

**OPERATING
PROCEDURES
FOR THE
COLD-FORMED STEEL
ENGINEERS INSTITUTE**

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**Cold-Formed Steel Engineers Institute
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Preface

The mission of the Cold-Formed Steel Engineers Institute (CFSEI) is *“To enable and aid engineers in the efficient structural design of safe and cost effective cold-formed steel (CFS) framed structures.”*

The vision is *“The CFSEI is recognized as the preeminent worldwide technical resource for cold-formed steel framing design.”*

This document establishes the *Operating Procedures* to be followed by the staff, leadership and members of the CFSEI.

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Operating Procedures for the Cold-Formed Steel Engineers Institute

1. Scope

1.1 Education of engineers in the practice of CFS design and construction, including:

- The development and dissemination of Design Aids and other technical publications and tools intended to distill the output of the COFS and other standards and specifications developing entities (to the extent their output pertains to CFS) into easily-understood and employed tools for CFS design engineers.
- The development and dissemination of Technical Notes, Details, Publications, and other media to address technical issues in CFS not addressed in consensus standards.
- Conducting seminars in the use of CFS consensus standards, Design Aids, and other technical publications targeted at CFS design engineers.

1.2 Develop a network of professional engineers skilled in CFS design and construction , to include:

- Engagement and collaborations of existing and new members as part of a “Professional Membership” in the CFS design community.
- Providing a forum for the exchange of ideas about the practice of CFS design and construction.

1.3 Serve as a technical resource to SFA by:

- Aligning technical efforts with SFA strategic objectives
- Encouraging participation by members in the consensus process of CFS standards and specifications developing entities
- Providing technical input, as requested, on non-consensus developed technical matters and publications.

1.4 Serve as a technical resource in the marketplace by:

- Developing and engaging a strong and extensive network of professional members skilled in the efficient design and construction of CFS framed structures.
- Establishing means of linking the network of design professionals to the marketplace.

2. Organization

2.1 Cold-Formed Steel Engineers Institute

The CFSEI will be responsible for the activities that fall within the scope of these procedures, and shall operate in conformance with the SFA By-Laws, subject to the direction and guidance of the SFA Board of Directors.

2.2 Secretariat

The SFA shall serve as Secretariat of, and at its sole discretion and for no defined term shall assign staff to serve as the Secretary of, the CFSEI and be responsible for providing support for the CFSEI by performing the following functions:

- Oversee compliance with these procedures and the SFA Antitrust Guidelines.
- Maintain records pertaining to the CFSEI.
- Provide administrative support for the CFSEI.
- Package and disseminate approved work products.

2.3 CFSEI Board

The CFSEI will have a seven-member Board consisting of a President, Vice President, Secretary, and five other Professional or Associate members of the CFSEI. At least five of these members shall be Professional Members. Affiliate members may not serve on the CFSEI Board. The Secretary is a non-voting position on the CFSEI Board and is appointed by the SFA. Election of board members and officers is outlined in Section 4.

2.4 President of the CFSEI Board

The President of the CFSEI Board will exercise general supervision over the technical affairs of the CFSEI, subject to the direction of the CFSEI membership, and perform all duties incidental to the office. The President will preside at meetings of the CFSEI Board and of the CFSEI, and be an ex officio member of all CFSEI Committees and Task Groups. The President will serve as a voting member on the SFA Operating Team. In the absence of the President, the Vice President shall perform these duties.

2.5 Technology Development Committee

The Technology Development Committee (TDC) shall be established to provide a forum for facilitating the identification and prioritization of needs, opportunities, and projects, acting on priority guidelines provided by the SFA Operating Team. Membership in the TDC shall be open to all CFSEI members and others approved by the CFSEI Board. The TDC Chairperson will be appointed by the CFSEI Board with the consent of the Secretariat, and have a term that is annually renewable. Operating procedures for the TDC are generally described in this document as Appendix 1.

2.6 Technical Review Committee

The CFSEI will have a Technical Review Committee, composed of a minimum of five Professional Members, appointed by the CFSEI Board with the consent of the Secretariat. Additional members, including Associate Members, are permitted to serve on the Technical Review Committee. Affiliate members may not serve on the Technical Review Committee. The Technical Review Committee will review CFSEI work products and ensure that a consensus has been reached in accordance with Appendix 1. The Secretary will be responsible for reviewing work products for non-technical items, such as use of the CFSEI/ SFA logo, legal disclaimer and protections, copyright, and compliance with SFA policies prior to dissemination.

2.7 Other Committees and Task Groups

Other committees and Task Groups will be established by the CFSEI Board, as necessary, to assist the CFSEI in accomplishing the activities that fall within the scope of these procedures. Membership on Committees and Task Groups shall be open to all members of the CFSEI; however, Task Group members need not be members of the CFSEI. Committee and Task Group Chairpersons must be a Professional or Associate member of the CFSEI and will be appointed by the CFSEI Board, Charters for such groups are established by the CFSEI Board, with the consent of the Secretariat. A roster of all Committees and Task Groups will be maintained by the Secretary. Committee and Task Group activities will be reported back to the membership on a timely basis.

2.8 Chapters

Chapters will be established by the CFSEI Board, as necessary, to assist the CFSEI in accomplishing the activities that fall within the scope of these procedures. The CFSEI Board will establish procedures for chapter governance in compliance with the SFA Bylaws. The President shall appoint one member of the CFSEI Board to serve as a direct liaison to the Chapters.

3. Membership

3.1 Eligibility and Classification

Membership in the CFSEI shall be defined in the following categories:

- Professional Members: SFA members who are registered engineers.
- Associate Members: SFA members who meet at least one of the following three criteria:
 - An individual with a 4-year engineering degree.
 - Instructors that teach engineering courses in a college-level engineering program.
 - Individuals who have passed the Fundamentals of Engineering (also known as the Engineer in Training) Exam.
- Affiliate Members: SFA members who chose to affiliate with the CFSEI.

3.2 Application

Individuals seeking membership in the CFSEI must indicate to the Secretary their interest in the work of the CFSEI and their membership classification, as outlined above. The application form should facilitate this at the time of joining the SFA. The Secretary will promptly process all membership applications. Applications will be considered by the CFSEI Board, which shall accept or reject all applications. Rejected applicants shall have the right to appeal to the SFA Operating Team.

3.3 Dues

The SFA Board shall establish dues for all classes of membership in the SFA, including the CFSEI, in consultation with the CFSEI Board. Dues are paid to the SFA. There shall be no additional fees for membership in the CFSEI; however, fees may be charged to receive work products and participate in events, and local chapters may assess additional dues to assist them with their local programs with the approval of the CFSEI Board."

3.4 Termination of Membership

Upon the recommendation of the CFSEI Board, and after notice and opportunity to be heard as is reasonable under the circumstance, the SFA Operating Team shall be authorized to terminate the membership of an individual in the CFSEI. Any member may resign by filing a written resignation with the Secretary, but such resignation shall not relieve the member of the obligation to pay any dues, or other charges accrued and unpaid.

4. Elections

4.1 Nominating Committee

The CFSEI Board, with the consent of the Secretariat, shall appoint a Nominating Committee consisting of three Professional or Associate members of the CFSEI who are not members of the CFSEI Board. The term of office shall be three years, with one member appointed each year at the spring meeting of the CFSEI Board and the senior member serving as President of the Nominating Committee. A member whose term is expiring shall be ineligible for reappointment to the Nominating Committee for a period of three years.

4.2 Candidates

The Nominating Committee shall prepare a list of candidates for the CFSEI Board to fill the anticipated vacancies, and shall transmit this list to the Secretary and CFSEI Board. There shall be a maximum of two names on the ballot and minimum of one name on the ballot for each open seat.

4.3 Terms

All board members shall be elected to two-year terms. No member may serve on the board for more than two consecutive terms (4 years) nor more than four terms (8 years) in their lifetime. Terms of office shall be staggered so that every year approximately half the seats are up for election or re-election. The term of office of the President and Vice President shall be one year and shall begin immediately following the Annual Meeting of the CFSEI of the year of election.

4.4 Voting

The election of the members of the CFSEI Board shall be by letter or electronic ballot. The results of the balloting shall be reviewed prior to the Spring CFSEI Board meeting, and reported to the membership during the Annual Meeting of the CFSEI. The candidates who receive the most votes will be elected to fill the vacancies on the CFSEI Board. In the situation in any year where more than half the seats on the board are being filled, the candidates that receive the higher number of votes will fill the 2-year term seats. Subsequently, the 1-year term seats may be filled with the remaining candidates based on those receiving the higher votes.

4.5 Officers

Upon election of a new CFSEI Board, the current Vice President becomes President. The Board then elects the Vice President. The Vice President shall be elected from the active voting members of the Board of Directors. The President, once his or her term is complete, becomes the Immediate Past President (IPP.) If the IPP was not re-elected to the Board, then the IPP becomes a non-voting advisory member of the board. Time served as a non-voting advisory member does not count against lifetime term limits. All officer positions of Vice President, President, and Immediate Past President serve one-year terms as Officers, even though they will serve two-year terms as Board members. If an individual is elected Vice President after already serving one year on the Board, he or she shall be permitted to serve a third year on the Board during their term of President without re-election. The IPP requirements stated above will then apply. An individual shall not be eligible for election to Vice President if this third year on the Board will exceed their lifetime term limit of eight years.

4.6 Vacancies

The Vice President shall immediately fill a vacancy in the office of President. In the event of an unanticipated vacancy in the office of Vice President, a successor shall be appointed by the CFSEI Board, with the consent of the Secretariat, and the appointee shall serve for the remainder of the term. Any other vacancies on the CFSEI Board will be filled by appointment by the President from the membership of the CFSEI with the consent of the Secretariat, and the appointee shall serve for the remainder of the term.

5. CFSEI Board

5.1 Meetings

Meetings of the CFSEI Board shall be held in the spring and in the fall. Additional meetings may be held at the call of the President, or at the written request of three members of the CFSEI Board or twenty members of the CFSEI. A CFSEI Board quorum shall consist of four voting members. The report of the CFSEI Board will be transmitted promptly to all Committee/ Task Group chairpersons and furnished on request to any member of the CFSEI. A summary report of CFSEI Board meetings shall be transmitted to all members. Meetings must be announced at least 14 days in advance.

5.2 Objections

If no objection is made by any member within 30 days after a meeting report has been issued, it shall be considered that the CFSEI membership has no objection to the recorded actions of the CFSEI Board.

However, if objection to any CFSEI Board action is entered by twenty or more CFSEI members, then the action in question shall be submitted to the CFSEI membership for vote, either at a special meeting called for that purpose or by letter ballot.

6. Projects and Programs

6.1 Funding and Work Plans

Funding requirements and work plans for activities of the CFSEI will be compiled, based on an assessment of member needs and priorities. This will be managed by the CFSEI Board and presented to the SFA Operating Team for evaluation and approval. This evaluation would include a check for compatibility with other ongoing programs. Funding requests will generally be presented on an annual basis for budgeting and planning purposes. This may also include the development of policies for various activities, which would streamline the approval process. High-priority projects that arise between budget cycles may also be funded with SFA Operating Team approval within Board-approved guidelines.

6.2 Execution

Staff, contractors, volunteers through Committees or Task Groups, or any combination of these, will execute projects and programs according to the requirements of specific activities. Activities by staff, contractors and volunteers shall be in accordance with the approved scope and/ or work plan and reported to the CFSEI Board, SFA Operating Team and CFSEI membership on a timely basis.

6.3 Meetings and Networking Events

The CFSEI shall hold at least one general membership meeting in each fiscal year; i.e., an Annual Meeting of the CFSEI, and such additional meetings and networking events as are deemed necessary by the CFSEI Board for the purpose of assisting the CFSEI in accomplishing the activities that fall within the scope of these procedures. Meetings may be conducted as either a physical assembly of members, or via conference call, Web cast, or other means that would facilitate the participation of members. Meeting notices for the Annual Meeting of the CFSEI shall be distributed at least 60 days prior to the event. Meeting agendas shall be distributed at least two weeks prior to the event. Participation at meetings and networking events shall be open to members, and others approved by the CFSEI Board.

7. Correspondence

7.1 Internal Correspondence

All official correspondence of the CFSEI, including meeting notices, agendas, and reports shall be forwarded to the Secretariat for review and approval prior to distribution. Copies of all other internal correspondence relating to CFSEI activities shall be forwarded to the Secretary.

7.2 External Correspondence

Inquiries relating to the CFSEI shall be directed to the Secretariat. Members should advise individuals who contact them that the Secretariat handles responses to all inquiries on behalf of the organization. Correspondence external to the CFSEI shall be forwarded to the Secretariat for review and approval prior to distribution.

8. External Relationships

To further the objectives of the CFSEI, the CFSEI Board may establish relationships with other groups and associations, subject to the approval of the Secretariat.

9. Appeals

Persons who have been or may be affected by any CFSEI action or inaction shall have the right to appeal such action or inaction, in accordance with the procedures in Appendix 2.

10. Revisions to Procedures

Proposed revisions to these procedures shall be submitted to the Secretary in writing with an explanation for the reason for the proposed revision. The Secretary shall submit the proposed revision to the CFSEI Board for a recommendation to the SFA Operating Team. The SFA Operating Team shall consider and take action on proposed revisions to these procedures and the Secretary shall notify the members of all decisions.

Appendix 1: Work Product Development

As a focal point for development of information to and from the CFS framing design community, and as a technical resource to the SFA and other industry groups, the CFSEI Board will establish procedures for work product development that ensure responsiveness and accuracy, and in a manner that assures responsibility to its members and industry.

A1.1 Work Products

Work products include the following:

- Regular Communication:
 - Newsletter
 - Content for Website
- Design Aids:
 - Details
 - Technical Notes
 - Design Guides
- Content for Education Programs:
 - Seminars
 - Online Learning
 - CEU's

A1.2 Identification and Prioritization of Needs

The Technology Development Committee (TDC) will facilitate a process for identifying and prioritizing needs as follows:

1. SFA Operating Team defines and communicates to the CFSEI Board the business plan goals and objectives
2. The Board directs the TDC to actively solicit input on needs, opportunities and projects in support of SFA business plan goals and objectives, through CFSEI meetings (working with local alliances to the extent possible)
3. Updates and input received shall be shared with the CFSEI Board, membership and SFA Operating Team on an ongoing basis
4. Compile a list of project ideas
5. Review input (from above), determine how to address each suggestion (e.g., refer to Task Group for further development, back to originator for further information or reject) and provide feedback to originator
6. Review project ideas and develop project descriptions
7. Review Task Group input and finalize project descriptions
8. Develop and send out a priority survey to all SFA members, and compile survey results
9. Meet to review survey results and prioritize projects
10. Submit to CFSEI Board for recommendation to SFA Operating Team for approval and allocation of funding

A1.3 Work Product Development Process

Work products will be developed following this general process:

1. SFA Operating Team defines and communicates business plan goals and objectives
2. Needs, in support of SFA business plan goals and objectives, are identified and prioritized by CFSEI Board
3. Funding requirements and work plans defined by CFSEI Board and submitted for approval by SFA Operating Team (see Section 6.1 and A1.2)

4. Approved issues assigned to Committee (if applicable) by CFSEI Board. If not assigned to Committee, the CFSEI Board shall take on the role of the Committee.
5. Champion appointed by the appropriate Committee Chair, with the consent of the CFSEI Board
6. Task Group formed by Champion, with the consent of the CFSEI Board
7. Drafts developed by Task Group
8. Review Process:
 - a. Consensus reached (see below)
 - b. Technical Review Committee sign-off (or return to Task Group)
9. Submitted for review and approval by Secretariat and the SFA Operating Team
10. Publish and dissemination by Secretariat

A1.4 Consensus Process

The Technical Review Committee will review work products and ensure that a consensus has been reached within the Task Group. At the discretion of the Technical Review Committee, substantive decisions will be approved by letter (includes e-mail) ballot of the CFSEI Committee members. Changes may be decided by a majority of the Committee members present at a regularly scheduled meeting of the CFSEI or by letter ballot.

A1.5 Letter Ballots

When a letter ballot (includes e-mail) is needed on a work product, the Secretary will facilitate the voting process.

1. Ballots will contain the following options for the voter:
 - a. Affirmative.
 - b. Affirmative with comment.
 - c. Negative, with reasons. The voter will be encouraged to include specific actions that will resolve the negative.
 - d. Abstain.
2. The closure date for letter ballots shall be at least 30 days from the date of the mailing of the ballots. The CFSEI President shall be authorized to grant an extension of the voting period.
3. Actions shall be considered approved when all of the following conditions have been met:
 - a. At least 20 Professional Members have returned their letter ballot.
 - b. At least 75 percent of the votes cast, excluding abstentions and negatives without reasons, are affirmative.
 - c. All negative votes with reasons have been addressed (below).
4. The results of each ballot shall be recorded by the Secretary.
5. Negative votes on a letter ballot shall be addressed as follows:
 - a. Negative votes with reasons shall be referred by the Secretary to the responsible Committee. The Committee shall review the negative vote with the voter and efforts shall be made to resolve the negative. If in the process, the Committee determines that substantive changes are required, the revised provision shall be rebaloted.
 - b. Negative votes which are not accompanied by reasons shall be recorded as "negative without reasons" and no further action shall be required.
 - c. All negative votes that are not resolved shall be addressed by the Committee as follows:
 - i. Previously Considered Negative Votes - If the reasons for a negative vote have been previously considered by the CFSEI, it shall not be necessary to reconsider the vote unless new information has been submitted. If no new information is submitted, the previous decision of the CFSEI shall stand, and the negative voters shall be so advised.

- ii. Not Related Negative Votes - If the negative vote is not directly related to the item being balloted, the negative vote shall be placed on the agenda for consideration at the next regular meeting of the Committee.
- iii. Not Persuasive Negative Votes - If the Committee determines that the negative vote is not persuasive, this recommendation shall be forwarded to the CFSEI for consideration either during a meeting or by letter ballot. The Committee recommendation shall include its reasons for finding the negative vote not persuasive. If the recommendation is considered by letter ballot, at least 75 percent of the members of the Committee or 20 Professional Members, whichever is less, shall return the letter ballot. If the recommendation is considered during a meeting of the Committee, a confirmatory letter ballot shall be issued if requested in writing by the negative voter within 30 days following notification of the Committee action. Committee recommendations shall be considered approved if at least 75 percent of the votes cast (excluding abstentions) are affirmative. In addition, each negative voter shall be informed that decisions may be appealed, in accordance with Appendix 2.

Appendix 2: Appeals

Persons who have been or may be affected by any CFSEI action or inaction shall have the right to appeal such action or inaction, in accordance with the following procedures.

A2.1 Complaint

The appellant shall file a written complaint with the Secretariat within 30 days after the date of notification of any action or, at any time, with respect to any action to which the appellant was not given notice or with respect to inaction. The complaint shall state the nature of the objection, and the specific remedial action(s) that would satisfy the appellant's concerns.

A2.2 Response

Within 30 days after the receipt of the complaint, the Secretariat shall respond in writing to the appellant, specifically addressing each allegation in the complaint to the extent possible. The Secretariat shall attempt to resolve, informally, the complaint of the appellant.

A2.3 Appeals Panel and Hearing

If the Secretariat is unable to informally resolve the complaint, it shall appoint an appeals panel to hold a hearing on a date agreeable to all participants, with at least 15 days working notice. The appeals panel shall consist of three individuals who have not been directly involved in the dispute and who will not be materially affected by any decision made in the dispute. At least two members of the panel shall be acceptable to the appellant and at least two shall be acceptable to the Secretariat.

A2.4 Conduct of the Hearing

The appellant has the responsibility of demonstrating improper actions or inaction, the adverse effects therefrom and the efficacy of the requested remedial action. The Secretariat has the responsibility to demonstrate that the CFSEI took all actions in question in compliance with these procedures and that the requested remedial action would be ineffective or detrimental.

A2.5 Decision

The appeals panel shall render its decision in writing within 30 days, stating its findings of fact and conclusions, with reasons therefor and citing the evidence. The Secretariat shall notify the appellant and the CFSEI Board of the decision of the appeals panel, which shall be binding and final on all concerned.