



NCS® V7 BALLOT REVIEW, COMMENT & VOTING PROCESS

March 2023

NIBS ENGAGE PORTAL

ACCESSING NIBS ENGAGE PORTAL

BUILDING INFORMATION MANAGEMENT COUNCIL (BIMC)



ENGAGE PORTAL

NIBS Engage is the online portal to access the NIBS BIM Council (BIMC) communities or committees and participate in the **UNITED STATES NATIONAL CAD STANDARD® (NCS) Consensus Process**.

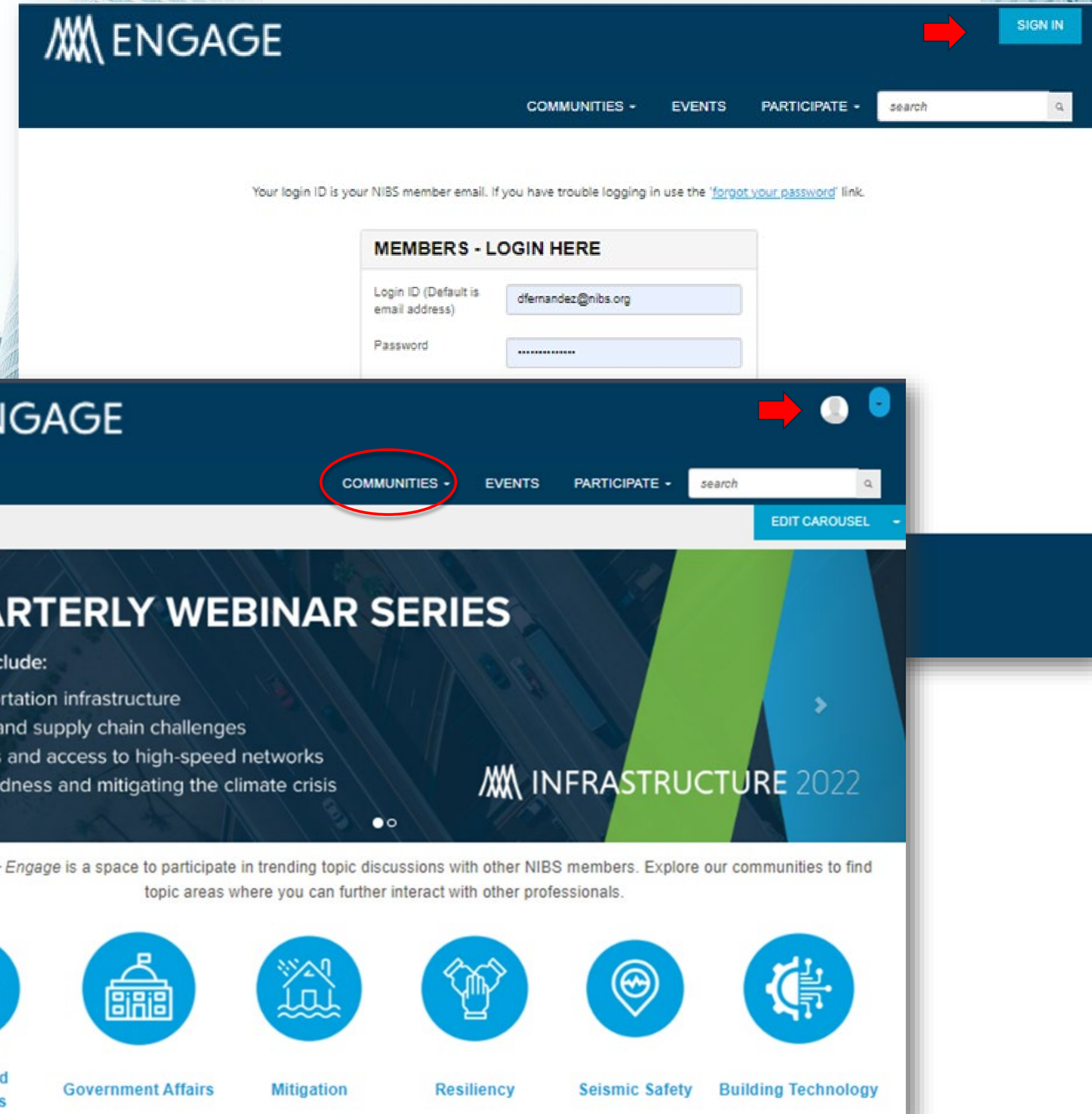
To access the site, you must be a **Member of the NIBS NCS V7 Project Committee**.

Once a member, you will receive your NIBS membership login credentials. This login will also serve as your login to [NIBS Engage](https://engage.nibs.org) (<https://engage.nibs.org>)

SIGN IN

Once on the Engage website, click the “SIGN IN” button in the top right corner of your screen. If you do not see a ‘SIGN IN’ button and instead see your profile icon, this means you are already signed in.

You will be directed to the Engage “Welcome” page. Click on the **Communities** drop down on the navigation bar to access the ‘My Communities’ selection



MY COMMUNITIES

Select '*MY COMMUNITIES*' to see a listing of the Communities you are a member of



COMMUNITIES ▾

ALL COMMUNITIES

MY COMMUNITIES

NCS V7 Project Committee

📍 [BUILDING INFORMATION MANAGEMENT \(BIM\) COUNCIL](#)

The United States National CAD Standard® (NCS) Project Committee (NCS PC), is a committee of the Building Information Management (BIM) Council which is a council of NIBS. The NCS Project Committee is responsible for the development of the content and subject matter of the NCS. The purpose of the NCS is to advance the art and science of design, construction, management, operation and maintenance of the vertical and horizontal built environment by providing a means of organizing and classifying electronic design data and thereby fostering streamlined communication among owners, designers, material suppliers, constructors, and facility managers. The NCS is a consensus based standard.

Membership on the NCS Project Committee is open to individuals who have knowledge of and interest in the subject matter of the NCS. Project Committee members shall legally obtain and have in their possession a copy of the most recent version of the NCS for the purpose of conducting the work of the Project Committee."

NCS PROJECT COMMITTEE HOME PAGE

You are now looking at your Community home page.

Each Community has tabs to the right of the 'COMMUNITY HOME' tab: the discussion section, library section, events section, a members section and the 'WORKSPACE' section where all committee consensus activities will take place.

ENGAGE

COMMUNITIES ▾ EVENTS PARTICIPATE ▾ search

NCS V7 PROJECT COMMITTEE [SETTINGS](#)

[BUILDING INFORMATION MANAGEMENT \(BIM\) COUNCIL](#)

COMMUNITY HOME DISCUSSION 0 LIBRARY 1 EVENTS 0 MEMBERS 5 **WORKSPACE**

LATEST DISCUSSION POSTS

Post to this Discussion This Discussion has no recent posts. Your new post to this Discussion will display here and be sent via email to subscribed Community members.

[POST TO THIS DISCUSSION](#)

LATEST SHARED FILES [ADD](#)

NCS Rules of Governance - 2022
BY: [DOMINIQUE FERNANDEZ](#) 5 MONTHS AGO

Rules of Governance

[MORE](#)

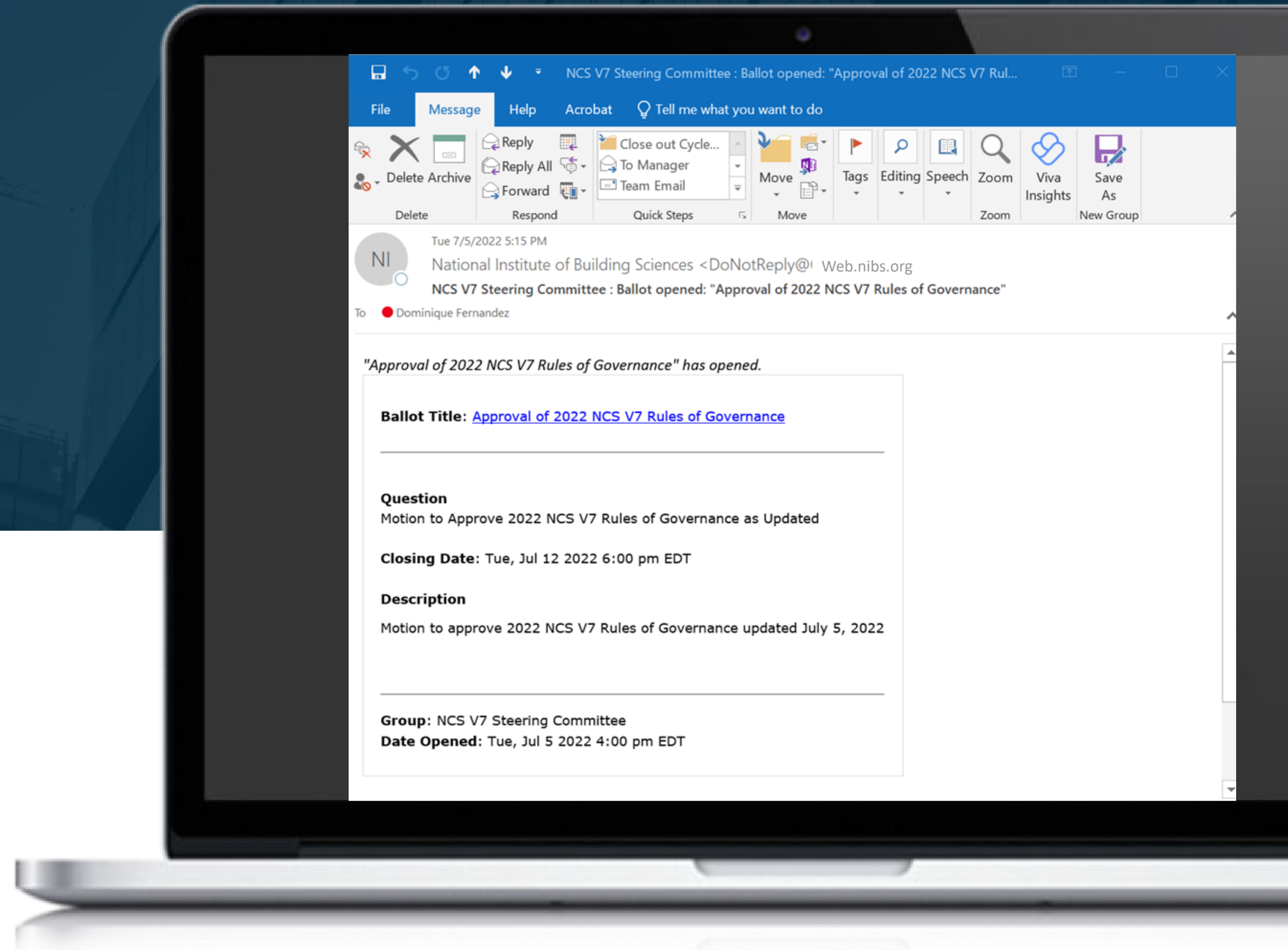
Current Members

ENGAGE WORKSPACE

BALLOT SUBMISSION ANNOUNCEMENT

from National Institute of Building Sciences
"donotreply@web.nibs.org"

When the NCS Draft Ballots are opened for review, comment and approval of the NCS Project Committee (NCS PC) an automated email announcement from 'donotreply@web.nibs.org' will be sent to all members of the NCS PC with a link to the document ballot page in Workspace



BALLOT PAGE

The **WORKSPACE** Ballot Page provides access to:

- The ballot voting dashboard with the voting options
- A link to download the proposed changes submitted for approval, and
- A link to add a review comment after casting your vote

You can also access the **Ballot** page from the **Workspace** tab on your community page and click on **Ballots** in the left navigation area.

The screenshot displays the ENGAGE platform interface for the NBIMS - US Planning Committee. The top navigation bar includes the ENGAGE logo, user profile, and search bar. The main header shows the community name and a 'SETTINGS' button. Below this, a secondary navigation bar lists 'COMMUNITY HOME', 'DISCUSSION 19', 'LIBRARY 36', 'EVENTS 8', 'MEMBERS 11', and 'WORKSPACE'. The left sidebar contains navigation options: Documents, Roster, Comments, Ballots (highlighted), Action Items, and Settings. The main content area is titled 'Ballot: Approval of FINAL 2022 NBIMS-US Rules of Governance' and includes an 'ACTIONS' button. The ballot details section shows the type as 'Official', the open date as 'Mon, May 16 2022 8:00 am EDT', and the close date as 'Fri, May 20 2022 5:00 pm EDT'. The description states: 'Motion to approve the 2022 NBIMS-US Rules of Governance for distribution to the NBIMS-US Project Committee (PC)'. A 'Ballot' section contains the ballot question, a 'Document for Approval' (FINAL 2022 NBIMS-US Rules of Governance) with a 'DOWNLOAD' button, and a table of voting options. The table shows 'Yes' with 2 votes (100%), 'No' with 0 votes (0%), and 'Abstain' with 0 votes. A message indicates the user is not eligible to vote. The 'Comments' section shows the user is not eligible to comment on the ballot but can comment on the document, with an 'Add a Comment' button and an 'INELIGIBLE' button.

Options	Comment	Count	Percentage
<input type="radio"/> Yes	Comment Optional	2	100%
<input type="radio"/> No	Comment Required	0	0%
<input type="radio"/> Abstain	Comment Optional	0	

BALLOT PAGE

The **WORKSPACE** Ballot Page provides access to:

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- A link to add a review comment after casting your vote

You can also access the **Ballot** page from the **Workspace** tab on your community page and click on **Ballots** in the left navigation area.

The screenshot shows the ENGAGE platform interface for the 'NCS V7 STEERING COMMITTEE'. The top navigation bar includes 'COMMUNITIES', 'EVENTS', 'PARTICIPATE', and a search bar. The main header displays the committee name and a 'SETTINGS' button. Below this, the 'BUILDING INFORMATION MANAGEMENT (BIM) COUNCIL' is identified. A secondary navigation bar shows 'COMMUNITY HOME', 'DISCUSSION 0', 'LIBRARY 1', 'EVENTS 0', 'MEMBERS 5', and 'WORKSPACE'. The left sidebar contains navigation links: 'Documents', 'Roster', 'Comments', 'Ballots', 'Action Items', and 'Settings'. The main content area features a 'Ballot: Approval of 2022 NCS V7 Rules of Governance' with a status of 'APPROVAL PASSED'. A 'Details' section indicates the ballot is 'Official, as defined by organization policies and procedures' and is currently 'Open'. An 'ACTIONS' button is visible in the top right corner.

This screenshot shows the 'All Ballots in this Group' page on the ENGAGE platform. The top navigation and header are identical to the previous screenshot. The left sidebar is also the same. The main content area is titled 'All Ballots in this Group' and includes an 'ADD' button. Below the title is a search bar with the placeholder text 'Search by title..'. To the right of the search bar are buttons for 'ALL BALLOTS', 'APPLY FILTER', and 'NEWEST'. Below these elements, it says 'Showing 1 to 1 of 1'. A table displays the ballot details:

Details	Results	Actions
Approval of 2022 NCS V7 Rules of Governance approval ballot PASSED 0 days left closes on 2022-07-12	Yes 3 100% No w/comment 0 0% Abstain 0	VIEW

VOTING

OPTIONS

There are only three voting choices: Yes, No and Abstain. Each option will specify whether users are:

- required to comment ensuring feedback is received, or
- can choose or not to comment with their vote.

Votes can be changed while the ballot is open.

YES

A **YES** vote does not require a comment. Providing a comment such as an editorial comment is optional.

NO

A **NO** vote requires users to leave a review comment explaining the reason for the negative response prior to casting their vote.

ABSTAIN

ABSTAINING members can choose whether or not to comment with their vote.

COMMENTS

Workspace allows you to add comments to provide feedback and respond to those submitted by others in your committee. In addition, automatic email notifications can be sent when submitting and responding to comments to keep those who need to know in the loop.

To add a comment to a ballot – from the **Ballots** page:

- First select a **Voting Option**: yes, no or abstain then add a comment if permitted.
 - Voter comments are **REQUIRED** when voting "No"
 - Voter comments are **OPTIONAL** when voting "Yes" or "Abstain"
- Select **Add a Comment**
- Complete the **Comment Form**

Documents
Roster
Comments
Ballots
Action Items
Settings

Ballot: **Approval of NIBS-Engage-0820_V2** ACTIONS

APPROVAL Open Sun, Jun 12 2022 6:00 pm EDT

Details

Type
Official, as defined by organization policies and procedures

Open Sun, Jun 12 2022 6:00 pm EDT Close Sun, Jun 19 2022 7:00 pm EDT

Description
Motion to approve NIBS-Engage-0820_V2

Ballot

Ballot Question
Motion to approve NIBS-Engage-0820_V2

Document for Approval
 NIBS-Engage-0820_V2 DOWNLOAD

Options

<input type="radio"/> Yes	Comment Optional	0	0%
<input type="radio"/> No	Comment Required	0	0%
<input type="radio"/> Abstain	Comment Optional	0	

You must choose exactly 1 option. You may change your vote at a later time, as long as the ballot is open.
A summary of this ballot's results will be viewable by members of Workgroup - TEST .

Comments
Select a Ballot Option first, then comment if permitted.
Voter comments are **REQUIRED** when voting "No"
Voter comments are **OPTIONAL** when voting "Yes" or "Abstain"
Comments submitted: 0

VOTE

You can vote on (2) ballots in Workgroup - TEST. **APPROVAL OF NIBS-EN**

COMMENT FORM

COMPLETE THE FORM

- **Subject*** – Provide a comment title
- **Summary*** – Expand upon your Subject title with the full details of your comment (max. 7500 characters)
- **Category** – Indicate whether the comment is editorial or substantive in nature (ensure, select N/A)
- **Section/Page/Line*** – Indicate the specific section, page, and /or line number of the ballot to which your comment applies
- **Item** – Select the item your comment pertains to (figure, paragraph, or table) and provide a short description if needed
- **Proposed Solution*** – Include a proposed solution to the issues identified in your comment (max. 7500 characters)
- **Add a Supporting File** – Upload a copy of the draft standard with you comments inline
- **Email Notifications** – Check the desired boxes to send an email notification about this comment to the group, ballot submitter, and/or Technical Contact
- **Save** – At the bottom of the page to add your comment or *Save and Add Another* to add another comment to the same ballot
- **Comment** – Keep each comment tied to a single subject title (topic)
- **Required fields**

The screenshot shows a web form titled "Add Comment" with a subtitle "Use this form to attach a comment to this document." and a note "* denotes required fields". The form includes several sections: "Subject*" with a text input field containing "Testing the Comment Feature"; "Summary*" with a rich text editor containing placeholder text; "Category" with a dropdown menu set to "N/A"; "Section:", "Page:", and "Line:" input fields with values "Section 2.4", "33", and "156" respectively; "Item" with a dropdown menu set to "PARAGRAP" and a "description" input field; "Proposed Solution" with another rich text editor containing placeholder text; a "+ Add Supporting File" button; "Email Notifications" with checkboxes for "Notify all members of Workgroup - TEST", "Notify the Document Submitter (Ms. Dominique Fernandez)", and "Notify the Technical Contact (No Technical Contact has been assigned)"; and a footer with "SAVE AND ADD ANOTHER", "SAVE", and "CANCEL" buttons.

BUILDING INFORMATION MANAGEMENT (BIM) COUNCIL >> NBIMS - US PLANNING COMMITTEE

COMMUNITY HOME DISCUSSION 0 LIBRARY 1 EVENTS 0 MEMBERS 3 WORKSPACE

Documents
Roster
Comments
Ballots
Action Items
Settings

Your comment has been added.

Comment (id 10) ACTIONS -

You submitted this comment, but it has not yet been addressed. UPDATE

Summary:
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Pellentesque habitant morbi tristique senectus et netus et malesuada fames. In mollis nunc sed id semper risus in hendrerit gravida. Blandit massa enim nec dui. Senectus et netus et malesuada fames ac turpis egestas. Tincidunt id aliquet risus feugiat in ante metus. Aliquet nec ullamcorper sit amet risus. Amet justo donec enim diam vulputate ut pharetra sit amet. Id velit ut tortor pretium viverra suspendisse potenti nullam ac. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Pellentesque habitant morbi tristique senectus et netus et malesuada fames. In mollis nunc sed id semper risus in hendrerit gravida. Blandit massa enim nec dui. Senectus et netus et malesuada fames ac turpis egestas. Tincidunt id aliquet risus feugiat in ante metus. Aliquet nec ullamcorper sit amet risus. Amet justo donec enim diam vulputate ut pharetra sit amet. Id velit ut tortor pretium viverra suspendisse potenti nullam ac.

Proposed Solution:
Sed ullamcorper morbi tincidunt ornare massa eget egestas purus. Donec ac odio tempor orci dapibus ultrices in. Velit aliquet sagittis id consectetur purus ut faucibus pulvinar elementum. Ut diam quam nulla porttitor. Morbi tristique senectus et netus et malesuada fames ac. Velit aliquet sagittis id consectetur purus ut faucibus. Neque ornare aenean euismod elementum nisi quis eleifend quam.

Title NIBS-Engage-0820.pdf (Revision 0)	State New (Unresolved)
Comment Submitter Dominique Fernandez	Submission Date 2022-06-12 5:23 pm EDT
Origin Ballot Recirculation of: Approval of NIBS-Engage-0820.pdf	

Document Information >

Comment Information >

Comment History >

COMMENT SUMMARY

SUMMARY

Upon saving the comment is added to the document

- A comment ID is assigned
- Your comment summary and proposed solution is included
- The State of the comment (e.g., New, accepted, Assigned, etc.) is available below the comment summary and proposed solution
- The Comment Submitter's name and the date it was submitted is recorded

To respond to a comment click on the action box "UPDATE".

RESPOND TO A COMMENT

SECTION SUBTITLE

Before you can respond to a comment, you must assign it to yourself

A comment can also be assigned to **you** by an administrator

Ballot comments will be assigned to Workgroup chairs for a response

- **Add** a response in the text field
- **Change** the comment's state (e.g., will not fix, fixed, not germane, rejected, etc.)
- **Assign** your response to the comment submitter, to some or to all in the drop down box
- **Submit**

The screenshot shows a web application interface for managing comments. At the top, there is a navigation bar with the following items: COMMUNITY HOME, DISCUSSION 2, LIBRARY 1, EVENTS 0, MEMBERS 3, and WORKSPACE. Below the navigation bar, there is a sidebar with a list of menu items: Documents, Roster, Comments (highlighted), Ballots, Action Items, and Settings. The main content area displays a comment with the following elements:

- A green notification banner at the top stating "Your comment has been added." with a close button (X).
- The comment title "Comment (id 12)" and an "ACTIONS" dropdown menu.
- A yellow box containing the text "You submitted this comment, but it has not yet been addressed."
- A "Respond To Comment" section with a rich text editor. The editor contains the text: "Duis at consectetur lorem donec massa sapien faucibus et. Volutpat diam ut venenatis tellus. Quis varius quam quisque id diam vel quam elementum. Tellus pellentesque eu tincidunt tortor aliquam nulla facilisi." Below the editor is a text input field containing "body p".
- A "Manage Comment" section with four dropdown menus: "CATEGORY: SUBSTA", "BEN NOLAN", "ASSIGNED", and "NOT GERMANE". Below these is a green button labeled "+ Add Supporting File".
- A "Notification Options" section with a dropdown menu. The dropdown is open, showing a list of notification options with checkboxes: "NOTIFY ALL MEMBERS OF WORKGROUP - TEST, NOTIFY THE DOCUMENT SUBMITTER, NOTIFY THE COMMENT SUBM.", "Notify all members of Workgroup - TEST", "Notify the Document Submitter", "Notify the Comment Submitter", "Notify the Comment Owner (Resolver/Assignee)", and "Notify the Technical Contact".
- A "Summary:" section with a paragraph of placeholder text: "Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Pellentesque habitant morbi tristique senectus et netus et malesuada fames. In mollis nunc sed id semper risus in hendrerit gravida. Blandit massa enim".

REVIEW BALLOT COMMENTS

WORGROUP CHAIRS

To view comments submitted, from the **Documents** page, click the document title of the ballot you want to review

On the **Documents Details** page, scroll down and expand the **Comments** section to view **all comments submitted** by subject, number of comments, state, submitter and date

Click the comment you want to respond to in the left column

If the comment is not yet assigned (to you or anyone else), click **Assign to me** followed by **Add a response**

BUILDING INFORMATION MANAGEMENT (BIM) COUNCIL >> NBIMS - US PLANNING COMMITTEE

COMMUNITY HOME DISCUSSION 2 LIBRARY 1 EVENTS 0 MEMBERS 3 WORKSPACE

Documents

Roster

Comments

Ballots

Action Items

Settings

Document: **NIBS-Engage-0820.pdf** EDIT

Details

Submitted By Ms. Dominique Fernandez on 2022-05-29 8:03 pm UTC

Download This Revision
Download Latest Revision

Publication Type
None at this time.

Group / Folder
Workgroup - TEST / Test Environment

Modified by
Not modified.

Copy
This document is not a copy.

Technical Contact
None at this time.

Download Count
2

Download Access
This document is visible to
Workgroup - TEST

Commenting
Comments can be added by
Group Members
Comments can be viewed by
Group Members

Download Agreement
None at this time.

Description
None at this time.

Approval Ballots

Document Revisions

Comments

Testing the Comment Feature	0	Assigned	Dominique Fernandez	2022-06-13
Testing the Comment Feature	0	Accepted	Dominique Fernandez	2022-06-13
Testing the Comment Feature	0	Addressed	Dominique Fernandez	2022-06-12
Slide #3	0	New	Dominique Fernandez	2022-05-29
Testing the Comment Feature	0	Rejected	Dominique Fernandez	2022-05-29

NCS PROJECT COMMITTEE MEETING

All ballot comments and comment resolutions will be reviewed during the **BIMC NCS Project Committee (PC)** meeting

BALLOT COMMENT STATE

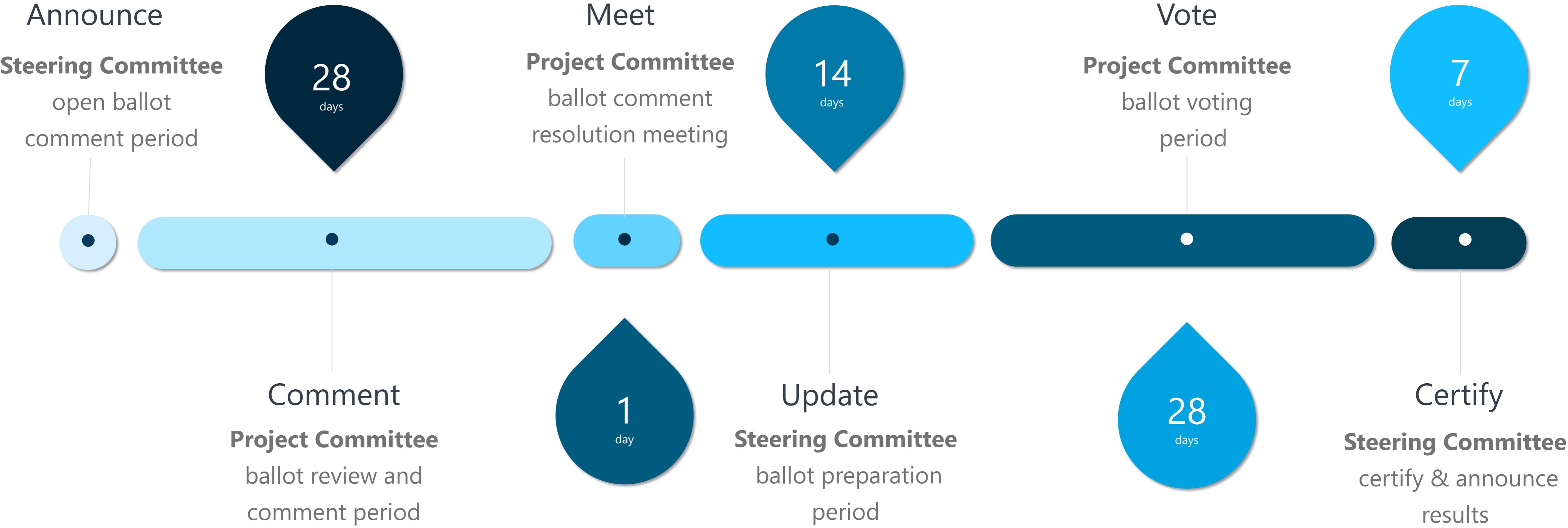
- ❖ NEW
- ❖ DEFERRED
- ❖ ASSIGNED
- ❖ ADDRESSED
- ❖ ACCEPTED
- ❖ REJECTED
- ❖ WITHDRAWN
- ❖ OVERRIDEN

CALL FOR FINAL VOTE

Following the **PC meeting** the **NCS Steering Committee** will call for a **Final Vote** of the **Project Committee** to approve or reject each document on the ballot

BALLOT REVIEW PROCESS & TIMELINES

NCS Project Committee (PC), NCS Steering Committee (SC)



THANK YOU

Comments/Questions, Contact:



Dominique Fernandez



202-289-7800 ext. 119



dfernandez@nibs.org