BACnet International's BACnet Testing Laboratories Working Group Charter

1. Purpose: The BACnet Testing Laboratories Working Group (BTL-WG) provides oversight and guidance to the BACnet Testing Laboratories (BTL). The BTL is responsible for the technical aspects of BACnet International's testing and listing activities, the central goal of which is to improve BACnet interoperability between building automation products.

BTL-WG activities include the following:

a) Organize multi-vendor interoperability testing sessions,
b) Maintain the BTL Implementation Guidelines,
c) Maintain and extend the BTL Testing Package,
d) Oversee the testing process and answer questions raised about the BTL Test Package, and
e) Develop test tools for use by the BTL and the BACnet International membership.

2. Membership: The Working Group shall consist of eight voting members. The BTL Manager shall be a voting member. Five members will be members of BACnet International. The remaining two members shall be members of BACnet Interest Group Europe (BIG-EU). No company, or organization, shall have more than one voting member on the BTL-WG.

When new members are required for any of the five BACnet International positions, BACnet International shall publicize the call for membership and the BACnet International Steering Committee shall recommend members to the BACnet International Board of Directors. The term for a BI appointed member of the BTL-WG shall be five years with a different member's term ending each year.

The BIG-EU shall nominate two BIG-EU members that will participate as voting members of the BTL-WG. The inclusion of two members from the BIG-EU is in recognition of the different testing and certification needs of the European market.

The BACnet International Board of Directors shall make the final decision on all voting membership.

The BACnet International Board of Directors reserves the right to replace any voting member if the voting member does not actively participate in the BTL-WG for an extended period of time, or fails to remain a member in good standing of their nominating organization (BACnet International or BIG-EU).

2.1 Chair: The BTL-WG chair is appointed by the Steering Committee Chairman (SCC) and serves at the pleasure of the SCC. The chair is responsible for managing activities of the BTL-WG, in cooperation with the BTL Manager, and reports to the SCC. The Chair

shall prepare, or delegate preparation of, minutes of all meetings and teleconferences and make them available to the organization membership.

3. Operational Procedures:

1. Business may be carried out in face-to-face meetings, teleconferences, email and other electronic communication.
2. Everyone is welcome to participate in the BTL-WG meetings.
3. Meetings and teleconference dates and times shall be publicly announced.
4. Straw polls shall be used during meetings to guide discussions and work. All present, with a restriction of 1 vote per organization, shall be allowed to vote in straw polls.
5. Any decision that results in substantive changes to the contents of the BTL's test package, testing policy, testing procedures, or public position statements shall be put to an official vote.
6. Official votes are restricted to the voting members of the BTL-WG with one vote per voting member.
7. For official votes, 2/3 of the voting members must support the motion for the vote to pass. All BTL-WG voting members are expected to participate in all votes although votes do not require all voters to participate in order for the vote to pass / fail. Members not present during a meeting in which a vote is held will be queried via email.
8. The results of official votes shall be published in meeting minutes.
9. All official decisions are subject to ratification by BACnet International's Board of Directors.
10. Secret ballots shall not be used for BTL-WG work.
11. Robert's Rules of Order may be used at meetings at the option of the working group chair.

Substantive changes to the BTL's test package, test policies, test procedures and public position statements all require official votes. Substantive changes to the test package include:
- Addition of new tests, checklist entries, or test plan entries,
- Modifications to existing tests, checklist entries or test plan entries that constitute a major change in a test concept or test approach,
- Changes in test policy or procedure that can result in the denial or acceptance of a tested product, and
- Responses to clarification requests that would result in a substantive change to the BTL's test package.

Substantive changes to public position statements include:
- Addition of new BTL Implementation Guideline entries, and
- Modifications to existing BTL Implementation Guideline entries that constitutes a change in position of the BTL.

Changes that are not considered substantive include:

- Corrections to existing tests, checklist entries, test plan entries, or entries in the BTL Implementation Guidelines,
- Responses to clarification requests that do not result in changes to the BTL's test package, or which result in only editorial changes to the test package, and
- Changes to forms that are included in the test package except where such a change would necessitate a substantive change to an existing testing policy or procedure.

If there is a disagreement on whether a change is substantive, a formal vote shall be held to determine whether the change is substantive.