A member who manufactures the product is eligible to vote on standards pertaining to that product. Upon two-thirds affirmative vote of all members of the Subdivision/Section/Division, the above voting eligibility may be expanded to other members.



#### **7.5.1.5 No Change in Vote After Expiration**

Except for [7.7.1 subsection b.2](#), no member may change its vote given by letter ballot after the expiration of the voting period. Any member may change its vote within the voting period unless the member has specifically waived the right to do so by statement on such letter ballot.

#### **7.5.1.6 Limit on Immediate Action**

In any case where authority to take any action is requested by letter ballot, such action may be taken immediately upon return of the number of ballots needed to authorize such action, if the letter ballot contained a notice of intention so to act and if each of the returned ballots so needed to authorize such action contains a waiver of the right to change the vote made thereby.

### **7.6 Required Vote for Subdivision Approval**

Except as provided in [7.9, Sponsorship of Standard by Standards Policy Committee in Absence of Requisite Plurality](#), a Standard, when presented to any Subdivision for approval, shall require the affirmative vote of at least two-thirds of the votes cast in the affirmative or negative.

#### **7.6.1 If Required Vote a Fraction**

Any fraction equal to or less than one-half shall be disregarded, and any fraction greater than one-half shall be taken as one in determining the number of affirmative votes required for adoption.

#### **7.6.2 Standards Proposal**

In lieu of a letter ballot, a standard proposal may be approved at a Subdivision meeting, provided 100% of the Subdivision membership is present.

### **7.7 Review of Approval and Opportunity for Reconsideration**

#### **7.7.1 Review of Approval**

A proposed Standard approved by letter ballot may be submitted to the Codes and Standards Committee for approval in accordance with the provisions laid out in [Section 8, Approval Procedures by Codes and Standards Committee](#), subject to the provisions enumerated below:

- a. Where the votes of a successful ballot are not accompanied by comments, the chairman of the Subdivision or of its delegated Technical Committee ([7.3.4](#), [7.3.5](#)) may, prior to the next meeting of the Subdivision, submit such proposed standard to the Codes and Standards Committee.
- b. Where there are votes accompanied by comments, the proposed Standard and result of the letter ballot shall be referred to the Technical Committee or its delegated Subcommittee within 30 days following completion of the letter ballot.

- 1) If after due consideration the Technical Committee cannot resolve all negative comments of a successful ballot, the chairman of the Technical Committee shall submit the proposed standard to the Codes and Standards Committee. The Codes and Standards Committee may request written comments or oral presentations from both sides of the issue to assist in the Committee's review. (Procedures for the submittal to and hearing by the Codes and Standards Committee are provided in Appendix G.)
- 2) A comment may be withdrawn or, at the option of the member, changed to an affirmative vote in writing or by a statement in the minutes of a meeting.

If comments accompanying all negative votes on the letter ballot are so withdrawn, the Chairman of the Subdivision or its delegated Technical Committee may, prior to the next meeting of the Subdivision, submit such proposed standard to the Codes and Standards Committee.

- c. The result of a letter ballot on a proposed Standard, together with such further action as may have been taken thereon, shall be reported at and recorded in the minutes of the next meeting of the Subdivision.

### **7.7.2 Reconsideration**

The question submitted on any Letter Ballot by a Subdivision or Technical Committee may be reconsidered, as if the ballot had never been taken, at the request of 20% or more of the members of the side that prevailed on the question.

Reconsideration shall be at the next meeting of the Subdivision or Technical Committee succeeding the expiration date of the ballot.

### **7.8 Revisions, Rescissions, and Reaffirmations**

Any change in, rescission of, or reaffirmation of any Standards shall be subject to the same procedure as is followed when a Standard is submitted for adoption, except as provided in [Section 11, Review of NEMA Standards Publications](#).

### **7.9 Sponsorship of Standard by Standards and Conformity Assessment Policy Committee in Absence of Requisite Plurality**

Any proposed NEMA Standard which fails to receive the affirmative vote of two-thirds of the votes cast in the affirmative or negative by members of the Subdivision or two-thirds of the votes cast in the affirmative or negative by members of each of the participating subdivisions in a Joint Sections Committee, but which does receive the affirmative vote of a majority of such members or such Subdivisions in a Joint Sections Committee, shall be reviewed by the Codes and Standards Committee if such review is requested by the SCAPC.

The Codes and Standards Committee may adopt the proposal as a NEMA Standard after review and with Counsel's approval as to the legality of the proposal and its conformity with the By-laws.

## **7.10 User Input**

NEMA Standards, even though voluntary, have achieved the status of nationally recognized standards through acceptance and use, in many cases without seeking further approvals by other standards organizations. To assist in the continuance of this broad acceptance and to obtain adequate user input, NEMA Subdivisions shall observe the following guidelines in developing proposed NEMA Standards.

### **7.10.1 Requirements for User Input Statements**

For the purpose of this manual, a user is broadly defined as anyone knowledgeable about the particular product or its application who can make a contribution to the proposed Standard, other than a manufacturer of the product. The term thus includes purchasers, users, installers, inspectors, specifiers, and others.

User input may be obtained by submission of a NEMA Standard to ANSI for consideration as an American National Standard in anticipation of review by all interested parties in the course of the ANSI procedure. A user input statement for NEMA Standards to be submitted immediately for ANSI approval needs only to indicate that this is the case.

A User Input Statement (see the form used in [Appendix B](#)) is required to accompany any submission to the Codes and Standards Committee of a proposed new or revised NEMA Standard, Suggested Standard for Future Design, Authorized Engineering Information, or Official Standards Proposal.

The simple statement that the user input was through normal marketing channels is generally unsatisfactory for new or completely revised Standards. In the case of revisions of Standards, assessment of user needs by this method may be considered adequate, depending on the extent and nature of the revision. Where such input is submitted in lieu of more direct and affirmative canvassing, the Subdivision's User Input Statement shall provide adequate explanation.

Contacts with users for the purposes of obtaining input, like other outside contacts on technical matters, are subject to approval by the Codes and Standards Committee, as delegated by NEMA's President and Counsel. It is anticipated that in order to expedite matters, the Technical Services Department will continue to be delegated such clearance function in routine situations where no major new contact is involved and where no conflict with other ongoing NEMA contacts seem likely.

Those individuals and organizations canvassed as users by a Subdivision shall be informed of a specific, reasonable closing date for replies. The Subdivision, in its report to the Codes and Standards Committee, may properly imply that users not responding before the closing date have no objection to the proposal.

### **7.10.2 Contents of User Input Statement Accompanying a Standard Submitted to the Codes and Standards Committee**

The statement accompanying the proposed Standard before the Codes and Standards Committee shall contain:

- a. The reason for the Standard or the importance of its revision.
- b. A list of individuals and organizations canvassed. When an organization is listed, its representatives shall be named. If a NEMA Subdivision or trade association is a user and has been canvassed, it shall be included in the list.

- c. The number of responses.
- d. The number of negative responses and their disposition by the submitting Subdivision.
- e. A statement that consideration was given to any international standards concerning the products covered in the Standard.
- f. A statement as to whether or not North American harmonization was considered.
- e. The signature of the chairman of either the Subdivision or the Technical Committee attesting to its accuracy.

### **7.10.3 Statement in Foreword of Standards Publication**

Upon publication of a proposed Standard or revision after approval by the Codes and Standards Committee, the Foreword to the applicable NEMA Standards Publication shall contain the following statement, or equivalent:

In the preparation of this Standards Publication input of users and other interested parties has been sought and evaluated.

Inquiries, comments, and proposed or recommended revisions should be submitted to the concerned NEMA Subdivision through the following:

Vice President, Technical Services  
National Electrical Manufacturers Association  
1300 North 17th Street, Suite 1752  
Rosslyn, VA 22209-3801

### **7.11 Minutes and Record Keeping**

#### **7.11.1 Minutes**

The staff executive shall take the minutes of all meetings of the Subdivision, Technical Committee, and all Subcommittees, and shall file such minutes in accordance with the By-Laws. Minutes, while not a verbatim transcript, shall concisely record the substance of discussion and actions taken at a meeting.

#### **7.11.2 Record Keeping**

The staff executive of the Subdivision shall keep records regarding the development of a Standard. Such records shall contain drafts, correspondence, reports, and other such documents to reflect both the rationale behind and the development of any Standard.

## **8. Approval Procedures by Codes and Standards Committee**

### **8.1 Codes and Standards Committee Approval Required**

All actions of Subdivisions in approving, revising, reaffirming, or rescinding Standards of the Association shall be subject to the approval of the Codes and Standards Committee.

### **8.2 Criteria Applied by Codes and Standards Committee**

In its review of proposed Standards or Standards Publications, the Codes and Standards Committee shall consider whether:

- a. The Standard is in harmony with the policies of NEMA standardization activities and has been developed according to the procedures contained in this manual and in the NEMA Constitution and By-Laws.
- b. The interests of all affected NEMA Subdivisions have been considered.
- c. The standard is technically sound and accurately drawn.
- d. Any recommendations should be made to NEMA Counsel concerning compliance of the Standard with NEMA's policies and procedures.
- e. The record presented by the Subdivision proposing the Standard shows that adequate consideration has been given to user needs.

If referral to other Subdivisions is not necessary and the Standard or Standards Publication also complies with the criteria above, the Codes and Standards Committee shall approve the proposal for publication as a NEMA Standard or Standards Publication.

### **8.3 Assent by Other Concerned Subdivision(s)**

The Codes and Standards Committee may determine that a proposed Standard is of possible concern to other Subdivisions of NEMA and refer it to them before taking action on approval.

When a Standard proposed by one Subdivision is referred to another Subdivision for assent, that other Subdivision shall be given a period of 45 days to reply. If no reply is received within that time, the Codes and Standards Committee may assume that the Subdivision has no interest or no objection to the proposed Standard. If there is dissent, negative comments must be addressed by the section originating the proposed standard prior to resubmittal to the committee.

### **8.4 Reconsideration of Codes and Standards Committee Decision**

Any NEMA member may request the reconsideration of a decision made by the Codes and Standards Committee. The request for reconsideration of a decision must be submitted in writing to the secretary of the Codes and Standards Committee within ten working days of the date when the decision was reached, and it must state the basis for which reconsideration is requested as provided in this paragraph 8.4.

The request for reconsideration will be considered by the Officers of the Codes and Standards Committee. The basis for the request for reconsideration must be technical in nature and shall be for one

of the following reasons:

- a) New technical information has come to light since the date that information pertinent to the issue was submitted to the Codes and Standards Committee (e.g., UL has completed an Outline of Investigation, the findings of which affect the issue). Technical information, which existed prior to the submittal to the Codes and Standards Committee but was not presented, is not sufficient justification to warrant granting the reconsideration.
- b) The member requesting the reconsideration believes that technical information presented to the Codes and Standards Committee has been misinterpreted by the Committee resulting in a faulty decision.

The Officers will consider the request for reconsideration and decide if there is sufficient justification to warrant the reconsideration. If the decision is to grant the request, the request will be placed on the agenda for the next regularly scheduled Codes and Standards Committee meeting, and the Officers may, in their discretion, authorize oral presentations, not to exceed 30 minutes in total, by representative interested parties at the Committee's next meeting. The Officers shall have the authority and discretion to allocate time for any presentations. If the request is denied by the Officers, the decision will be reviewed by the entire C&S Committee by electronic ballot or at the next meeting for confirmation of the Officers action. If confirmed, the member will be so informed. Pending confirmation by the Codes and Standards Committee, the decision of the Officers is final.

If the request for reconsideration is granted by the Officers, all materials to be presented to the Codes and Standards Committee must be presented to the secretary ten working days prior to the date at which the reconsideration will be heard.

. The Codes and Standards Committee shall find in one of two ways:

- 1) The Committee may find in support of the arguments for reconsideration, in which case it will need to amend its initial decision on the matter; or
- 2) The Committee may find in opposition to the arguments for reconsideration, in which case its initial decision on the matter stands.

The Codes and Standards Committee may reach a decision during the meeting or, if additional time is required, the Committee will have up to ten working days following the meeting to reach its decision.

## **8.5 Effective Date of NEMA Standards**

The effective date of a NEMA Standard shall be the date of its approval by the Codes and Standards Committee. When such approval is subject to the assent of one or more Subdivisions, the effective date shall be the date of the meeting of the Codes and Standards Committee at which the assent of all such Subdivisions is reported.

## **9. Interpretations of NEMA Standards**

All inquiries requesting interpretation of the language of a NEMA Standard shall be submitted in writing and referred to the Technical Committee which developed the Standard. The Committee should determine first whether the Standard was intended to answer the question posed. If so the committee shall formulate a response supported by explicit technical reasoning which shall be submitted to the Subdivision chairman for approval and to the Technical Services Department and NEMA Counsel for review. Following approval and review, the response shall be transmitted to the inquirer. Upon request of

either NEMA Counsel or the Technical Services Department, the proposed response shall be reviewed by the Codes and Standard Committee prior to transmission to the inquirer. If the Technical Committee determines that the Standard was not intended to answer the question posed, the inquirer shall be so advised.

## **10. Appeals**

Action of any Subdivision or of the Codes and Standards Committee in connection with the approval, disapproval, change, reaffirmation, rescission or review of Standards of the Association shall be subject to appeal to the SCAPC by any interested member or nonmember of the Association. Any action of the SCAPC upon any such appeal may be further appealed to the Board of Governors by any interested member or nonmember of the Association. Notice of time and place at which appeals will be considered by the SCAPC or by the Board of Governors, and an opportunity to be heard thereon, shall be given to all members of the Subdivision, Committees, or non-NEMA members concerned.

### **10.1 Appeals to Codes and Standards Committee**

#### **10.1.1 Procedures**

On matters within the scope of the of the Codes and Standards Committee, they shall be the first body to hear appeals where there is a disagreement between Product Groups, or among members within a Product Group, or between Product Groups and non-NEMA member(s), e.g., a standards committee where NEMA is the secretariat. See 6.2.5 a-h for issues that are NOT appealable to the Codes and Standards Committee.

The appeal shall be initiated and conducted in accordance with NEMA's By-Laws, Article VII, Section 10. The Chairman of the Codes and Standards Committee shall be a member of the appeals panel and preside at any hearing on the appeal, unless the Chairman shall not qualify to be a member of an appeals panel, in which case the Chairman of the SCAPC shall appoint a presiding officer from among the appeals panel members. (Procedures for the submittal to and hearing by the Codes and Standards Committee are provided in Appendix G.)

#### **10.1.2 Disqualification to Hear Appeals**

A person shall be disqualified to be a member of an appeals panel if he is not a disinterested member as described in Article VII, Section 10, Subsection of B of NEMA's By-Laws.

### **10.2 Appeals to Standards and Conformity Assessment Policy Committee**

#### **10.2.1 Procedure**

A decision of the Codes and Standards Committee may be appealed to the SCAPC in the manner set forth in this section. The appeal shall be initiated and conducted in accordance with NEMA's By-Laws, Article VII, Section 10. The Chairman of the SCAPC shall be a member of the appeals panel and preside

at any hearing on the appeal, unless the Chairman shall not qualify to be a member of an appeals panel, in which case the Chairman of the Board of Governors shall appoint a presiding officer from among the appeals panel members.

## **10.2.2. Scope of Appeal**

A decision of the Codes and Standards Committee may be appealed only on the grounds that (1) the decision was obtained by corruption or fraud, (2) the Committee improperly refused to receive relevant and material information from an interested member of NEMA or the public, (3) that a procedure or policy of NEMA as set forth in its Certificate of Incorporation, by-laws, or the written policies and procedures or resolutions adopted by the Board of Governors were not followed, or (4) that the decision is a violation of applicable law.

## **10.2.3 Disqualification to Hear Appeals**

A person shall be disqualified to be a member of an appeals panel if he is not a disinterested member as described in Article VII, Section 10, Subsection of B of NEMA's By-Laws.

## **10.3 Final Appeal to Board of Governors**

Any interested member of a Subdivision or any non-NEMA member shall have the right to appeal to the Board of Governors any action taken or proposed to be taken by a Subdivision or Committee thereof. In addition, any action taken or proposed to be taken by the Board of Directors of any Division may be appealed to the Board of Governors, or as may be provided for elsewhere in this document by any Section of that Division or by any other interested Division. Notice of the time and place at which the appeal will be considered and an opportunity to be heard thereon shall be given to all members of the Subdivisions, Committees, or non-NEMA members concerned.

## **11. Review of NEMA Standards Publications**

The Codes and Standards Committee shall review NEMA Standards, Adoptive Standards, Suggested Standards for Future Design and Authorized Engineering Information, to determine that none is older than 5 years. The Committee shall notify the appropriate Subdivision 2 years prior to expiration of the 5-year period that Subdivision action is required.

### **11.1 Subdivision Action**

Upon notification by the Codes and Standards Committee, the Subdivision shall take action to reaffirm, revise, or rescind the subject NEMA Standard, Authorized Engineering Information, or Suggested Standard for Future Design (in accordance with the requirements laid out in [7.5, Notice to Section of Intent to Ballot](#)).



### **11.1.1 Reaffirmation**

In addition, a Standard may be reaffirmed by either of the following:

- a. In the case of a letter ballot, by an affirmative vote of at least two-thirds of all members of the Subdivision eligible to vote thereon.
- b. At a properly called meeting of the appropriate Subdivision by the affirmative vote of at least two-thirds of the members of the Subdivision eligible to vote. Additionally, it is required that all (100 percent) of the members eligible to vote on the subject be present at the meeting.

In either case, reaffirmations are effective upon approval by the Codes and Standards Committee.

### **11.1.2 Rescission or Extension**

If a Subdivision, following notification by the Codes and Standards Committee, fails to reaffirm, revise, or rescind the subject NEMA Standard, Suggested Standard for Future Design, Authorized Engineering Information, or Adoptive Standard within the five-year period, the Codes and Standards Committee shall take action to rescind the NEMA Standard, Authorized Engineering Information, Suggested Standard for Future Design, or Adoptive Standard. The Codes and Standards Committee may, however, for good cause shown, grant annual extensions. No extension of time beyond 10 years from the date of approval shall be granted for action on a standard.

## **12. Emergency Standards**

### **12.1 Purpose**

Standards may be acted upon in accordance with the provisions of this Section in those cases in which the interested Subdivision believes that prompt action is required to meet emergency requirements.

### **12.2 Procedure**

An Emergency NEMA Standard, which may replace one or more standards, shall be developed by the Subdivision in accordance with the preceding rules, except the voting period shall be 15 days, and shall be conducted by telephone and electronic communications and confirmed by letter ballot.

### **12.3 Approval of Officers of Codes and Standards Committee and Appeal**

When the vote is completed, the results shall be forwarded immediately to the officers of the Codes and Standards Committee. All Emergency NEMA Standards shall be subject to the approval of the officers of the Codes and Standards Committee. Any interested member shall have the right to appeal to the Board of Governors within 30 days from the date of publication of the Standard to the Subdivision.

## **12.4 Publication**

Emergency NEMA Standards, approved in accordance with this Section, shall be forwarded to the president of the Association for publication. Publication may be in any form desired or determined by the president.

## **12.5 Identification of Emergency NEMA Standards**

Emergency NEMA Standards shall be identified by the word “emergency” placed in brackets preceding the number of the Standard.

## **12.6 Review of Emergency NEMA Standards**

All Emergency NEMA Standards shall be subject to review by the full Codes and Standards Committee at its next meeting, and annually thereafter. At the end of the emergency, they shall be referred to the Subdivision for adoption as a NEMA Standard, or for rescission.

## **13. Standardization Activities with Outside Bodies**

### **13.1 General Rules on Contacts with Outside Bodies**

#### **13.1.1 Approval of New Contacts**

New contacts or negotiations on technical matters with outside bodies concerning standards shall be made only with the approval of the Codes and Standards Committee and Counsel. A NEMA Committee or Subdivision contemplating participation within ANSI or the USNC to initially sponsor a Technical Advisory Group, shall seek approval of the International and Regional Standardization Committee. Ongoing activity for the development of technical positions for submittal to the TAG need not be approved by the IRSC.

#### **13.1.2 Scope of Outside Bodies**

When new contacts or negotiations on technical matters with outside bodies are authorized, the scope of the activity of the Association representatives shall be clearly defined. No activities beyond that authorized scope shall be engaged in by the Association representatives.

#### **13.1.3 General Policy**

In contacts with outside bodies the policy of the Association shall be, in general, to request the appointment either of Joint Committees composed of representatives of the Association and of the

outside body directly concerned, or of accredited representatives of the Association to serve on such outside bodies.

#### **13.1.4 Reports**

Copies of the minutes of all meetings, or drafts of all proposed publications, and of all official communications to or from outside representatives, shall be filed with the president, the Subdivision staff executive, or the Technical Services Department. For international activities, instructions for participation by individuals sponsored by an Association Committee or Subdivision can be obtained from the NEMA IEC-ISO Guidelines for Delegate Funding Activity. Association Committees and Subdivisions are encouraged to adopt these guidelines as requirements for delegates they support.

### **13.2 Instructions to and Reports from NEMA Representatives**

#### **13.2.1 Instructions from Codes and Standards Committee**

NEMA representatives who cooperate with outside bodies in developing standards represent the interests of members who (from the nature of standards) are in any way affected by the standards being contemplated, and who shall vote in accordance with official instructions furnished by the Codes and Standards Committee whenever formal action is being taken.

#### **13.2.2 Requests for Instructions**

Communications from representatives on matters requiring official action shall be addressed to the vice president of Technical Services and shall not be addressed directly to Subdivisions. Instructions must not be sent directly to a representative by a Subdivision or Committee unless the Codes and Standards Committee has given specific authorization thereof. (See [Appendix D](#).)

All pertinent supporting information that will be helpful to the Association in formulating voting instructions to Association representatives shall be filed with the vice president of the Technical Services Department.

### **13.3 Obtaining Subdivision Recommendations for Instructions to NEMA Representatives**

#### **13.3.1 Determination of Interest in Questions Considered**

The Codes and Standards Committee shall determine which Subdivisions are interested in any proposed instructions and shall obtain from those Subdivisions, recommendations for instructions to NEMA representatives.

#### **13.3.2 Recommendations of Subdivisions**

Recommendations of a Subdivision shall be determined by a majority vote of those present at any meeting at which a quorum is present, or, in the case of a letter ballot, by the vote of a majority of the members of the Subdivision. If the time allotted by the outside body for voting on any technical matter does not permit a 30-day letter ballot, the recommendations of interested Subdivisions may be obtained by a letter ballot upon notice of less than 30 days. If the time allowed is not sufficient to permit a letter

ballot, the recommendations of interested Subdivisions shall be obtained by the Codes and Standards Committee by such means as may be available within the time allowed. The opinions of the interested Subdivisions may be obtained from the records, or may be expressed on behalf of Subdivisions by the Subdivision's chairman, or by a Subdivision Committee designated by the chairman for that purpose, subject to confirmation by the Subdivision.

### **13.3.3 Filing Subdivision Recommendations**

The recommendations of a Subdivision shall be filed with the Codes and Standards Committee by the staff executive of the Subdivision. When there is a difference of opinion within any Subdivision, the staff executive shall file a statement of the situation with the Codes and Standards Committee.

## **13.4 Basis of Codes and Standards Committee Instructions to NEMA Representatives**

### **13.4.1 Basis of Instructions**

Except as otherwise directed, the Codes and Standards Committee, in formulating instructions to NEMA Representatives, shall give due consideration to the recommendations of the interested Subdivisions.

### **13.4.2 Basis of Action in Conflicts**

When there is a difference of opinion, in the Subdivision or between two or more Subdivisions, the Codes and Standards Committee shall base its instructions to be sent to Association representatives on engineering consideration of the question and of the majority and minority opinions submitted.

### **13.4.3 Basis of Action Within the Limit**

When the recommendations of interested Subdivisions are not received within the time limit set by the outside organization, the Codes and Standards Committee shall formulate official instructions based on engineering consideration of the question and shall notify the staff executives of the interested Subdivisions of the action taken.

### **13.4.4 Appeals Relative to Voting Instructions in Standardization With Outside Bodies**

Action of any Subdivision or the Codes and Standards Committee in connection with the formulation of voting instructions to Association representatives cooperating with outside bodies in the development of standards shall be subject to appeal to the SCAPC by any interested member of the Association. Any action of the SCAPC upon any appeal may be further appealed to the Board of Governors by any interested member of the Association. Notice of the time and place at which appeals will be considered by the SCAPC and the Board of Governors, and an opportunity to be heard thereon, shall be given to all members of the Subdivision or Committee concerned.

**13.5 IRSC Instructions to NEMA Representatives**

Interaction concerning management or strategic issues with respect to International or Regional standards bodies (not under the scope of the Codes and Standards Committee) on behalf of NEMA shall be approved by the IRSC.

**14. Revisions of Rules, Policies, and Procedures**

Revisions of any of the rules, policies, and procedures included in this manual require approval by the Board of Governors.

## Appendix A

### GUIDE FOR MEMBERS OF NEMA JOINT SECTIONS COMMITTEES

The Members of a Joint Sections Committee are appointed by the NEMA Codes and Standards Committee to resolve a technical problem or develop a draft of a technical standard, involving more than one NEMA Subdivision.

#### 1. Scope to be Defined

The problem, standard, or the work of the Joint Sections Committee is more specifically defined by a Committee scope which requires approval of the Codes and Standards Committee.

The nature of the problem assigned to the Joint Sections Committee will be described in more or less specific terms in your letter of appointment. However, it is often desirable that any such general description of the task be refined into a precise scope outlining an assignment that the Joint Sections Committee will be capable of accomplishing within a reasonable length of time.

Therefore, each new Joint Sections Committee is requested to review its scope and possibly draft a scope which will more precisely cover its assignment. (Such scope will then be referred by the staff to the Codes and Standards Committee for approval.)

Subsequent activity of the Joint Sections Committee will be expected to fulfill and be confined to the scope approved by the Codes and Standards Committee. However, should developments later indicate the desirability of modifying its original scope, the Joint Sections Committee or some other NEMA Subdivisions or Committee may at any time recommend such modification to the Codes and Standards Committee.

#### 2. Early Initiation of Activity

Since a Joint Sections Committee is generally appointed only as a result of an already apparent need, early initiation of activity is desirable and is expected by the Codes and Standards Committee. It is the responsibility of the chairman to initiate activity promptly and early suggestions by all members are helpful.

Since more than one NEMA Subdivision is involved in a Joint Sections Committee, it is generally important that the Joint Sections Committee work toward a solution of the assigned problem or the development of the standard or the other assigned technical task, which will be mutually acceptable to the NEMA Subdivisions represented on the Joint Sections Committee. This agreement is often necessary because the Codes and Standards Committee may refer the proposed final report or solution of the problem or proposed standard to the Subdivision for comment, before taking action to approve the work of the Joint Sections Committee.

As work progresses, it is best for the members of the Joint Sections Committee to keep the NEMA Subdivisions informed of the progress and possibly to ask for guidance on major issues or conflicting views that may require resolution within the Joint Sections Committee.

The NEMA staff, represented as secretary, will distribute any background material available and, on request of the chairman, arrange meetings, prepare agenda, circulate items for written comment, etc., but

the staff is not otherwise principally responsible for initiating action.

### **3. Annual Status Report by the JSC Chairman**

In order that the Codes and Standards Committee may be apprised of the progress, a brief progress report is requested each year from the Chairman. The Codes and Standards Committee will review all the JSC annual reports covering the future need for the JSC and whether to continue the length of service, this being done at the final Codes and Standards Committee meeting each year.

The JSC chairman will be notified three months before the final C&S meeting of the year in order to prepare and complete the report.

### **4. Technical Reports Processed through Codes and Standards Committee**

The results of the work of a Joint Sections Committee will generally be contained in one or more technical reports (not to be confused with the status report in No. 3). When completed by the Joint Sections Committee, these technical reports will be referred by the staff to the Codes and Standards Committee for approval. Ordinarily, the Codes and Standards Committee will seek formal concurrence of the Subdivisions participating in the Joint Sections Committee, and possibly others having an interest, before issuing final approval. At this time also, legal counsel's approval or comment on the report will be obtained if not already available as a result of Counsel's review of the Joint Sections Committee minutes.

Even though the substance of the report may be a recommendation to a NEMA subdivision or some other body, the report must be made to the Codes and Standards Committee rather than directly to the Subdivisions. The Codes and Standards Committee, after approval of the report, will refer it to the appropriate body and, if personal contact by the Joint Sections Committee with some body is needed to explain or discuss the report, the Codes and Standards Committee will authorize such contact.

## Appendix B

### USER INPUT STATEMENT

NEMA Standards Bulletin \_\_\_\_\_ Pages \_\_\_\_\_ Date \_\_\_\_\_

Submitted to the NEMA Codes and Standards Committee on behalf of \_\_\_\_\_ (Subdivision)

#### I

If user input has been identified in the formulation of this standard(s), explain how it was accomplished by one or more of the following:

1. Through formal participation of the following user groups:
2. Through survey(s), questionnaire(s), or correspondence undertaken by the NEMA Subdivision. (Summarize briefly.)
3. Through other channels identified as follows:

#### II

If it is proposed to process this standard(s) through further Committees having user participation (e.g., ANSI, ICEA, etc.), explain how:

#### III

If no user input was required for this particular standard(s) explain why:

#### IV

Does the Subdivision intend to harmonize this standard(s) with comparable international standard(s)

Yes \_\_\_\_\_ No \_\_\_\_\_



If "yes":

a. List the comparable international standard(s)

b. Circle one of the following comparing this standard to the listed international standard(s)

1. Technically equivalent
2. NEMA has more severe requirements
3. NEMA has less severe requirements

If "2" or "3" are circled, list plan and schedule for harmonization.

**V**

Has the Subdivision considered North American harmonization?

Yes \_\_\_\_\_ No.....

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DATE

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SIGNATURE

(Chairman of Subdivision or Technical Committee)

## **Appendix C**

# **INSTRUCTIONS TO NEMA REPRESENTATIVES APPOINTED BY THE CODES AND STANDARDS COMMITTEE TO SERVE ON TECHNICAL GROUPS OF OUTSIDE BODIES**

### **1. Introduction**

Official NEMA activities on technical groups of outside organizations occur only after approval by the Codes and Standards Committee. An individual approved for such official NEMA activity is designated as "NEMA Representative." The Codes and Standards Committee oversees the conduct of its NEMA Representatives.

Because representation is of the whole Association, the NEMA Representative assumes specific duties, obligations, and accountability. These authorized activities have been established to best serve the overall NEMA viewpoint and to promote the interests of all NEMA members. These instructions are to assist the NEMA Representative in carrying out the duties, and understanding the actions expected of the NEMA Representative by the Codes and Standards Committee and the members of NEMA.

All official NEMA Representatives appointed by the Codes and Standards Committee are instructed representatives.

Acceptance of appointment as a NEMA Representative assumes the individual is comfortable with and willing to act under these instructions.

### **2. Purpose and Objectives**

#### **2.1 Purpose**

A NEMA Representative on a technical group or committee of an outside body is expected to promote and act for the furtherance and acceptance of established NEMA positions and to vote as instructed by the Codes and Standards Committee.

#### **2.2 Objectives**

The objectives of a NEMA Representative's participation in an outside technical committee are to monitor and review the activities of the outside organization(s) and to advise the Codes and Standards Committee of issues potentially of concern to NEMA Subdivisions and members.

To accomplish these NEMA objectives, the Representative will:

- a. Actively promote acceptance of established NEMA positions.
- b. Participate in committee activities as required.
- c. Conduct or see to the review of documents, statements, and trends of the outside committee.
- d. Ensure that the Codes and Standards Committee is made aware of all aspects of the issues before the outside body.
- e. Assist the Codes and Standards Committee in understanding how issues impact NEMA Subdivisions.
- f. Recommend to the Codes and Standards Committee a position and provide a rationale for this recommendation.
- g. Vote as instructed by the Codes and Standards Committee.

### **3. Requirements and Procedures for Appointment, Reappointment, and Termination**

#### **3.1 Appointment of a NEMA Representative**

NEMA's participation in a technical group or committee of an outside organization is by the appointment of a NEMA Representative by the Codes and Standards Committee.

Requests for appointment may come from:

- a. Outside organization.
- b. Codes and Standards Committee.
- c. Member company.
- d. Technical Services Department.
- e. NEMA Subdivision(s).

The Codes and Standards Committee provides opportunities for any NEMA entity to make recommendations concerning the appointment of a NEMA representative.

#### **3.2 Procedures—Documentation—Initial Appointment**

As prerequisites for consideration by the Codes and Standards Committee, any recommendation for an initial appointment must be accompanied by the following:

- a. One page curriculum vitae of the nominee relative to the appointment sought.
- b. Statement from the member company or other NEMA entity indicating its intention to support the nominee's participation.
- c. Statement from the nominee:
  - 1) Agreeing to adhere to the NEMA policies and procedures for representatives and this Appendix D of the Standardization Policies and Procedures.
  - 2) Providing specific statements over and above the curriculum vitae concerning the nominee's knowledge and competence in the technical field of the committee and stating the nominee's association with at least one of the NEMA entities affected by the work of the outside committee.
- d. Completed application, if required, by the outside organization.

### **3.3 Appointment and Reappointment**

The recommendation, with the supporting documentation as described in 2) above, is to be sent to the NEMA Technical Services Department for documentation compliance checking and for addition to the agenda of the Codes and Standards Committee. Depending on the vacancies available on the outside group or committee, and the recommendations received, one or more NEMA Representatives may be appointed.

When there are two or more NEMA Representatives, the Codes and Standards Committee may designate one of them as chairman of the NEMA Delegation.

The Codes and Standards Committee will designate an appointment period for each NEMA Representative.

### **3.4 Review of Representations**

NEMA Subdivisions, on at least an annual basis, should review the NEMA representations pertaining to their product interest and submit any comments or recommendations on that representation to the Codes and Standards Committee.

### **3.5 Termination of Representations**

All concerns on the part of the Subdivisions, regarding NEMA representation on outside organizations, are encouraged to be brought to the attention of the Codes and Standards Committee prior to any reappointment.

Without any such concerns, at the end of each individual appointment period, the Codes and Standards Committee shall notify the current NEMA Representative(s) of their reappointment. The term of such reappointment shall be stated by the Codes and Standards Committee. There is no limit to the number of reappointments.

Should there be any change in the Representative's status of the relationship with the sponsoring member company (i.e. retirement, job change), the Representative should notify the Codes and Standards Committee. The Codes and Standards Committee will then review the status change and reconfirm or terminate the appointment as required. For other reason(s) deemed by the Codes and Standards Committee as sufficient, the Representative will be notified by the Codes and Standards Committee that the Representative's appointment is terminated.

### **3.6 Principles of NEMA Representation**

- a. Keep the activity within the approved scope of the Committee as understood by the Codes and Standards Committee and the affected NEMA entities.

The NEMA Representatives may not participate in any activity on NEMA's behalf beyond that authorized by the Codes and Standards Committee. If the scope of the committee should be revised subsequent to appointment, the Representative is required to notify the NEMA Technical Services Department, so that the Codes and Standards Committee can reevaluate NEMA representation.

- b. Before the meeting of the Committee, get the thinking of the affected NEMA entity. In the preliminary outside committee work, use individual judgment.

Since the NEMA Representative is selected with assurance of his or her familiarity with the topic and with the NEMA concerns, it is expected that generally the Representative will act on his or her own

good judgment in the preliminary stages of the development of the committee's work. On issues for which the Representative does not have expertise, the views of the particular Subdivision(s) should be obtained. Where there is more than one NEMA Representative on a committee, they should correlate their views and the chairman of that NEMA delegation is expected to assure consensus of the Delegation.

The Representative should take steps to determine the thinking of the interested NEMA entities before the meetings of the outside Committee and as frequently as may be necessary between meetings. NEMA staff will assist in this effort. Should any NEMA Representative have a need to formally contact any other Subdivisions of NEMA, this may be done by contacting the Engineering Department. Where differences of opinion between NEMA Subdivisions occur, NEMA staff should ensure that all interested parties are provided with the necessary information to reach a position.

On issues where the NEMA position has previously been established, the NEMA Representatives will espouse that position in all stages of the committee's work, except under a certain special condition as noted in paragraph "e," below.

- c. Try to arrive at a unified NEMA position before the meeting, within and between affected NEMA entities and among the delegation.

General agreement between the affected NEMA entities and among the NEMA Delegation should be reached apart from the meetings of the outside committee. If major differences of opinion should develop between NEMA Representatives, no attempts should be made to resolve such differences during a meeting of the outside Committee. If representatives from various NEMA Subdivisions are unable to reach an agreement, the matter should be referred to the NEMA Technical Services Department for decision by the Codes and Standards Committee.

- d. Remember that the Codes and Standards Committee supervises NEMA work with technical committees of outside organizations.

The Codes and Standards Committee supervises and coordinates all technical standardization work, both within the Association and in outside organizations.

It is the duty of the NEMA Representative (or of the Chairman of the NEMA Delegation) to make a brief report of every meeting of the committee to the Technical Services Department, reporting the NEMA Representative's attendance at that meeting and summarizing the work in progress, actions taken at the meeting, and the schedule of future meetings.

- e. Ask for official instructions from the Codes and Standards Committee before any formal votes.

Whenever formal action is being taken by the committee requiring voting by the NEMA Representatives, official voting instructions must be obtained from the Codes and Standards Committee.

The exception to this limitation is that voting instructions need not be obtained for outside committee votes on matters which concern only that outside committee's organization and procedures.

With the above exception noted, the NEMA Representative should not cast votes on his or her own initiative nor on instructions received from any NEMA Subdivision(s).

To secure voting instructions, the NEMA Representatives should write to the NEMA Technical Services Department requesting such instructions. This should be done as soon as the ballot is received. At the same time, each Representative should give his or her own recommendations.

In general, a NEMA Representative can only express NEMA positions which are those positions that have been officially adopted by the Codes and Standards Committee. The Codes and Standards Committee may delegate clearly defined discretion to the NEMA Representative to formulate and

## STANDARDIZATION POLICIES & PROCEDURES

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express tentative NEMA positions to an outside organization so long as it is indicated that the positions are tentative. The Codes and Standards Committee will review them before they become final NEMA positions, and the final positions are reported to the outside organization.

Although the NEMA Representative is expected to support established NEMA positions, conditions before or during the meeting may cause reconsideration of the original position. In this situation, if substantial new evidence comes to light which, in the Representative's judgment, could have resulted in different outcome had the Codes and Standards Committee considered this new evidence, the Representative must restate the NEMA position that had been actually authorized and then abstain from voting. The Codes and Standards Committee can be notified in advance of the intended change and authorize a new position. Under no circumstances shall the NEMA Representatives speak against the NEMA position.

- f. Send the NEMA Engineering Department a copy of all official correspondence to the outside committee or its officials, or other members of the outside committee.

Copies of the official minutes of all meetings, of drafts of all proposed publications, reports and standards, and of all communications by the NEMA Representative to outside organizations, shall be sent to the NEMA Engineering Department. Usually, the Representative finds it feasible to arrange with the secretary of the outside Committee to add the NEMA Engineering Department to the distribution list for minutes, drafts, ballots, etc., thus leaving the Representative with the need for filing only copies of the correspondence he or she writes.

- g. As an Alternate, be an active and supportive participant.

NEMA Representatives designated as Alternates should attend all meetings of the outside committee to which they are appointed. Alternates are, in many cases, appointed in order to broaden the NEMA coverage. They should feel free to enter into all discussions in meetings of the committee. If the Principal is unable to attend a meeting, he or she should assure that the Alternate will attend, and should ensure that the Alternate is knowledgeable of the material to be discussed as well as the NEMA position on the subject as directed by the Codes and Standards Committee. If neither the Principal nor the Alternate is able to attend a meeting, the Engineering Department should be notified sufficiently in advance to arrange substitute representation or take other measures as appropriate.

Alternates should receive all material mailed to the committee members. If an Alternate finds that he or she is not receiving such materials, the committee secretary should be advised.

- h. Problems? Contact the NEMA Engineering Department for counsel and to get instructions from the Codes and Standards Committee.

The NEMA Engineering Department is the most direct route to the Codes and Standards Committee. Often the Engineering Department personnel have the information at hand to clear any problems. The Engineering Department has accelerated procedures for getting a Codes and Standards Committee position/decision so that the schedules of the outside committee should not become a problem.

Approved by the Standards and Conformity Assessment Policy Committee on October 26, 2009.

## Appendix D

### NEMA STANDARDS DEVELOPMENT

#### Project Initiation Request

Date PIR form submitted to Standards Approval Associate (mm/dd/yy):

Submitted by (program manager):

Section initiating project:

Publication number:

Publication title:

Date project authorized<sup>1</sup> (mm/dd/yy):

Date expected to be submitted to Standards Approval Associate for processing (mm/dd/yy):

Date Section expects to submit standard to C&S for approval (mm/dd/yy):

Date Section expects to publish (mm/dd/yy):

Date project started<sup>2</sup> (mm/dd/yy):

Is this project (check one):

- Reinstatement of a previously-rescinded standard,  
guide, or bulletin?
- A new standard, guide, or information bulletin?
- A revision<sup>3</sup> to an existing standard, guide, or bulletin? .....
- A reaffirmation<sup>4</sup> of an existing standard, guide, or bulletin? .....
- A new edition<sup>5</sup> of an existing standard, guide, or bulletin? .....
- To be fast-tracked?

Who will vote on the ballot (check one):

- Section
- Voting class, group, or committee
- Specific individuals (list below)  (continue on additional pages, if necessary)

The draft should be included:

- as an attachment in the email
- as a link in the ballot
- both attachment and link

Cc: Group technical director  
Section industry manager

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<sup>1</sup> The date the Section or other authorized body approved the project.

<sup>2</sup> The date of the first meeting where work begins on the project.

<sup>3</sup> A revision may be a single change to one page or paragraph, or it may consist of multiple changes.

<sup>4</sup> Reaffirmation occurs when a standard is balloted and approved without revisions from the prior edition.

<sup>5</sup> A new edition is one where a standard is reaffirmed in total with all revisions incorporated.

## Appendix E

### NEMA STANDARDS DEVELOPMENT

#### Project Completion Form

**Assigned PIR number (to be completed by Standards Approval Associate):**

**Date project completion form submitted to Standards Approval Associate (mm/dd/yy):**

**Submitted by (program manager):**

**Section initiating project:**

**Publication number:**

**Publication title:**

**Date First Draft Completed<sup>6</sup> (mm/dd/yy):**

**Date Last Draft Completed<sup>7</sup> (mm/dd/yy):**

**Total Number of Drafts<sup>8</sup>:**

**Date Letter Ballot Comments Addressed<sup>9</sup> (mm/dd/yy):**

**Date Submitted to C&S<sup>10</sup> (mm/dd/yy):**

**The Section letter ballot comments and responses to those comments are as follows (attach additional pages or comment log as needed):**

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<sup>6</sup> The date the first complete draft of a new or revised standard is developed and circulated for review.

<sup>7</sup> The date the last complete draft of a new or revised standard is developed and circulated for letter ballot.

<sup>8</sup> The number of drafts prepared from the initial draft to the final draft.

<sup>9</sup> The date the section, or other authorized body met to address negative votes or comments on the draft.

<sup>10</sup> The date the Standards Approval Associate submits the draft to C&S for approval (to be completed by the SAA).



**EXAMPLE ONLY**

**Appendix F**

**STANDARDS BULLETIN**

NEMA STANDARDS BULLETIN.....  
.....  
..... 1-MG, Page  
..... June, 2005

CLOSING DATE: July, 2005

TO: Voting Representatives and Alternates  
Of The .....Section

Subject: Ballot to Approve Proposed .....

Dear Member:

Enter explanation of ballot (what's being balloted and why).

This ballot is being conducted electronically, via NEMA's secure website. To open the ballot, click on the following link:

Please consider this issue carefully and mark your response on the ballot. You may vote AFFIRMATIVE, NEGATIVE, or ABSTAIN. If you want a copy of the ballot for your files, click on "print" before clicking on "submit." If you would like to submit comments, type them directly (or cut and paste from another document) into the comments template by clicking on the link provided in the ballot. Save the template as a Word document and email the completed form to Paul Crampton at [paul.crampton@nema.org](mailto:paul.crampton@nema.org)

If you choose not to use the electronic voting system, you may email or fax your vote to Ms. Jean M. French, Standards Approval Associate, at the address shown below. There is no ballot to return. Simply provide the following information:

- Voting Representative Name
- Member Company
- Title of Ballot
- Response – approve, disapprove, not voting
- Any comments you wish to be considered

Ms. French is responsible for conducting all NEMA Standards Bulletin ballots. If you have any questions about the voting process, contact her. If you have any questions about the content of the standards, contact me.

Sincerely,  
Program Manager

Cc: Industry Manager  
Anyone who should receive an information copy

**Appendix G**

**PROCEDURES FOR A HEARING BY THE CODES AND STANDARDS COMMITTEE**

**1. Preparations for a Hearing**

In preparation for a hearing by the Codes and Standards Committee, the following steps shall be taken:

- The reason(s) for requesting a hearing must be submitted to the Secretary of the Codes and Standards Committee.
- The Officers shall review the request for the hearing and, if appropriate, determine the date of the hearing by the Codes and Standards Committee. The Secretary shall notify the interested parties of the hearing date.
- Information provided in 3 Procedures pertaining to the time allotted to each side in the hearing to make its presentation shall be communicated by the Secretary of the Codes and Standards Committee to the individuals who will be presenting the information to the Codes and Standards Committee. As part of these communications, the secretary will inquire if the amount of time allotted is sufficient for the parties to present their evidence. If a request is made by one of the parties for additional time, the matter will be resolved by the Codes and Standards Committee Officers.

**2. Responsibilities of the Presenters**

For a hearing by the Codes and Standards Committee, the following procedures shall be followed:

- The individuals that will be presenting evidence at the Codes and Standards Committee meeting must provide their contact information to the Chairman and Secretary of the Codes and Standards Committee and the Product Group Chairman at least four weeks prior to the scheduled hearing by the Codes and Standards Committee meeting.
- All evidence to be presented by the initiator of the hearing shall be provided to the Codes and Standards Committee Secretary at least six weeks prior to the Codes and Standards Committee meeting date to allow sufficient time for the Codes and Standards Committee members to familiarize themselves with the information to be presented. All evidence to be presented by the other side shall be provided to the Codes and Standards Committee Secretary at least four weeks prior to the hearing by the Codes and Standards Committee. Information received will be distributed within three business days to the other side, the Industry Director, Program Manager, and the Codes and Standards Committee members.
- Information provided less than six weeks prior to the Codes and Standards Committee hearing date by the initiator of the hearing or less than four weeks prior to the Codes and Standards Committee hearing date by the other side will not be allowed to be presented to the Codes and Standards Committee.

**3. Procedures**

The following procedures shall be followed for a hearing by the Codes and Standards Committee:

- Unless otherwise decided by the C&S Officers and subject to the agreement of both parties, the two sides shall each have up to 30 minutes (including rebuttal time) to present their case. Members of the Codes and Standards Committee will then be provided the opportunity to ask questions.
- The Codes and Standards Committee shall be permitted to utilize any independent resource it deems necessary to fully evaluate the information that is presented during the hearing.

- The Codes and Standards Committee, upon hearing the evidence of the opposing sides, shall excuse both parties and shall choose one of the following options for resolution of the matter:
  1. Uphold the position of the initiator of the hearing.
  2. Reject the position of the initiator of the hearing.
  3. Table the discussion.

Note: The Codes and Standards Committee will make every effort to reach a decision at the meeting, but, if the Committee determines that additional time is needed to consider the evidence and to formulate its decision, it may Table the discussion to allow additional time. Should the Codes and Standards Committee choose this option, it is required to communicate its final decision to both sides within ten working days of the date of the hearing, unless good cause is shown for an extension.

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