



## WELCOME TECHNICAL COMMITTEE

# IAPMO CODE DEVELOPMENT PROCESS FOR THE WATER EFFICIENCY AND SANITATION STANDARD (WE•STAND)

## 2020-2023

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# COMMITTEE SCOPE AND RESPONSIBILITY

» **WE•STAND** – The Committee shall have primary responsibility of this standard to provide minimum requirements to optimize water use practices attributed to the built environment while maintaining protection of the public health, safety, and welfare. This standard is not intended to circumvent the health, safety, and general welfare requirements of the code.

The provisions of this standard applies to the erection, installation, alteration, repair, relocation, replacement, addition to, use, or maintenance of plumbing and mechanical systems covered by the scope of this standard within this jurisdiction.

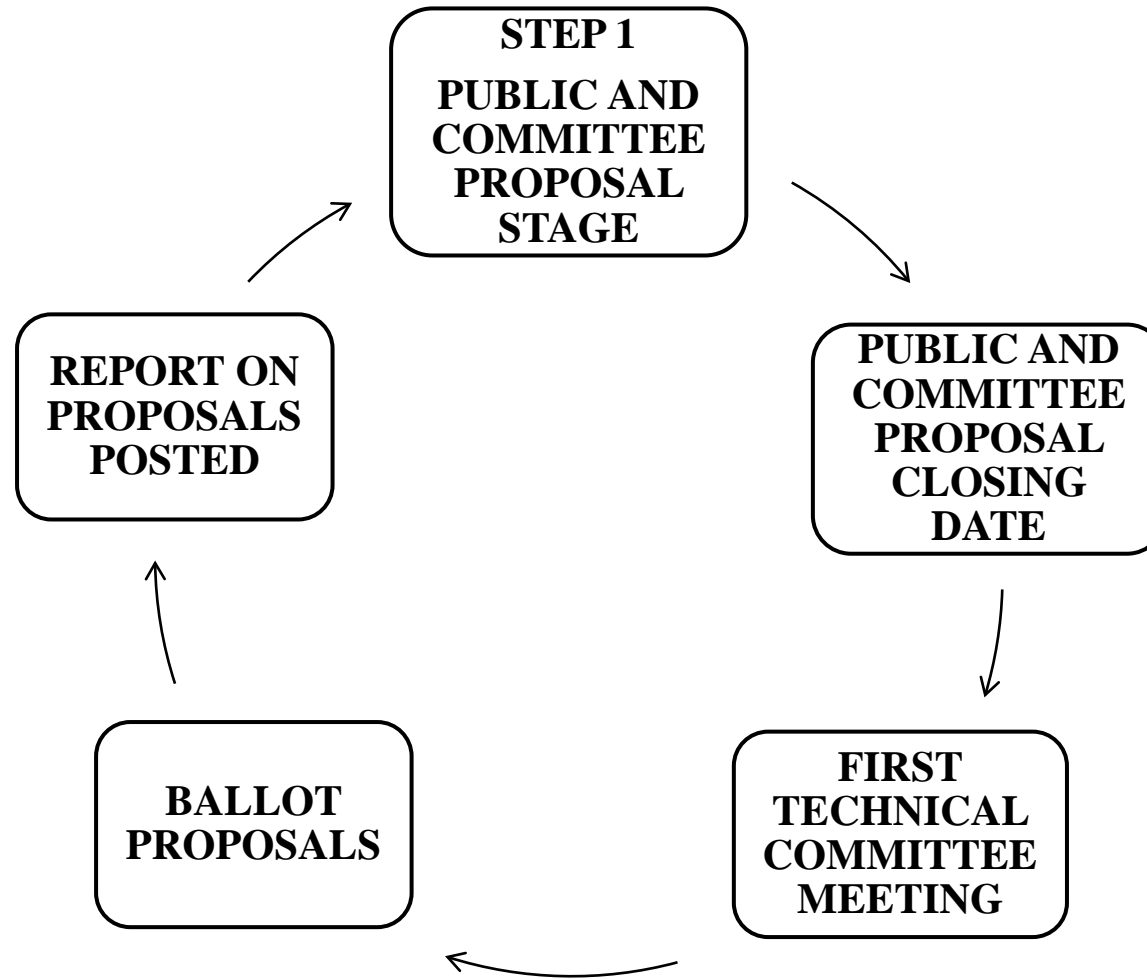
# COMMITTEE MEMBERSHIP

**3.5.14.1 Appointment of Members and Their Tenure.** The Chairperson shall be appointed by the Executive Committee from the individual members of the WE•STAND Technical Committee. Each will serve until a successor is selected and ready to serve.

**3.5.11 Termination of Membership.** The Executive Committee shall be authorized to terminate the membership of an individual on the WE•STAND Technical Committee for cause, including inactivity. A WE•STAND Technical Committee member shall be considered inactive:

- (a) For failure to return two successive ballots, or
- (b) For failure to attend at least one WE•STAND Technical Committee, Subcommittee, or Task Group meeting in a three-year period.

# THE CODE DEVELOPMENT PROCESS (Step 1)



# THE CODE DEVELOPMENT PROCESS (Step 1), cont.

## Step 1: Public and Committee Proposal Stage

- Revision cycle begins with call for proposals asking for any interested party to submit public proposals.
- After the proposal closing date, the technical committee holds their first technical meeting.
- Committee uses the proposals in order to develop the first revisions to the standard that results in a complete integrated draft known as the Report on Proposals.
- The Report on Proposals has initial agreement by the committee based on a simple majority vote during the meeting to establish a consensus.
- The final position of the committee is established by letter ballot.

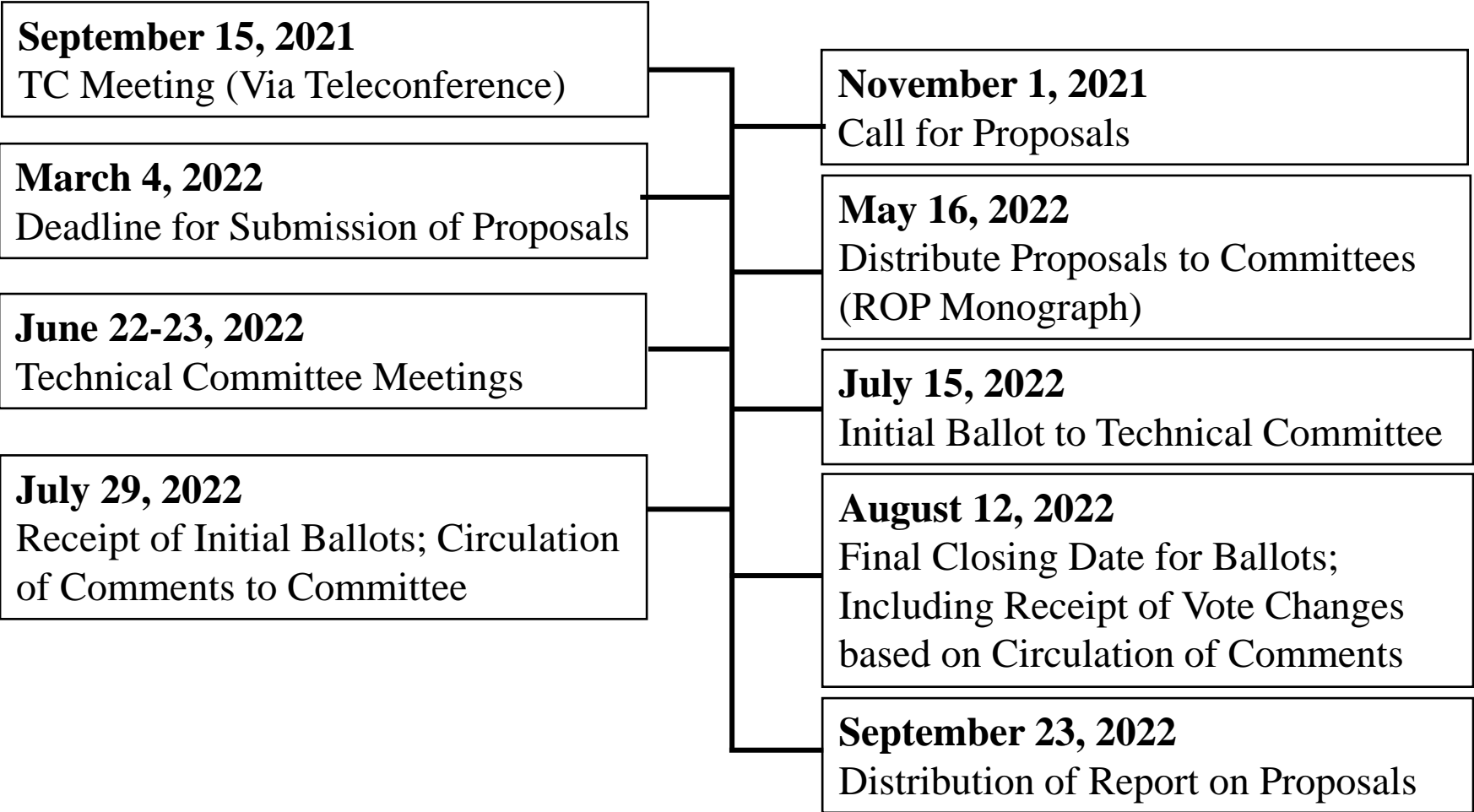
# THE CODE DEVELOPMENT PROCESS (Step 1), cont.

## Step 1: Public and Committee Proposal Stage (cont.)

- Committee is balloted on all proposals based on first revisions developed at TC meeting.
- Committee approved revisions are indicated through their actions and approval is based on two-thirds vote.
- Any proposal that failed to achieve the necessary two-thirds vote is noted in the Report on Proposals and reconsidered by the technical committee as an automatic public comment.
- Report on proposals consists of public input, committee input, correlating committee input, comments on committee actions, voting results from ballots, task group reports and preprint of the revised standard.

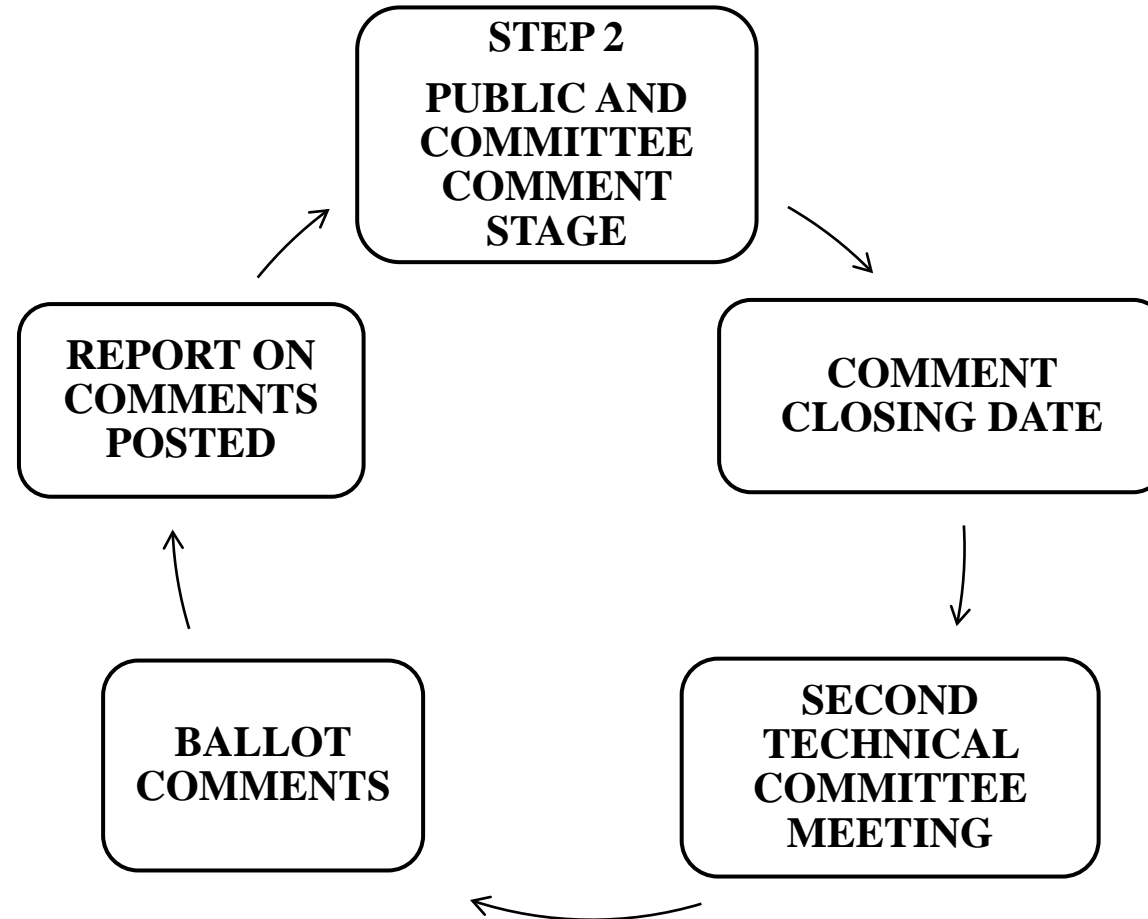
# CODE DEVELOPMENT TIMELINE

## CALL FOR PROPOSALS





# THE CODE DEVELOPMENT PROCESS (Step 2)



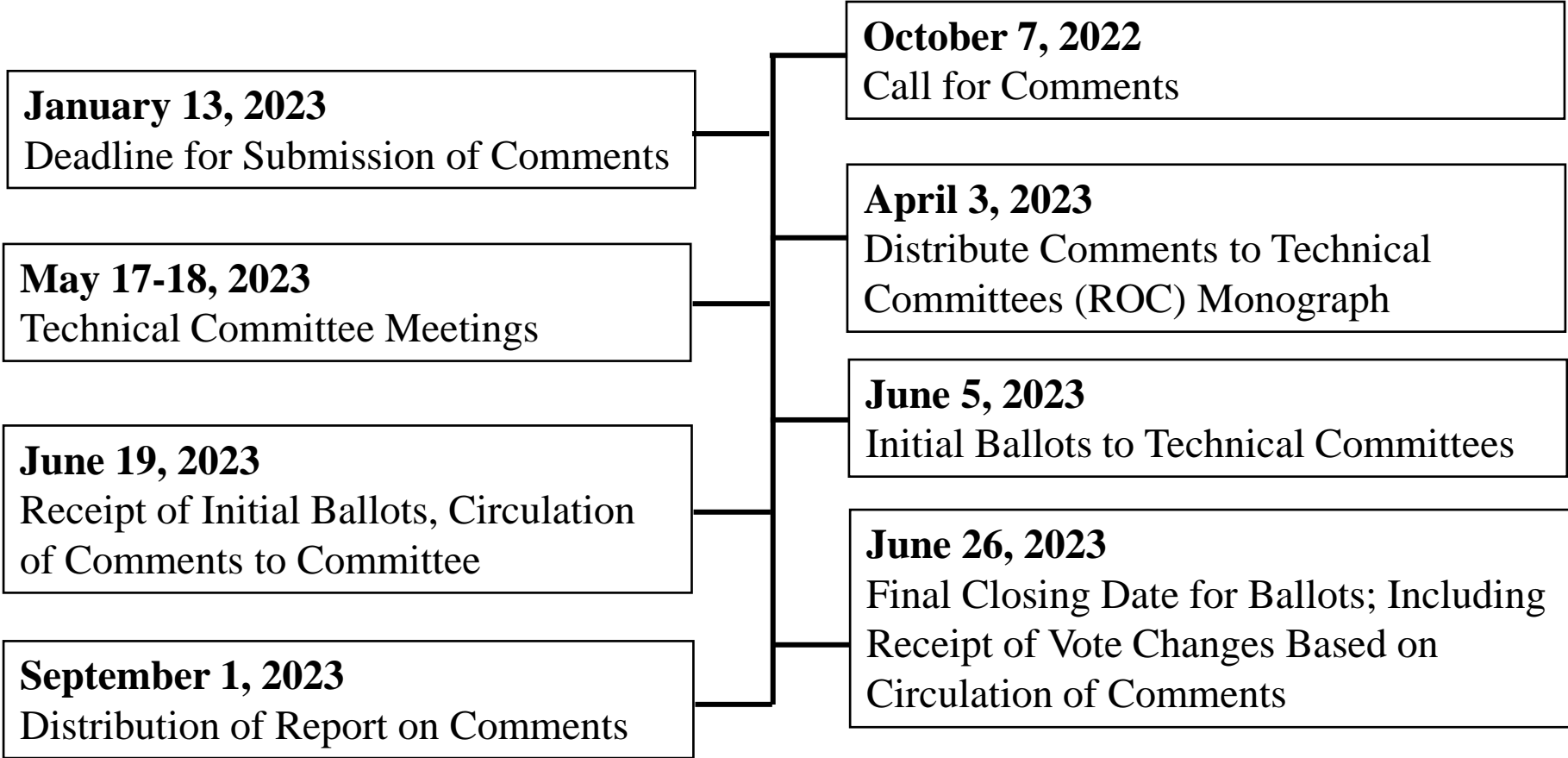
# THE CODE DEVELOPMENT PROCESS (Step 2), cont.

## Step 2: Comment Stage

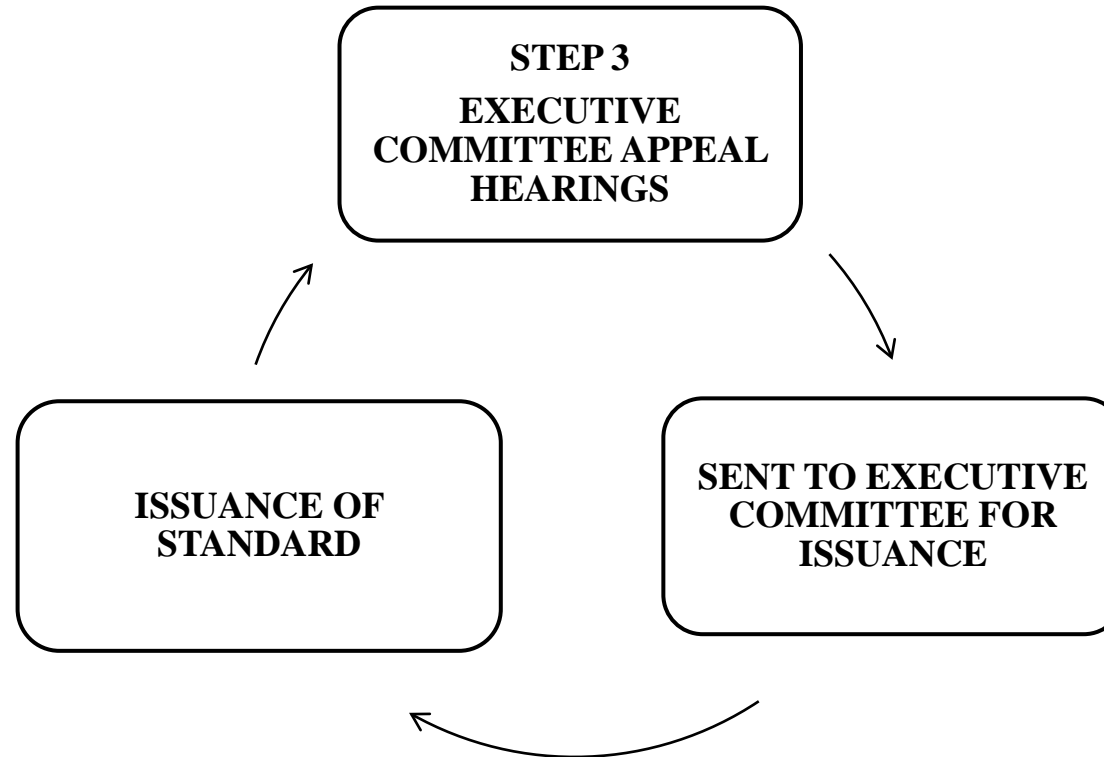
- Public comment period begins after the Report on Proposals is published.
- Call for public comments asking for any interested party to submit public comments.
- After the public comment closing date, the Technical Committee holds second technical meeting.
- Technical Committee considers and acts on all comments directly related to the Report on Proposals.
- Committee provides action and response to each public comment and uses such comments in order to develop the Report on Comments.
- The Report on Comments has the initial agreement by the committee based on simple majority vote during the meeting in order to establish consensus.
- The final position of the committee is established by letter ballot.

# CODE DEVELOPMENT TIMELINE

## CALL FOR COMMENTS



# THE CODE DEVELOPMENT PROCESS (Step 3)



# IAPMO TECHNICAL COMMITTEE MEETING

## WHAT MATERIALS DO I NEED?

- WE•STAND Code Book
- Technical Committee Meeting Agenda
- Monograph of Proposals/Comments
- Current Committee Roster
- Regulations Governing Consensus Development of the WE•STAND
- IAPMO Technical Committee Newsletter

# IAPMO TECHNICAL COMMITTEE MEETING (cont.)

## GENERAL PROCEDURES

- Members please verify/update your contact information.
- Use of tape recorders or other means capable of reproducing verbatim transcripts of this or any IAPMO meeting is not permitted.
- Members in any category who have been retained to represent the interests of another interest category with respect to a specific issue addressed by the TC shall declare those interests to the committee and refrain from voting throughout the process.
- Guests are required to sign in and identify their affiliations.
- Participation is limited to TC members or those individuals who have previously requested time to address the committee. Other participation is granted at the discretion of the Chair.

# IAPMO TECHNICAL COMMITTEE MEETING (cont.)

## Robert's Rules of Order apply to Parliamentary Procedures

- Beginning of Technical Meeting: Chair presents Proposals or Comments and asks for motion.
- TC member addresses Chair and receives recognition from the Chair.
- TC member states name, affiliation, exact motion and reason statement.
- Chair looks for a second of the motion, then restates the motion and reason statement.
- Chair calls for discussion, once discussion starts, restate your name and whether you are for or against the motion.
- Chair takes the vote.
- Chair announces the result of the vote.

# TIPS ON ROBERTS RULES OF ORDER

- A main motion must be moved, seconded, and stated by the chair before it can be discussed.
- If you want to move, second, or speak to a motion, *raise your hand and address the chair*.
- If you approve the motion as is, *vote for it*.
- If you disapprove the motion, *vote against it*.
- If you approve the idea of the motion but want to change it, *amend or modify it*.
- If you want time to think the motion over, *postpone to a certain time (Table the item)*.
- If you think that the committee should give further consideration to a matter already voted upon, *move that it be reconsidered*.
- If you think that further discussion is unnecessary, *move the previous question or call the question*.
- If a motion has several parts, and you wish to vote differently on these parts, *move to divide the motion*.



# VOTING AT MEETING

**Straw vote at Technical Committee Meeting to achieve consensus:**

Technical Committee Action on **Proposals**:

*Accept the proposal as submitted*- The committee accepts the proposal exactly as written. Only editorial changes such as paragraph and section numbering and correction to spelling, capitalization, and hyphenation may be made.

*Accept the proposal as amended by the TC*- Accept the proposal with some modification. The committee action must indicate specifically what action was taken to revise the proposal.

*Reject the proposal*- The committee rejects the proposal. If the principle or intent of the proposal is acceptable in whole or in part, the proposal should not be rejected, it should be revised by the committee and accepted as amended. A complete reason for rejection of the proposal, technical in nature, must be supplied in the committee statement.

# VOTING AT MEETING(cont.)

Technical Committee Action on **Comments**:

***Accept the comment as submitted***- The committee accepts the comment exactly as written. Only editorial changes such as paragraph and section numbering and correction to spelling, capitalization, and hyphenation may be made.

***Accept the comment as amended by the TC***- Accept the comment with some modification. The committee action must indicate specifically what action was taken to revise the proposal.

***Reject the comment***- The committee rejects the comment. If the principle or intent of the comment is acceptable in whole or in part, the comment should not be rejected, it should be revised by the committee and accepted as amended. A complete reason for rejection of the comment, technical in nature, must be supplied in the committee statement.

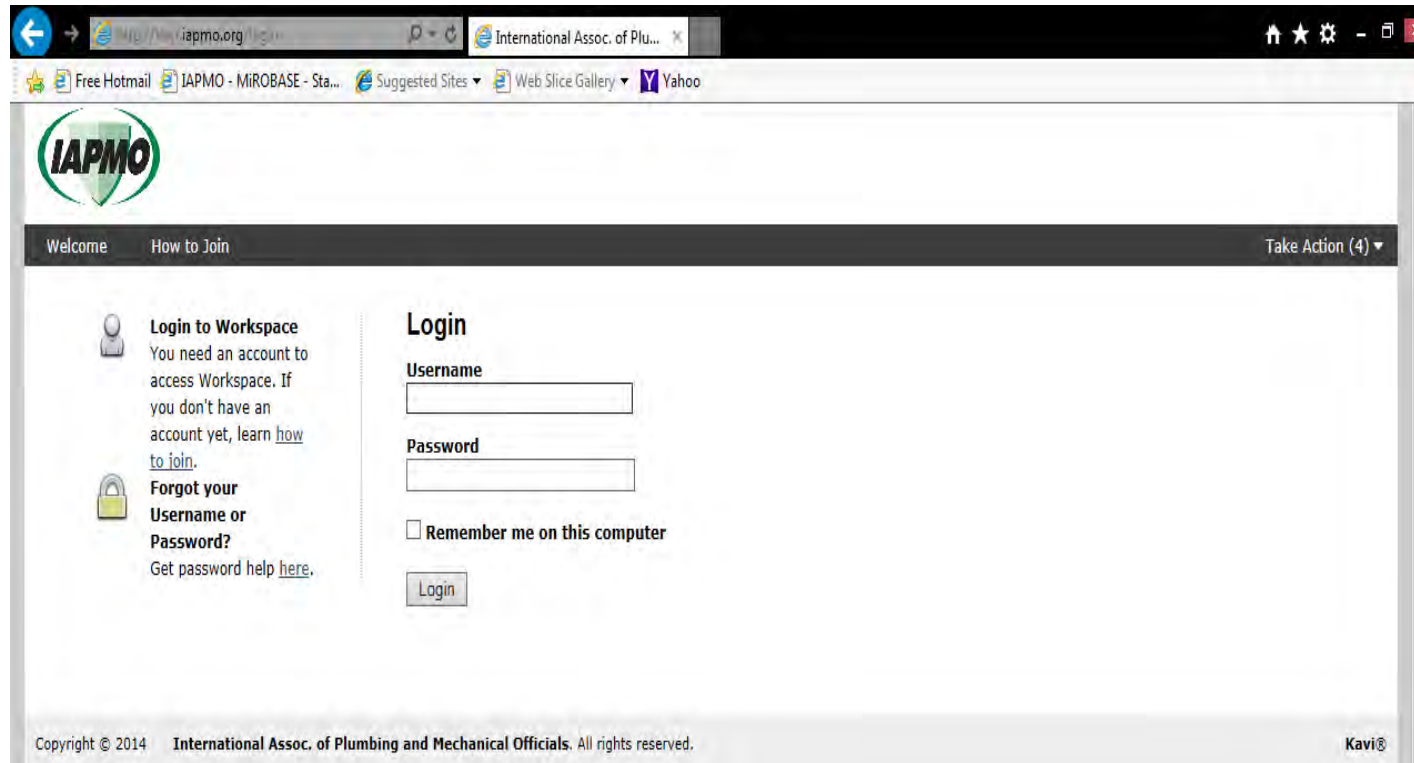
***Holding the Comment***-A comment is held until the next revision cycle if it would introduce a concept that has not had public review by being included in the ROP; would require significant change to the text that the TC would need to restudy; or would propose something that could not be properly handled within the time frame for processing the report.

# VOTING (After TC Meeting)

- Voting during TC meeting is used to establish a sense of agreement (simple majority).
- Initial ballot sent to appropriate Technical Committee for review.
- Circulation of negatives and comments sent to appropriate Technical Committee for review.
- Ballots that fail letter ballot in the Report on Proposals become an automatic public comment (to solicit public input).
- Secured by letter ballot (2/3 affirmative vote).
- Results of formal ballot determine the official position of the committee.

# ELECTRONIC BALLOTING

- Click link on the ballot email or go to [www.kavi.iapmo.org](http://www.kavi.iapmo.org)
- Sign in with Username and Password



The screenshot shows a web browser window displaying the IAPMO login page. The browser's address bar shows the URL [www.kavi.iapmo.org](http://www.kavi.iapmo.org). The page features the IAPMO logo at the top left. Below the logo, there is a navigation bar with links for "Welcome" and "How to Join", and a "Take Action (4)" dropdown menu. The main content area is divided into two columns. The left column contains a "Login to Workspace" section with a user icon and text explaining that an account is needed to access the workspace, with a link to "learn how to join". Below this is a "Forgot your Username or Password?" section with a padlock icon and a link to "Get password help here". The right column is titled "Login" and contains a "Username" input field, a "Password" input field, a "Remember me on this computer" checkbox, and a "Login" button. At the bottom of the page, there is a copyright notice: "Copyright © 2014 International Assoc. of Plumbing and Mechanical Officials. All rights reserved." and the "Kavi®" logo.

# ELECTRONIC BALLOTING AND KAVI

- Click on “Groups” under “My Groups”
- Select the applicable TC Group

The screenshot displays the IAPMO Kavi Workspace interface. At the top, there is a navigation bar with the IAPMO logo and a 'Groups' dropdown menu. A red arrow points to the 'Groups' dropdown. Below the navigation bar, there is a search bar for groups and a list of groups under the 'My Groups' section. A red box highlights the 'Groups' dropdown menu, and a red arrow points to it from a text box that reads: 'Step 1 - Click on Groups, under My Groups select pertaining TC group'. The list of groups includes various technical committees such as '2020 A2L TASK GROUP', 'Admin Codes', 'ASPE/IAPMO Z1034 Subcommittee', 'ASPE Product Standards Committee', 'Code Development', 'Dispensing Equipment Alliance', 'Evaluation Service Committee', 'Factory-Made Duct Task Group', 'Hydronics Task Group', 'IAPMO STANDARDS COUNCIL', 'ISO PC316 - U.S. TAG', 'MANUAL OF RECOMMENDED BEST PRACTICES', 'Mechanical Code Answers and Analysis Committee', 'NSPC Technical Committee', 'Plumbing Code Answers and Analysis Committee', 'Publications Committee', 'Slip-Resistance Task Group', 'Solar PV Installation Standards Committee', 'Standards', 'US166: Hydronics Task Group', 'Uniform Mechanical Code Technical Committee', 'Uniform Plumbing Code Technical Committee', 'WESland Technical Committee', and 'Workspace/Higher Logic Test Group'.

Step 1 - Click on Groups, under My Groups select pertaining TC group

# ELECTRONIC BALLOTING AND KAVI (cont.)

- Click on Ballots
- Click the ballot name that you are voting on

Step 2 - Click on Ballots

Public Workspace Workspace

Alma Ramos IAPMO Administracion Reports Help

Groups

Workspace > All Groups > My Groups > WESTand Technical Committee

WESTand Technical Committee

Group Info

Group Email Addresses

Post message: [wetc@kavi.iapmo.org](mailto:wetc@kavi.iapmo.org)

Contact chair: [wetc-chair@kavi.iapmo.org](mailto:wetc-chair@kavi.iapmo.org)

[group charter](#)

RSS

[display fewer items](#) | [display more items](#)

Documents

[quick add](#)

[add a document](#)

Roster

[add member](#)

[edit email templates](#)

[join group](#)

Calendar

[this week](#)

[add event](#)

Comments

[documents open for comment](#)

Ballots

[add ballot](#)

[add approval ballot](#)

[closed ballots](#)

[manage templates](#)

Action Items

[add an action item](#)

Email

[send email](#)

Settings

[change defaults](#)

[edit tabs](#)

Activity

Current Activity (7 Days)

No activity in the past week

Recent Activity (45 Days)

No activity in the past 45 days

Upcoming Events

No upcoming events found.

Recent Documents

No recent documents found.

Recent Comments

Search This Group

Take Action (1)

Step 3 - Click the ballot name you are voting on

Public Workspace Workspace

Alma Ramos IAPMO Administracion Reports Help

Groups

Workspace > All Groups > My Groups > WESTand Technical Committee > Ballots

WESTand Technical Committee Ballots

Group Home Roster Calendar Documents Comments Ballots Action Items Email

Filter

At a Glance

All Ballots in this Group (328)

Votable Ballots (0)

Close Date in 2016 (129)

Close Date in 2017 (89)

Close Date in 2019 (72)

Close Date in 2020 (38)

[add ballot](#) | [add approval ballot](#)

Ballots Closing in 2020

showing 38 of 38 ballots

Close Date	Ballot Name	Voting Results			Status
2020-10-16	WE-Stand Item 006 PC	<b>Affirmative</b>	20	80%	CLOSED
		Negative w/comment	3	12%	5 voter comments
		Abstain w/comment	2	8%	
2020-10-16	WE-Stand Item 008 PC	<b>Affirmative</b>	24	96%	CLOSED
		Negative w/comment	0	0%	1 voter comment
		Abstain w/comment	1	4%	
2020-10-16	WE-Stand Item 012 PC.1	<b>Affirmative</b>	25	100%	CLOSED
		Negative w/comment	0	0%	1 voter comment
		Abstain w/comment	0	0%	

Actions

# ELECTRONIC BALLOTING AND KAVI (cont.)

- Make selection: Affirmative, Negative or Abstain
- Must include comment on Negative or Abstain vote
- Click vote to submit selection

The screenshot shows the IAPMO WEStand Technical Committee ballot page. The page is titled "Ballot Details: WEStand Item 006 PC" and includes a "VOTE" button. The ballot question is "WEStand Item 006 PC" and the description is "Proposal is affirmative; please see attached DOR". The ballot options are:

Option	Comments (Required)	Count	Percentage	Comments
Affirmative	20	80%	3 Comments	
Negative w/ comment	3	12%	2 Comments	
Abstain w/ comment	0	0%	0 Comments	

The page also includes a "Referenced Items" section with a link to "WEStand Item 006 PC.pdf" and a "Voting Details" section with a link to "Voting Details".

Annotations on the screenshot:

- Step 4 - Click to open and review proposed change**: Points to the link "WEStand Item 006 PC.pdf" in the Referenced Items section.
- Step 5 - Voting Details is available to view other comments by TC members**: Points to the link "Voting Details" in the Voting Details section.
- Step 6 - Make ballot selection**: Points to the "VOTE" button.
- Step 7 - Click "vote" to submit ballot selection**: Points to the "VOTE" button.

# GUIDELINES FOR REFERENCING MANDATORY STANDARDS

- Provides guidance to TC for referencing mandatory standards.
- Scope or application must be clearly described.
- Shall be written in mandatory language.
- States specific criteria that minimize the judgment required by the users.
- Standard shall not have the effect of requiring proprietary materials.
- Standard shall not prescribe a proprietary agency for quality control or testing.



# REFERENCED STANDARDS AND PUBLICATIONS

- **Standard** – *A document, the main text of which contains only mandatory provisions using the word “shall” to indicate requirements and which is in a form generally suitable for mandatory reference by another standard or code or for adoption into law. Nonmandatory provisions shall be located in an appendix, footnote, or fine-print note and are not to be considered a part of the requirements of a standard.*
  
- **Mandatory Referenced Standards in IAPMO Codes and Standards**
  - **15.1 General.** Mandatory standards referenced in IAPMO Codes and Standards shall be written using mandatory language and shall be identifiable by title, date or edition, and name of the developing organization. An original copy of the reference standard shall be on file at IAPMO Headquarters if not readily available from other sources.
  
  - **15.2 Development.** Mandatory Standards referenced in IAPMO Codes and Standards shall be developed via an open process having a published development procedure. The development procedure shall include a means for obtaining divergent views, if any. The development procedure shall include a means of achieving consensus for the resolution of divergent views and objections.
  
  - **15.3 References.** Mandatory standards referenced in IAPMO Codes and Standards not complying with Section 15.2 are permitted. However, in such instances the TC shall determine that the mandatory standard is appropriate for reference. The TC shall verify the standard is written in mandatory language, is identifiable by title, date or edition, and developing organization, and that it is readily available. Any mandatory standard proposed for reference on the basis of this paragraph shall be specifically identified as not complying with Section 15.2 in a ROP or ROC.

# REFERENCED STANDARDS AND PUBLICATIONS (CONT.)

- **15.4 Nonmandatory Reference Standards in IAPMO Codes and Standards.** Reference standards that do not comply with Section 15.1 shall only be referenced as nonmandatory standards and shall only be included as advisory material in an IAPMO Code or Standard.
- **15.5 Nonmandatory Referenced Publications in IAPMO Guide Documents and Recommended Practices.** Publications referenced in IAPMO Guide Documents and Documents establishing recommended practices shall be subject to Section 15.6.
- **15.6 Reference to Other IAPMO Documents or Documents Published by Other Organizations.** When a reference is made in a Technical Committee Report to another IAPMO Document or other publications prepared by any organization, such a reference shall contain the title, date or edition, name of the developing organization and preferably the specific parts of the Document to which reference is made. TCs shall include such references only after review of such Documents or publications, satisfying themselves that the references are adequate and appropriate. An original copy of the reference Document shall be on file at IAPMO Headquarters, if not readily available from other sources

# EXTRACT GUIDELINES

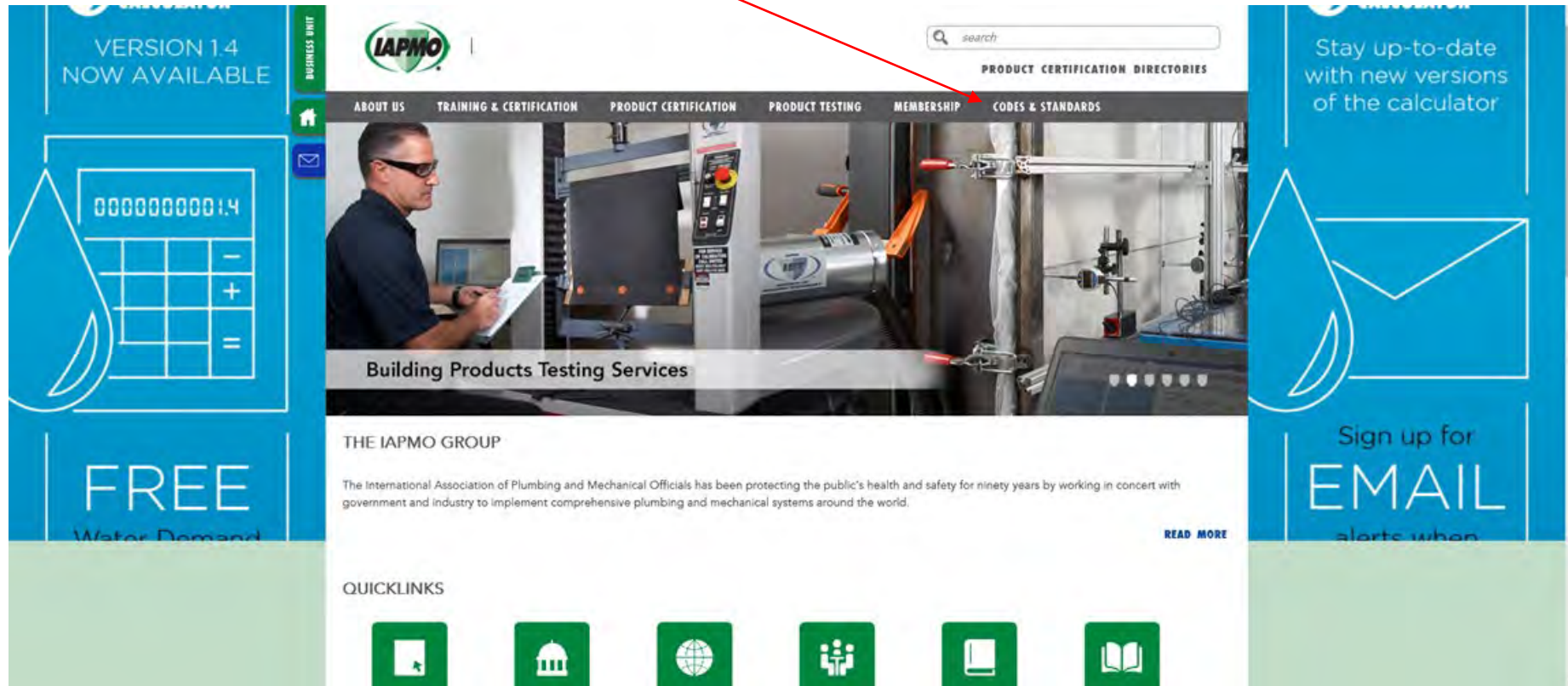
- This guideline is intended to apply to extraction among IAPMO documents, and documents between IAPMO and other ANSI-accredited standards developing organizations that are working with IAPMO to harmonize and/or coordinate their respective documents.
- Editing of the extracted text is confined only to making the style consistent with that of the document containing the extract.
- The extracted text is kept current with that of the source document.
- **If the technical committee does not wish to include the updated extract, the existing extract shall be deleted from the source document.**

# MANUAL OF STYLE

- The purpose of this manual is to promote uniformity of form and style in IAPMO codes.
- Aids the user to find what is required and to understand the metrics of developing a standard for codes.
- Deviations from the manual of style may mean wasted time for authors, reviewers, editors, and eventually the user of the code.

# IAPMO CODES WEBSITE (cont.)

- Hover over Codes & Standards
- Click on Water Efficiency Standard (WE•Stand)



# IAPMO NEW WEBSITE

MAIN PAGE

The screenshot shows the main page of the IAPMO WE•Stand website. At the top is a dark navigation bar with white text for various sections: ABOUT WE•STAND, DOCUMENT INFORMATION, TECHNICAL COMMITTEE, ARTICLES/COMMUNITY, GREEN PLUMBING AND MECHANICAL CODE SUPPLEMENT, WATER DEMAND CALCULATOR, and ARCHIVES. Below this is a large green banner with the WE•Stand logo and the subtitle 'Water Efficiency and Sanitation Standard for the Built Environment'. The main content area features the WE•Stand logo, a paragraph explaining the standard's replacement of the Green Plumbing and Mechanical Code Supplement, a paragraph about the WE•Stand Technical Committee (TC), and a 'What's in it?' section. To the right, there are three buttons: 'Download on the App Store', 'GET IT ON Google Play', and 'SYSTEM REQUIREMENTS FOR WATER DEMAND CALCULATOR'. A book cover for the WE•Stand standard is also visible.

ABOUT WE•STAND DOCUMENT INFORMATION TECHNICAL COMMITTEE ARTICLES/COMMUNITY GREEN PLUMBING AND MECHANICAL CODE SUPPLEMENT WATER DEMAND CALCULATOR ARCHIVES

# WE•Stand

Water Efficiency and Sanitation Standard for the Built Environment

## WE STAND

**WE•Stand**

In November 2017, IAPMO's Water Efficiency and Sanitation Standard (WE•Stand) replaced the Green Plumbing and Mechanical Code Supplement. The publication of WE•Stand is noteworthy, as it is the first-ever standard that focuses solely on achieving safe and efficient water use in both residential and non-residential buildings.

**The WE•Stand Technical Committee (TC):** The on-time publication of WE•Stand is a result of the excellent work of the dedicated WE•Stand TC. Comprised of 29 leading industry experts, the provisions contained in the standard reflect the centuries of collective experience and knowledge of the committee. With representation from code officials, manufacturers, plumbing engineers, contractors, the plumbing trades, water-efficiency proponents, water utilities, landscape irrigation experts, representatives of other associations and academia, the contents contained in the 2017 WE•Stand contains the latest comprehensive provisions aimed at achieving safe and reliable water efficiencies in and around buildings. IAPMO sincerely appreciates the efforts of the WE•Stand TC!

**What's in it?** See below for just a few of the significant new provisions contained in the inaugural edition of WE•Stand:

[Download on the App Store](#)  
CLICK TO DOWNLOAD TODAY

[GET IT ON Google Play](#)  
CLICK TO DOWNLOAD TODAY

[SYSTEM REQUIREMENTS FOR WATER DEMAND CALCULATOR](#)

# IAPMO CODES WEBSITE (cont.)

- View current 2023 Timeline
- Regs for WE•Stand
- Manual of Style
- Archive – lists previous code cycle documents



WE STAND / DOCUMENT INFORMATION

## DOCUMENT INFORMATION

### What is the 2020 WE•Stand and what does it address?

The purpose of this standard is to provide minimum requirements to optimize water use practices attributed to the built environment while maintaining protection of the public health, safety and welfare. The need for this standard is in recognition that with increasing demand, constrained infrastructure and supplies, climate change, and pervasive droughts globally, there is a critical need to reduce water consumption attributed to the built environment through conservation and reuse. With this come increased risks to public health, safety, and building systems performance. This standard provides minimum requirements that optimize built environment water use practices and corresponding provisions that maintain protection to public health, safety, and welfare.

[2023 DEVELOPMENT  
TIMELINE](#)

[REGULATIONS GOVERNING  
CONSENSUS DEVELOPMENT  
OF WE•STAND](#)

[COPYRIGHT CONSENT FORM](#)

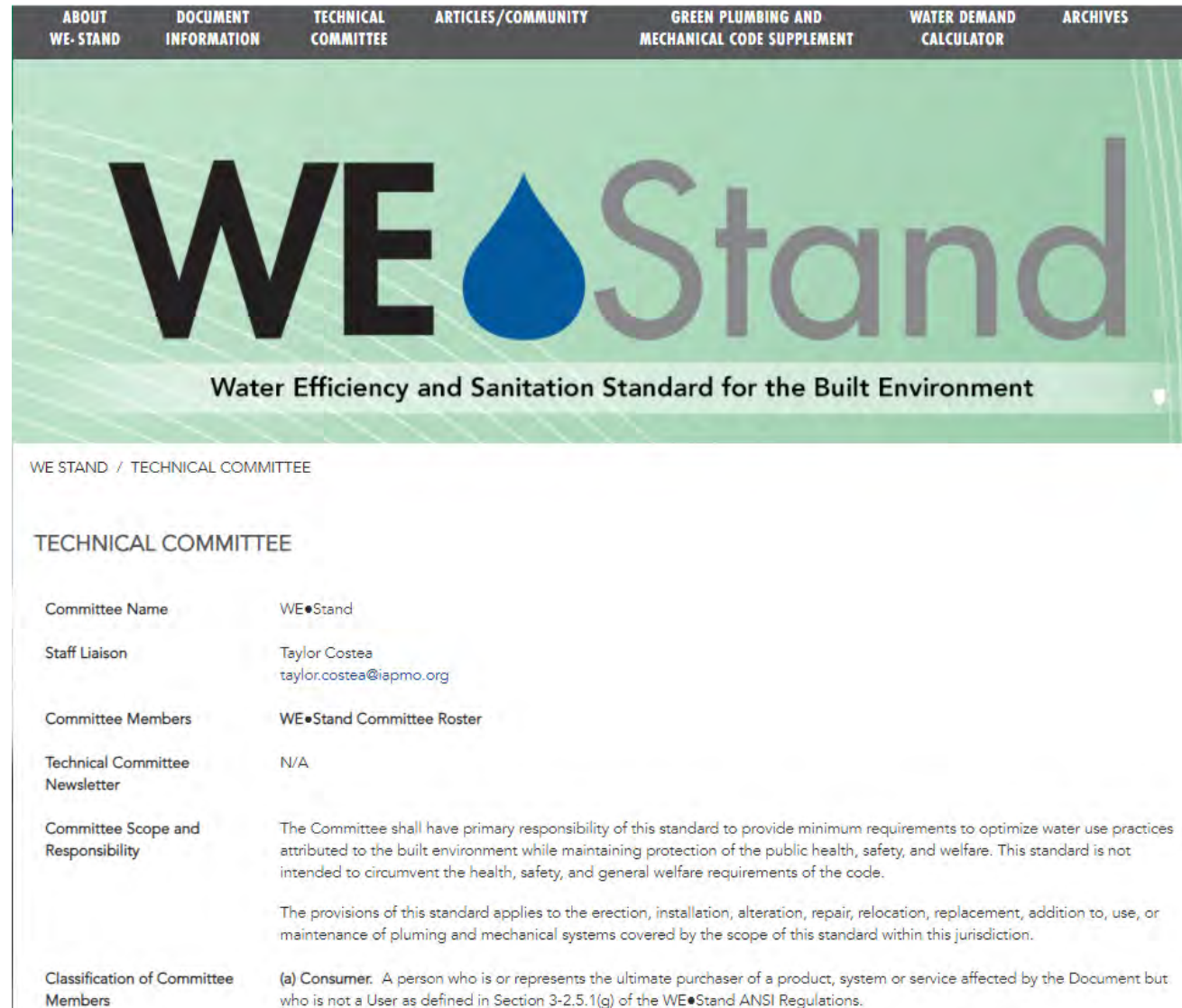
[MANUAL OF STYLE](#)

[ARCHIVE](#)

[ERRATA](#)

# IAPMO CODES WEBSITE (cont.)

- Committee Members
- Scope and Responsibility
- General Committee Member Information



The screenshot shows the top navigation bar of the WE•Stand website with the following tabs: ABOUT WE-STAND, DOCUMENT INFORMATION, TECHNICAL COMMITTEE, ARTICLES/COMMUNITY, GREEN PLUMBING AND MECHANICAL CODE SUPPLEMENT, WATER DEMAND CALCULATOR, and ARCHIVES. Below the navigation is a large green banner with the WE•Stand logo and the text "Water Efficiency and Sanitation Standard for the Built Environment".

WE STAND / TECHNICAL COMMITTEE

### TECHNICAL COMMITTEE

Committee Name	WE•Stand
Staff Liaison	Taylor Costea <a href="mailto:taylor.costea@iapmo.org">taylor.costea@iapmo.org</a>
Committee Members	<a href="#">WE•Stand Committee Roster</a>
Technical Committee Newsletter	N/A
Committee Scope and Responsibility	<p>The Committee shall have primary responsibility of this standard to provide minimum requirements to optimize water use practices attributed to the built environment while maintaining protection of the public health, safety, and welfare. This standard is not intended to circumvent the health, safety, and general welfare requirements of the code.</p> <p>The provisions of this standard applies to the erection, installation, alteration, repair, relocation, replacement, addition to, use, or maintenance of plumbing and mechanical systems covered by the scope of this standard within this jurisdiction.</p>
Classification of Committee Members	(a) Consumer. A person who is or represents the ultimate purchaser of a product, system or service affected by the Document but who is not a User as defined in Section 3-2.5.1(g) of the WE•Stand ANSI Regulations.



# **THIS CONCLUDES OUR OVERVIEW OF IAPMO'S CODES DEVELOPMENT PROCESS**

**ANY QUESTIONS ?**

**PLEASE CONTACT:**

**Taylor Costea – Staff Liaison**

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