National Institute of BUILDING SCIENCES[™]



NCS®V7 BALLOT REVIEW, COMMENT & VOTING PROCESS

March 2023



NIBS ENGAGE PORTAL

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ACCESSING NIBS ENGAGE PORTAL

BUILDING INFORMATION MANAGEMENT COUNCIL (BIMC)

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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 <u>NIBS Engage</u> (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

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		COMMUNITIES -	EVENTS	PARTICIPATE -	search
	MEMBERS - L	OGIN HERE			
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ENGAGE	Login ID (Default is email address) Password	dfernandez@nibs.org			•

QUARTERLY WEBINAR SERIES

Topics Include:

- Transportation infrastructure
- Goods and supply chain challenges
- Lifelines and access to high-speed networks
- Preparedness and mitigating the climate crisis

M INFRASTRUCTURE 2022

Welcome - Engage is a space to participate in trending topic discussions with other NIBS members. Explore our communities to find topic areas where you can further interact with other professionals

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Codes and

Standards















Mitigation

Resiliency

Seismic Safety

Building Technology



MY COMMUNITIES

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

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M ENGAGE

COMMUNITIES

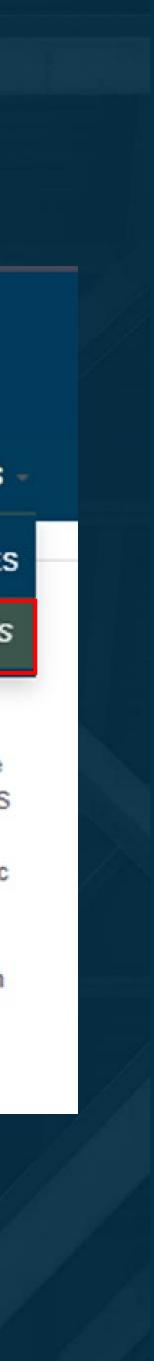
NCS V7 Project Committee

BUILDING INFORMATION MANAGEMENT (BIM) COUNCIL

ALL COMMUNITIES

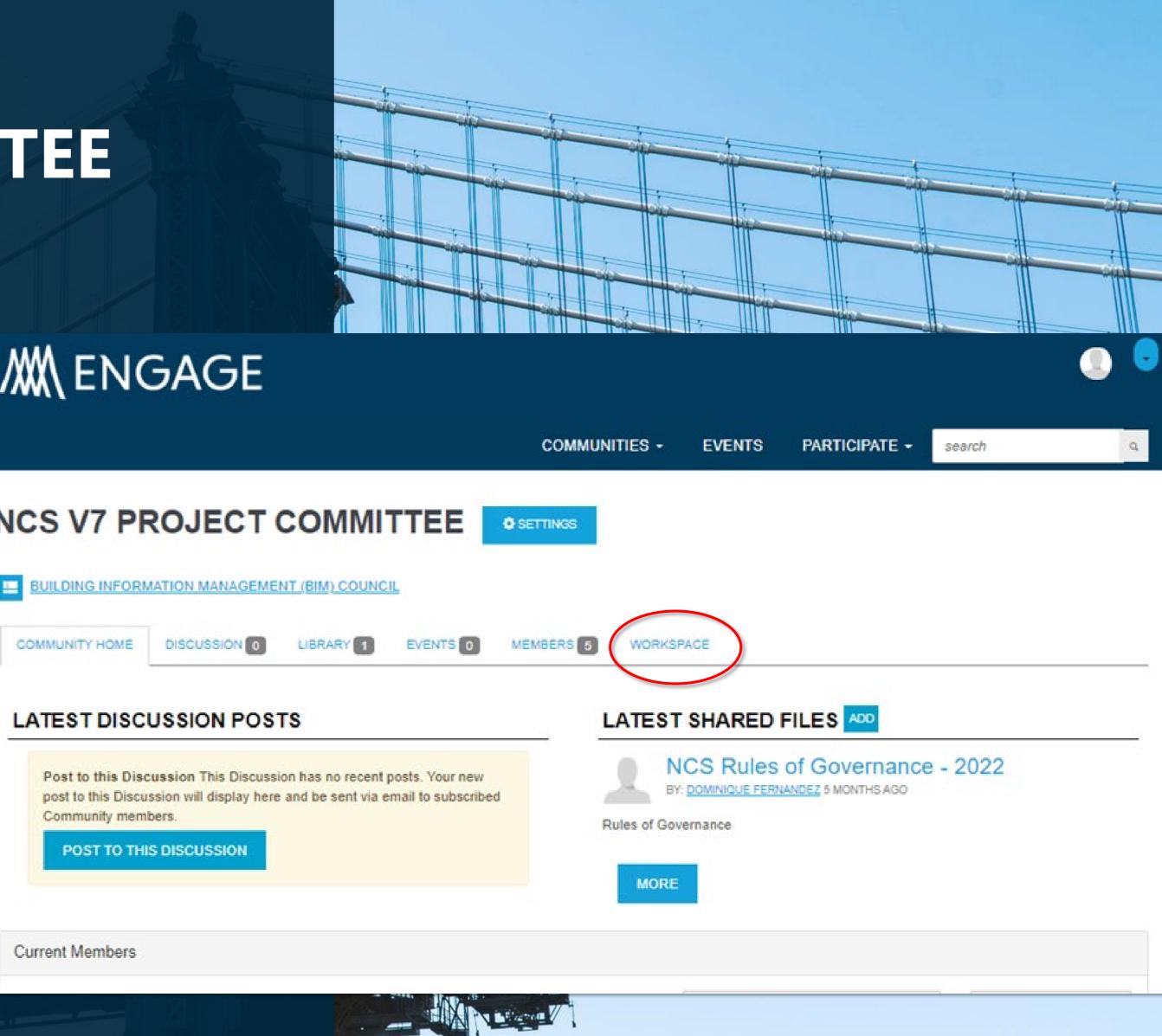
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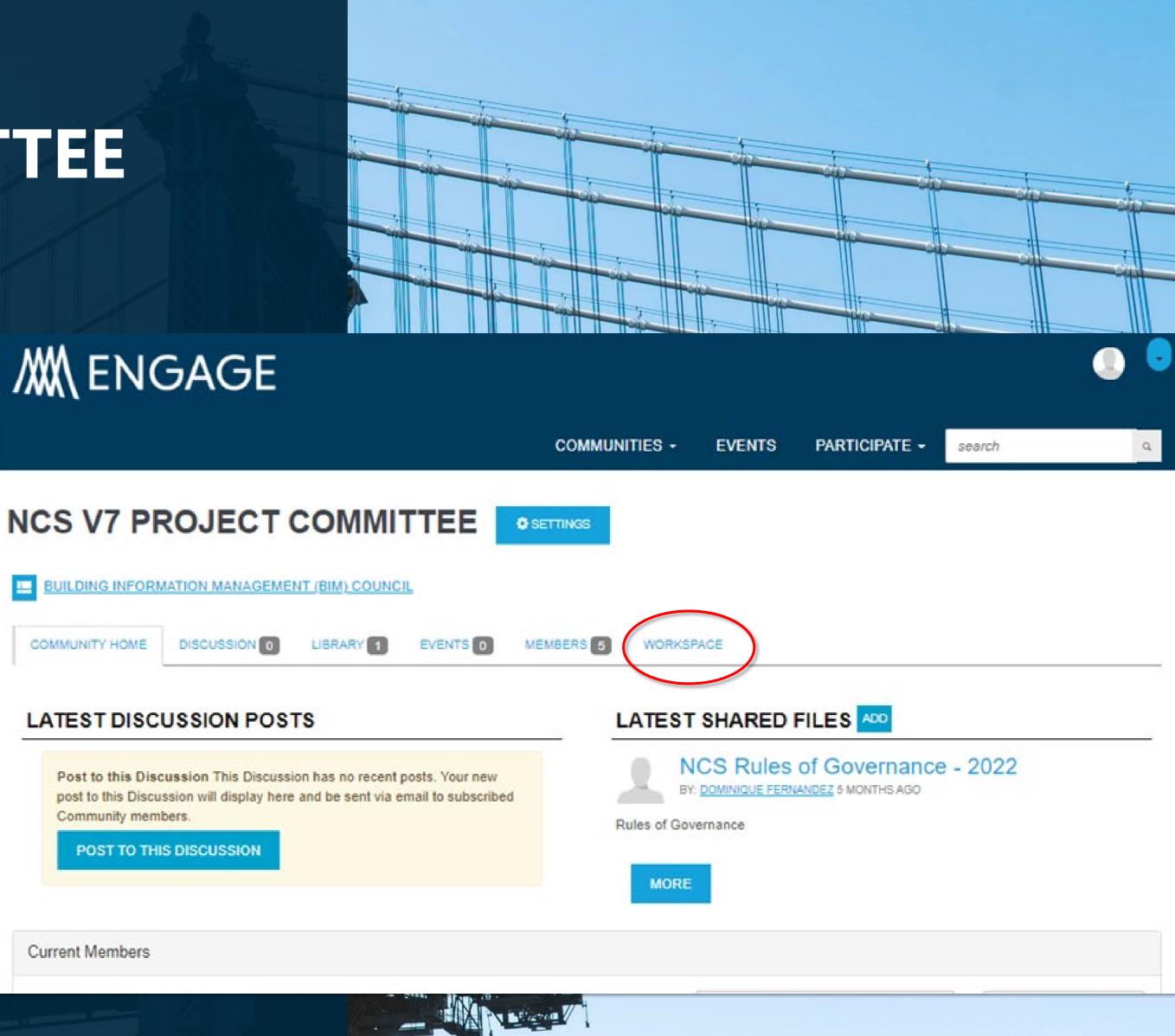
The United States National CAD Standard® (NCS) Project Committee (NCS PC), is a committee of the Building Information Management (BIM) Council which is a council of NIBS. The NCS Project Committee is responsible for the development of the content and subject matter of the NCS. The purpose of the NCS 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 WORKSPACE

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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

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Description						
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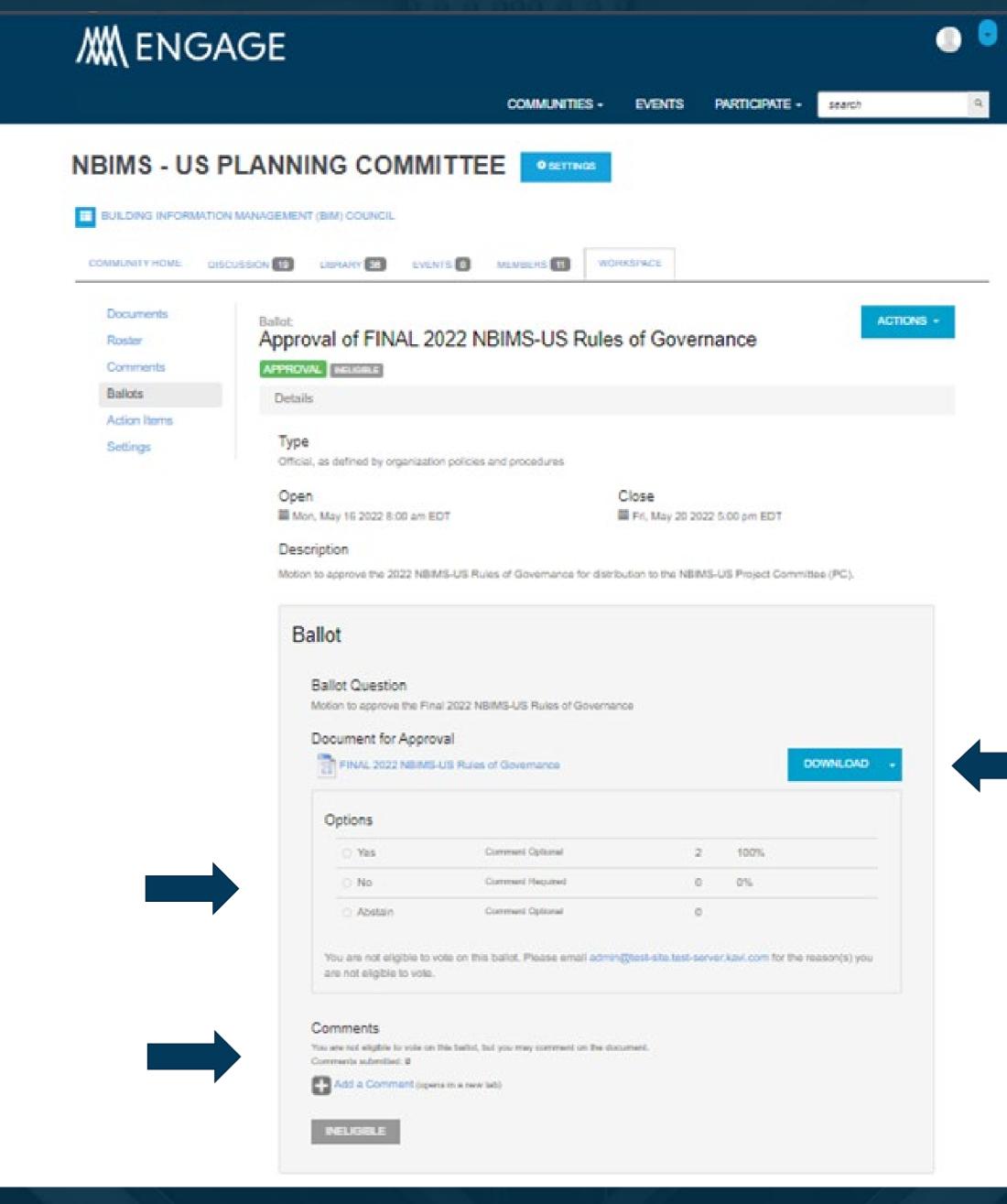


BALLOT PAGE

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.



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- A link to download the proposed changes submitted for approval, and
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You can also access the **Ballot** page from the **Workspace** tab on your community page and click on Ballots in the left navigation area.





COMMUNITY HO

Roster

Document

Comment

Ballots

Action Item

Settings

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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

NO

ABSTAIN

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

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

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

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

Description

Motion to approve NIBS-Engage-0820_V2

Ballot

Ballot Question

Motion to approve NIBS-Engage-0820_V2

Document for Approval

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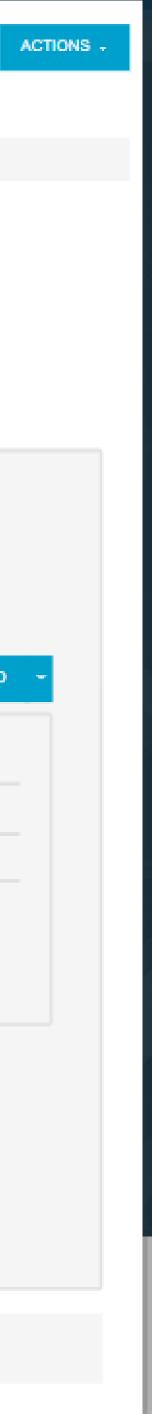
Close Sun, Jun 19 2022 7:00 pm EDT

DOWNLOAD

ptions			
O Yes	Comment Optional	0	0%
O NO	Comment Required	0	0%
 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 permitte Voter comments are REQUIRED when voting "No" Voter comments are OPTIONAL when voting "Yes" or "Abstain" Comments submitted: 0 VOTE



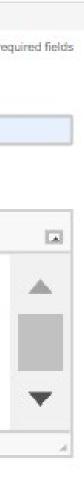
COMMENT FORM

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**

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

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Summary

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Proposed Solution:

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Title TNIBS-Engage-0820.pdf (Revision 0)

Comment Submitter Dominique Fernandez

State New (Unresolved)

> Submission Date 2022-06-12 5:23 pm EDT

Origin Ballot

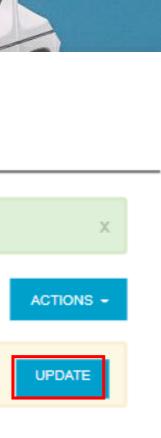
Recirculation of: Approval of NIBS-Engage-0820.pdf

Document Information

Comment Information

Comment History

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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

MMUNITY HOME	DISCUSSION 2 LIBRARY 1 EVENTS 0 MEMBERS 3 WORKSPACE	
Documents Roster	Your comment has been added.	
Comments Ballots	Comment (id 12)	ACTION
Action Items Settings	You submitted this comment, but it has not yet been addressed.	
	Respond To Comment	
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	body p Manage Comment CATEGORY: SUBSTA BEN NOLAN ASSIGNED NOT GERMAN + Add Supporting File Notification Options NOTIFY ALL MEMBERS OF WORKGROUP - TEST, NOTIFY THE DOCUMENT SUBMITTER, NOTIFY THE COMMENT	
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REVIEW BALLOT COMMENTS

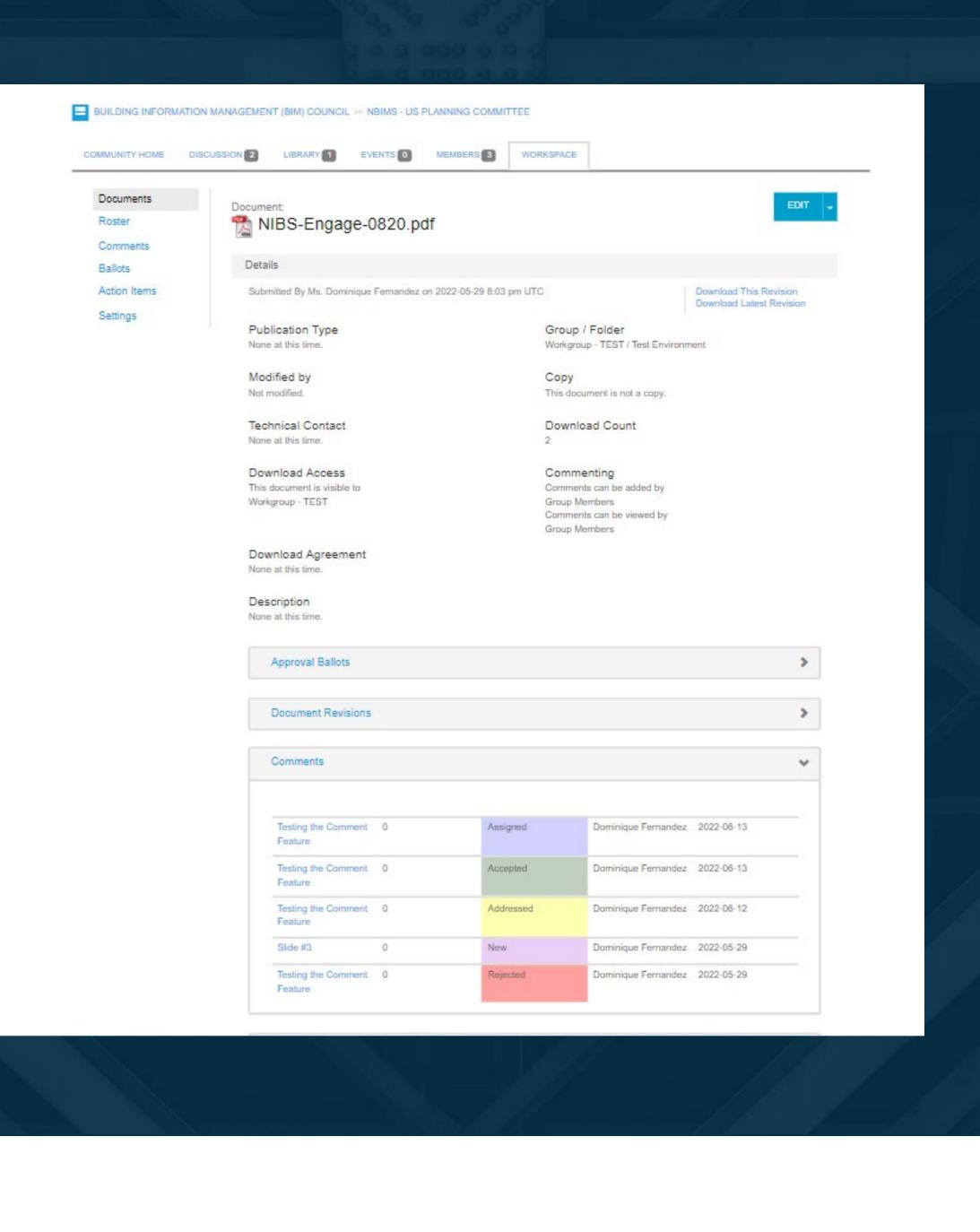
WORGROUP CHAIRS

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**



NCS PROJECT COMMITTEE MEETING

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

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BALLOT COMMENT STATE

- ✤ NEW
- DEFERRED
- ✤ ASSIGNED
- * ADDRESSED
- ✤ ACCEPTED

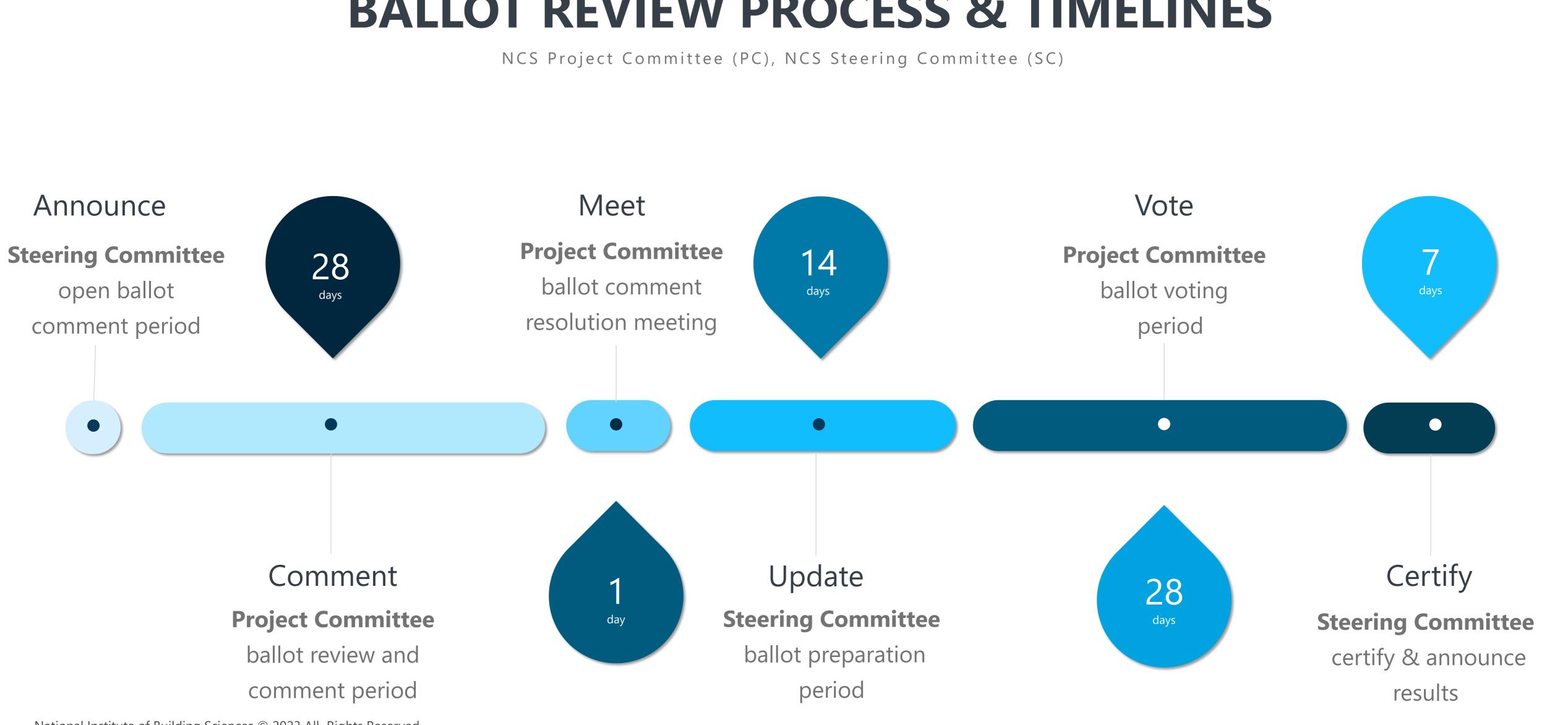
- ✤ REJECTED
- ✤ WITHDRAWN
- ✤ OVERRIDEN

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



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THANK YOU

Comments/Questions, Contact:



dfernandez@nibs.org







Dominique Fernandez

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