Leadership Workshop
FRIDAY, MARCH 29
GOLDEN NUGGET HOTEL & CASINO, DOWNTOWN LAS VEGAS, NV

Standards Breakout Session
Standards Breakout Sessions

- What is a Standard?
- What is the process of writing a Standard?
- What are the roles within a Standard?
- Best Practices: Tips and Tricks
- Adapting Roberts Rules for GoToMeeting
- Standards Simulation: Common Scenarios
What is a Standard?

- **Standard**: is a document, established by consensus that provides rules, guidelines, or characteristics for activities or their results.

- **IICRC Standards**: serve to develop common, industry-accepted language and terminology that enables us to more universally discuss concepts and procedures regarding cleaning, inspection and restoration.
Trigger Language

- **shall:** when the term *shall* (previously “must”) is used in this document, it means that the practice or procedure is mandatory due to natural law or regulatory requirement, including occupational, public health and other relevant laws, rules or regulations, and is therefore a component of the accepted “standard of care” to be followed.

- **should:** when the term *should* (previously “highly recommended”) is used in this document, it means that the practice or procedure is a component of the accepted “standard of care” to be followed, while not mandatory by regulatory requirements.
Supporting Language

- **recommend(ed):** when the term *recommend(ed)* is used in this document, it means that the practice or procedure is advised or suggested, but is not a component of the accepted “standard of care” to be followed.

- **may:** when the term *may* is used in this document, it signifies permission expressed by the document, and means that a referenced practice or procedure is permissible within the limits of this document, but is not a component of the accepted “standard of care” to be followed.

- **can:** when the term *can* is used in this document, it signifies an ability or possibility open to a user of the document, and it means that a referenced practice or procedure is possible or capable of application, but is not a component of the accepted “standard of care” to be followed.
ANSI Essential Requirements

- Openness
- Lack of dominance
- Balance
- Consensus
- Appeals

- Coordination and harmonization
- Notification of standards development
- Consideration of views and objections
Balance and Interest Categories

- Producers – A person or organization producing, manufacturing or supplying goods or services.
- Users – A person or organization using goods or services, rather than producing or selling them.
- General Interest - A person or organization directly and materially affected and otherwise interested in the goods and/or services or the subject standard.
Standards Development Process

- ANSI/IICRC Standards Development Process Summary
- IICRC Policies and Procedures for Development and Maintaining Approved Standard
Standards Org Chart

IICRC Board of Directors

IICRC Standards Committee
Brandon Burton, Chair
Howie Wolf, Past Chair
Lee Senter, Vice Chair

S100 CB
Stephen Lewis, Norm Maia

S220 CB
Paul Pleshek, Jessica Bruno

S300 CB
Ed Hobbs, Paul Pearce

S400 CB
Bo Bodo, Gary Clipperton

S500 CB
Chris Taylor
Brandon Burton

S520 CB
Jim Pearson, Scott Armour

ANSI
What are the roles within a Standard?

- Voting Members
- Chair
- Vice Chair
- Standards Committee
- Standards Leadership
- Executive Committee
- Observers
Best Practices: Tips and Tricks

- During Meetings:
  - Review Prepared Proposals
  - Review Prepared / Edited Materials
  - Discuss Prepared Proposals/Materials
  - Motions to approve / vote content

- Prior to meetings
  - Prepare Proposals and Materials
Roberts Rules of Order

- Primary uses of Robert’s Rules for Virtual Meetings:
  - Motion to hear proposal for content or other prepared material
    - Requires Chair to entertain the motion
    - Requires Second to initiate discussion
    - ALL voting members present should speak to the motion (Chair will ensure floor is given to all)
  - ‘Straw Poll’
    - Similar to motion, but less formal
    - Often requested by Chair/VC to assess support for a general direction or content.
Standards Simulation: Common Scenarios
Tools at your fingertips

- IICRC Standards Webpage
- IICRC Online Workspace
- IICRC Standards Subscription Site
- Published Standard Template

- IICRC Webstore
- Policy Document
- Standard Writing Guide
- IICRC Staff
- Web Meetings
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Breakout Session Takeaways