

BSSC 2020 PROVISIONS UPDATE PROJECT GOALS, OBJECTIVES, STRUCTURE, AND PROCEDURES

(Developed at a 2020 Provisions Update Committee Meeting on March 9, 2016. PUC-approved version submitted to the BSSC Board of Direction and approved on [Date].)

PREFACE

In accordance with Article VIII, Section 1, of the *Building Seismic Safety Council Charter*, “All Council committees shall function under written rules and procedures approved by the Executive Committee.” This statement of goals, objectives, structure, and procedures for the 2020 update of the *NEHRP Recommended Seismic Provisions for New Buildings and Other Structures* is intended to fulfill that mandate.

I. GOALS

The primary goal of the 2020 *Provisions* update project is to develop a nationally applicable resource document for issuance as the 2020 edition of the *NEHRP Recommended Seismic Provisions*.

With the intent of adopting ASCE 7-16, including any associated supplements, the 2020 *Provisions* document shall: (a) Introduce new provisions and modifications to improve current seismic code provisions using ASCE/SEI 7-16, *Minimum Loads and Associated Criteria for Design of New Buildings and Other Structures*, and the standards referenced therein, with exceptions to those documents that ~~receive the~~ receive the consensus approval of the BSSC member organizations; (b) contain a detailed commentary that corresponds to ASCE 7-16 ~~as published with modifications~~ and that provides useful explanations of requirements and detailed guidance on their implementation; and, (c) introduce new technologies, procedures, and systems for use by design professionals on a provisional basis and for consideration by standards development organizations; ~~and (d) e~~ Coordinate with the Project 17 Committee efforts that ~~will include~~ generating the Next Generation Seismic Design Value Maps, will be included.

The 2020 *Provisions* also shall serve as a national code resource for supporting and improving the nationally recognized model building codes and design standards that meet the requirements of Executive Order 13717, Establishing a Federal Earthquake Risk Management Standard.

II. OBJECTIVE

The primary objective of this project is the investigation, development, publication, dissemination and support of recent earthquake resistant design developments including FEMA’s earthquake technical guidance resource publications. Most of the work conducted shall focus on development of the 2020 *NEHRP Recommended Seismic Provisions*; however, attention also shall be given to the ~~development of related complementary products and~~ outreach, education, and dissemination activities needed to support application of the *Provisions*.

III. STRUCTURE

On behalf of the National Institute of Building Sciences, the BSSC Board of Direction shall exercise project oversight, and review all significant project activities. At a minimum, project progress will be reviewed at each meeting of the Board. The BSSC Board and the NIBS staff assigned to the project share responsibility for general project management and administration. The primary committee responsible for conduct of project tasks is the 2020 Provisions Update Committee (PUC). At least 8 Issue Teams will be established by the PUC with the concurrence of the Board. The PUC may form additional working groups to develop proposals as needed.

A. Provisions Update Committee (PUC)

The PUC shall be composed of approximately 23 qualified technical experts representing the breadth of seismic design disciplines. The former chair of the PUC, the chair of the ASCE 7 Seismic Subcommittee (SSC), and a designee of the BSSC Code Resource Support Committee (CRSC) also shall be voting members. USGS and NIST representatives shall participate as non-voting liaisons to the PUC.

PUC membership shall ~~be balanced in terms of~~ include representation of disciplines, design and building interests, and geographic areas. It shall include, insofar as practicable, design professionals, building components and materials specialists (concrete, masonry, steel, wood, and nonstructural element suppliers), and researchers/academics.

The PUC chair and members shall be selected and appointed as indicated in the following table:

Action	Responsible Entity	Assistance Provided by
Identify candidates for PUC chair	Staff	BSSC Board
Appoint the PUC chair	BSSC Board	
Develop list of candidates for PUC membership including likely candidates to serve on the PUC to represent Issue Teams and to reflect other areas of interest needed for balance on the PUC	PUC chair and staff	
Appoint individuals to serve on the PUC	BSSC Board	
Identify knowledgeable individuals interested in participating in the update process by serving as Corresponding Members of the PUC through a variety of mechanisms	Staff	BSSC Board and Member Organizations

The PUC shall be responsible for updating the contents of the 2015 *NEHRP Recommended Seismic Provisions for New Buildings and Other Structures* to ensure that it continues to serve as the premier resource document for use by codes and standards organizations for modifying seismic design and construction codes and standards, with the intent that they will be essentially equivalent to the *NEHRP Recommended Provisions*. As a minimum, the PUC shall:

1. Review the seismic requirements of ASCE/SEI 7-16 and adopt ASCE/SEI 7-16 as the primary reference standard, [with exceptions and modifications](#), for the 2020 edition of the *Provisions*;
2. Review the standards cited in ASCE/SEI 7-16 to determine the need for exceptions or modifications;
3. Review 2015 *Provisions* Part 1 modifications to determine which should be eliminated (because they are covered in ASCE/SEI 7-16) and which should be maintained;
4. Review the ASCE/SEI 7-16 Commentary, when published, to determine the need for exceptions or other modifications;
5. Review 2015 *Provisions* Part 3 Resource Papers to determine which should be further developed as proposed changes to Part 1, modified, or removed;
6. Review topic areas for change proposals and determine which should be developed by the PUC and which should be forwarded without PUC development to the ASCE 7 Seismic Subcommittee for consideration;
7. Identify topics to be addressed by Issue Teams, select a PUC member to serve as the liaison between each Issue Team and the PUC, develop statements of work for the Issue Teams, appoint Issue Team chairs, approve candidates for Issue Team membership, monitor Issue Team progress, provide Issue Teams with guidance, and regularly report to the BSSC Board on Issue Team status;
8. Develop proposals for change with needed commentary as appropriate;
9. Provide for consensus review, comment resolution, and approval/disapproval of all proposals submitted for consideration (including any that may be forwarded to the PUC by the ASCE 7 Seismic Subcommittee, the Codes Resource Support Committee (CRSC), and the Project 17 Committee);
10. Propose revisions to the *NEHRP Recommended Seismic Provisions* documents for acceptance by the BSSC Board for balloting by the BSSC member organizations;
11. Make recommendations to the Board of Direction concerning the resolution of ballot comments;
12. Contribute to ongoing efforts to disseminate information about the update project;

13. Appoint Corresponding Members as appropriate; and
14. Recommend to the Board of Direction termination of an individual's membership on the PUC when the need for such is indicated by lack of participation.
15. Provide input to the development of issues and research recommendations for consideration in the next Provisions development cycle.

The PUC is encouraged to conduct some of its work by telephone, correspondence, and internet to conserve project travel funds and volunteer time.

B. Issue Teams

Issue Teams (ITs) shall be established by the PUC to examine specific topics in need of attention that can be addressed successfully (i.e., produce a Part 1 modification or a Part 3 Resource Paper) during the 2020 update cycle. An Issue Team may or may not function for the entire update cycle.

Each Issue Team shall be composed of a chair, approximately four to eight professionals possessing the needed expertise, and at least one PUC member. It is expected that the IT membership will include significant participation from outside the PUC.

The IT chair and IT PUC representative shall develop a schedule and establish milestones for conduct of the tasks needed to accomplish the PUC-approved statement of work and shall describe the intended IT product (i.e., a *Provisions* Part 1 modification of ASCE/SEI 7-16 and/or a *Provisions* Part 3 Resource Paper).

To identify potential IT members, the BSSC staff will solicit expressions of interest in and expertise concerning the Issue Team topics from the BSSC Board, BSSC member organizations, and participants in the 2020 update effort. Staff will compile the results of this outreach effort for consideration by each IT chair and PUC IT representative.

The IT chair, ~~and~~ PUC IT representative and the PUC Chair shall identify and invite those to serve as IT voting members, and the PUC will review the proposed membership ~~and invite the individuals to serve~~. Those possessing the needed expertise but not selected to serve on an IT ~~shall~~may be invited to serve as corresponding members of the IT.

Issue Teams may operate less formally than the PUC, but shall ensure, insofar as practicable, that:

- a. There is opportunity for all views (including those submitted by Corresponding Members) to be considered;
- b. Comments with "Yes with Reservations" and "No" votes described below under PUC and MO Ballots are ~~discussed~~addressed;
- c. Records are maintained of responses to PUC and MO ballot comments; and

d. All decisions ~~and deliberations~~ are documented.

All issues being sent on for PUC consideration shall move forward if affirmed by a simple majority of IT members voting. For issues involving an IT vote, the rules for PUC voting (Section IV B.2) apply. Proxy voting is not permitted. Dissenters shall be afforded an opportunity to present the basis for their dissent to the PUC. Issue Teams shall document their deliberations and shall report to the PUC on progress at each PUC meeting. Inactive Issue Teams may be dissolved by the PUC.

ITs are encouraged to conduct some of their work by telephone, correspondence, and internet to conserve project travel funds and volunteer time.

C. Corresponding Members

PUC corresponding members shall receive correspondence from the PUC, may attend PUC meetings and participate at the discretion of the PUC Chair, but shall not participate in PUC ~~meetings or~~ ballots and shall not be financially supported.

IT corresponding members shall have all rights and privileges afforded IT members except that they shall not be allowed to vote or be financially supported. Comments submitted by corresponding members shall be considered and responses provided.

IV. PROCEDURES

A. Quorum and Voting

A quorum for the conduct of the business of the PUC and Issue Teams shall be a simple majority of the group's voting members.

B. PUC Ballots

B.1 Preparation

1. All proposals for change shall be submitted to the PUC for electronic ballot. No proposals will be introduced for adjudication at a PUC meeting without electronic ballot vote and review. All proposals shall be submitted using the format provided by BSSC.
2. No proposal for change will be considered by the PUC unless it includes an appropriate commentary or an explanation of why existing commentary is sufficient.
3. Electronic ballots to the full committee membership shall be required if a simple majority of those participating in a meeting of the PUC vote in favor of such a ballot.
4. All matters submitted to a vote during a PUC ~~or IT~~ meeting or teleconference shall be considered passed if two thirds (2/3) of those voting "Yes" or "No" cast a "Yes" vote and if

at least one half (1/2) of those participating in the meeting or teleconference cast “Yes” or “No” votes.

Comment [PS1]: Move to IV. A.

B.2 Voting

5. Electronic ballots shall provide four alternatives “Yes,” “Yes with Reservations,” “No,” and “Not Voting.” “Yes with Reservations” and “No” votes must be accompanied by ~~a full and sufficient~~ an explanation for the vote, ~~and a~~ “No” vote must be accompanied by specific suggestions ~~to convert for change if those changes would change~~ the negative to affirmative. If no ~~suggestions~~/comments are provided where required, the vote on that ballot item will not be tallied.
6. On an electronic ballot, a two thirds (2/3) affirmative (“Yes” and “Yes with Reservations”) vote of the “Yes,” “Yes with Reservations,” and “No” votes received shall be sufficient to record a favorable vote provided at least one half (1/2) of the committee members ballots as described in B.2.5 are returned. If a 50 percent response is not obtained by the promulgated closing date, the ballot period may be extended at the discretion of the PUC Chair, and all those eligible to vote will be notified of such an extension.

B.3 Adjudication

7. Following balloting, each comment received on each proposal shall be classified as one of the following:
 - a. Persuasive (relevant and of such substance as to require incorporation into the proposal),
 - b. Nonpersuasive (~~relevant but either not of such substance as to affect the proposal or lacking specific recommendations for revision~~),
 - c. Nonresponsive (not consistent with the intent or subject matter of the proposal), or
 - d. Editorial/Persuasive (editorial in nature and revisions to be made).
8. Each proposal proponent or IT shall categorize the ballot comments received on the proposal as indicated above and shall present the categorization to the PUC with recommendations as follows:
 - a. For comments categorized as “Persuasive,” the proposal proponent or IT may recommend to the PUC either that the proposal be substantively revised to respond to the comment and subsequently reballoted or that the issues raised by the comment require further study during the next update.
 - b. For comments categorized as “Nonpersuasive” or “Nonresponsive,” the proposal proponent or IT will explain the reasoning behind that decision.
 - c. For comments categorized as “Editorial,” the proposal proponent or IT will identify the specific changes to be made.
 - d. Substantive technical changes that are conceptually simple may be approved based on a vote of the PUC. Revisions that are complex shall be re-balloted.

9. The PUC shall vote on each recommended resolution of each “No” (Negative) vote in accordance with the procedures above. All Negatives must be resolved through PUC vote for the proposal to be passed by the PUC. A PUC vote is not required for resolution of comments made in a “Yes with Reservations” vote except where the comment suggests a substantive technical change to the proposal.
10. If a proposal fails an electronic ballot, it shall not be reconsidered at a PUC meeting without significant revision and a second PUC electronic ballot, unless the PUC votes to proceed with resolution of comments. At a proponent’s request and at the Chair’s discretion, a failed proposal may be discussed for the purpose of providing guidance to the proponent for potential resubmittal.
- ~~11. A proposal that does not “pass” in a PUC vote under these procedures shall be forwarded, together with both positive and negative positions, to the Board of Direction for acceptance for balloting by the BSSC membership if 20 percent of the PUC members participating in a meeting or teleconference vote to do so.~~

C. BSSC Member Organization Ballots

1. The PUC Chair will make recommendations to the BSSC Board regarding:
 - a. PUC approved proposals for balloting by BSSC Member Organizations,
 - b. PUC proposals approved through MO balloting and resolved by the PUC going forward to the Provisions, and
 - c. MO balloted proposals revised and approved by the PUC going forward to the Provisionswith the understanding that the Board will review the recommendations for each proposal and vote to either accept or reject. Rejection of any proposal requires re-balloting.
2. The BSSC MO ballot process and PUC resolution of comments shall follow the procedures given above under PUC Ballots except as provided in C.1.c.
3. All ballot results and the accompanying basis for the votes shall be made available to the full voting membership.

V. Travel Funding

1. PUC and IT voting members shall have their travel expenses reimbursed to the extent permitted by government guidelines and upon receipt of a completed and signed NIBS Travel Expense Voucher.
2. Corresponding Members who wish to attend a PUC or Issue Team meeting are expected to pay their travel expenses and shall inform the PUC or IT chair and BSSC staff that they plan to attend at least 10 days before a meeting.

