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National Electrical Manufacturers Association

# **CODES AND STANDARDS COMMITTEE OPERATING PROCEDURES**

**Approved June 6, 2024**

## 1. Introduction

At the request of the Codes and Standards (C&S) Committee, these operating procedures have been prepared. Its purpose is to help new C&S members become familiar with C&S operating procedures and to provide guidance to all members.

This guide summarizes the scope of responsibilities for the C&S Committee and provides detail for several of the routine processes used by C&S and Secretariat staff to carry out its responsibilities within this scope as described in the [NEMA Standardization Policies and Procedures](#) (SP&P). Every effort has been made to align requirements in this guide with those included in the SP&P. Should requirements differ, the requirements in the SP&P shall be followed.

## 2. Review and Approval of the Operating Procedures

It was the intention of the C&S Committee that this guide be maintained as a living document and that it be reviewed and updated annually by C&S. Suggested modifications to this guide should be sent to NEMA staff for review by C&S.

## 3. Mission

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

## 4. Scope

In addition to other powers and duties granted or prescribed by the Standards and Conformity Assessment Policy Committee (SCAPC) from time to time, and subject to the supervision and direction of SCAPC, the scope of the C&S Committee is to:

- a. Approve NEMA standards or standards publications developed by Product Groups (see Section 12).
- b. Appoint representatives of NEMA 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 through, for example, the issuance of NEMA Technical Positions, except as such authority is assigned to another NEMA Committee or Council (see Sections 13.2 and 13.3).
- c. Authorize the appointment of, and supervise the work of, Joint Committees of Product Groups on technical matters, and to notify the secretary of each

- interested Product Group when a Joint Committee has been appointed to consider any technical matter (see Section 13.1).
- 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 (see Section 13.4).
  - g. Advise and recommend to SCAPC a formula for the allocation to the various Product Groups of the costs of all C&S projects.
  - h. Approve Engineering Bulletins and other items that contain technical content such as Product Group requests to send letters to outside organizations, NEMA presentations, NEMA websites, marketing information, guides, white papers, and other technical documents (see Section 8).
  - i. Hear appeals of technical issues between product Groups or between members within a Product Group.
  - j. Advise and recommend to SCAPC any change to the policies and procedures governing technical issues of NEMA.
  - k. Monitor proposed electrical statutes, ordinances, or regulatory actions which fulfill the mission as stated in Section 3.
  - l. Approve responses to requests for interpretation of NEMA standards.
  - m. Communicate with the International and Regional Standardization Committee (IRSC) on issues of mutual concern to coordinate NEMA positions and in order to mitigate overlapping scope.

## **5. Membership and Officers**

The membership of the C&S Committee shall be persons who are representatives of members of the association (see NEMA Bylaws, Art. II, Sec. 7, Subsection B) and shall be based upon the following criteria: balanced representation of the broadly diversified interests and products within NEMA (including representation from individuals associated with larger and smaller enterprises, individuals associated with industry product groups not already represented on C&S, and whether an individual(s) associated with the same enterprise as a nominee already is a member of or candidate for C&S and similar industry expertise and/or active participation is not available from a person associated with a different enterprise), technical expertise, and commitment to active participation. Voting membership on C&S is limited to a maximum of one voting member from any one parent member company. A member company may have one or more non-voting members on the Committee. Non-voting members shall not be considered alternate voting members. Non-voting members do not automatically become voting members should the voting member from their company resign the position.

Active participation includes but is not limited to the following: attendance at C&S meetings, contributing to the discussion at C&S meetings, joining Subcommittees, Task Forces, etc. of C&S and participating in their activities, and

responding to electronic ballots issued to C&S. Non-voting members are required to fully participate in the activities of the committee with the exclusion of the voting requirement.

The C&S officers are voting members of C&S and consist of a chair and two to four vice chairs.

## **6. Meetings and Quorum**

### **6.1 Frequency of Meetings**

The C&S Committee meets approximately six times a year. Once the C&S meeting dates for the year have been established, the schedule is posted to the C&S Committee Workspace on the NEMA website. The meeting schedule along with the due dates for submittal of items for the main agenda are distributed to NEMA staff. This information may be shared with members as appropriate.

### **6.2 Quorum**

Five members constitute a quorum at all meetings. For meetings of the officers of the C&S Committee, a majority of the officers constitutes a quorum. A majority of members constitutes a quorum for electronic balloting of the Committee.

### **6.3 Attendance**

Attendance at all C&S meetings, including teleconferences and webinars is required for all C&S members (voting and non-voting). Proxy voting is prohibited. Any voting member having a legitimate reason for absence may submit written voting positions on only agenda items that are consent or recommended action from the main and supplemental agendas. Such written voting positions shall be submitted to NEMA staff no later than 48 hours prior to the scheduled start time of the meeting. Voting submittals will be added as items for the walk-on agenda. Discussion during a meeting that modifies the question or recommended action results in an abstention from an absent member that submitted written voting positions prior to the meeting. Legitimate reasons for absence are military service obligations, hospitalization (self or close relative), death in the family, legal obligations or similar as well as standards development meetings.

Representatives of NEMA member companies are permitted to attend C&S meetings. For individuals who are not employees of a NEMA member company, confirmation of their affiliation with the NEMA member company is required from a NEMA member company employee prior to their attendance at a C&S meeting. Non-C&S members who represent a NEMA member company are generally not permitted to engage in discussion or debate, but may be permitted to do so at the call of the chair.

Non-NEMA members may be permitted to attend C&S meeting and/or address the committee. To request permission, the non-NEMA member shall contact appropriate NEMA staff in writing at least 30 calendar days in advance of the meeting. NEMA staff will coordinate with the C&S Officers regarding attendance. Non-NEMA members are not permitted to engage in discussion or debate.

All meeting attendees are required to abide by the [Guidelines for Conducting NEMA Meetings](#) and the [NEMA Code of Conduct and Ethics](#).

For in person attendance of non-C&S participants, a request shall be made to ensure that there is sufficient space in the meeting room.

#### **6.4 Agendas**

C&S meetings use three separate agendas: the main, supplemental and walk-on agendas.

The main agenda is distributed to C&S members 30 days before the meeting, and NEMA staff are requested to submit their items five days before that to allow for finalizing the agenda including editorial review. Once the main agenda has been prepared, it is distributed to the C&S members and to appropriate NEMA staff. Again, it is available for distribution to NEMA members as appropriate. It is also posted to the C&S Committee Workspace on the NEMA website. This Workspace is private, but access shall be provided to any NEMA member upon request.

Once the main agenda has been distributed, Secretariat staff sends out a notice of the submittal due date for supplemental agenda items by email to NEMA staff. The supplemental agenda is distributed five days before the meeting, and NEMA staff are requested to provide their issues as early as possible. When the supplemental agenda has been finalized, it is distributed to the C&S members and NEMA staff. Again, it is available for distribution to NEMA members as appropriate. The supplemental agenda is also posted to the C&S Committee Workspace and is available to any NEMA member for download.

Issues that are submitted after the supplemental agenda has been distributed but before the C&S meeting, may be placed on the agenda as a “walk-on” item. These “walk-on” agenda items are made available to C&S members only and are limited to only informational items that reference existing agenda items included on the main or supplemental agendas. The only valid Action that C&S can take on a “walk-on” agenda item is to “Accept as Information.”

#### **6.5 Recording**

Per the NEMA Code of Conduct and Ethics, participants are not permitted to record (i.e., audio, video, transcription) NEMA meetings. The official record of C&S meetings are the minutes produced and distributed by NEMA staff.

## **6.6 Executive Sessions**

C&S may desire to enter Executive Session to discuss sensitive issues. Attendance in a C&S Executive Session is limited to C&S voting and non-voting members and appropriate staff (e.g., C&S Secretariat staff). The Officers, in consultation with Secretariat staff shall determine whether other NEMA staff is appropriate (e.g., legal counsel, senior management, President & CEO). Should testimony be needed from an expert that is not a C&S voting or non-voting member, that individual may be invited to provide testimony. After that testimony is complete, the expert will be dismissed from the Executive Session. In the case of remote participation in Executive Session, C&S members should participate in a private setting with no others in the room.

Any C&S member may make a motion to enter Executive Session, and such a motion requires a majority of C&S members voting to approve. Generally, Executive Sessions are held to address sensitive topics, such as personnel-related issues, disciplinary action, and legal issues.

## **6.7 Minutes**

Once the meeting is over and the meeting minutes have been drafted and reviewed by NEMA counsel, they are distributed to the C&S members and to NEMA staff. The minutes may be distributed to NEMA members, when appropriate. The minutes are also posted to the C&S Committee Workspace, where they are password protected but available to any NEMA member.

## **7. NEMA Technical Position**

Definition: For the purpose of the NEMA C&S Committee only; A “NEMA Technical Position” is defined as the result of a deliberate decision made by the C&S Committee on any technical matter that is covered by the Committee’s scope. A NEMA Technical Position provides guidance and direction for both NEMA staff and for NEMA members who serve as NEMA representatives on technical committees of outside organizations. NEMA Technical Positions are recorded in the NEMA C&S Committee meeting minutes.

Purpose: “NEMA Technical Positions” play a vital part in the development of codes and standards and in the design and installation of electrical products for the practical safeguarding of persons and property. Sound technical positions benefit the user, as well as the manufacturer, by improving safety and/or performance and reducing misunderstandings between manufacturer and user.

Users: NEMA Section(s), NEMA Product Group(s), NEMA Committee(s), NEMA Field Representatives, and NEMA Technical Representatives shall be permitted to express the NEMA Technical Position completely as approved without modifications or revisions.

Examples of NEMA Technical Positions:

Engineering Bulletin 89, NEMA Policy on the Adoption of the National Electrical Code.

Whitepaper: In-Use Weatherproof Covers Protection of Receptacle Outlets.

The NEMA instructed vote on a ballot for approval of a proposal to revise the National Electrical Code.

## **8. Processing Section Submittals**

C&S is routinely called upon to approve or authorize the submittal of technical positions in the form of proposals, comments, letters, etc., which have been submitted by Sections and which are intended to be forwarded to outside organizations under the NEMA imprimatur. The submittals typically are forwarded to C&S Secretariat staff by Section staff.

Note that Section submittals are normally distributed to other interested Sections for review and comment (see Section 10 for guidance on Obtaining Input on Issues from Other than the Submitting Section).

C&S Secretariat staff first determines if there are any time constraints associated with the submittal, e.g., due dates, closing dates. Time constraints are important for determining which of the avenues available for obtaining C&S approval to use. If not provided in the transmittal, Secretariat staff will have to request it from the submitter.

After the time constraints have been identified, the background information provided by the submitter is reviewed to determine if sufficient information is available for C&S to make a decision. If sufficient background information hasn't been provided, Secretariat staff will communicate with the submitter to gather additional pertinent information.

Whenever possible, standardized language and a standardized format is used to frame the issue for C&S. This means that the same wording is used for similar issues and information is provided in the same order for similar issues. This is done to make it easier for C&S to understand the issue and what is being requested. Finally, a question is placed at the bottom of the issue asking what action C&S wishes to take.

The order of preference for seeking C&S approval or authorization is as follows:

1. Main agenda for a C&S meeting,
2. Supplemental agenda for a C&S meeting,
3. Officers approval of an interim action,
4. Electronic ballot to C&S and, finally,
5. C&S Secretariat approval as an interim action.

The first two items, which provide for review and approval by the greatest number of C&S members, are the most thorough. They differ only in the amount of time available to C&S for reviewing the issue.

Items 3 and 5 above provide for interim approval only and are subject to confirmation by the entire C&S Committee at its next meeting. In the event that an interim action is not confirmed by the full C&S Committee, C&S Secretariat staff will retract the NEMA position. Officers' approval is used when a decision is required before the next scheduled C&S meeting. The only issue that cannot be approved by the Officers are NEMA standards. Information regarding interim actions is distributed to all members of C&S. Members are encouraged to review such information and provide input to assist the Officers in making a decision.

C&S Secretariat approval is used only when there is insufficient time to send the issue to the Officers or when sufficient response from the Officers is not forthcoming. An example of the first instance is when same day approval is necessary. An example of the second instance is when four Officers need to respond, only two have responded and direction is needed in the next few hours. The C&S Secretariat should make every effort to ensure that items are brought before C&S such that this procedure is very rarely used.

Finally, the full C&S committee can be electronically balloted for approval of a submittal. This avenue is generally employed at the request of the C&S Committee or the Officers when there is a consensus that a wider review is required than can be provided solely by the Officers.

Regardless of the approval method, C&S staff reports the action directly to the submitting staff who should communicate the action to the appropriate NEMA members or sponsoring Section(s).

## **9. Recusal of C&S Members**

NEMA Standardization Policies and Procedures (SP&P) clearly explains that members of the C&S Committee are specifically chosen for their technical expertise and are expected to represent the technical best interests of NEMA as a whole and not of particular Product Groups or members. To expect that members would recuse themselves whenever they have economic or commercial interests in a topic, could result in the Committee being less effective. Any member that has an interest in the topic being discussed would

more often than not have the technical knowledge necessary to provide information needed for a C&S decision. The concept of recusal based on economic and commercial interest is too broad. This could be interpreted differently by the members and, therefore, provide an advantage for a member that did not recuse themselves. Since balance of the committee is carefully monitored and maintained, there is no need for individuals to recuse themselves. As stated above, the members of the C&S committee are chosen for their technical knowledge which should not be lost during a technical discussion. We believe the present practice including voluntary recusal has served NEMA well.

## **10. Obtaining Input on Issues from Other than the Submitting Section**

Obtaining Section comments and/or recommendations on the submittal of another Section is never an easy task. Often several steps are taken, yet no feedback is forthcoming. Even so, there are processes used to at least make the attempt to gather this feedback for consideration by C&S, and those processes involve C&S Secretariat staff, the Officers, and the C&S Committee.

When NEMA staff makes a submittal for C&S approval from a Section, C&S Secretariat staff identifies other Sections that may have an interest in the submittal. In some cases this is straightforward. For example, a submittal from the Steel Rigid Conduit Section may be of interest to the Conduit Fittings Section. A submittal from the Disconnect Switch Product Group may be of interest to the Fuse Section. The Fuse Section is likely to be interested in a submittal from the Molded Case Breaker Product Group and vice versa. These relations are based on one of the following: the products of one Section being directly involved in the products of another Section, complementary products, or competitive products. Knowledge of these relations between Sections developed with time and experience.

For proposals or comments involving UL standards, the UL Bulletin Distribution Database can be used to identify other Sections that may be interested in a UL standard.

The process involves C&S Secretariat staff identifying the other interested Sections and requesting the staff for those Sections to distribute the submittal to the members of the interested Section and request feedback by a specified date. There is no guarantee that the Section will respond.

It should be noted that for NEMA standards submittals, notification goes out to all appropriate NEMA staff, and it is up to them to determine if their Sections may be interested in reviewing and commenting on the submitted draft standard.

Alternatively, C&S Secretariat staff may choose to distribute the submittal using a listserv developed for this purpose. The listserv is comprised of the email addresses of all NEMA Technical Committee members. This avoids the situation where some members do not have the opportunity to review the submittal

because it was not distributed to all Sections. When a submittal is distributed in this manner, NEMA staff are included in the distribution.

Any comments received from interested Sections are shared with the staff for the submitting Section, and it is the responsibility of that staff to work with the members of the submitting Section to develop a response to the comments.

All comments and recommendations received from other interested Sections are documented in the agenda item or the interim action for the submittal to C&S. Any rebuttals from the submitting Section are also documented for C&S.

If a submittal goes to the Officers, they may decide that there has been insufficient review by other Sections and have the issue returned to the staff of the submitting Section. If an issue goes to the full C&S Committee, the Committee may decide that there has been insufficient review by other Sections and have the issue returned to the staff of the submitting Section.

## **11. Electronic Communication and Document Distribution**

Information is transmitted to C&S members electronically, primarily by email. The Officers address issues with short timelines almost exclusively using email.

Distribution of documents by email has been supplemented by the use of the C&S Committee Workspace on the NEMA website. The Workspace allows documents that could not be distributed as email attachments, because of file size, to be posted on a part of the NEMA website that is password protected. File sizes greater than 10 megabytes are often rejected by email servers. As a result, Secretariat staff distributes agenda exhibits, which often exceed this size, by posting to the Workspace.

The Workspace is also used for the posting of Interim Actions by the Officers and the C&S Secretariat. All C&S members are notified of the interim action by being blind copied on the email of the interim action to the C&S Offices. As such, any member has the ability to review the Interim Action and provide input to the Officers or Secretariat staff before a decision is made on the action.

Occasionally issues with short timelines are forwarded to the Officers, and the Officers decide that the input of the full C&S Committee is needed. In order to meet the deadline for the issue while giving all C&S members the opportunity to contribute to the decision, Secretariat staff are directed to electronically ballot the full Committee. Responses to the electronic ballot are tallied and reported to the submitter and C&S members. C&S members are required to vote on all electronic ballots issued to C&S.

## **12. Electronic Balloting of C&S**

Electronic balloting is not routinely used for balloting of submittals to the C&S Committee. Electronic ballot of the C&S Committee is used primarily for three situations:

1. when a standard or technical document that has been fast-tracked by a NEMA Section and a quick turnaround by the C&S Committee is requested; or
2. when an issue has a short timeline and, in the opinion of the Officers, requires greater review than can be provided solely by the Officers, or
3. when standards action is required by the end of the year and no C&S meeting is scheduled or is canceled.

Fast-tracked Standards, Other Standards and Technical Document Actions: All C&S Committee members are balloted electronically and are given at least 10 working days to respond. A simple majority is required for the ballot to be considered valid. However, if a single negative vote is received, the results of the electronic ballot of the standard or technical document become null unless the C&S members can resolve the negative(s) before the close of the ballot. If the negative(s) cannot be resolved, the submittal is automatically placed on agenda for next C&S Committee meeting. In addition, a single request by a C&S member to cancel the ballot of a standard or technical document shall place the submittal on the agenda for the next C&S Committee meeting.

Time limited Submittals other than Fast-tracked Standards and Technical Documents: All C&S Committee members are balloted electronically and are given sufficient time to respond. Some issues have short turnaround times, and ballot deadlines shall be set by NEMA staff accordingly. A simple majority of the C&S voting members is required for the ballot to be considered valid, and a majority of those responding is required to approve the ballot. Because electronic ballots are used only when there is insufficient time to meet a deadline and discuss an issue at a C&S meeting, C&S members are not provided the option of canceling the electronic ballot for submittals other than fast-tracked standards and technical documents with impending deadlines.

### **13. C&S Subgroups**

The C&S Committee may appoint subgroups to address issues of interest and within the C&S Committee scope. Standing committees are created to address long term interest areas, and task forces are created to address short term issues. All standing committee or task force work is subject to the approval of the full C&S Committee. A member (voting or non-voting) of C&S will chair subgroups and a minimum of two additional members of C&S shall be required to participate in all standing committees and task groups. Standing Committees and task groups shall be open to participation of any representative of a NEMA member Company. Should outside expertise be needed, the subgroup may invite non-NEMA member representatives to participate. The C&S Committee may also form Joint Sections Committees (JSCs) and approve membership in JSCs.

Finally, C&S oversees several Forums with other affiliated organizations. These Forums are meant as information sharing groups.

### **13.1. Joint Sections Committee (JSC) (see Appendix A of SP&P)**

The formation of a Joint Sections Committee is initiated by two or more NEMA Sections stating that a technical issue(s) exists and requesting the C&S Committee establish a JSC so that the groups can meet together to address the issue(s).

The purpose of a Joint Sections Committee is to work towards 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. The JSC shall establish how it will determine mutually acceptable solutions.

The chair of the C&S Committee shall appoint the chair or co-chairs of the Joint Sections Committee.

JSC membership as proposed by the interested Sections are appointed by the C&S Committee in such a way that one Section's position is not favored over another Section's.

The C&S Officers with support from NEMA staff shall draft the initial scope of the JSC, which will be reviewed and modified as appropriate by the JSC. The final scope is subject to approval by the full C&S Committee.

Processing the JSC proposal shall follow the procedures described on Section 8 of the Operations Guide and Appendix A of NEMA Standardization Policies and Procedures.

### **13.2. Nominations Committee**

The Nominations Committee is a Standing Committee of the C&S Committee.

The Nominations Committee is responsible for developing recommendations to the C&S Committee each year on the C&S Committee's membership and leadership for the following year including the C&S Officers (see 6.2.3 of SP&P).

The Nominations Committee membership including the chair shall be appointed by the chair of the Standards and Conformity Assessment Policy Committee (SCAPC) at the beginning of each calendar year prior to the first SCAPC meeting of the year (see 6.2.6 of SP&P).

During the first quarter of each year, the Nominations Committee shall, if appropriate, instruct staff to solicit NEMA Sections for the nomination of

qualified individuals for future membership on the C&S Committee. The Nominations Committee shall give special emphasis to those areas where technical expertise is lacking on the C&S Committee.

The Nominations Committee shall instruct staff to survey the current C&S Committee members at the beginning of each year regarding their intent to serve on the C&S Committee the following year.

Each year in the late spring or early summer timeframe, the Nominations Committee will review the following and determine its recommendation for C&S Committee membership the following year:

- a. Responses to the survey of existing members relative to serving on the C&S committee the following year.
- b. Attendance and active participation at C&S Committee meetings of the existing members.
- c. Attendance and active participation at meetings of Joint Sections Committees, Subcommittees, and Task Forces of the C&S Committee of the existing members.
- d. Applications received from nominees for C&S Committee membership.
- e. Expertise of the existing members as well as nominees.

The Nominations Committee shall submit its report and recommendations to the C&S Committee at its August/September meeting. This will allow for C&S Committee consideration of the recommendations, approval and submittal of the final C&S Committee recommendations to the Standards and Conformity Assessment Policy Committee, and submittal of the C&S Committee membership to the Board of Governors for action at the NEMA Annual Meeting.

### **13.3. Subcommittee on NEMA Technical Representatives**

The Subcommittee on NEMA Technical Representatives is a standing C&S subcommittee.

When vacancies arise in NEMA representation on NEC Code-Making Panels, it is the responsibility of the Subcommittee on NEMA Technical Representatives to solicit applicants from Sections and member companies. The Nominations Committee shall also aggressively encourage NEMA staff to recommend qualified individuals.

The Subcommittee on NEMA Technical Representatives will in turn evaluate the volunteers as to product knowledge, field application, code participation and relationship of the NEMA Section to the particular Code-Making Panel. The Subcommittee on NEMA Technical Representatives

shall report its findings to the C&S Committee in a timely period for selection of the nominee to NFPA.

#### **13.3.1. Section Endorsement of Candidates for Technical Committees**

Following is guidance with regard to Section endorsement of candidates for filling vacancies for NEMA representation on technical committees of outside organizations.

1. Section endorsement is required.  
Endorsement by multiple Sections provides little extra benefit to a candidate and could be unfair to candidates who are members of only one Section.
2. A candidate who receives multiple Section endorsements shall select one Section whose endorsement he or she wants to report to the C&S Committee.
3. A Section can endorse more than one candidate for a vacancy in NEMA representation.
4. The C&S Committee will focus primarily on the candidate's resume, background and experience when making a decision on endorsement of the candidate.

#### **13.4. Subcommittee on the Field Program**

The Subcommittee on the Field Program is a Standing Committee of C&S Committee.

The Subcommittee on the Field Program is responsible for directing the activities of the NEMA Field Representatives.

The Subcommittee on the Field Program membership, including the chair, are appointed by the C&S Committee.

The membership of the Subcommittee on the Field Program consists of members of the C&S Committee as well as members representing Sections that support the Field Representative Program.

During the first quarter of each year, the Subcommittee on the Field Program shall instruct staff to solicit NEMA Sections for the nomination of qualified individuals for future membership on the Subcommittee. The Subcommittee on the Field Program will evaluate all Section nominations based on qualifications and product expertise. The Subcommittee on the Field Program will recommend candidates to the C&S Committee for appointment as members of the Subcommittee on the Field Program.

Members will act as a liaison to communicate the needs of their Sections to the Subcommittee on the Field Program and communicate to their Sections how the field program can be utilized to meet their needs.

### 13.5. Current C&S Subgroups

As of March 5, 2024

<b>Group Name</b>	<b>Group Type</b>	<b>Scope</b>
Subcommittee on the Field Program	Standing	Develop a set of recommendations and Actions for the Field Program. Items addressed are travel budget, time sheets, and electronic equipment, etc.
Joint Task Force on Electronic Labeling	Task Force	Provide a recommendation report to NEMA Standards and Conformity Assessment Policy Committee concerning value propositions for NEMA involvement and participation in E-Labeling regulations and standards.
JSC on Installation Guide for Expansion and Expansion/Deflection Fittings	Joint Sections Committee	To develop a NEMA guideline for the installation of expansion and expansion/deflection fittings for nonflexible metallic and nonmetallic electrical conduits and tubing.
NEMA-CSA Forum	Forum	The Forum is responsible for the identification and analysis of issues affecting CSA and its NEMA members. The Forum is also responsible for the development of recommendations to address these issues and improve service to CSA's clients. Appropriate areas for consideration by the Forum include technical issues; detailed process, procedural or implementation issues; customer services issues; and policy issues.
NEMA-IBEW (International Brotherhood of Electrical Workers) Technical Forum	Forum	Discusses relations between the National Electrical Manufacturers Association (NEMA) and International Brotherhood of Electrical Workers (IBEW) involving training and general technical issues of significance to either or both organizations. The application and implementation of defined policies, procedures and practices in all technical matters is assigned to the NEMA C&S Committee and IBEW management depending on the issue.

NEMA-IECI (Independent Electrical Contractors Association) Forum	Forum	To discuss issues of mutual interest, such as electrical safety, proposals to revise the National Electrical Code.
NEMA-Intertek Forum	Forum	Intertek establishment of a forum with NEMA members will be similar to forums that are currently in place with CSA and UL.
NEMA-UL Forum on the NEC	Forum	There was consensus that a meeting with UL to discuss comments on proposals for the NEC would be beneficial; Secretary sends notices to the C&S Committee and the NEMA Reps on the CMPs/TCCs – no formal roster
Nominations Committee	Standing	Overview of member participation and nominations to the COMMITTEE
Subcommittee on NEMA Technical Representatives	Standing	The Subcommittee on NEMA Technical Representatives shall have primary responsibility for making recommendations to the NEMA C&S Committee on administrative matters of Technical Committees of US based outside organizations that include: Nominations committee function for Technical Committee representation, Consistency of reporting, Responsibilities of representatives, Scheduling to accommodate the Code and Standard development process, Training of representatives.
Task Force on Committee Meetings	Task Force	Investigate whether or not more web meetings should be held and improvement of COMMITTEE meetings.
Subcommittee on Disaster Damaged Electrical Equipment	Standing	Develop, review and update NEMA Guides related to equipment damaged due to natural disaster (e.g., fire, water, earthquake).
Task Force on Hazardous Location Testing and NRTL Directive Changes	Task Force	The work of this Task Force is to (1) identify all of the hazardous locations testing that manufacturers and test labs are conducting and then approach OSHA to propose that these tests are permissible under Procedure 5, Acceptance of Testing Data From Non-Independent Organizations, and (2) to approach OSHA regarding the acceptance/adoption of U.S. zone based safety standards.

Subcommittee on Reconditioned Electrical Products	Standing	Review and update the NEMA Position on Refurbishing Electrical Equipment in light of changes to the NEC.
NEMA UL Technical Forum	Forum	Forum for discussion of horizontal technical issues with UL.
Subcommittee on NEMA-NEC Process	Standing	Develops NEMA timelines for NEC Milestones and reviews and updates the guidance document accordingly.

**14. Technical and Engineering Presentations to C&S**

From time to time, groups and interests, both within and outside of NEMA, may request permission to make presentations to C&S on matters of a technical and engineering nature which are germane to the C&S Committee’s scope.

The following procedure is intended to identify the necessary steps to be followed by anyone requesting to make a presentation and to identify the criteria upon which NEMA will grant said request. This procedure may not include all of the criteria that will be applied and may be supplemented as needed.

**14.1. Presentation requests by NEMA Member Company Representatives**

When a NEMA member Company Representative wishes to make a technical or engineering presentation to C&S, the following procedure shall be followed:

1. If the presentation is associated with an item included on the Main or Supplemental Agenda, the member shall request that a presentation be added to the Walk-On Agenda for informational purposes. Such a request shall meet the Walk-On Agenda deadline published by C&S Secretariat staff. (See Section 6.4)
2. If the presentation is not associated with an item included on the Main or Supplemental Agenda, the member shall request that an item be placed on the next available Main or Supplemental Agenda in accordance with the associated agenda deadlines. (See Section 6.4)
3. Any documentation to be included as an agenda exhibit shall be provided in accordance with published agenda deadlines.
4. C&S Secretariat Staff will review the request and associated documentation and may add the item to the appropriate agenda, or refer the item to an appropriate NEMA group (e.g., Section or Committee).

**14.2. Presentation requests by non-NEMA Member Company Representatives**

When a non-NEMA member Company Representative wishes to make a technical or engineering presentation to C&S, the following procedure shall be followed:

1. A request for permission to make a presentation to a scheduled meeting of the C&S Committee will be made in writing to the Secretary of the C&S Committee no later than thirty calendar days before the requested date of the presentation. The thirty-day period may be waived by the C&S officers, in consultation with staff, for urgent matters requiring immediate attention.
2. The request shall contain the reason for the request and an abstract of the presentation. An outline of the presentation, or preferably the complete text if it is available, including any essential attachments and exhibits shall be received by NEMA no later than fourteen calendar days prior to the presentation date. Should the documentation or exhibit not be received by fourteen calendar days prior to the presentation date, such documentation or exhibits shall not be provided to the Committee or shared during the meeting.
3. C&S Secretariat staff may seek technical assistance from staff, interested NEMA groups and Legal Counsel to assist in its determination of the appropriateness of the presentation to C&S. Presentations will be approved in accordance with published agenda deadlines only if they apply specifically to the powers and duties of C&S and are authorized by the C&S Officers.
4. Should permission for the presentation be granted, representatives from interested NEMA groups (e.g., Product Sections and Committees) will be invited to attend the presentation to present majority/minority viewpoints. All presenters shall be identified to the C&S Secretariat staff, and presentations or documents received per the published agenda deadlines.

The contents of the presentation shall include the following:

1. The Chair, in consultation with NEMA staff, shall designate the specific times to be allotted for all elements of the presentation.
2. Presentations will be limited to technical, safety and applications considerations. Presentations must avoid discussion of commercial matters such as price, terms of sale, warranties, etc.
3. Presentations will not denigrate a NEMA-member product.
4. Should an interested NEMA group wish to respond to the presentation (whether to endorse or dispute), a representative of the group will be allotted equal time for his/her presentation.
5. C&S will allot specific time for questions and answers period, if necessary.

6. Any representative of an outside group or interest shall limit his/her presentation at the C&S meeting to the topic specified and will not participate in any other discussions or deliberations.

7. Any representative of an outside group will be permitted to attend the C&S meeting only for the duration of the presentation(s) and any question and answer period.

Upon conclusion of the presentation, the presenter may be excused. Any action in response to the presentation will be determined and voted upon by C&S in accordance with the NEMA Policies and Procedures. The presenting organization and interested NEMA Divisions/Subdivisions will be informed in writing of any C&S action in this regard.

<b>Presentation</b>	<b>Deadline for requesting time on agenda</b>	<b>Deadline for presentations/documentation</b>
NEMA member company representatives: item included on Main or Supplemental Agenda	Walk-on agenda deadline	Walk-on agenda deadline
NEMA member company representatives: item not included on Main or Supplemental	Main or Supplemental agenda deadline	Walk-on agenda deadline
Non-NEMA member company representatives	No later than thirty calendar days prior to the meeting	No later than fourteen calendar days prior to the meeting

Respectfully submitted,  
Ray Horner  
Chair, Codes and Standards Committee

August 23, 2007  
Rev. June 7, 2012  
Rev. Feb. 5, 2015  
Rev. Aug. 25, 2015  
Rev. Sept. 6, 2016  
Rev. March 14, 2018  
Rev. February 28, 2020  
Rev. April 28, 2021  
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