

WDMA Technical Committee Handbook



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SECTION 1 – Executive Summary

The Window and Door Manufacturers Association (“WDMA”) represents the leading manufacturers of windows, unit skylights and doors in North America. As such, WDMA must demonstrate leadership in all aspects of its operations. The WDMA mission statement is:

“The Window & Door Manufacturers Association defines the standards of excellence in the residential and commercial window, door and unit skylight industry and advances these standards among industry members while providing resources, education and professional programs designed to advance industry businesses and provide greater value for their customers.”

The WDMA Technical Committee Handbook (“The Handbook”) is a comprehensive administrative roadmap to the development and refinement of technical services for our members and the industry. Each of these areas is essential to WDMA carrying out its mission and strategic objectives to the benefit of all WDMA members.

The Handbook outlines the policies and procedures governing the operation of the Technical Committee, subordinate committees and task groups and the processes for developing and maintaining technical standards, the Hallmark Certification Programs, and other initiatives.

The standards, specifications, and certification program development processes described in the Handbook depend on using the wealth of technical resources available through our members and related associations. This Handbook is designed to help harness and drive those resources in a productive manner and coordinate technical efforts with membership, marketing, education and advocacy activities of the organization.

The Handbook describes procedures for developing standards and making interpretations. It also defines certain technical aspects of the work of WDMA. The processes described in the Handbook ensure a role for each segment of our membership: windows, entry doors, unit skylights, architectural doors and suppliers of components, materials and services for those products

As the leading industry association, we continue to explore opportunities to actively cooperate with other industry associations in developing industry-wide identification of market-driven issues, and consensus on the strategies employed to address those issues. WDMA must anticipate and respond to the needs of every one of our customers, including: builders; contractors; architects; specifiers; retailers, both big and small; code officials; and home and building owners.

Consumers today are demanding high product performance, cost effectiveness and quality. New and revised standards and codes for important factors such as structural performance, sustainability, durability, field-testing, energy efficiency and sound transmission are increasingly important. The window, exterior door, unit skylight and architectural door industry is challenged as never before. Development of responsible, cost-effective and technically sound standards, certification, and support documents will ensure that our industry meets these challenges.

Our **Mission** and **Strategic Objectives** set the stage for WDMA leadership. The Handbook explains how WDMA will develop standards, test procedures and the process of certification. While each manufacturer is encouraged to exceed standards, it is noted such standards are minimum industry standards. The adherence by a member or non-member to any such standard is entirely within the control and the discretion of each particular manufacturer. Each

manufacturer is encouraged to establish its own practices and procedures in order to determine the appropriateness of their products for specific use and applications.

Section 4, **Organization and Reporting Structure**, describes the general and technical reporting structures of WDMA and shows how the Technical Committee (TC) fits within this structure. It also establishes the makeup of the TC, appointment of its members, and scope of activities.

Section 5, **Technical Document Development**, describes the general processes for creating and approving WDMA's standards and other support documents.

Section 6, **Technical Committee, Subordinate Committee and Task Group Regulations** defines all processes used in the technical committee functions of WDMA. This detail is necessary to publicly establish WDMA's technical operating procedures, consensus process, and mechanisms for appeal. These, in part, also serve to supplement WDMA's ANSI Policy Manual, required as part of our accreditation as Standards Developer and as an Independent Third-Party Certification Program administrator.

A series of **Appendices** contain information related to Industry Needs Analysis, project development, document formatting, project scheduling, technical testing and verification and communication.

Handbook Management

The WDMA Technical Committee Handbook is managed by the Handbook Improvement Team, and is described in Section 7.

SECTION 2 - Mission, Strategic Objectives and Policy Statement

2.1 The work of WDMA is governed by the Mission Statement, Strategic Objectives, and the Technical Operating Policy below, as well as the Advocacy and Marketing Operating Policies of the organization.

2.2 **WDMA Mission Statement** - The Window & Door Manufacturers Association defines the standards of excellence in the residential and commercial window, door and unit skylight industry and advances these standards among industry members while providing resources, education and professional programs designed to advance industry businesses and provide greater value for their customers.

2.3 **WDMA Strategic Objective –**

WDMA's Strategic Objectives are:

Public Policy Advocacy: Strengthen and magnify the growing influence and effectiveness of WDMA as the recognized industry expert in those key policy-making arenas impacting the manufacture and use of windows, doors and unit skylights.

Industry Promotion: Advance and elevate the perceived value of high performance and high quality windows, doors and unit skylights to key target audiences.

Membership Growth and Value: Enhance the WDMA's value proposition to grow membership with increased member participation and engagement.

2.4 **WDMA Technical Operating Policy**

As an association representing the leading manufacturers of windows, exterior doors, unit skylights and architectural doors, WDMA may establish committees or other similar groups in order to fulfill WDMA's objectives, in accordance with WDMA's Mission and the Strategic Objectives. These committees may establish industry standards and test methods, and may establish procedures to certify that manufacturers have demonstrated, through third-party testing and verification, that their products conform to industry standards. Also, WDMA may, in cooperation with other associations, develop and maintain joint standards. Further, it is WDMA's desire to use existing standards and/or test methods where feasible, to avoid duplication and redundancy. WDMA will operate through member participation in the organizations producing such documents.

The technical operating policy of WDMA is as follows:

2.4.1 Standards, test procedures and certification programs may be initiated by a variety of sources, but shall all follow a process defined and managed by the TC, as reviewed by the WDMA Board.

2.4.2 Standards, test procedures and certification programs shall (where appropriate) be developed to ANSI requirements, be ANSI approved and code ready. Each area of requirements must be clear, concise, and technically sound and reflect WDMA's mission and strategic objectives. The requirements must be developed in accordance with WDMA procedures, using a consensus approach.

- 2.4.3** A proposed standard, test procedure or certification program, or amendment thereto or interpretation thereof (Standard Approval Matter), shall not become a WDMA standard (or interpretation thereof) until it (a) it is developed by the applicable subordinate committee pursuant to Sections 5 and 6 of this Handbook and approved by a simple majority of the eligible voters, (b) receives a two-thirds majority vote of WDMA Technical Committee members entitled to vote on such Standard Approval Matters, and (c) receives the approval of the President of WDMA upon the recommendation of the chair of the TC.
- 2.4.4** All standards, test procedures and certification programs shall be reviewed periodically and shall, to the extent reasonable, be revised when the efficacy of the existing standard is impacted by (a) better or more reliable information, (b) substantial technological advancements, (c) development of new materials, (d) regulatory developments or prohibitions, or (e) other major changes. All requests to revise update or withdraw a WDMA standard that is made by a party who is directly and materially affected by such standard, shall be given reasonable consideration by the applicable Subordinate Committee, provided that such requests are made in writing and contain the basis for such request.
- 2.4.5** Committee rules, charters, scopes, and major projects shall be approved by the TC. Committee rosters shall be determined by the scope of the work. For example, exterior product related committees shall be comprised predominantly of exterior product manufacturers and suppliers, with other representation as needed. Supplier members shall be included on all committees, with roster representation not to exceed one-third. Exception: Committees that have multiple areas of focus shall attempt to have equal representation from all such areas and are permitted up to one-half representation by supplier members. All committee members in good standing shall have equal voting privileges.
- 2.4.6** The standards, certification development and maintenance processes shall include mechanisms to ensure that a balance of interests is represented, and is not be dominated by any single entity or limited interest group.
- 2.4.7** All WDMA standards and certification programs shall (a) be voluntary, (b) be open to both members and nonmembers, (c) whenever possible, be performance based and material-neutral, (d) have a sound scientific and technical basis and (e) provide value to the end-use customer and all members of the supply chain.

SECTION 3 – Definitions

The following terms used in the Handbook have the meanings ascribed to them below:

- 3.1 Board:** The Board of Directors of WDMA, elected in accordance with the By-Laws of WDMA.
- 3.2 Certification:** A process that indicates a representative sample(s) of a product line has been independently tested and evaluated, that the product line meets specified requirements, and that the product line is subject to ongoing inspections by an outside certification agency, verifying that inspected products are properly labeled by the manufacturer.
- 3.3 Code:** A document or group of documents owned and published by a model code body or government agency that defines all requirements for structures, and components of structures, within a given geographic area.
- 3.4 Committee Charter:** A document which sets forth the committee roles, voting rights, mission, scope, objectives and interactions with other organizations.
- 3.5 Committee Corresponding Representative:** An individual who is a direct employee of a member company or who is a non-member, and who has been appointed to a non-voting seat on a committee.
- 3.6 Committee Voting Representative:** An individual who is a direct employee of a manufacturer or supplier member company and who has been appointed to a voting seat on a committee
 - 3.6.1 Alternate Voting Representative:** An individual appointed as the alternate to the primary voting member on a subordinate committee and who is a direct employee of the same manufacturer or supplier member company.
 - 3.6.2 Primary Voting Representative:** An individual who is a direct employee of a manufacturer or supplier member company and who has been appointed as the primary voting member on a subordinate committee
- 3.7 Draft Document:** A document in the development stages that has not been officially approved.
- 3.8 Handbook:** A WDMA controlled document containing all of the processes and rules for the technical committee activities of WDMA.
- 3.9 Manufacturer Member:** A firm or corporation employing any operation or operations within North America for the manufacture of architectural doors, exterior doors, unit skylights, or window units, that has met all of the appropriate membership requirements, including current payment of dues, and that has been approved for membership by the Board.
- 3.10 Material Neutral:** Reflecting the fact the specification writing and membership approval processes prefers no material over another.

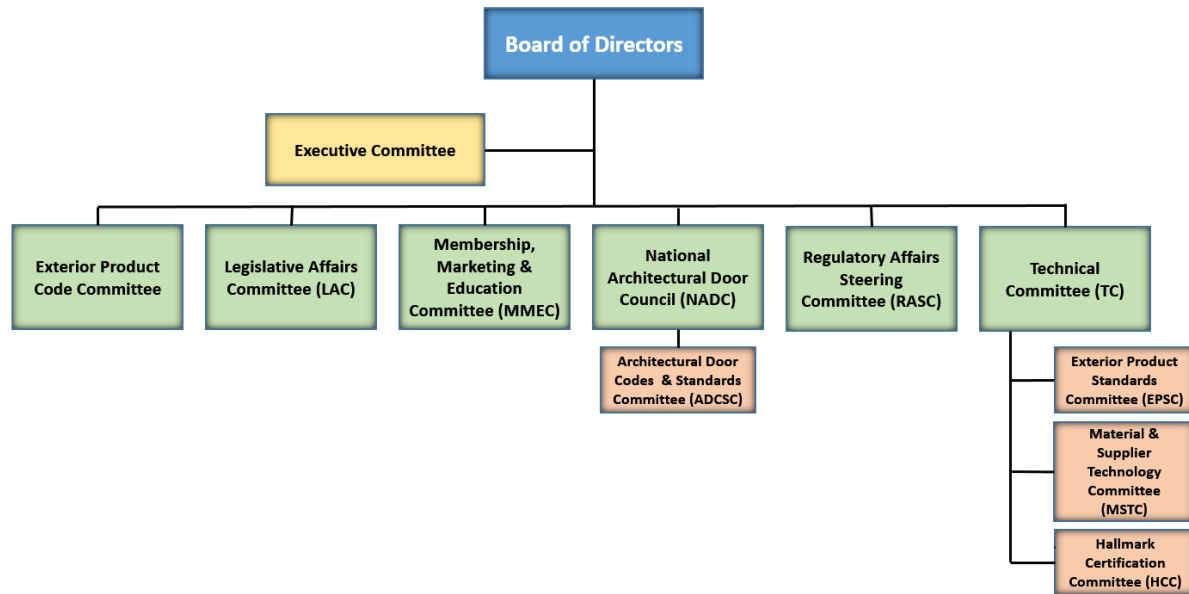
- 3.11 Member in Good Standing:** An individual is considered to be a member in good standing when they are employed by a current manufacturer or supplier member company, and when they attend meetings, participate in votes, and comply with the provisions of Section 6.5.4.
- 3.12 National Policy Agenda:** A compilation of the current, public, WDMA positions relating to key issues.
- 3.13 Performance Specification:** A document that sets forth the requirements for testing and reporting whole unit, component or material reactions to physical or environmental stresses. These requirements are put in place to ensure the customer's needs for comparative information are met. (e.g., load resistance, rather than a minimum thickness or component strength.)
- 3.14 Position:** A specific, consensus-driven statement that sets forth the decisions and/or views of the Board, TC and member companies on a specific key issue. Positions guide staff and volunteers in developing technical standards, public statements, negotiations and testimony, both internally and in conjunction with other organizations.
- 3.15 Prescriptive Specification:** A document that defines specific design elements of whole units, materials or components, which serve to assure performance based on the design element (e.g., minimum thickness or component strength rather than resistance to an imposed load).
- 3.16 Project:** Series of activities planned and executed by volunteer members of committees, supported by WDMA staff.
- 3.17 Standard:** A document that has completed the specification development process and has been approved as a standard (See Section 6.6). For technical committee procedural purposes, all industry specifications and test methods are treated as standards.
- 3.18 Supplier Member:** A firm or corporation that supplies products or services to the architectural door, exterior door, unit skylight, or window industry; has met all of the appropriate membership requirements, including current payment of dues; and has been approved for membership by the Board.
- 3.19 Technical Committee (TC):** A group of member individuals, appointed by and reporting to the Board that fulfills WDMA's technical objectives.

SECTION 4 – Organizational and Reporting Structure

This section describes the general organizational structure of WDMA.

- 4.1 The organizational and reporting structure of WDMA is designed to perform the following specific functions;
 - 4.1.1 Establish clear lines of authority, accountability and responsibility for the various committees of the Association. (See charts below).
 - 4.1.2 Establish general duties and responsibilities of the TC.
 - 4.1.3 Define the makeup of the members of the TC.

WDMA General Organizational Reporting Structure



- 4.2 **Technical Committee (TC):** The TC is a standing committee of WDMA reporting to the Board, which shall provide direction, process control, and supervision to subordinate committees and task groups, and otherwise deal with all matters within their jurisdiction.
 - 4.2.1 **Appointment of TC Members:** The Board shall appoint new voting members to serve on the TC when terms of existing members expire and when vacancies are created. While there are no limits on the length of service, the Board may consider rotating members. The Board may also remove any TC member for any reason. All members are appointed by the Board to 3 year staggered terms.
 - 4.2.1.1 TC membership is balanced between manufacturers (seven) and suppliers (five), and includes as a non-voting member, the Chair of each subordinate committee, plus other members as appropriate. The TC Chair is appointed by the Board from

amongst the TC voting membership for a 1-year term. The TC Vice-Chair is selected by the TC from amongst voting membership for a 1-year term.

4.2.2 TC Scope: The scope of the TC is described, but not limited to, the items below:

- 4.2.2.1 Evaluate proposals for technical visions of WDMA and develop the proposals for review by the Board.
- 4.2.2.2 Develop and revise WDMA technical and operational processes.
- 4.2.2.3 Administer and enforce technical processes.
- 4.2.2.4 Review all technical projects for adherence to WDMA strategic objectives and policies.
- 4.2.2.5 Review all standards-level documents, which define requirements under WDMA certification programs for adherence to WDMA strategic objectives and policies.

4.3 Subordinate Committees

4.3.1 Subordinate committees (Committees) may be established by the TC, with the approval of the Board, to carry out the objectives of WDMA. All standards and certification committees report to the TC.

4.3.2 Responsibilities of Subordinate Committees

- 4.3.2.1 **Primary Responsibility:** Subordinate Committees shall respond to specific instructions from the TC.
- 4.3.2.2 **Custodial Responsibility for Standards, Positions and Strategies:** The TC shall assign custodial responsibility for each standard, certification program, position statement, initiative, or issue to a specific Subordinate Committee. All standards, certification programs, position statements, or other supporting documents shall be reviewed periodically by the assigned committees and shall be reaffirmed or revised as necessary.
- 4.3.2.3 **Adoption, Revision, Withdrawal of Standards, Certification Programs, Position Statements, Marketing Initiatives, or Advocacy Positions:** All requests to adopt, revise update or withdraw a WDMA standard, certification program or position statement, that is made by a party who is directly and materially affected by such standard, shall be given reasonable consideration by the applicable Subordinate Committee provided that such request is made in writing and contains the basis for such request. Subordinate Committee may also recommend adoption, revision or withdrawal of a standard, certification program or position statement, on their own initiative. After following due process, the applicable Subordinate Committee shall report its recommendation to the TC.
- 4.3.2.4 **Report of Committee Actions:** Subordinate Committees shall report to the TC at the next TC meeting, informing the TC of their activities and recommendations and keeping the TC abreast of developments that relate to WDMA interests. The TC shall, in turn, report to the Board.

4.3.3 Appointment of Subordinate Committee Officers: The TC shall appoint Subordinate Committee chairs and vice-chairs, and fill any vacancy that may exist. First consideration shall be given to the recommendation of the applicable Subordinate Committee, and also to eligible members who use or adhere to the documents, programs and positions and certifications supported by their Subordinate Subcommittee.

4.3.3.1 Terms of Appointments (Officers): Terms of those appointed to be the chair or vice-chair of Subordinate Committees shall expire at the adjournment of WDMA's Annual Meeting that next convenes following the effective date of appointment. Consideration for re-appointment for ensuing one-year terms shall not require that an incumbent reapply. Subordinate Committee officers may be terminated by the TC Chair for any reason. The TC, on written motion may reconsider any such termination. Terminated Subordinate Committee officers shall have right of appeal to the Board. The written appeal, containing specifics, shall be made to the WDMA President.

4.3.3.2 Duties of Subordinate Committee Officers

4.3.3.2.1 Chair: The Subordinate Committee chair is responsible for general supervision of work assigned to their Subordinate Committee. This responsibility includes preparation of meeting agendas, conducting of Subordinate Committee meetings, and overseeing of written balloting. WDMA staff shall provide assistance where needed.

4.3.3.2.2 Vice-Chair: The vice-chair shall carry out the chair's duties if the chair is temporarily unable to do so.

4.3.4 Subordinate Committee Membership

4.3.4.1 Nomination and Participation: All qualified WDMA member employees are encouraged to participate in Subordinate Committee work. Application or nomination for new voting membership to a Subordinate Committee may be initiated by any member of WDMA. Unless otherwise required by this Handbook, approval by the chair of the Subordinate Committee shall constitute appointment. Reaffirmation of appointments to a Subordinate Committee shall occur annually during the Technical Committee Week meetings.

4.3.4.2 Participation: Subordinate Committee members are expected to physically attend meetings, participate on electronic meetings, answer committee correspondence, vote on ballots, and actively participate in the Subordinate Committee activities. Each Subordinate Committee member is entitled to equal access to the resources required for gathering or analyzing information bearing on matters likely to be considered.

4.3.4.3 No "Company Seats": There are no "Company Seats" on WDMA committees, meaning there are no company reserved appointments on the Technical Committee or Subordinate Committees.

4.3.4.4 Right to Participate: Subordinate Committee meetings shall be open to all members of WDMA and their invited guests, unless deemed closed by the Subordinate Committee chair. All attendees shall have the right to express their view on any subject under consideration. However, only voting representatives or their alternate voting representative shall have a right to vote, subject to Section 6.5.4. Each WDMA member company shall have no more than one vote on any given ballot or motion.

- 4.3.4.5 **Primary Voting Representative:** Only one representative of any single firm or institution shall be designated as a primary voting representative on a Subordinate Committee.
- 4.3.4.6 **Alternate Voting Representative:** Each primary voting representative appointed to a Subordinate Committee shall designate an alternate voting representative to serve in their absence.
- 4.3.4.7 **Proxy:** In the event that neither the primary voting representative nor the Alternate voting representative are able to participate, a written proxy to the committee chair may assign the vote to another voting representative, provided that no voting member holds more than one proxy. Unless otherwise approved by the Chair, proxy may not be assigned to a non-voting representative or to WDMA staff
- 4.3.4.8 **Corresponding Representative:** Corresponding representatives have no voting privileges, and may include representatives from any member company, non-member participants, representatives from academia, or representatives from outside organizations. Approval by the chair of the committee shall constitute appointment.
- 4.3.4.9 **Termination of Subordinate Committee Membership:** Voting or corresponding representation on Subordinate Committees may be terminated by the Subordinate Committee chair for any reason, including, without limitation, an individual's failure to participate or general lack of interest as evidenced by failure of the representative to attend (3) consecutive face-to-face or electronic meetings or failure of the voting representative to return (3) consecutive ballots. Terminated Subordinate Committee representatives shall have right of appeal to the TC or the Board.

SECTION 5 – Technical Document Development

This section details the process to be used for development and approval for all WDMA technical documents. Examples of such documents are standards, test methods, procedural guides, technical bulletins, etc. See Appendix A for a one-page Flow Diagram of the document development process.

5.1 Project Request and Submission: Submit the proposed project request to WDMA technical staff, who will then assign it to the appropriate committee for review.

5.1.1 Purpose of Project

5.1.1.1 Thoroughly, but briefly state the purpose of the project, clearly describing why the project is to be done.

5.1.2 Scope of Project

5.1.2.1 Describe the limits to which the project shall extend. Keep in mind that the scope should define a project that completes a specific and fully functional element of WDMA's mission and objectives, but that projects with generally narrowly focused scopes are more likely to be completed in reasonable time periods.

5.1.3 Industry Needs Analysis

5.1.3.1 Capture the appropriate industry issues and benefits (with a focus on the needs of industry customers), which will occur as a result of the completed project.

5.1.3.2 Use the guidelines for Industry Needs Analysis in Appendix B to determine the industry needs and the ability of WDMA to create the deliverables.

5.1.4 Project Alignment

5.1.4.1 Develop the project purpose, scope and deliverables so that they support WDMA's Strategic Objectives.

5.2 Project Execution

5.2.1 Work is assigned to an existing committee to propose revisions to existing documents and/or develop new draft documents as appropriate.

5.2.1.1 Task groups shall follow the Document Formatting Rules & Guidelines, contained in Appendix C.

5.2.2 The committee reaches consensus and ballots document(s) to the full committee or the entire membership as appropriate.

5.2.3 Negatives are resolved by the committee by ruling each negative persuasive, substantive, editorial or non-germane. Negatives may also be withdrawn by the proponent.

5.2.4 Steps 5.2.2 and 5.2.3 are repeated until all negatives are resolved.

5.2.5 Once completed, the document is presented to the TC, who approves the document based on compliance with Section 2.4.3

5.3 Testing and Verification

5.3.1.1 When appropriate, committees shall prepare a testing and verification plan for presentation and approval.

5.3.1.2 The Testing & Verification Rules & Guidelines, contained in Appendix D should be used to develop and execute the plan.

5.4 Publication:

5.4.1 The document is referred to WDMA technical staff to be published.

5.4.2 Staff shall post the document to the WDMA Online Bookstore for sale, or to other locations for viewing or downloading as appropriate.

5.5 Communication & Rollout

5.5.1 Information regarding the availability and content of the new or revised standard shall be communicated to the WDMA membership.

5.5.2 The document shall be referred to the MMEC for issuing press releases, general publicity or targeted campaign as appropriate. See Appendix E for Communication & Rollout Rules & Guidelines.

5.6 Document Maintenance

5.6.1 All WDMA documents shall be revised or reaffirmed before five years from date of issue, or withdrawn if they are no longer in use. Documents in process of revision may extend this expiration date up to for one year, subject to the approval of the TC

SECTION 6 – Technical Committee, Subordinate Committees and Task Group Regulations

This Section of the Handbook defines all processes used in the TC functions of WDMA.

- 6.1. Purpose:** These regulations are intended to detail a process for orderly, lawful and non-discriminatory consideration and promulgation of WDMA standards, positions and strategies.
- 6.2. Enforcement:** The TC shall interpret and enforce these regulations, subject to the control of the Board.
- 6.3. Amendment:** The regulations may be amended at any time by the TC with Board approval.
- 6.4. Quorum:** A quorum for all TC meetings shall be a two-thirds majority of qualified voting members. A quorum for all subordinate committee meetings shall be a simple majority of qualified voting members.
 - 6.4.1. Consent Agenda:** For those instances when a quorum has not been established, voting members in attendance may establish a consent agenda of non-controversial action items. Placing an item on the consent agenda requires two-thirds majority approval of eligible voting members present. WDMA Staff will prepare the consent agenda and distribute it to the entire committee voting membership for letter ballot. The results from the consent agenda ballot shall be reported at the next meeting. Approval of the consent agenda requires a two-thirds majority of all committee members eligible to vote. Consent agenda items that are not approved or that receive a dissenting vote remain items of old business, and will be placed on the agenda for the next meeting.

6.4.2. Technical Committee and Subordinate Committee Regulations

- 6.4.2.1. Annual Committee Meeting:** Each committee shall meet at least annually at a time and location set by WDMA Staff in consultation with the committee chair and the TC. The meeting can be face-to-face or electronic via conference call or video conference.
 - 6.4.2.1.1 Scheduled Committee Meeting Agendas:** WDMA Staff shall provide to the members of the Technical Committee and Subordinate Committees the agenda for the scheduled meeting not less than four (4) weeks prior to the date of the meeting.
 - 6.4.2.2. Other Scheduled Committee Meetings:** On call of its chair, a committee may schedule other meetings as needed during the course of the calendar year. Adequate prior notice, at least two weeks in advance and posted on WDMA's web page, shall be given to each committee member for each such meeting called.
 - 6.4.2.3. Ad-Hoc Committee Meetings:** Ad-hoc committee meetings may be called by the committee chair when pressing business does not permit waiting until regularly scheduled meetings are held. As much advance notice as possible shall be given for these meetings, which may be shorter than the two weeks required for scheduled meetings.

- 6.4.2.4. **Anti-Trust:** All WDMA meetings will be conducted in accordance with WDMA Anti-Trust policy.
- 6.4.2.5. **Procedural Questions:** Procedural questions arising during committee meetings shall be decided by the committee Chair in consultation with WDMA staff.
- 6.4.2.6. **Minutes of Committee Meetings:** WDMA Staff is responsible for recording accurate and complete minutes of each committee meeting. Minutes shall record motions and action thereon, the number of affirmative, negative and abstaining votes on each motion, and other information required to provide a reader with an accurate and complete understanding of the events of the meeting. Minutes shall, whenever possible, be recorded using a form similar to the one shown in Appendix F, and shall, whenever possible, be approved as the final action of the meeting during which they were recorded, or at the following committee meeting. Minutes shall be circulated to all committee members within 7 days of the meeting date, and posted on the WDMA website as appropriate. Minutes shall be retained in accordance with WDMA or ANSI Record Retention Policies.
- 6.4.2.7. **Criteria for Approval of Motions:** A quorum shall be established prior to conducting any official votes. Approval of motions, except those involving WDMA standards, shall require a simple majority of those present and eligible to vote. Approval of motions related to final approval, withdrawal, or revision of WDMA standards shall require a two-thirds majority of those present and eligible to vote. For the purpose of determining the outcome of a vote, abstentions shall be counted and shall reduce the number of votes required for approval of the motion.
- 6.4.2.8. **Written Ballots:** Written ballots are required to be conducted on standards actions, and shall be signed by the voters. Ballots on other matters of controversy may, at the request of a committee participant and with consent of the chair, be cast in writing. Ballots on matters of controversy may, at the discretion of the chair, be kept confidential. Such ballots shall be signed by the voters.

6.4.3. Task Group Regulations

- 6.4.3.1. From time-to-time, it may be necessary for a committee to set up task groups to focus activity and relevant volunteer resources needed to carry out the objectives of WDMA. Task groups are intended to be targeted and temporary in nature. Therefore, committees must exercise restraint by limiting the number and lifespan of the task groups they form and the scope of each task group's responsibility.
- 6.4.3.2. Task groups must follow WDMA anti-trust policy and WDMA Code of Conduct policy (See Sections 6.5.5.4 and 6.5.7).
- 6.4.3.3. Task groups are not authorized to take any official WDMA action, and must report their activities and recommendations to their parent committee for approval. Therefore, task groups are not required to meet the formal requirements on balance, voting, or recording of minutes established elsewhere within this Handbook. However, task groups are encouraged to follow the rules and regulations governing their parent committee whenever possible.

- 6.4.4. Code of Conduct for Committees and Task Groups:** Committee and task group work should be carried out with professional objectivity, courtesy and freedom of

expression. Arbitrary or capricious conduct shall be considered inappropriate. Commercial interests should not interfere with the fundamental requirement for a committee process that provides for the needs of all interests. Each person involved in WDMA affairs shall conduct themselves in such a manner as to comply with applicable federal and state laws, including all antitrust laws and trade regulations.

6.4.4.1. **Impartiality and Confidentiality:** Committees and task groups are structured such that policies and decisions are made by open participation with impartial review and implementation. By accepting a position on a committee or task group, or by casting any vote in conduct of committee or task group business, the participant agrees to act free from commercial, financial or other pressure that might influence their decisions; to maintain the confidentiality of specific information regarding certified products, processes or program participants; and to avoid conflict of interest.

6.4.5. **Relevance and Adequacy of Data:** The relevance and adequacy of data shall be judged by the chair of the committee to which the data is submitted, subject to steering committee approval.

6.4.5.1. **Overriding the Chair's Decision:** The committee chair's decision on the relevance and adequacy of data may be overruled by a vote of two-thirds of the committee members present and eligible to vote.

6.5. Association Adoption, Revision or Withdrawal of Standards

6.5.1. **Association Adoption or Revision of a Standard:** Proposals for adoption or revision of a standard shall be supported by valid laboratory and field or service data. Standard WDMA, ASTM, AAMA, CSA, NFRC or AWWA test methods should be used, where such test methods are reasonably believed to give objective results. Consideration should be given to any other available data that might enhance the predictability of performance of the materials in question. Data credibility may be assessed by the committee with due consideration being given to the data source and derivation. Proposals in support of a proprietary product may be supported by data developed by the proprietor, but such proposals shall also be supported by scientific data from a non-biased, technically qualified, independent entity.

6.5.2. **Withdrawal of Documents:** Withdrawal of documents is at the sole discretion of the appropriate committee to which they are assigned, and shall be in compliance with ANSI policies where appropriate.

6.5.3. **Letter Ballot Voting Procedures:** All matters involving final approval of new WDMA standards, reaffirmation of existing WDMA standards, or revision or deletion of existing WDMA standards ("Standard Approval Matters") shall be decided by letter ballot of WDMA members eligible to vote.

6.5.3.1. **Circulation of Letter Ballots:** Letter ballots for standard approval matters shall be circulated to eligible association voting representatives by WDMA staff.

6.5.3.2. **Eligible Votes:** All committee voting representatives of the appropriate WDMA committee that are in good standing with WDMA shall be eligible to vote for a standard approval matter.

- 6.5.3.3. **Single Vote:** In the event that the primary voting representative and the alternate voting representative both submit a ballot on a single item, only the ballot from the primary voting representative will be recorded in the total number of votes cast.
- 6.5.3.4. **Voting Period:** The voting period for standard approval matters shall end two weeks from the date of issue or as soon as all ballots are returned, whichever comes sooner. One two-week extension may be granted at the option of the chair of the applicable committee, when warranted.
- 6.5.3.5. **Submitting Ballots:** Letter ballots shall be returned to WDMA headquarters by e-mail or online and shall be counted as timely filed if sent on or before the due date.
- 6.5.3.6. **Voting Options:** Each WDMA member eligible to vote for standard approval matters shall be given the option to vote on one of the following positions:
- a) Affirmative (or Approval);
 - b) Affirmative, with comment (or Approval with comment);
 - c) Negative (or Disapproval), with reasons (the reasons for a negative vote shall be given and must include specific suggested wording or actions that could resolve the objection);
 - d) Abstain (or Abstention).
- 6.5.3.7. **Procedure for Negative Votes:** Negative votes on proposals to adopt, delete, reaffirm or substantively revise a standard shall be accompanied by a written argument detailing the voter's objections to the proposal. Negative votes on such matters not accompanied by such written argument shall be ruled non-persuasive. Committee chairs, with the advice of the WDMA staff, shall rule on the validity of negative ballots.
- 6.5.3.8. **Resolution of Negatives:** A reasonable attempt shall be made by the committee chair to promptly resolve all valid substantive negative ballots. Should the voter wish to change his/her vote(s), he/she shall be permitted to do so and such change of vote shall be recorded and documented. In such cases, the ballots shall be recounted to determine the outcome of the vote. Negative votes not resolved by the above process, shall be considered by vote of the entire committee that originated the proposal. A copy of the negative ballots and the supporting arguments shall accompany the vote. The vote shall also be accompanied by statements of the proponents of the proposal if they elect to do so. If persuaded by arguments against the proposal, the committee may, by a majority vote, find the negative persuasive and revise the document accordingly and re-ballot it for reconsideration. Should the committee find the arguments to be non-persuasive, (a) ratification of the proposal shall be considered to have been affirmed despite the negative votes and (b) the committee chair shall promptly notify the WDMA member that cast the negative vote that the committee found such arguments to be non-persuasive and inform the member of the appeal process set forth in Section 6.9.
- 6.5.3.9. **Criteria for Approval:** Approval of a standard matter shall require (a) A simple majority by the applicable subordinate committee, (b) a two-thirds majority vote of WDMA Technical Committee members entitled to vote on such standard approval matter and (c) the approval of the President of WDMA upon the recommendation of the chair of the applicable committee.

6.6. Technical Interpretations

6.6.1. Requests for Interpretations: Requests for technical interpretations shall be submitted in writing to WDMA staff.

6.6.2. Response to Requests: WDMA staff shall respond directly to the requestor and distribute the request for response to the appropriate chair for committee action within 10 business days.

6.6.3. Committee Response: The committee shall respond no later than five business days after the next regularly scheduled committee meeting.

6.6.4. Posting Interpretations: Technical interpretations shall be posted on WDMA's website.

6.6.5. Additional Procedures for Joint Standards: Technical interpretations on jointly developed standards may be subject to additional procedures.

6.6.6. Appeals: Any party that might be directly and materially affected by any technical interpretations may appeal the interpretation to the appropriate committee or to the Board. Appeals related to ANSI Standards may be governed by additional procedures. Appeals related to Hallmark Certification are governed by procedures established within Hallmark Certification program documents.

6.7. Technical Position Statements

6.7.1. Requests for Technical Positions: Any party can request or initiate the development of a position statement. If applicable, an Industry Needs Analysis (Appendix B) shall be prepared and presented to the TC to justify the need for the position statement. The TC shall direct the creation of technical position statements to the appropriate committee.

6.7.2. Posting Technical Position Statements: Approved position statements shall be posted on WDMA's website.

6.7.3. Position Statement Approval: Draft position statements shall be prepared by the committee and presented to the TC to determine that appropriate representation and consensus has been achieved in the creation of the position statement. If the TC determines that appropriate representation or consensus has not already been achieved, the draft position statement shall be posted to the WDMA website for a comment period of no less than 30 days. Comments received shall be given to the originating committee for incorporation into the draft position statement. Justification shall be provided for rejecting any comments. Draft position statements that do not receive comments by the close of the comment period shall be deemed approved. The TC shall review any revised position statements and either approve them or direct they be re-posted to the WDMA website for an additional comment period.

6.7.4. Appeals: Any party that might be directly and materially affected by any position statement may appeal the position statement to the appropriate committee, TC, or to the Board. Appeals related to jointly endorsed or jointly developed position statements may be governed by additional procedures.

6.8. Appeals of Technical Committee or Committee Action

6.8.1. Right to Appeal: Any person or firm that has direct and material interests which have been or will be adversely affected by a WDMA standard, test procedures or certification program, position or strategy shall have the right to appeal substantive and procedural actions or inaction of the TC or committee. Appeals related to ANSI Standards may be governed by additional procedures. Appeals related to Hallmark Certification are governed by procedures established within Hallmark Certification program documents.

6.8.2. Grounds for Appeal: The exclusive grounds for an appeal shall be that an action of any committee was arbitrary, capricious, procedurally defective or not in accordance with law. The appellant must present a persuasive case for the appeal, including a significant level of consensus in support of the appeal.

6.8.2.1. The appellant must demonstrate that they have participated in the development process, or that they were denied the opportunity to participate. Appeals will not be heard solely for the purpose of technical review and veto.

6.8.3. Appeal Process: Appeals of the action or inaction of a committee shall be made in writing to the parent TC. The TC shall consider such appeals at their next meeting following the filing of the written notice of appeal. See Appendix G for a one-page Flow Diagram of the appeals process.

6.8.4. Timetable: Appeals must be filed within ten business days following the completion and communication on the website of the final action.

6.8.5. Remedies: Approval of an appeal shall include direction to committee to develop satisfactory resolution to the issue.

6.8.6. Further Appeal: Appeals of the actions, inactions or decisions of the TC or committee may be made in writing to the Board. The Board shall consider such appeals at the next meeting following the filing of the written notice of appeal. Actions of the Board shall be final.

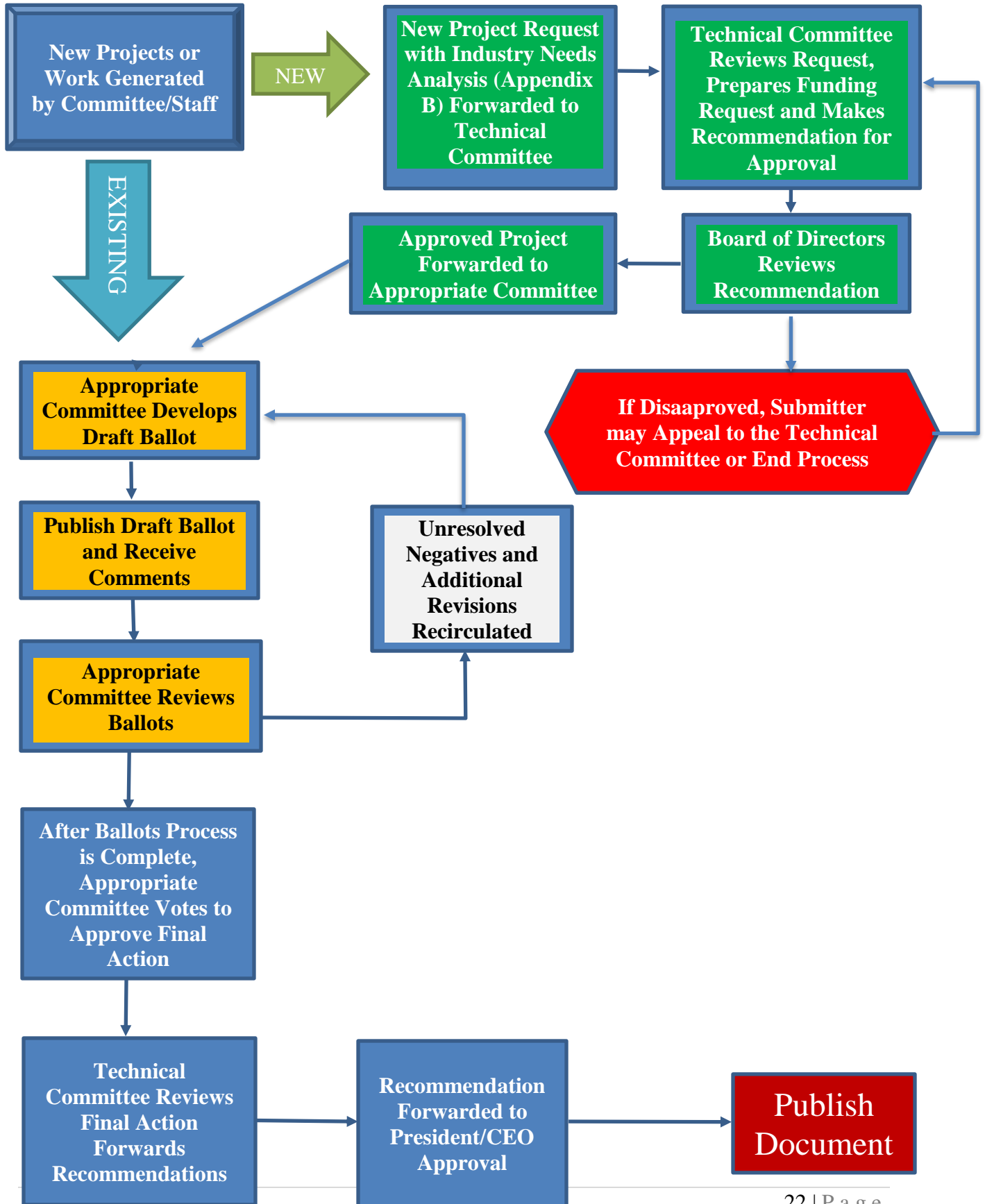
SECTION 7 – Handbook Improvement

This section specifies the process to be followed for maintaining and/or improving the Handbook.

- 7.1 Handbook Improvement Team:** The Handbook Improvement Team shall be composed of WDMA members, and staff. The Handbook Improvement Team is convened whenever necessary, and shall report to the Technical Committee.
- 7.2 Identification of Potential Improvement:** Users of the Handbook identify opportunities for potential improvement of the Handbook. Written requests should be submitted to WDMA Staff explaining the opportunity for improving the Handbook. Such requests may also come directly from any committee. In addition, the Handbook is revised whenever there is a significant change in WDMA’s organizational structure.
- 7.3 Proposed Changes:** The Improvement Team develops the proposed change or changes as necessary, and submits the proposal to the TC for approval. Proposed revisions to the Handbook are then recommended to the Board for approval at their next meeting.

Appendices

Appendix A: Specification Development Flowchart



Appendix B: Industry Needs Analysis Rules & Guidelines

The Industry Needs Analysis provides a consistent set of guidelines for addressing the many factors involved in identifying and evaluating market opportunities for WDMA. The rules and guidelines shall be used for all such evaluations. Once completed, the Industry Needs Analysis is to be forwarded to the Technical Committee for evaluation and approval before consideration by the Board.

WDMA Industry Needs Analysis/Project Proposal

Project Title: _____

Prepared by: _____

Project Requestor Name/Company/Phone/Email

Date: _____

EXECUTIVE SUMMARY

Summarize the market need and overall plan for proposed initiative.

CURRENT MARKET/WDMA SITUATION

Provide overview of current environment driving the need for the Project. Include:

- Magnitude of opportunity
- Stakeholders/products impacted
- Identification of existing policies, standards, or positions
- WDMA current position and gaps in coverage
- Other key issues as appropriate

GOALS/OBJECTIVES/BENEFITS

Define measurable, clear goals and expected output for the Project.

PROJECT TIME TABLE/RESOURCES REQUIRED

Prepare an estimated timetable and resource requirements for the Project.

RISKS & ISSUES

Summarize key risks/issues of executing the Project as planned.

Appendix C: Document Formatting Rules & Guidelines

- C1** All WDMA technical documents shall be consistent in design layout and artwork for the front and back covers.
- C2** The organizational layout for all WDMA technical documents shall be as follows:
 - C2.1** Document title
 - C2.2** Table of Contents
 - C2.3** Copyright statement & date of publication
 - C2.4** Disclaimer statement(s)
 - C2.5** Environmental Stewardship Statement (WDMA Industry Standards)
 - C2.6** Introduction or Preface
 - C2.7** Metric (SI) or English (IP) Primary statement
 - C2.8 Section 1:** Purpose of the document
 - C2.9 Section 2:** Scope of the document
 - C2.10 Section 3:** Glossary of Terms
 - C2.11** Body of the document (examples of possible content):
 - C2.11.1 Section 4:** Test methods
 - C2.11.2 Section 5:** Test requirements
 - C2.11.3 Section 6:** Specimen requirements (size, type, quantity, etc.)
 - C2.11.4 Section 7:** Performance Requirements and Rating System
 - C2.11.5 Section 8:** Reporting requirements
 - C2.12** Additional sections, as necessary
 - C2.13 Section 9:** Referenced documents
 - C2.14 Section 10:** Referenced sources
 - C2.15** User's Guide (either as an Appendix or as a separate document)
 - C2.15.1** Significance and Use commentary
 - C2.15.2** General commentary to guide user on factors to consider in application of the document
 - C2.15.3** Other pertinent explanatory information
- C3** The following general formatting rules shall also apply to all WDMA documents:
 - C3.1** A uniform Section and Paragraph numbering system shall be used for all documents, as illustrated in the following example:
 - 4. Test Procedures**
 - 4.1 Fasteners**
 - 4.1.1** Metal fasteners shall be tested in accordance with ...
 - 4.1.2** Non-metal fasteners shall be tested in accordance with ...
 - 4.2 Hardware**
 - 4.2.1** Operable hardware shall be tested in accordance with ...
 - 4.2.2** Non-operable (i.e. decorative) hardware shall be tested ..."
 - C3.2** Unless otherwise approved by TC, and accompanied by market justification, all documents shall be written as metric (SI) primary, in accordance with IEEE/ASTM SI-10. Approximate IP conversions may also be included in parenthesis immediately following the SI value. Following is an example:
 - "7.5** The Air Leakage Resistance Test shall be conducted at a pressure differential of 75 Pa (1.57 psf)."
 - C3.3** All documents shall use a single-column page format.

Appendix D: Testing & Verification Rules & Guidelines

- D1** The committee shall identify a sample group of potential users in order to properly test and verify new or revised technical documents. The sample group shall consist of at least three participants, the majority of which shall be representatives of WDMA member companies. However, no two participants of the sample group shall represent the same WDMA member company. Members of the committee shall not be permitted to serve on the sample group.
- D2** The sample group shall be charged with reviewing the new or revised document, and then executing a trial project in accordance with the document. The purpose of this review and trial project shall be to assess the usability and effectiveness of the proposed document as compared to the original scope and objective of the project.
- D3** Upon completion of the review and trial project, the sample group shall report back to the committee with findings and recommendations for further revisions. The sample group shall also render their opinion regarding whether the document is suitable for a full committee ballot. The opinion rendered by the sample group shall be fully considered by the committee in determining how to proceed with the project.
- D4** The committee shall report the findings and opinion rendered by the sample group to the TC. The committee shall also report revisions or adjustments made to the document, if any, based on the sample group's findings and opinion. The committee shall then issue a ruling as to whether the input of the sample group was adequately considered and addressed.

Appendix E: Communication & Rollout Rules & Guidelines

- E1** When a new WDMA standard is put into effect, a specific set of rules and guidelines shall be used to communicate and rollout that standard to WDMA members, industry and the broader public. The difference between the effective date of the standard and the mandatory date for the same standard is noted below.
- E1.1** The TC shall establish the effective date for the new standard (*when companies shall be permitted to begin testing to new standard*).
- E1.2** The TC shall establish the mandatory date for the new standard (*when companies shall begin testing to new standard*).
- E1.3** The TC shall establish a sunset date for the old standard, if applicable (*when companies can no longer claim compliance to the old standard*).
- E1.4** Staff and the Membership, Marketing and Education Committee (MMEC) shall generate press releases and related publicity regarding issuance of the new standard.
- E1.5** Staff shall place the new standard on WDMA's web site.

Appendix F - Minutes Template

WDMA Committee Meeting Minutes

Committee:				DRAFT	
Meeting Date:				APPROVED	
Location:					
Start Time:					
End Time:					

Committee Roster and Attendance History							
Name	Company	Category	Voting Status	Attendance History			
(Chair)							
(Vice-Chair)							
Voting Reps & Alts							
Corresponding Reps							
Staff							
Guests							

Quorum Established: ___Yes ___No (no official action taken) ___No (Consent agenda used)

Antitrust Reminder: Staff reminded all attendees that the meeting would be conducted in accordance with Antitrust Guidelines.

MOTIONS:

Motion	Moved by	Seconded by	Text	P	F	Count
1						
2			Approve the minutes of this meeting.			

ASSIGNMENTS:

Assignment No.	Assigned to	Assignment	Due Date
1			
2			
3			

Miscellaneous Actions or Reports:

Recommended Action Items to Forward to Parent Committee:

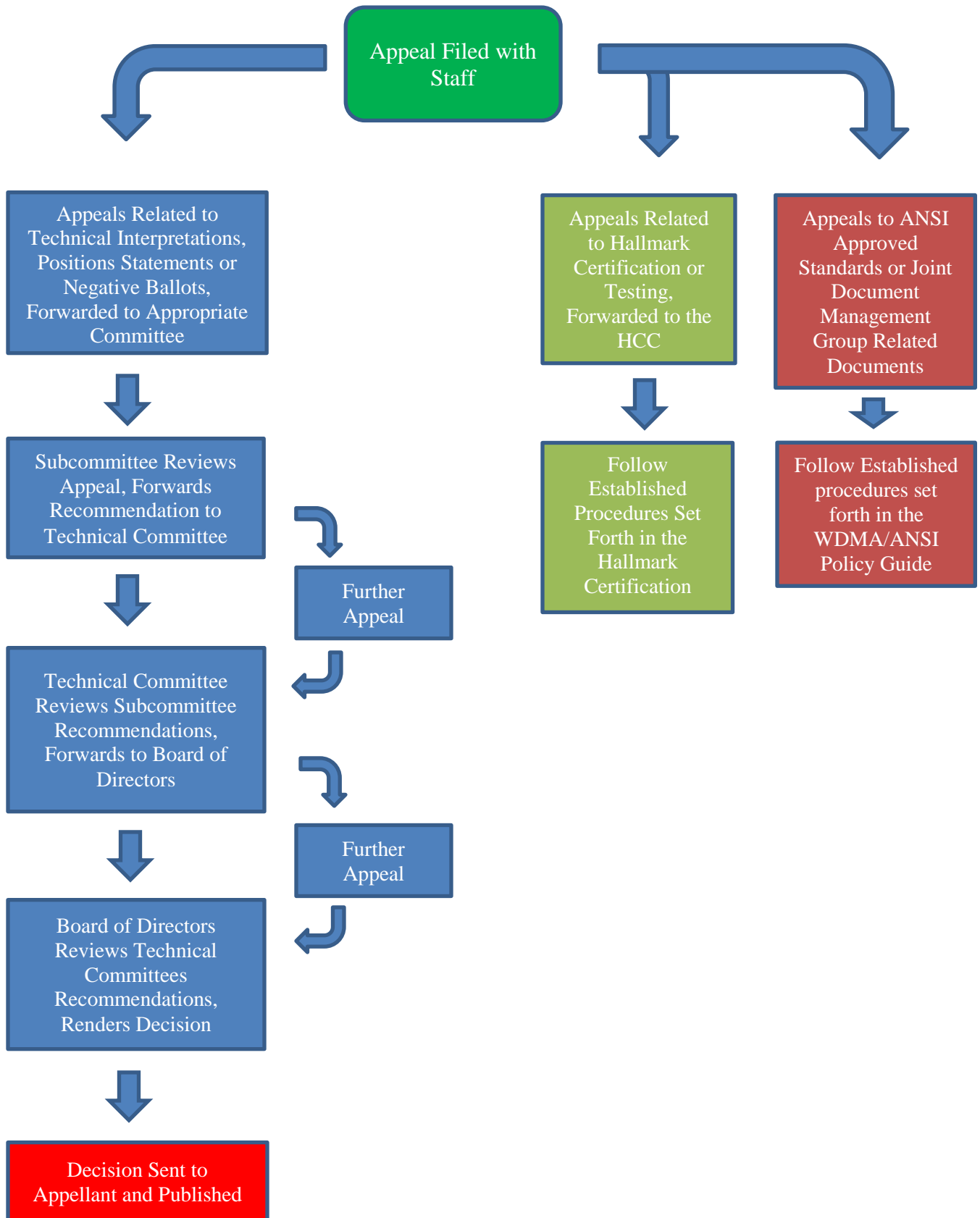
Recommended Action Items to Forward to WDMA Board:

FUTURE MEETINGS:

Meeting Date	Start Time	End Time	Location

ATTACHMENTS: (Paste or identify any documents or files acted on by the committee.)

Appendix G: Appeal Process



Appendix H Committee Charters and Oversight

Technical Committee (TC)

The purpose of the Technical committee is to evaluate proposals for technical visions of WDMA and develop the proposals for review by the Board. Develop and revise WDMA technical and operational processes. Administer and enforce technical processes.

Review all technical projects for adherence to WDMA strategic plan and policies. Review all standards-level documents, which define requirements under WDMA certification programs for adherence to WDMA strategic plan and policies.

Exterior Products Standards Committee (EPSC)

The purpose of the Exterior Products Standards Committee is to develop and maintain standards, specifications and test methods for rating exterior fenestration product performance, and address technical issues relevant to exterior windows, skylights and doors.

Documents Within the Scope of the EPSC (All Current and Future Versions):

AAMA/WDMA/CSA 101/I.S.2/A440 North American Fenestration Standard

I.S.11 Analytical Method for Design Pressure Rating of Fenestration

Understanding Condensation

FMA / WDMA 250 Installation of Non-Frontal Flange Windows with Mounting Flanges

FMA/AAMA/WDMA 300 Installation of Exterior Doors in Wood Frame Construction

FMA/AAMA/WDMA 400 Installation of Exterior Doors in Surface Barrier Masonry

FMA/AAMA/WDMA 500 Installation of Mounting Flange Windows in FPIS Walls

Materials & Supplier Technology Committee (MSTC)

The Materials & Supplier Technology Committee defines, reviews and uses industry best practices, where needed, develops and maintains standards and test methods where needed for materials and components to allow units to meet certification requirements. This Committee reports to the Technical Committee. The MSTC oversees the following task groups:

- **Wood Task Group:** Review wood materials template for applicability and determine the compliance criteria.
- **Edge Glue Testing Task Group:** Develop and maintain standards and test methods related to finger-jointed/edge glued testing of wood products. Review finger-jointed/edge glued product test lab procedures.
- **Vinyl Task Group:** Develop and maintain standards and test methods related to PVC structural profile components, PVC and CPVC cladding and organic coatings for PVC profiles. Develop and maintain requirements of the WDMA Hallmark PVC material validation program.

- **Aluminum Task Group:** Review aluminum structural profile components, aluminum cladding, organic coatings for aluminum profiles and materials template for applicability and determine the compliance criteria.
- **Fiber-Glass Task Group:** Review fiber-glass materials template for applicability and determine the compliance criteria.
- **Composites Task Group:** Review composite and cellulosic composite materials template for applicability and determine the compliance criteria.
- **Glass Task Group:** Review glass, sealed insulated glass units and glazing materials template for applicability and determine the compliance criteria.

This Committee is also responsible for the following standards and test methods:

WDMA I.S. 4 “Industry Specification for Preservative Treatment for Millwork”

WDMA I.S. 10 “Industry Specification for Testing Cellulosic Composite Materials for use in Fenestration Products”

WDMA T.M. 1 “Soil Block Test Method To Determine Preservation Effectiveness In Preventing Wood Decay”

WDMA T.M. 2 “Swellometer Test Method to Determine the Short-term Anti-Swell Effectiveness of Treating Systems”

WDMA T.M. 11 “Test Method for Factory Applied Pigmented Primer Coatings for Wood and Wood Cellulosic Composites Used for Millwork”

WDMA T.M. 12 “Test Method for Factory Applied Pigmented Finish Coatings for Wood and Wood Cellulosic Composites Used for Millwork”

WDMA T.M. 13 “Test Method for Preparing Retention and Penetration Testing Samples”

WDMA T.M. 14 “Test Method for Factory Applied Clear and Pigmented Coatings for Interior Prefinished Wood and Wood Cellulosic Composites Used for Millwork”

Hallmark Certification Committee (HCC)

This Committee develops and maintains the WDMA sponsored Hallmark Certification Program as an ANSI accredited, impartial, third party product certification program. The committee also reviews the NFRC Certification programs and procedures and oversee WDMA’s function as an inspection agency (IA). This Committee reports to the Technical Committee.