

PASSIVE HOUSE INSTITUTE US TECHNICAL COMMITTEE BYLAWS

ARTICLE 1 - NAME

The name of this organization shall be the Passive House Institute US Technical Committee, hereafter referred to in these Bylaws as the "Committee."

ARTICLE 2 - PURPOSE

The purpose of the Committee shall be to promote passive house and the mission statement of the Passive House Institute US on a technical and research oriented basis, on behalf of the Passive House Institute US, hereafter referred to in these Bylaws as "PHIUS."

The Committee shall report to the PHIUS Board of Directors and be responsible for: [7/25/2011]

- Identifying and prioritizing North American Passive House research projects
- Developing and updating standard North American protocols for Passive House
- Producing white papers and protocols describing the results of research and protocol conclusions
- Developing product certification criteria and details for North American climate zones
- Serving as a peer review board for North American Passive House Conference abstract submissions
- Producing one "Tech Corner" Article per month when able for the PHIUS Newsletter
- Working with Education Committee to integrate research findings and developed protocols to CPHC curriculum and exam development

ARTICLE 3 - MEMBERSHIP

Section 1. Membership

3.1.1 A Member is a person who has been nominated to the committee and whose membership has been accepted by the consensus process.

Section 2. Membership Requirements

3.2.1 A Member is required to attend 60% of the meetings during a given calendar year. [5/10/2012]

3.2.2 A Member is expected, but not required, to attend the Annual Meeting held at the Annual North American Passive House

3.2.3 A Member is required to significantly contribute to at least one of the Committee's articles, or works, per year. [5/10/2012]

Section 3. Termination from Membership

3.3.1 Termination of Committee membership may occur by resignation.

3.3.2 Termination of Committee membership may occur by not meeting the requirements in Section 2 of Article 3 (above)

3.3.3 Termination of Committee membership may occur by an ethics or recusal (conflict of interest) violation as determined by the other members of the Committee.

3.3.4 Termination of Committee membership may occur by vote of the other Committee members at any time. The usual modified consensus voting procedures apply.

ARTICLE 4 - MEETINGS

Section 1. General Membership Meetings

4.1.1 There shall be one general Committee meeting each month.

4.1.2 The meeting shall be scheduled for 1 hour with a provision to modify the length by the Chair as needed.

4.1.3 The meeting shall be scheduled for the Second Thursday of the Month to begin at 12:00 PM Central Time unless modified by the Chair or Consensus vote.

Section 2. Special Meetings

4.2.1 The Committee Chair will have the right to schedule special meetings as necessary.

4.2.2 The guidelines for special Committee meetings (including quorum) will be identical to those for Committee meetings (Article 4) and Voting (Article 5) of these Bylaws.

ARTICLE 5 - VOTING

Section 1. Voting Rights

5.1.1 Any Committee member can vote on any election, motion, or publication of the Committee

5.1.2 Committee Members must be present to vote. No vote sharing, proxy, or absentee voting is allowed.

Section 2. Consensus [10/28/2011]

5.2.1 The Committee will use a modified consensus process to make decisions. There will be three rounds seeking consensus (proposal, counterproposal, compromise.) In the event of failure to achieve consensus, motions may pass by a vote of three fourths of the members present.

5.2.2 A quorum to enable a vote during a Committee meeting will be 60% of the Committee, normal rounding rules apply.

5.2.4 Members have the ability to vote one of three ways: Consent, Stand Aside, or Block. A block on the vote by a single member stops the vote and invites another round of discussion and consensus finding

5.2.6 Online consensus may be achieved through email or a poll on the Committee's "TeamLab," following recent phone conference discussion of the matter but not to raise a new matter. Only one method may be used for a single vote. For example, if there is a TeamLab poll to vote on, votes by email will not be counted so that there are no diverging votes.

5.2.7 Polls or online voting will be open for the period defined at the previous meeting dealing with the matter. After that point, those who have not voted are considered to be not present.

Section 3. Election of Officers

Election of officers will normally occur every two years at the Annual North American Passive House Conference. This conference will host the Committee's annual face-to-face meeting. New officers will assume their duties starting at the next meeting following the Annual North American Passive House Conference.

5.3.1 An officer shall be a current Committee member.

5.3.2 Individuals seeking office are required to submit a brief candidacy statement in verbal or written form.

5.3.3 Should an election be detrimental to the continuity of work or unable to proceed because the conference scheduling is significantly altered, the Committee may elect to extend the term of the regularly elected officers by consensus vote. New officers will assume their duties at the first regularly scheduled Committee meeting following the election.

5.3.4 In the event that there are no eligible candidates for open positions, the Committee shall have the right to reschedule the election until such time as there are eligible candidates.

5.3.5 In the event an officer leaves office, the Committee may appoint by consensus an interim eligible Committee member to fill the vacancy until an election is held.

5.3.6 In case of a tie vote for Committee's officer positions, another vote shall be taken for that specific position as soon as possible.

ARTICLE 6 - OFFICER DUTIES

Section 1. There shall be three officer positions: Chair, Vice Chair, and Secretary. **[from 8/8/2011 teamlab election]**

Committee Chair Description

- 1. Sets tone for the committee work.**
- 2. Ensures that members have the information needed to do their jobs.**
- 3. Oversees the logistics of committee's operations.**
- 4. Reports to the PHIUS Board's Chair.**
- 5. Reports to the full PHIUS Board on committee's decisions/recommendations.**
- 6. Works closely with the Chief Executives and other staff as agreed to by the Chief Executives.**
- 7. Assigns work to the committee members, sets the agenda and runs the meetings, and ensures distribution of meeting minutes.**
- 8. Initiates and leads the committee's annual evaluation.**

Vice Chair of the Committee

- 1. Is a member of the Committee**
- 2. Performs Chair responsibilities when the Chair cannot be available (see Chair Job Description)**
- 3. Reports to the Committee's Chair**
- 4. Works closely with the Chair and other PHIUS staff**
- 5. Participates closely with the Chair to develop and implement officer transition plans.**
- 6. Performs other responsibilities as assigned by the Committee/PHIUS Board.**

Secretary

- 1. Is a member of the Committee**
- 2. Maintains records of the committee and ensures effective management of organization's records**
- 3. Manages minutes of committee meetings**
- 4. Ensures minutes are distributed to members shortly after each meeting**

Section 2.

Section 4. The term of an elected office shall be two years (or less in the case of delayed elections). *See Article 4, Section 3.*

ARTICLE 7- WORKING GROUPS AND SUBCOMMITTIES

Section 1. Research and Development Working Group Formation

Groups formed inside the Committee made of members. As of 1/1/2012, the working groups consisted of: PHPP Development and Protocols, Standard Adaptation and Building Science per Climate, and Quality Assurance and Quality Control in Passive Houses.

Section 2. Standard Adaptation Working Group Formation

Groups formed from persons that are not members of the Committee under the leadership of the Committee and its appointee to oversee the Working Groups.

Article 9 - AMENDMENTS AND INTERPRETATION OF THESE BYLAWS

Section 1. The Committee Bylaws shall be amended as necessary through the consensus process

Section 2. Notice of proposed amendments to these articles must be submitted in writing to the Committee and the Committee chair at least 48 hours prior to a Committee meeting where a vote may take place.