



CRRC Ratings, Codes & Standards Committee

Committee Policy

1.0 – Ratings, Codes & Standards Committee (RCS Committee) Purpose

To provide assistance to jurisdictions, national model codes and standards developers, green building policies, and voluntary programs about obtaining fair, accurate, and credible radiative performance ratings through the use of Cool Roof Rating Council (CRRC) programs and standards.

2.0 – RCS Committee Scope

The RCS Committee shall:

- a) promote the acceptance, use or adoption of CRRC product rating program(s) and standard(s) through education and outreach to jurisdictions, national model codes, standards developers, and program administrators;
- b) expand partnerships with end-users of CRRC program(s) and standard(s); and
- c) develop proposals for referencing CRRC program(s) and standard(s) in accordance with the CRRC Code Advocacy Policy & Procedure.

The RCS Committee is not responsible for the development of CRRC programs and standards, as this is in the purview of other CRRC committees (e.g., Standards Committee, Technical Committee).

3.0 – RCS Committee Composition

The RCS Committee is a standing committee. The appointments to the RCS Committee shall be made by the Board of Directors (Board). The RCS Committee will consist of no less than three (3) and no more than sixteen (16) voting members, as determined by the Board. All appointees shall be members of the CRRC. Each RCS Committee member shall serve a two-year term, and may serve successive terms. However, members may not serve more than ten (10) consecutive years as a member on the RSC Committee unless approved by the Board.

3.1 – RCS Committee Executives

The RCS Committee Chair (Chair) shall be appointed by the Board. The RCS Committee Vice Chair (Vice Chair) shall be appointed by the RCS Committee. The Chair and Vice Chair will serve two-year terms, and may serve successive terms up to six (6) years, unless otherwise

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approved by the Board. Approval by the Board is required for serving as the Chair or Vice Chair after the completion of the third term. The Chair shall serve a Board Ex-Officio member.

3.2 – Committee Member Balance

The RCS Committee shall strive to have balanced representation from industry and general interest. The Industry category includes manufacturers, manufacturing trade associations, and suppliers of products. The General Interest category includes researchers, testing agencies, government, those parties that specify or provide consulting or inspection services, and who are not identified as a category under industry. The overall balance of the RCS Committee should strive to be 60% Industry and 40% General Interest.

3.3 – RCS Committee Membership Qualifications

Individuals interested in membership on the RCS Committee shall submit a short summary of their educational qualifications and industry expertise to the Chair and/or CRRC staff. Staff shall provide this summary along with the formal committee roster to the Board when considering appointments to the RCS Committee.

3.4 – RCS Committee Member Removal or Resignation

The Board may remove any member for cause, such as:

- a) Lack of participation or attendance;
- b) Receipt of communication from a member indicating the desire to resign;
- c) Actions that are unbecoming an RCS Committee or CRRC member as determined by the Board;
- d) Acting against the purpose of the RCS Committee; or
- e) Misrepresenting the CRRC, as determined by the Board.

4.0 – RCS Committee Meetings

The RCS Committee shall meet as often as necessary to fulfill its responsibilities. Meetings will be held either in-person or through conference calls. Non-Committee members may provide input during meetings at the discretion of the Chair. Guest presenters must receive approval from the Chair in advance of the meeting.

4.1 – Quorum

A majority (51%) of the RCS Committee shall constitute a quorum, and the act of a majority of the voting members present and voting at a meeting at which a quorum is present shall be the act of the RCS Committee. Abstentions shall be excluded from the final vote count.

Only one representative from a company (including the parent company or any subsidiaries) is entitled to a voting seat on the RCS Committee. Membership on the RCS Committee entitles the

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representative to one vote on RCS Committee matters, including recommendations to the Board.

4.2 – Submission of materials and presentations

All information and any presentation materials for consideration at a future RCS Committee meeting shall be submitted to CRRC staff in advance of a meeting.

5.0 – RCS Committee Working Groups

Working groups may be formed as needed per the discretion of the Chair. Working groups shall be responsible for their assigned tasks and reporting their findings and recommendations to the RCS Committee.

6.0 – Reporting

- a) At least annually, the Chair will summarize the RCS Committee’s activities in a written report to the Board.
- b) The RCS Committee will assist CRRC staff in the preparation of periodic updates to the Board and/or CRRC membership on codes and standards development activities and standards their impact on CRRC programs and standards.

7.0 – Recommendations for Action

The RCS Committee shall, when appropriate, develop submissions or proposals for consideration by other entities (e.g., national model codes and standards developers, government entities, other national or regional programs). Said proposals shall be developed in accordance with the Code Advocacy Policy & Procedure.

8.0 – Circulation of Committee Materials

Committee materials, including draft proposals, draft public comments, and meeting materials, shall be treated as confidential unless otherwise marked and shall not be circulated to anyone outside of the Committee without permission from the Chair or CRRC staff. Committee materials will clearly indicate they are confidential. Committee materials in development will also clearly indicate they are drafts. Final approved materials, including CRRC proposals and public comments, shall not be circulated beyond the Committee except to the intended recipients (e.g., codes and standards developers) unless otherwise directed by the Chair or CRRC staff, and shall only be submitted by CRRC staff or a representative authorized by the CRRC Board of Directors, in accordance with the CRRC Code Advocacy Policy.

9.0 – Copyright and Intellectual Property

All materials generated by and for the RCS Committee shall be considered copyrighted by the CRRC, and therefore, property of the CRRC.

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10.0 – Dissolution

The Board may dissolve the RCS Committee at any time.

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