



NEIS® Consensus Body Information Sheet



Dear NEIS® Consensus Body Participant,

NECA is an ANSI Standards Developer (ASD) responsible for the oversight of the *National Electrical Installation Standards (NEIS®)*. Any NEIS® seeking ANSI approval must meet the requirements for ANSI consensus standards. Consensus Bodies are a key part of this process, as such ANSI establishes guardrails to ensure a fair and transparent Consensus Body process. To assist you in your Consensus Body work, please review the following information:

Consensus Body Participant Classifications:

In the interest of Consensus Body balance, NECA has established four (4) interest categories for consensus body participants. Each consensus body participant selects the interest group that best matches the type of work or organization they represent. Accurately identifying the interest of each participant assists in maintaining balanced consensus bodies. These are the interest groups used by NECA:

- **Construction** – Individuals who are predominately involved with the construction of buildings and similar structures. This category typically includes contractors, inspectors (private firms), architects and engineers
- **Producer** – Those who are predominately involved in with the manufacture of products and systems installed by electrical contractors. This category usually includes manufacturers and trade associations.
- **Government** – This category typically includes public sector employees such as: inspectors, specifiers, engineers, or government agencies that contract for electrical work.
- **General Interest** - Those who are not associated with electrical construction. This category typically includes professional and lay people employed by academic and scientific institutions, experts, government agencies, insurance companies, consumers, etc.

Balloting Process:

Balloting for a proposed new or revised ANS shall be sent via email to Consensus Body participants. The balloting period will be open for no less than thirty (30) calendar days. If the ballot closing date should fall on a weekend or holiday the balloting close date will be the next business day.

Ballot Responses:

Ballot responses in accordance with *NECA's Standards Development Procedures*. Available responses indicated on the ballot responses form are as follows:

- **Affirmative** – A response indicating overall agreement with the proposed ANS's technical content with no objection or suggestions for the standard before being submitted to ANSI for approval.

- **Affirmative, with Comment(s)** – A ballot response indicating general agreement with the proposed ANS but suggests enhancements or changes to the proposed ANS text that, if not acted on, would not cause the Consensus Body participant to change their vote.
- **Negative, with Reason(s)** – A ballot response indicating disagreement or objection, for technical reason(s) related to the proposed ANS.
- **Abstain, with or without Reason(s)** – A ballot response indicating that a Consensus Body participant (with or without reason) is declining to cast their ballot using one of the ballot responses provided, and in no way indicates agreement, disagreement, or objection with the proposed ANS.

Ballot Comments:

Where a ballot response will include comment(s) or reason(s) *i.e., Affirmative, with Comments, Negative, with Reason(s), or Abstain, with or without Reason(s)*, those comment(s) or reason(s) shall be submitted with the accompanying ballot as follows:

- (1) Submitted using provided "Comment Matrix" form.
- (2) The Comment Matrix form must be filled out correctly and completely.
- (3) Comment(s) or Reason(s) shall be technical in nature.
- (4) Comment(s) or Reason(s) shall be related to the proposed ANS

Comment(s) or reason(s) not submitted in accordance with (1)-(4) will result in that ballot response being recorded by NECA as "[Ballot Response], Without Comment(s) or Reason(s)", without further notice to the ballot submitter.

Consensus:

Consensus of a ANS is demonstrated by a vote of the Consensus Body. Consensus is considered to have been achieved when all the following are met:

- (1) Simple majority **fifty-one percent (51%)** of Consensus Body ballot responses are returned.
- (2) An "Affirmative" ballot response is received by **two-thirds (2/3)** of the returned ballots in (1).

If consensus is not achieved on the first ballot, additional balloting will be performed until consensus is reached. NECA will make every reasonable effort to resolve any negative ballots. Once consensus is achieved, NECA will notify ANSI and request approval of the proposed ANS. Once approved the Consensus Body will be notified the Consensus Body work is complete.