



FOUNDATIONS *of* LEED



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I. INTRODUCTION

USGBC’s vision is that “buildings and communities will regenerate and sustain the health and vitality of all life within a generation.” USGBC’s mission, “to transform the way buildings and communities are designed, built and operated, enabling an environmentally and socially responsible, healthy, and prosperous environment that improves the quality of life” builds on this vision through the development and improvement of the LEED rating system.

This document, the LEED foundations document, defines the purpose, development and implementation process and procedures for the LEED green building rating system. The LEED foundations document is an evolving design for market-transformation to be achieved through the implementation and ongoing development of LEED and the processes, procedures and infrastructure that support it. As with LEED, this document is a work in-progress, updated on an as-needed basis as LEED evolves to ensure that LEED remains the benchmark for leadership in market transformation of the built environment.

The LEED foundations document is required reading for all LEED committee members and is also recommended for all LEED subcommittee members and the USGBC Board of Directors.

The environmental footprint of the constructed human environment is massive. LEED was created to provide the people who design, build, and operate buildings with an organized, consensus benchmark for defining and evaluating green buildings. LEED is intended to transform the way people practice design, construction, and operations of buildings and is written by the people it is transforming. As professional practice, technology, products, and services evolve, as will LEED.

II. WHAT IS LEED?

1. Overview

Developed by the U.S. Green Building Council (USGBC), the LEED® green building rating system™ is a framework for identifying, implementing, and measuring green building and neighborhood design, construction, operations, and maintenance.

LEED is a voluntary, consensus-based tool which serves as a guideline and assessment mechanism for the design, construction, and operation of high-performance, green buildings and neighborhoods. LEED rating systems currently address commercial, institutional, and residential building types as well as neighborhood development.

LEED seeks to optimize the use of natural resources, promote regenerative and restorative strategies, maximize the positive and minimize the negative environmental and human health impacts of the buildings industry, and provide high quality indoor environments for building occupants. LEED emphasizes integrated design, appropriate integration of existing technology, and use of state of the art strategies to advance expertise in green building and transform professional practice.

The LEED green building rating system is voluntary, consensus-based, and market-driven. The technical basis on which LEED is built seeks a balance between requirement of existing best practice and voluntary incorporation of leadership strategies. LEED sets a challenging yet achievable set of whole building and neighborhood benchmarks that define green building.

2. LEED Mission

LEED encourages and accelerates global adoption of sustainable and green building and neighborhood development practices through the creation and implementation of a universally understood and accepted benchmark encompassing existing and new standards, tools, and performance criteria.

3. USGBC Strategic Goals

- Sustainable Cities and Communities: Catalyze and lead the building sector's active participation in the movement to achieve sustainable cities and communities.
- Climate and Natural Resources: Lead the dramatic reduction and eventual elimination of building construction and operations' contribution to climate change and natural resource depletion.
- Green Building Marketplace: Accelerate green building demand, delivery, and accessibility.
- Public Policy: Advocate for effective and comprehensive green building policy and codes at all levels of government.
- International: Advance green building around the world by developing certification capacity, sharing knowledge, and collaboratively advancing regionally appropriate and effective green building practices and policies.
- Organizational Excellence: Leverage USGBC's organizational structure and capacity to support and catalyze the market transformation required to achieve its mission.

4. LEED Strategic Goals

The LEED green building rating system will strive to:

- Promote the tangible and intangible benefits of green buildings, including environmental, economic, human health, and social benefits over the life cycle of buildings.
- Achieve high profile and successful product launches.
- Earn widespread and routine endorsement by private and public real estate industry leaders and stakeholders.
- Earn widespread and routine endorsement by Federal, State, and Local Government and adoption as a vehicle for policy development and implementation.
- Deliver superior customer service that is professional, timely, and targeted to the customer's needs.
- Offer a comprehensive portfolio of programs to meet the diverse needs of the real estate industry.
- Develop innovative technical tools and support services for LEED products.
- Consolidate LEED as the standard for green building practices for our homes, nonresidential buildings, and developments throughout the U.S.
- Support international adaptations of LEED with interested international organizations, such as green building councils.
- Lead the industry state of knowledge about practical implementation of the most up-to-date and practical innovations.
- Improve LEED performance criteria as the industry gains experience with integrated design, green construction, and sustainable operations and maintenance.

5. History & Background

Following the formation of USGBC in 1993, the organization's members quickly realized that the sustainable building industry needed a system to define and measure "green buildings." USGBC began to research existing green building metrics and rating systems. Less than a year after formation, the members acted on the initial findings by establishing a committee to focus solely on this topic. The composition of the committee was diverse; it included architects, real estate agents, a building owner, a lawyer, an environmentalist, and industry representatives. This cross section of people and professions added a richness and depth to both the process and to the ultimate product.

The first LEED pilot project program, also referred to as LEED version 1.0, was launched at the USGBC Membership Summit in August 1998. After extensive modifications, LEED green building rating system version 2.0 was released in March 2000, with LEED version 2.1 following in 2002 and LEED version 2.2 following in 2005. This first series of rating systems was developed to largely address the needs of owner-occupied new construction commercial buildings.

As LEED has evolved and matured, the program has undertaken new initiatives. In addition to a rating system specifically devoted to building operational and maintenance issues, LEED addresses the different project development and delivery processes that exist in the building design and construction market, through rating systems for specific building typologies, sectors, and project scopes: Core & Shell, New Construction, Schools, Existing Buildings: Operations & Maintenance, Neighborhood Development, Retail, Healthcare, Homes, and Commercial Interiors.

Project teams interact with Green Business Certification Inc. (GBCI) for project registration and certification. GBCI was established in 2008 as a separately incorporated entity with the support of the U.S. Green Building Council. GBCI administers credentialing and certification programs related to green building practice. These programs support the application of proven strategies for increasing and measuring the performance of buildings and communities, as defined by industry systems such as LEED.

The green building field is growing and changing daily. New technologies and products are being introduced to the marketplace, and innovative designs and practices are proving their effectiveness. In order to drive this change, the LEED rating systems and reference guides will also evolve. Project teams must comply with the version of the rating system that is current at the time of their registration.

III. HOW LEED IS DEVELOPED

1. Overview

Since its launch in 2000, LEED has been evolving to address new markets and building types, advances in practice and technology, and greater understanding of the environmental and human health impacts of the built environment. These ongoing improvements to LEED are developed by USGBC member-based volunteer committees, subcommittees, and working groups, in conjunction with USGBC staff, and are then subject to review and approval by the LEED Steering Committee (LSC) and the USGBC Board of Directors prior to a vote by USGBC membership. The development process is based on principles of transparency, openness, and inclusiveness.

2. Consensus

LEED is developed by USGBC member-based volunteer committees, subcommittees, and working groups in conjunction with staff. LEED development follows a structure that includes a balanced representation of stakeholders and management of conflict of interest, to ensure that the development of LEED is transparent and consensus-based. The LEED committee structure balances market needs and constraints with consistency and technical rigor in the development and improvement of the credits within LEED, to ensure the quality and integrity of the LEED brand. The balloting process of new versions with the USGBC membership reinforces the open consensus process. The appeal procedures that are implemented by USGBC further support the consensus process and ensure the fair treatment of affected stakeholders. All of these measures are essential to protecting and enhancing the integrity, authority, and value of LEED.

3. Continuous Improvement

LEED is updated through continuous improvement, which involves a regular development cycle for revisions to the rating system and a Pilot Credit Library where proposed credits are tested and evaluated

before they can be considered for incorporation into the LEED consensus process for approval by USGBC membership. Substantive revisions to LEED may go through pilot testing but must undergo public comment and USGBC member ballot. Substantive revisions are considered anything other than simple errors and corrections to LEED.

There are three basic types of LEED development:

1. Implementation and Maintenance of Current Version includes the improvement of LEED through the correction and clarification of credit language. It also includes fixing more substantive inaccuracies and omissions which require a more rigorous review and approval process.
2. Adaptations to the existing version include the ability for both specific space types and international projects to be addressed through the creation of credit adaptations. This allows new paths to be introduced in existing credits to meet the needs of projects that would otherwise be unable to utilize the requirements in LEED.
3. Next Version is the comprehensive improvement phase of LEED development through a periodic evaluation and revision process. This phase includes multiple avenues for stakeholder input and final approval by USGBC membership. The ideas generated during the development of next version LEED credits are often pilot tested by LEED project teams prior to ballot. The test process is described in more detail below.

Each distinct type of LEED development is described below.

i. Implementation & Maintenance of Current Version

Implementation and Maintenance of the current version of LEED includes two primary types of activity:

1. LEED Addenda

USGBC may issue periodic addenda to the LEED content. Addenda to LEED include both substantive and non-substantive changes to language. These are meant to clarify, correct, interpret and provide alternative language to aid in the implementation of LEED.

2. LEED Updates

USGBC may issue periodic updates to LEED content. Updates include substantive changes to the rating system as part of the regular evolution of LEED and shall be done in accordance with the LEED balloting procedures.

The processes for developing addenda and updates are outlined in Appendix 3 of this document.

ii. LEED Adaptations

The process for adaptations of the existing rating systems and their credits is designed to provide an efficient and streamlined approach for responding to the particular needs, constraints, and opportunities of different project types. By limiting the scope of adaptations, USGBC can respond to far more project types, thereby enhancing the market transformation potential of LEED.

Limiting the scope of the adaptation is important for two reasons: First, it ensures that the workload for staff, volunteers, and consultants will be manageable. Second, it keeps the revisions within the bounds of changes that can be implemented between ballots of version changes and identifies changes that must go through the consensus process. Scope will be defined in three ways:

- Number of credits that can be changed
- Types of changes that can be made
- Time that can be spent on the adaptation

Market Sector/Project Type Adaptations

Working groups will be created by the LSC to address market sector/project types identified as priorities. These working groups will include appointed members who will represent various perspectives and membership categories and who have relevant expertise. They will be supported by USGBC staff and consultants.

iii. Next Version

The LEED rating system will be updated on a regular development cycle which restarts when the previous version is approved by USGBC membership.

Next Version allows the public to provide ideas for rating system improvement from the beginning of the next development process. At all stages of the development process, feedback from USGBC membership is requested to help shape the improvements of LEED and allow for openness and transparency. The LEED committee structure maximizes the opportunities for member participation through member-comprised subcommittees and working groups that focus on addressing specific issues within the rating system.

Once approved for public comment, the Next Version rating system will follow the Balloting Procedures outlined in Appendix 2.

iv. Piloting

The LEED Pilot Credit Library is a rating system development tool established to encourage testing of new and revised LEED credit and prerequisite language, alternative compliance paths, and new and innovative green building technologies and concepts. An effective infrastructure for the Pilot Library facilitates refinement of LEED credits and enhances the effectiveness of LEED.

Pilot testing of new ideas in LEED encourages continuous improvement of the LEED rating system by establishing incentive for continued innovation of green building practices. The Pilot Credit Library allows USGBC to test and refine elements such as proposed prerequisites and credits as well as alternative compliance paths to existing credits before they are introduced into the core rating systems.

The LSC, with recommendations from the LEED Technical Committee, determines which proposed new or substantially changed prerequisites and credits are piloted and shall approve final language before prerequisites or credits are placed in the Pilot Credit Library. The LSC will also approve appropriate pilot credits, once tested and evaluated, for inclusion in the core rating systems. The Pilot Credit Library is a complement to the formal public comment and ballot process used by USGBC to develop and refine LEED, and serves as a form of public comment.

The LEED Technical Committee works with staff on the facilitation of proposed credits, prerequisites, and alternative compliance paths into the Pilot Credit Library, and also on forming recommendations for moving a Pilot Credit into the core rating systems or innovation catalog. Pilot credits are evaluated according to a general evaluation plan intended to determine if revisions to credit language are necessary before the conclusion of the pilot test period. The LEED Technical Committee will make recommendations to LSC on a regular basis to ensure consistency and timeliness with new pilot credit availability and transition of approved pilot credits into the core rating systems or innovation catalog.

At the conclusion of the pilot period, the LEED Technical Committee will review a report that staff writes on the pilot process feedback to date. Based on their review of each pilot credit, the LEED Technical Committee should recommend to the LSC either closing the pilot credit; keeping it in the pilot credit library; moving it to the innovation catalog for consideration in future versions of the rating systems; or incorporating it into the current rating systems as a new compliance path. If the LEED Technical Committee recommends including the pilot credit in the innovation catalog or as a

new compliance path in the current rating systems, staff will request approval of the final language from LSC. Pilot testing of credits can, and often will, be concurrent with the public comment and ballot process of the LEED rating systems. All pilot credits and prerequisites shall follow the Pilot Procedures in Appendix 1.

4. Global Approach to LEED

USGBC has developed a global approach to LEED that will leverage the knowledge, technical abilities and enthusiasm of partner organizations around the world in the establishment of LEED internationally. This approach recognizes LEED as a global rating system for green building that meets the needs of different countries while maintaining stringency and consistency in a single tool.

USGBC's vision for LEED internationally is based on three core principles:

- Global Consistency – Maintaining consistency of the technical stringency and certification process of LEED across the world;
- Regional Approach to Prerequisites and Credits – Providing opportunity for countries to collaborate on the establishment of regional alternative compliance paths to LEED requirements that meet the unique needs of a particular region. This collaboration will begin with reference standards, and be expanded to address other appropriate prerequisite and credit components over time.
- Local Support and Outreach – Building partnerships to provide resources, education, training and support for LEED at a local scale, while acknowledging the possibility of local adaptations in the future.

Regional LEED Steering Committees (RLSCs) will advise on the approach to global consistency, regional standards, and other regionally-appropriate alternative compliance paths.

5. LEED Structure

The LEED green building rating system is voluntary, consensus-based, and market-driven. Based on existing and proven technology, it evaluates environmental performance from a whole building perspective over a building's or neighborhood's life cycle, providing a definitive standard for what constitutes a green building in design, construction, and operation.

The LEED rating system is designed for rating new and existing commercial, institutional, and residential buildings as well as neighborhood development. It is based on accepted energy and environmental principles and strikes a balance between known, established practices and emerging concepts.

i. Minimum Program Requirements

Minimum Program Requirements (MPRs) are minimum characteristics that a project must possess in order to be eligible for LEED Certification. These requirements define the types of buildings that the LEED green building rating system was designed to evaluate, and taken together serve three goals:

1. To give clear guidance to customers
2. To protect the integrity of the LEED program
3. To reduce complications that occur during the LEED certification process.

LEED certification may be revoked from any project upon gaining knowledge of non-compliance with any applicable Minimum Program Requirement. The purpose of these requirements is to ensure an understanding of the fundamentals of green building.

ii. Rating System Structure

The following categories are used in the LEED rating system:

- Sustainable Sites
- Water Efficiency
- Energy and Atmosphere
- Materials and Resources
- Indoor Environmental Quality
- Location and Transportation
- Awareness and Education (Homes)
- Location and Linkages (Homes)
- Smart Location and Linkages (ND)
- Neighborhood Pattern and Design (ND)
- Green Infrastructure and Building (ND)
- Innovation
- Regional Priority

The LEED rating system is based on a 100 point scale with 10 bonus points available for innovation in design, exemplary performance, or achievement of credits identified as having regional importance in a project's location. LEED project certification is awarded according to the following scale:

- 40-49 Points Certified
- 50-59 Points Silver
- 60-79 Points Gold
- 80 + Points Platinum

iii. Credit Structure

All LEED standards contain four principal types of requirements:

- Prerequisites: Required elements, all of which must be met before a project can be considered for LEED certification.
- Core Credits: Specific actions a project may take in the categories described above. All Core Credits are voluntary, but each level of LEED certification requires that certain thresholds of credits used must be met.
- Innovation Credits: Bonus credits given for exemplary performance beyond Core Credit performance levels or implementation of innovative actions that confer significant environmental benefits not covered in the rating system.
- Regional Priority Credits: Bonus credits that acknowledge the importance of local conditions in determining best environmental design, construction, and operations practices.

The credits and prerequisites in all LEED versions are presented in a common format. This structure is considered part of the LEED brand and should be retained in all LEED versions:

- Intent
- Requirement

This also helps those familiar with previous version of LEED to learn the new rating system and helps to maintain consistency in the assessment processes.

As knowledge of sustainable design, construction, operations, and maintenance practices increases and improved methods are developed to structure credits, LEED will evolve and these changes will be implemented within the rating system. This development will introduce some temporary incompatibility between new and existing credits, however because USGBC expects to update the system on a regular cycle, consistency will be restored throughout the rating system.

All credits and prerequisites must use the structure and format described above. All credits and prerequisites shall achieve comparable stringency to maintain LEED as a tool for market transformation.

LEED prerequisites and credits must be written to be:

- Clear
- Concise
- Objective
- Doable
- Documentable
- Verifiable

New credits shall be performance-based rather than prescriptive wherever possible, but also practicable for the market being addressed.

iv. Weightings

In LEED, the allocation of points is split between direct human benefit and direct environmental benefit. These benefits are based on the potential effect of each credit with respect to a set of impact categories. Examples of these categories include global warming, greenhouse gas emissions, fossil fuel use, toxins and carcinogens, air and water pollutants, and indoor quality. The types of impacts are quantified and the resulting allocation of points among credits is called credit weighting.

Credits that most directly address the prioritized impacts are given the greatest weight. Credit weights also reflect a decision by LEED to recognize the market implications of point allocation. The credit weightings process will be reevaluated for each new version to incorporate changes in values ascribed to different building and neighborhood impacts and types, based on both market reality and evolving scientific knowledge related to development.

v. Regionalization

To provide incentive to address geographically specific environmental issues, LEED includes bonus points for the achievement of credits identified as addressing an issue of regional importance in the project's location. USGBC regional councils and chapters participate in identifying credits in LEED to be considered as Regional Priority credits. Regionalization is re-evaluated during every LEED development cycle to determine the best method for addressing geographically-specific issues, both within the United States and internationally.

6. Balloting

Revisions to credits and prerequisites in the LEED rating system that require ballot shall follow the Balloting Procedures in Appendix 2.

7. Appeals to the LEED Rating System

Appeals to balloted rating system content shall follow the Appeals Procedures in Appendix 4.

8. LEED Supporting Tools

USGBC develops and maintains tools to support the LEED rating system, including reference guides, LEED Online, and workshops and educational courses. These tools are meant to educate and provide the necessary information for project teams to have a robust understanding of LEED. These supporting tools are regularly updated to reflect the improvements made to LEED through the development cycle.

i. Reference Guides and Supplements

The LEED Reference Guides are manuals that guide a LEED project from registration to certification in the design, construction, operations and maintenance of new or substantially renovated commercial or residential buildings and neighborhood development. The reference guides are a tool for LEED projects, incorporating guidance for the implementation of rating systems. The reference guides include detailed information on the process for achieving LEED certification, detailed credit and prerequisite information, resources, and standards for the LEED rating systems. For each credit or prerequisite, the guide provides: intent, requirements, point values, environmental and economic issues, related credits, summary of reference standards, credit implementation discussion, timeline and team recommendations, calculation methods and formulas, documentation guidance, examples, operations and maintenance considerations, regional variations, resources, and definitions.

Supplements are smaller guides designed to address market sector/project type adaptations and include the information necessary to successfully submit for LEED certification. These are meant to provide additional information not covered in the related reference guides and are not meant as stand-alone tools.

ii. LEED Online

LEED Online is the primary resource for managing the LEED documentation process. Through LEED Online, project teams can manage project details, complete documentation requirements for LEED credits and prerequisites, upload supporting files, submit applications for review, receive reviewer feedback, and ultimately earn LEED certification. LEED Online provides a common space where members of a project team can work together to document compliance with the LEED rating system. With the exception of projects registered under LEED for Homes, all projects must be certified using LEED Online.

iii. Arc

Arc is a complement to LEED and other green building rating systems, standards, protocols and guidelines and allows buildings and spaces to compare performance metrics and connect those metrics to green building strategies. Arc enables incremental improvements and can put a project on track for LEED or other rating system certification.

iv. Workshops & Education

USGBC offers workshops and educational programs to educate members and project teams about LEED. These programs provide awareness, understanding, application, and implementation of LEED and range from general green building principles to case studies and credit achievement strategies.

IV. LEED COMMITTEES

1. Overview

As a member-driven organization, USGBC committees are the primary means by which the organization develops consensus-based programs to serve the green building industry. USGBC membership is an essential part of LEED rating system development, relying on volunteers to provide the technical and market expertise necessary to create a robust leadership tool for green design, construction, operations and maintenance of buildings and communities. The LEED committee structure is developed to maximize the opportunities for USGBC member involvement and utilize their relevant expertise.

In addition to recommending policies to the USGBC Board, LEED committees and subcommittees have primary responsibility for the development, implementation, and revisions of LEED.

2. USGBC Policies and Procedures for Committees

LEED committees and subcommittees must adhere to the policies and procedures set forth by the Board of Directors in the [USGBC Policies and Procedures for Committees and Workgroups](#) document. This document outlines requirements for committees and subcommittees, such as formation approval, balance, transparency, and conflict of interest, and can be found on [usgbc.org](#).

3. Committee Structure

The LEED Steering Committee (LSC) is a standing committee of the USGBC Board of Directors. Regional LEED Steering Committees (RLSCs) are standing committees of the USGBC Board of Directors and provide technical development recommendations to the LSC. The LSC may establish two types of groups to focus on specific LEED content areas:

- Subcommittees are 'standing committees' of the LSC or of an established subcommittee that perform subject-based work. These subcommittees may propose working groups to work on specific credits, prerequisites, or issues within the LEED rating system as part of LEED continuous improvement. Subcommittees shall address the technical, market, and implementation issues of LEED.
- Working Groups are groups that come together for the completion of a specific task with a clearly defined scope to be accomplished in a set period of time. Working groups are established by the LSC or a subcommittee and must adhere to all parameters set by the LSC.

Additionally, a LEED Development Network will be established to encourage participation by individuals interested in LEED development work and to facilitate involvement with the process.

4. LEED Steering Committee Charter

Constitution

The LEED Steering Committee (LSC) is a standing committee of the Board of Directors, consistent with Article XI of the USGBC Bylaws. The work of the committee is governed by this Charter, as approved by the USGBC Board.

Purpose

The LSC is an integrated group of volunteers and staff charged with developing and maintaining the LEED rating system as a leadership tool, preserving the integrity of the LEED rating system, and ensuring the use of the consensus process to evolve the LEED rating system in accordance with the mission, guiding principles, and strategic plan of USGBC.

Three principles guide LEED Steering Committee activities:

1. LSC will conduct itself in a way that ensures transparent, participatory, and effective governance.
2. LSC will ensure LEED remains technically rigorous, market relevant, and leadership oriented.
3. LSC will ensure collaboration among LEED committees, working groups, and staff.

Roles and Responsibilities

LSC works to establish the strategic direction and oversight for the LEED program, ensure that LEED project performance meets the goals of LEED, and perpetuate LEED's evolution based on project experience, building market maturity, and technological advancements. Specifically, LSC:

1. Sets policy for development of LEED.
2. Sets priorities for how LEED is developed.
3. Approves framework for LEED development that ensures technical rigor while considering market leadership and feasibility.
4. Establishes and charges LEED committees and working groups to develop LEED and support LEED implementation and maintenance.
5. Adjudicates LEED committee and working group issues during LEED development.
6. Approves committee- and working group-recommended improvements to LEED.

Additionally, LSC will have the following roles:

1. Governance: LSC will maintain consistency, consensus, openness, and transparency
 - Maintain and propose updates to the *Foundations of LEED* as required.
 - Record, approve and distribute official committee meeting minutes.
 - Communicate with the USGBC Board and LEED committees and working groups regarding activities and decisions and determinations made by LSC.
 - Direct LEED committees to ensure proper execution of their responsibilities in conformance with the *Foundations of LEED* and the USGBC Policies and Procedures for Committees and Working Groups.
 - Constitute and direct LEED working groups to ensure proper execution of their responsibilities in conformance with the *Foundations of LEED* and the USGBC Policies and Procedures for Committees and Working Groups.
2. International: LSC will collaborate with USGBC staff to ensure the technical rigor of LEED is maintained as it is applied in other countries.

3. Education: LSC will liaise with appropriate committees and working groups to ensure information about LEED development, implementation, and market expansion is readily available.
4. Emerging Issues: LSC will work collaboratively with internal and external stakeholders to address priority issues not described above to facilitate the advancement of LEED in the buildings industry; LSC and staff will collaborate to identify lead responsibility for new issues.

Membership

LSC is structured to represent the different technical and market issues involved in the development, implementation, and maintenance of LEED. LSC is made up of volunteers as voting members and USGBC staff as voting and non-voting members, outlined below.

Volunteer - Voting Members

- Chair
- Immediate Past Chair
- Incoming Chair
- Chair of the Technical Committee,* ex officio
- Chair of the LEED Advisory Committee,* ex officio
- Up to 6 Appointed Members At-Large

Staff - Non-voting Members**

- Up to 4 senior staff from USGBC
- A designated representative from GBCI

*The Chairs of the Technical and LEED Advisory Committees may designate their Vice-Chairs as their voting substitutes in LSC meetings they are unable to attend, provided, however, that only the Chairs of the Technical and LEED Advisory Committees may cast a vote for any item proposed to be balloted. Vice-Chairs are encouraged to attend LSC meetings whether or not the Chair of the relevant committee is present.

**In conformance with [USGBC Policies and Procedures for Committees and Working Groups](#), the USGBC CEO names, and LSC appoints, staff as members of the LSC.

Balance

USGBC shall use best efforts, to the extent practicable, both to achieve balance in LSC's membership and to ensure that the groups, as identified below, are represented in LSC's membership. Best efforts shall be used to assure that LSC members from any one such group do not control more than 25% of the voting membership of the LSC. The groups shall be as follows: (i) property/building owners (including government), developers, brokers; (ii) architectural/engineering firms, specifiers, urban planners, and designers; (iii) contractors, constructors, project managers, service suppliers, facility operators; (iv) product manufacturers and raw material suppliers; (v) building occupants/users, sustainable community advocates, unions; (vi) regulation enforcement agencies, standards developers; and (vii) utilities, energy service companies, insurers, academia, finance, others.

Officers

A volunteer Chair heads the LSC. A volunteer Incoming Chair and volunteer Immediate Past Chair support the Chair. These three positions are officers.

Terms and Term Limits

Volunteer Members. The terms for LSC volunteer members from Committees are determined by their terms as Chairs or Vice Chairs of the Committees they represent. The terms for at-large LSC members are: an initial one-year term, followed by a two-year term, and then a one-year term. LSC recommends these appointments and the USGBC Board appoints these members based on identified needs for specific expertise and/or experience.

Officers. The LSC officers follow an automatic succession process such that the Incoming Chair succeeds the position of Chair upon the expiration of term, resignation, or discharge of the Chair. The Chair succeeds the position of Immediate Past Chair upon the expiration of his or her term as Chair. Each officer term is one year. The USGBC Board of Directors appoints the Incoming Chair.

Term limits for volunteer members of LSC are four consecutive years, or up to six consecutive years for officers, in conformance with the [USGBC Policies and Procedures for Committees and Working Groups](#).

Committees and Working Groups

LSC is empowered to create subcommittees and working groups in conformance with [USGBC Policies and Procedures for Committees and Working Groups](#).

Filling Vacant Seats

Vacancies arising in the LSC Committee representative seats are filled by the volunteer member's Vice-Chair on the Committee s/he represents. Where automatic succession cannot occur due to discharge or resignation, etc., the USGBC Board may fill such vacancies. In conformance with the [USGBC Policies and Procedures for Committees and Working Groups](#), vacancies arising in at-large volunteer seats are filled by the USGBC Board and vacancies arising in staff LSC seats are filled by the USGBC Board at the recommendation of the USGBC CEO.

Meetings

LSC will meet as needed by conference call and through in-person meetings. [USGBC Policies and Procedures for Committees and Working Groups](#) cover policies for voting, declaration of conflicts, meeting attendance, and other committee procedures. USGBC staff will provide LSC with administrative support.

Communications

In addition to the regular posting of minutes, LSC will provide periodic strategic communications regarding LEED. All public statements from LSC shall be approved by, and released through, USGBC's communication team.

Public Openness and Transparency

Notices regarding committee work of general interest will be posted to the USGBC website and be accessible to USGBC members and non-members. This shall include:

- LSC meeting minutes
- Notices of proposals to establish or change LEED rating system criteria
- Notices about updates to the LEED rating system posted for public comment and/or ballot
- Notice of committee vacancies, formation of new committees and working groups, and public

5. Latin America and the Caribbean Regional LEED Steering Committee Charter

Constitution

The Regional LEED Steering Committee (RLSC) is a standing committee of the USGBC Board of Directors, consistent with Article XI of the USGBC Bylaws. The work of the committee is governed by this Charter, as approved by the USGBC Board to support the LEED Steering Committee (LSC).

Purpose

The RLSC is an integrated group of volunteers charged with prioritizing and overseeing LEED technical development activities in Latin America and the Caribbean. This committee develops and recommends regional solutions and guidance to the LSC to advance the implementation of LEED and its application as a sustainable market transformation tool.

Three principles guide Regional LEED Steering Committee activities:

1. RLSC will conduct itself in a way that ensures transparent, participatory, and effective operations.
2. RLSC will strive to ensure LEED remains technically rigorous, market relevant, and leadership oriented as applied in Latin America and the Caribbean consistent with the global framework.
3. RLSC will support collaboration among local working groups and USGBC LEED committees, working groups, and staff.

Roles and Responsibilities

RLSC works to establish the strategic direction for LEED technical development in Latin and America and the Caribbean, and develop technical solutions that perpetuate LEED's evolution based on project experience, increasing market maturity, and technological advancements. Specifically, the RLSC:

1. Sets priorities for technical development work to address LEED implementation issues in Latin America and the Caribbean.
2. Develops and recommends LEED technical solutions and guidance for use by project teams in Latin America and the Caribbean, and oversees regional technical development work, ensuring that proposed solutions maintain rigor while considering market leadership and feasibility.
3. As needed, establishes and charges informal working groups to develop specific proposals which support LEED implementation and facilitate market uptake in Latin America and the Caribbean.
4. Reviews technical proposals and suggested improvements for LEED submitted by RLSC or informal working group members, as well as external stakeholders; recommends solutions to USGBC's LSC for approval.

Additionally, RLSC will have the following roles:

1. Governance: RLSC will maintain consistency, consensus, openness, and transparency.
 - Record, approve and distribute official committee meeting minutes.
 - Communicate with the LSC regarding activities and decisions made by RLSC.
 - Constitute and direct informal working groups to ensure proper execution of their responsibilities in conformance with the *Foundations of LEED* and the USGBC Policies and Procedures for Committees and Working Groups.
2. Regional: RLSC will collaborate with the LSC and USGBC staff to ensure the technical rigor of LEED is maintained as it is applied in Latin America and the Caribbean.

3. Global: RLSC may collaborate with other RLSCs to develop cross-regional compliance pathways and implementation solutions.
4. Education: RLSC will liaise with informal working groups and sustainability professional networks to ensure information about LEED development, implementation, and market expansion is readily available.
5. Emerging Issues: RLSC will work collaboratively with internal and external stakeholders to address priority issues not described above to facilitate the advancement of LEED in the buildings industry in Latin America and the Caribbean; assign responsibility among RLSC membership for new issues.

Membership

RLSC is structured to represent the different technical and market issues involved in the regional development, implementation, and maintenance of LEED. RLSC is made up of volunteers as voting members, outlined below.

- Chair
- Vice Chair
- Up to 15 Appointed Members At-Large

Balance

RLSC will comply with the balance requirements for the LSC, as specified in the *Foundations of LEED*.

Officers

A volunteer Chair heads the RLSC. The Vice Chair will assume the Chair's responsibilities in the event of their absence, resignation, or discharge. RLSC recommends officers for appointment, and the LSC and the USGBC Board appoints officers.

Terms and Term Limits

Volunteer Members. The terms for RLSC at-large members are: an initial two-year term, with the possibility to serve additional two-year terms. The LSC, with recommendations from RLSC and USGBC Board approval, appoints these members based on identified needs for specific expertise and/or experience.

Officers. Each officer term is one year.

Term limits for volunteer members of RLSC are four consecutive years, or up to six consecutive years for officers, in conformance with the [USGBC Policies and Procedures for Committees and Working Groups](#)

Working Groups

RLSC is empowered to create informal working groups comprised of local sustainability practitioners and subject matter experts, to develop specific proposals which support LEED implementation and facilitate market uptake in Latin America and the Caribbean. RLSC members serve as leaders for informal working groups, or identify leaders from working group membership.

Informal working group members should adhere to the confidentiality requirements and conflict of interest policies outlined in [USGBC's Code of Conduct](#) for volunteer groups.

Filling Vacant Seats

Where automatic leadership succession cannot occur due to discharge or resignation, etc., the USGBC Board may fill such vacancies in RLSC leadership. In conformance with the [USGBC Policies and Procedures for Committees and Working Groups](#), vacancies arising in at-large volunteer seats are filled by the LSC and USGBC Board. RLSC may provide recommendations for RLSC leadership or At-Large

Members for LSC and USGBC Board consideration.

Meetings

RLSC will meet quarterly, or as needed, by conference call and through in-person meetings. [USGBC Policies and Procedures for Committees and Working Groups](#) and the [USGBC's Code of Conduct](#) cover policies for voting, declaration of conflicts, meeting attendance, and other committee procedures. USGBC staff will provide RLSC with administrative support.

Communications

In addition to the regular posting of minutes, RLSC will provide periodic strategic communications regarding LEED. All public statements from RLSC shall be approved by, and released through, USGBC's Communications team.

Public Openness and Transparency

Notices regarding committee work of general interest will be posted to the USGBC website and be accessible to USGBC members and non-members. This shall include:

- RLSC meeting minutes
- Notices of proposals to establish or change LEED rating system criteria
- Notices about updates to the LEED rating system posted for public comment and/or ballot
- Notice of committee vacancies, formation of new committees and working groups, and public

6. Europe Regional LEED Steering Committee Charter

Constitution

The Regional LEED Steering Committee (RLSC) is a standing committee of the USGBC Board of Directors, consistent with Article XI of the USGBC Bylaws. The work of the committee is governed by this Charter, as approved by the USGBC Board to support the LEED Steering Committee (LSC).

Purpose

The RLSC is an integrated group of volunteers charged with prioritizing and overseeing LEED technical development activities in Europe. This committee develops and recommends regional solutions and guidance to the LSC to advance the implementation of LEED and its application as a sustainable market transformation tool.

Three principles guide Regional LEED Steering Committee activities:

1. RLSC will conduct itself in a way that ensures transparent, participatory, and effective operations.
2. RLSC will strive to ensure LEED remains technically rigorous, market relevant, and leadership oriented as applied in Europe consistent with the global framework.
3. RLSC will support collaboration among local working groups and USGBC LEED committees, working groups, and staff.

Roles and Responsibilities

RLSC works to establish the strategic direction for LEED technical development in Europe, and develop technical solutions that perpetuate LEED's evolution based on project experience, increasing market maturity, and technological advancements. Specifically, the RLSC:

1. Sets priorities for technical development work to address LEED implementation issues in Europe.
2. Develops and recommends LEED technical solutions and guidance for use by project teams in Europe, and oversees regional technical development work, ensuring that proposed solutions maintain rigor while considering market leadership and feasibility.
3. As needed, establishes and charges informal working groups to develop specific proposals which support LEED implementation and facilitate market uptake in Europe.
4. Reviews technical proposals and suggested improvements for LEED submitted by RLSC or informal working group members, as well as external stakeholders; recommends solutions to USGBC's LSC for approval.

Additionally, RLSC will have the following roles:

1. Governance: RLSC will maintain consistency, consensus, openness, and transparency.
 - Record, approve and distribute official committee meeting minutes.
 - Communicate with the LSC regarding activities and decisions made by RLSC.
 - Constitute and direct informal working groups to ensure proper execution of their responsibilities in conformance with the *Foundations of LEED* and the USGBC Policies and Procedures for Committees and Working Groups.
2. Regional: RLSC will collaborate with the LSC and USGBC staff to ensure the technical rigor of LEED is maintained as it is applied in Europe.

3. Global: RLSC may collaborate with other RLSCs to develop cross-regional compliance pathways and implementation solutions.
4. Education: RLSC will liaise with informal working groups and sustainability professional networks to ensure information about LEED development, implementation, and market expansion is readily available.
5. Emerging Issues: RLSC will work collaboratively with internal and external stakeholders to address priority issues not described above to facilitate the advancement of LEED in the buildings industry in Europe; assign responsibility among RLSC membership for new issues.

Membership

RLSC is structured to represent the different technical and market issues involved in the regional development, implementation, and maintenance of LEED. RLSC is made up of volunteers as voting members, outlined below.

- Chair
- Vice Chair
- Up to 15 Appointed Members At-Large

Balance

RLSC will comply with the balance requirements for the LSC, as specified in the *Foundations of LEED*.

Officers

A volunteer Chair heads the RLSC. The Vice Chair will assume the Chair's responsibilities in the event of their absence, resignation, or discharge. RLSC recommends officers for appointment, and the LSC and the USGBC Board appoints officers.

Terms and Term Limits

Volunteer Members. The terms for RLSC at-large members are: an initial two-year term, with the possibility to serve additional two-year terms. The LSC, with recommendations from RLSC and USGBC Board approval, appoints these members based on identified needs for specific expertise and/or experience.

Officers. Each officer term is one year.

Term limits for volunteer members of RLSC are four consecutive years, or up to six consecutive years for officers, in conformance with the USGBC Policies and Procedures for Committees and Working Groups.

Working Groups

RLSC is empowered to create informal working groups comprised of local sustainability practitioners and subject matter experts, to develop specific proposals which support LEED implementation and facilitate market uptake in Europe. RLSC members serve as leaders for informal working groups, or identify leaders from working group membership.

Informal working group members should adhere to the confidentiality requirements and conflict of interest policies outlined in USGBC's Code of Conduct for volunteer groups.

Filling Vacant Seats

Where automatic leadership succession cannot occur due to discharge or resignation, etc., the USGBC Board may fill such vacancies in RLSC leadership. In conformance with the USGBC Policies and Procedures for Committees and Working Groups, vacancies arising in at-large volunteer seats are filled by the LSC and USGBC Board. RLSC may provide recommendations for RLSC leadership or At-Large

Members for LSC and USGBC Board consideration.

Meetings

RLSC will meet quarterly, or as needed, by conference call and through in-person meetings. [USGBC Policies and Procedures for Committees and Working Groups](#) and the [USGBC's Code of Conduct](#) cover policies for voting, declaration of conflicts, meeting attendance, and other committee procedures. USGBC staff will provide RLSC with administrative support.

Communications

In addition to the regular posting of minutes, RLSC will provide periodic strategic communications regarding LEED. All public statements from RLSC shall be approved by, and released through, USGBC's Communications team.

Public Openness and Transparency

Notices regarding committee work of general interest will be posted to the USGBC website and be accessible to USGBC members and non-members. This shall include:

- RLSC meeting minutes
- Notices of proposals to establish or change LEED rating system criteria
- Notices about updates to the LEED rating system posted for public comment and/or ballot
- Notice of committee vacancies, formation of new committees and working groups, and public events

7. Middle East Regional LEED Steering Committee Charter

Constitution

The Regional LEED Steering Committee (RLSC) is a standing committee of the USGBC Board of Directors, consistent with Article XI of the USGBC Bylaws. The work of the committee is governed by this Charter, as approved by the USGBC Board to support the LEED Steering Committee (LSC).

Purpose

The RLSC is an integrated group of volunteers charged with prioritizing and overseeing LEED technical development activities in the Middle East. This committee develops and recommends regional solutions and guidance to the LSC to advance the implementation of LEED and its application as a sustainable market transformation tool.

Three principles guide Regional LEED Steering Committee activities:

1. RLSC will conduct itself in a way that ensures transparent, participatory, and effective operations.
2. RLSC will strive to ensure LEED remains technically rigorous, market relevant, and leadership oriented as applied in the Middle East consistent with the global framework.
3. RLSC will support collaboration among local working groups and USGBC LEED committees, working groups, and staff.

Roles and Responsibilities

RLSC works to establish the strategic direction for LEED technical development in the Middle East, and develop technical solutions that perpetuate LEED's evolution based on project experience, increasing market maturity, and technological advancements. Specifically, the RLSC:

1. Sets priorities for technical development work to address LEED implementation issues in the Middle East.
2. Develops and recommends LEED technical solutions and guidance for use by project teams in the Middle East, and oversees regional technical development work, ensuring that proposed solutions maintain rigor while considering market leadership and feasibility.
3. As needed, establishes and charges informal working groups to develop specific proposals which support LEED implementation and facilitate market uptake in the Middle East.
4. Reviews technical proposals and suggested improvements for LEED submitted by RLSC or informal working group members, as well as external stakeholders; recommends solutions to USGBC's LSC for approval.

Additionally, RLSC will have the following roles:

1. Governance: RLSC will maintain consistency, consensus, openness, and transparency.
 - Record, approve and distribute official committee meeting minutes.
 - Communicate with the LSC regarding activities and decisions made by RLSC.
 - Constitute and direct informal working groups to ensure proper execution of their responsibilities in conformance with the *Foundations of LEED* and the [USGBC Policies and Procedures for Committees and Working Groups](#).
2. Regional: RLSC will collaborate with the LSC and USGBC staff to ensure the technical rigor of LEED is maintained as it is applied in the Middle East.
3. Global: RLSC may collaborate with other RLSCs to develop cross-regional compliance pathways

and implementation solutions.

4. Education: RLSC will liaise with informal working groups and sustainability professional networks to ensure information about LEED development, implementation, and market expansion is readily available.
5. Emerging Issues: RLSC will work collaboratively with internal and external stakeholders to address priority issues not described above to facilitate the advancement of LEED in the buildings industry in the Middle East; assign responsibility among RLSC membership for new issues.

Membership

RLSC is structured to represent the different technical and market issues involved in the regional development, implementation, and maintenance of LEED. RLSC is made up of volunteers as voting members, outlined below.

- Chair
- Vice Chair
- Up to 15 Appointed Members At-Large

Balance

RLSC will comply with the balance requirements for the LSC, as specified in the *Foundations of LEED*.

Officers

A volunteer Chair heads the RLSC. The Vice Chair will assume the Chair's responsibilities in the event of their absence, resignation, or discharge. RLSC recommends officers for appointment, and the LSC and the USGBC Board appoints officers.

Terms and Term Limits

Volunteer Members. The terms for RLSC at-large members are: an initial two-year term, with the possibility to serve additional two-year terms. The LSC, with recommendations from RLSC and USGBC Board approval, appoints these members based on identified needs for specific expertise and/or experience.

Officers. Each officer term is one year.

Term limits for volunteer members of RLSC are four consecutive years, or up to six consecutive years for officers, in conformance with the USGBC Policies and Procedures for Committees and Working Group.

Working Groups

RLSC is empowered to create informal working groups comprised of local sustainability practitioners and subject matter experts, to develop specific proposals which support LEED implementation and facilitate market uptake in the Middle East. RLSC members serve as leaders for informal working groups, or identify leaders from working group membership.

Informal working group members should adhere to the confidentiality requirements and conflict of interest policies outlined in USGBC's Code of Conduct for volunteer groups.

Filling Vacant Seats

Where automatic leadership succession cannot occur due to discharge or resignation, etc., the USGBC Board may fill such vacancies in RLSC leadership. In conformance with the USGBC Policies and Procedures for Committees and Working Groups, vacancies arising in at-large volunteer seats are filled by the LSC and USGBC Board. RLSC may provide recommendations for RLSC leadership or At-Large Members for LSC and USGBC Board consideration.

Meetings

RLSC will meet quarterly, or as needed, by conference call and through in-person meetings. [USGBC Policies and Procedures for Committees and Working Groups](#) and the [USGBC's Code of Conduct](#) cover policies for voting, declaration of conflicts, meeting attendance, and other committee procedures. USGBC staff will provide RLSC with administrative support.

Communications

In addition to the regular posting of minutes, RLSC will provide periodic strategic communications regarding LEED. All public statements from RLSC shall be approved by, and released through, USGBC's Communications team.

Public Openness and Transparency

Notices regarding committee work of general interest will be posted to the USGBC website and be accessible to USGBC members and non-members. This shall include:

- RLSC meeting minutes
- Notices of proposals to establish or change LEED rating system criteria
- Notices about updates to the LEED rating system posted for public comment and/or ballot
- Notice of committee vacancies, formation of new committees and working groups, and public events

8. Africa Regional LEED Steering Committee Charter

Constitution

The Regional LEED Steering Committee (RLSC) is a standing committee of the USGBC Board of Directors, consistent with Article XI of the USGBC Bylaws. The work of the committee is governed by this Charter, as approved by the USGBC Board to support the LEED Steering Committee (LSC).

Purpose

The RLSC is an integrated group of volunteers charged with prioritizing and overseeing LEED technical development activities in Africa. This committee develops and recommends regional solutions and guidance to the LSC to advance the implementation of LEED and its application as a sustainable market transformation tool.

Three principles guide Regional LEED Steering Committee activities:

1. RLSC will conduct itself in a way that ensures transparent, participatory, and effective operations.
2. RLSC will strive to ensure LEED remains technically rigorous, market relevant, and leadership oriented as applied in Africa consistent with the global framework.
3. RLSC will support collaboration among local working groups and USGBC LEED committees, working groups, and staff.

Roles and Responsibilities

RLSC works to establish the strategic direction for LEED technical development in Africa, and develop technical solutions that perpetuate LEED's evolution based on project experience, increasing market maturity, and technological advancements. Specifically, the RLSC:

1. Sets priorities for technical development work to address LEED implementation issues in Africa.
2. Develops and recommends LEED technical solutions and guidance for use by project teams in Africa, and oversees regional technical development work, ensuring that proposed solutions maintain rigor while considering market leadership and feasibility.
3. As needed, establishes and charges informal working groups to develop specific proposals which support LEED implementation and facilitate market uptake in Africa.
4. Reviews technical proposals and suggested improvements for LEED submitted by RLSC or informal working group members, as well as external stakeholders; recommends solutions to USGBC's LSC for approval.

Additionally, RLSC will have the following roles:

1. Governance: RLSC will maintain consistency, consensus, openness, and transparency.
 - Record, approve and distribute official committee meeting minutes.
 - Communicate with the LSC regarding activities and decisions made by RLSC.
 - Constitute and direct informal working groups to ensure proper execution of their responsibilities in conformance with the *Foundations of LEED* and the USGBC Policies and Procedures for Committees and Working Groups.
2. Regional: RLSC will collaborate with the LSC and USGBC staff to ensure the technical rigor of LEED is maintained as it is applied in Africa.
3. Global: RLSC may collaborate with other RLSCs to develop cross-regional compliance pathways and implementation solutions.

4. Education: RLSC will liaise with informal working groups and sustainability professional networks to ensure information about LEED development, implementation, and market expansion is readily available.
5. Emerging Issues: RLSC will work collaboratively with internal and external stakeholders to address priority issues not described above to facilitate the advancement of LEED in the buildings industry in Africa; assign responsibility among RLSC membership for new issues.

Membership

RLSC is structured to represent the different technical and market issues involved in the regional development, implementation, and maintenance of LEED. RLSC is made up of volunteers as voting members, outlined below.

- Chair
- Vice Chair
- Up to 15 Appointed Members At-Large

Balance

RLSC will comply with the balance requirements for the LSC, as specified in the *Foundations of LEED*.

Officers

A volunteer Chair heads the RLSC. The Vice Chair will assume the Chair's responsibilities in the event of their absence, resignation, or discharge. RLSC recommends officers for appointment, and the LSC and the USGBC Board appoints officers.

Terms and Term Limits

Volunteer Members. The terms for RLSC at-large members are: an initial two-year term, with the possibility to serve additional two-year terms. The LSC, with recommendations from RLSC and USGBC Board approval, appoints these members based on identified needs for specific expertise and/or experience.

Officers. Each officer term is one year.

Term limits for volunteer members of RLSC are four consecutive years, or up to six consecutive years for officers, in conformance with the USGBC Policies and Procedures for Committees and Working Groups.

Working Groups

RLSC is empowered to create informal working groups comprised of local sustainability practitioners and subject matter experts, to develop specific proposals which support LEED implementation and facilitate market uptake in Africa. RLSC members serve as leaders for informal working groups, or identify leaders from working group membership.

Informal working group members should adhere to the confidentiality requirements and conflict of interest policies outlined in USGBC's Code of Conduct for volunteer groups.

Filling Vacant Seats

Where automatic leadership succession cannot occur due to discharge or resignation, etc., the USGBC Board may fill such vacancies in RLSC leadership. In conformance with the USGBC Policies and Procedures for Committees and Working Groups, vacancies arising in at-large volunteer seats are filled by the LSC and USGBC Board. RLSC may provide recommendations for RLSC leadership or At-Large Members for LSC and USGBC Board consideration.

Meetings

RLSC will meet quarterly, or as needed, by conference call and through in-person meetings. [USGBC Policies and Procedures for Committees and Working Groups](#) and the [USGBC's Code of Conduct](#) cover policies for voting, declaration of conflicts, meeting attendance, and other committee procedures. USGBC staff will provide RLSC with administrative support.

Communications

In addition to the regular posting of minutes, RLSC will provide periodic strategic communications regarding LEED. All public statements from RLSC shall be approved by, and released through, USGBC's Communications team.

Public Openness and Transparency

Notices regarding committee work of general interest will be posted to the USGBC website and be accessible to USGBC members and non-members. This shall include:

- RLSC meeting minutes
- Notices of proposals to establish or change LEED rating system criteria
- Notices about updates to the LEED rating system posted for public comment and/or ballot
- Notice of committee vacancies, formation of new committees and working groups, and public events

9. Greater China Regional LEED Steering Committee Charter

Constitution

The Regional LEED Steering Committee (RLSC) is a standing committee of the USGBC Board of Directors, consistent with Article XI of the USGBC Bylaws. The work of the committee is governed by this Charter, as approved by the USGBC Board to support the LEED Steering Committee (LSC).

Purpose

RLSC is an integrated group of volunteers charged with prioritizing and overseeing LEED technical development activities in Greater China. This committee develops and recommends regional solutions and guidance to the LSC to advance the implementation of LEED and its application as a sustainable market transformation tool.

Three principles guide Regional LEED Steering Committee activities:

1. RLSC will conduct itself in a way that ensures transparent, participatory, and effective operations.
2. RLSC will strive to ensure LEED remains technically rigorous, market relevant, and leadership oriented as applied in Greater China consistent with the global framework.
3. RLSC will support collaboration among local working groups and USGBC LEED committees, working groups, and staff.

Roles and Responsibilities

RLSC works to establish the strategic direction for LEED technical development in Greater China, and develop technical solutions that perpetuate LEED's evolution based on project experience, increasing market maturity, and technological advancements. Specifically, the RLSC:

1. Sets priorities for technical development work to address LEED implementation issues in Greater China.
2. Develops and recommends LEED technical solutions and guidance for use by project teams in Greater China, and oversees regional technical development work, ensuring that proposed solutions maintain rigor while considering market leadership and feasibility.
3. As needed, establishes and charges informal working groups to develop specific proposals which support LEED implementation and facilitate market uptake in Greater China.
4. Reviews technical proposals and suggested improvements for LEED submitted by RLSC or informal working group members, as well as external stakeholders; recommends solutions to USGBC's LSC for approval.

Additionally, RLSC will have the following roles:

1. Governance: RLSC will maintain consistency, consensus, openness, and transparency.
 - Record, approve and distribute official committee meeting minutes.
 - Communicate with the LSC regarding activities and decisions made by RLSC.
 - Constitute and direct informal working groups to ensure proper execution of their responsibilities in conformance with the *Foundations of LEED* and the USGBC Policies and Procedures for Committees and Working Groups.
2. Regional: RLSC will collaborate with the LSC and USGBC staff to ensure the technical rigor of LEED is maintained as it is applied in Greater China.
3. Global: RLSC may collaborate with other RLSCs to develop cross-regional compliance pathways and implementation solutions.

4. Education: RLSC will liaise with informal working groups and sustainability professional networks to ensure information about LEED development, implementation, and market expansion is readily available.
5. Emerging Issues: RLSC will work collaboratively with internal and external stakeholders to address priority issues not described above to facilitate the advancement of LEED in the buildings industry in Greater China; assign responsibility among RLSC membership for new issues.

Membership

RLSC is structured to represent the different technical and market issues involved in the regional development, implementation, and maintenance of LEED. RLSC is made up of volunteers as voting members, outlined below.

- Chair
- Vice Chair
- Up to 15 Appointed Members At-Large

Balance

RLSC will comply with the balance requirements for the LSC, as specified in the *Foundations of LEED*.

Officers

A volunteer Chair heads the RLSC. The Vice Chair will assume the Chair's responsibilities in the event of their absence, resignation, or discharge. RLSC recommends officers for appointment, and the LSC and the USGBC Board appoints officers.

Terms and Term Limits

Volunteer Members. The terms for RLSC at-large members are: an initial two-year term, with the possibility to serve additional two-year terms. The LSC, with recommendations from RLSC and USGBC Board approval, appoints these members based on identified needs for specific expertise and/or experience.

Officers. Each officer term is one year.

Term limits for volunteer members of RLSC are four consecutive years, or up to six consecutive years for officers, in conformance with the USGBC Policies and Procedures for Committees and Working Groups.

Working Groups

RLSC is empowered to create informal working groups comprised of local sustainability practitioners and subject matter experts, to develop specific proposals which support LEED implementation and facilitate market uptake in Greater China. RLSC members serve as leaders for informal working groups, or identify leaders from working group membership.

Informal working group members should adhere to the confidentiality requirements and conflict of interest policies outlined in USGBC's Code of Conduct for volunteer groups.

Filling Vacant Seats

Where automatic leadership succession cannot occur due to discharge or resignation, etc., the USGBC Board may fill such vacancies in RLSC leadership. In conformance with the USGBC Policies and Procedures for Committees and Working Groups, vacancies arising in at-large volunteer seats are filled by the LSC and USGBC Board. RLSC may provide recommendations for RLSC leadership or At-Large Members for LSC and USGBC Board consideration.

Meetings

RLSC will meet quarterly, or as needed, by conference call and through in-person meetings. [USGBC Policies and Procedures for Committees and Working Groups](#) and the [USGBC's Code of Conduct](#) cover policies for voting, declaration of conflicts, meeting attendance, and other committee procedures. USGBC staff will provide RLSC with administrative support.

Communications

In addition to the regular posting of minutes, RLSC will provide periodic strategic communications regarding LEED. All public statements from RLSC shall be approved by, and released through, USGBC's Communications team.

Public Openness and Transparency

Notices regarding committee work of general interest will be posted to the USGBC website and be accessible to USGBC members and non-members. This shall include:

- RLSC meeting minutes
- Notices of proposals to establish or change LEED rating system criteria
- Notices about updates to the LEED rating system posted for public comment and/or ballot
- Notice of committee vacancies, formation of new committees and working groups, and public events

10. Asia Pacific Regional LEED Steering Committee Charter

Constitution

The Regional LEED Steering Committee (RLSC) is a standing committee of the USGBC Board of Directors, consistent with Article XI of the USGBC Bylaws. The work of the committee is governed by this Charter, as approved by the USGBC Board to support the LEED Steering Committee (LSC).

Purpose

The RLSC is an integrated group of volunteers charged with prioritizing and overseeing LEED technical development activities in Asia and the Pacific. This committee develops and recommends regional solutions and guidance to the LSC to advance the implementation of LEED and its application as a sustainable market transformation tool.

Three principles guide Regional LEED Steering Committee activities:

1. RLSC will conduct itself in a way that ensures transparent, participatory, and effective operations.
2. RLSC will strive to ensure LEED remains technically rigorous, market relevant, and leadership oriented as applied in Asia and the Pacific consistent with the global framework.
3. RLSC will support collaboration among local working groups and USGBC LEED committees, working groups, and staff.

Roles and Responsibilities

RLSC works to establish the strategic direction for LEED technical development in Asia and the Pacific, and develop technical solutions that perpetuate LEED's evolution based on project experience, increasing market maturity, and technological advancements. Specifically, the RLSC:

1. Sets priorities for technical development work to address LEED implementation issues in Asia and the Pacific.
2. Develops and recommends LEED technical solutions and guidance for use by project teams in Asia and the Pacific, and oversees regional technical development work, ensuring that proposed solutions maintain rigor while considering market leadership and feasibility.
3. As needed, establishes and charges informal working groups to develop specific proposals which support LEED implementation and facilitate market uptake in Asia and the Pacific.
4. Reviews technical proposals and suggested improvements for LEED submitted by RLSC or informal working group members, as well as external stakeholders; recommends solutions to USGBC's LSC for approval.

Additionally, RLSC will have the following roles:

1. Governance: RLSC will maintain consistency, consensus, openness, and transparency.
 - Record, approve and distribute official committee meeting minutes.
 - Communicate with the LSC regarding activities and decisions made by RLSC.
 - Constitute and direct informal working groups to ensure proper execution of their responsibilities in conformance with the *Foundations of LEED* and the USGBC Policies and Procedures for Committees and Working Groups.
2. Regional: RLSC will collaborate with the LSC and USGBC staff to ensure the technical rigor of LEED is maintained as it is applied in Asia and the Pacific.
3. Global: RLSC may collaborate with other RLSCs to develop cross-regional compliance pathways and implementation solutions.

4. Education: RLSC will liaise with informal working groups and sustainability professional networks to ensure information about LEED development, implementation, and market expansion is readily available.
5. Emerging Issues: RLSC will work collaboratively with internal and external stakeholders to address priority issues not described above to facilitate the advancement of LEED in the buildings industry in Asia and the Pacific; assign responsibility among RLSC membership for new issues.

Membership

RLSC is structured to represent the different technical and market issues involved in the regional development, implementation, and maintenance of LEED. RLSC is made up of volunteers as voting members, outlined below.

- Chair
- Vice Chair
- Up to 15 Appointed Members At-Large

Balance

RLSC will comply with the balance requirements for the LSC, as specified in the *Foundations of LEED*.

Officers

A volunteer Chair heads the RLSC. The Vice Chair will assume the Chair's responsibilities in the event of their absence, resignation, or discharge. RLSC recommends officers for appointment, and the LSC and the USGBC Board appoints officers.

Terms and Term Limits

Volunteer Members. The terms for RLSC at-large members are: an initial two-year term, with the possibility to serve additional two-year terms. The LSC, with recommendations from RLSC and USGBC Board approval, appoints these members based on identified needs for specific expertise and/or experience.

Officers. Each officer term is one year.

Term limits for volunteer members of RLSC are four consecutive years, or up to six consecutive years for officers, in conformance with the USGBC Policies and Procedures for Committees and Working Groups.

Working Groups

RLSC is empowered to create informal working groups comprised of local sustainability practitioners and subject matter experts, to develop specific proposals which support LEED implementation and facilitate market uptake in Asia and the Pacific. RLSC members serve as leaders for informal working groups, or identify leaders from working group membership.

Informal working group members should adhere to the confidentiality requirements and conflict of interest policies outlined in USGBC's Code of Conduct for volunteer groups.

Filling Vacant Seats

Where automatic leadership succession cannot occur due to discharge or resignation, etc., the USGBC Board may fill such vacancies in RLSC leadership. In conformance with the USGBC Policies and Procedures for Committees and Working Groups, vacancies arising in at-large volunteer seats are filled by the LSC and USGBC Board. RLSC may provide recommendations for RLSC leadership or At-Large Members for LSC and USGBC Board consideration.

Meetings

RLSC will meet quarterly, or as needed, by conference call and through in-person meetings. [USGBC Policies and Procedures for Committees and Working Groups](#) and the [USGBC's Code of Conduct](#) cover policies for voting, declaration of conflicts, meeting attendance, and other committee procedures. USGBC staff will provide RLSC with administrative support.

Communications

In addition to the regular posting of minutes, RLSC will provide periodic strategic communications regarding LEED. All public statements from RLSC shall be approved by, and released through, USGBC's Communications team.

Public Openness and Transparency

Notices regarding committee work of general interest will be posted to the USGBC website and be accessible to USGBC members and non-members. This shall include:

- RLSC meeting minutes
- Notices of proposals to establish or change LEED rating system criteria
- Notices about updates to the LEED rating system posted for public comment and/or ballot
- Notice of committee vacancies, formation of new committees and working groups, and public events

11. Global Technical Development Framework for LEED

Principles

- LEED, through its designation of credits, credit categories, system goals, and weightings process, provides a common global framework for green building. While these components might be regularly updated, they will remain globally-consistent and will not vary by region.
- LEED staff maintain a global lens in all technical development work, regularly seeking and responding to insight from international practitioners.
 - LEED staff and LEED committees will consider international usability and relevance during development and review of technical proposals and other work.
 - USGBC maintains its commitment to assemble diverse and inclusive LEED committees that welcome and reflect the global constituencies they serve.
- LEED encourages and rewards global leadership, as well as leadership relative to the local context when applicable. Multiple strategies are used to localize LEED, including:
 - Identification and inclusion of alternative compliance paths within existing credits or prerequisites;
 - Pilot credits to test a locally-relevant topic not yet addressed in LEED; and
 - Regional Priority credits to award additional points for credits that are locally important within countries or climate zones.
- LSC and RLSCs gather feedback, provide insight on local variation and needs, prioritize and develop regional or local solutions, and collaborate for global or cross-regional solutions.
 - Priority for technical solutions is given to those that demonstrate:
 - > High technical stringency and market leadership;
 - > High market transformation potential at the broadest reasonable scale; and
 - > High relevance for localized social, economic and environmental issues related to the built environment.
 - LSC and RLSCs are responsible for considering the most appropriate scope for technical solutions, which could be geographic, economic, linguistic, or based on other shared conditions.

Technical Development Approach

1. For their respective regions, RLSCs will work to identify and develop a comprehensive set of Alternative Compliance Paths (ACPs), pilot credits, Regional Priority credits and credits to overcome barriers and transform markets.
 - a. Within six months following the launch of any major updates or new versions of LEED, RLSCs may reevaluate the proposed solutions.
 - b. RLSCs will perform an annual review of LEED content and solicit stakeholder feedback to identify priority solutions. USGBC staff will provide a summary of global trends, goals, and challenges, as needed, to guide the direction of regional technical development.
 - i. In conjunction with LEED staff, RLSCs will present a work plan to the LSC that provides background and justification for top-priority solutions across any rating system.
 - ii. Recommendations submitted to USGBC from external stakeholders may be sent to RLSCs to be considered during annual review.
 - iii. RLSC will meet quarterly, or as needed.
 - iv. The collective membership of RLSCs may be convened virtually or in-person each year to share lessons learned and collaborate on solutions.

- c. RLSC recommendations for credits, alternative compliance paths, Regional Pilot Credits, and regional priority point distribution may be submitted to LEED staff for initial review upon completion by RLSCs. All technical solutions developed by RLSCs over the course of the year will undergo final review and approval by LSC.
2. Recommendations for global solutions are directed to LEED staff, who will report them to LSC, and as requested by LSC, convene RLSCs for discussion as needed.
3. Changes recommended by RLSCs will be reviewed by LEED staff and LSC and may be presented for member review and ballot as a change to the core rating system at the sole discretion of LSC.

V. MODIFICATIONS TO THIS DOCUMENT

All modifications, revisions, or updates to this document must be approved by the LSC and the USGBC Board of Directors. Appendices may be approved as separate documents and must follow the approval process outlined in each appendix.

VI. APPENDIX 1: PILOTING

The LEED Pilot Credit Library is a rating system development tool established to encourage testing of proposed and revised LEED prerequisite credit language, alternative compliance paths, and new and innovative green building technologies and concepts. An effective infrastructure for the Pilot Credit Library facilitates refinement of LEED credits and allows for the continuous improvement of LEED. The Pilot Credit Library facilitates the introduction of proposed prerequisites and credits to LEED. This process allows USGBC to test proposed prerequisites and credits, and receive market feedback and general comments on them. The LSC, with recommendations from the LEED Technical Committee, will determine which proposed prerequisites and credits, including versions of future LEED credits, must be pilot tested, and shall approve final language before proposed credits or prerequisites are placed in the Pilot Credit Library.

The LEED Technical Committee consults with staff on the Pilot Credit Library and facilitates the evolution of proposed credits and prerequisites during the pilot test period. This Committee includes technical and market experts to represent a range of knowledge of the industry; the experts must be able to work in an objective manner. As needed, the Committee consults with experts in relevant LEED subcommittees or working groups. In addition, the Committee consults with specific subject matter experts to ensure that the requisite technical expertise is brought to bear in the evolution of credits in the Pilot Credit Library.

Pilot testing of credits can, and often will, be concurrent with public comment and ballot process of the core LEED rating system. The Pilot Credit Library is a complement to the formal public comment and ballot process used by USGBC to develop LEED, and serves as a form of public comment.

The process for Pilot Credit proposals from LEED subcommittees and working groups to progress through the LEED Pilot Credit Library will consist of the following steps:

1. A proposed prerequisite, credit, substantive revision or alternative compliance path to an existing credit is suggested for inclusion in the Pilot Credit Library and submitted to USGBC staff.
2. USGBC staff brings proposals to LEED Technical Committee. The Committee, in conjunction with staff, will initiate a review process for proposed prerequisites and credits that warrant further consideration for inclusion in the Pilot Credit Library. The Committee will engage Technical Advisory Groups and LEED committees as necessary during this evaluation.
3. The LEED Technical Committee will submit a recommendation on the proposed prerequisite or credit to the LSC for inclusion in the Pilot Credit Library. If approved, the LSC will determine the applicable testing parameters for each credit.
4. For proposed prerequisites, credits and alternative compliance paths recommended for LSC approval into the Pilot Credit Library, the Committee will:
 - a. Prepare an evaluation plan that establishes the specific feedback process and evaluation criteria, consulting with other LEED committees as necessary.
 - b. Track the progress of the proposed prerequisite or credit as it is piloted. Collect and analyze project team feedback to evaluate Pilot Credit effectiveness and market feasibility;

- c. Propose revisions to the proposed prerequisite or credit as needed during the pilot process to reflect lessons learned and to enable testing of the “final” version of the proposed prerequisite or credit. These changes will be reviewed by the LEED Sub-committees and other Working Groups as appropriate.
 - d. When a pilot credit is at least one year old, staff will prepare a report summarizing the results of the pilot, including information on the number and types of pilot participants, achievement of evaluation criteria, changes to the proposed language during the pilot and rationale, and other information that will guide the LSC in its decision on final approval.
5. For year-old pilot credits, the LEED Technical Committee will make a recommendation to LSC for one of the following outcomes: closing the pilot credit; keeping it in the pilot credit library; moving it to the innovation catalog for consideration in future versions of the rating systems; or incorporating it into the current rating systems as a new compliance path. LSC will have final approval on pilot credit decisions.
 6. If LSC approves the pilot credit for inclusion in the innovation catalog and/or a draft update to the rating systems and no public comment and ballot process is underway, the pilot credit will remain in the innovation catalog until the next public comment and ballot cycle begins.

VII. APPENDIX 2: REVISIONS TO LEED AND BALLOTING

LEED is developed in a manner that ensures openness, transparency and consensus. Any substantive changes to LEED including the addition, deletion, or substantive revision of prerequisites, credits or credit point values, must be developed and balloted pursuant to the procedures below. Amendments to LEED shall follow a separate process.

A. Development Process

1. Proposals for a change to LEED may be submitted by any USGBC member at any time. Staff shall maintain a record of all such proposals received, and offer them to the LSC for review at the discretion of LSC.
2. From time to time, LSC shall identify specific individual credits, prerequisites, or the entirety of LEED, for public input and review. USGBC shall announce the credits/prerequisites/rating system to be reviewed, and shall give opportunity for sixty days following such announcement (“Proposal Period”) for USGBC members to propose changes (“proposals”) to such identified credits/prerequisites/rating systems. Proposals previously submitted but not reviewed relating to the credits/prerequisites/rating system to be reviewed shall be considered submitted in the Proposal Period so long as they meet the Threshold Requirements. Threshold Requirements for all proposals to change LEED credits or prerequisites are as follows:
 - a. Proposals shall be expressed in terms of actual edits to existing LEED language using tools provided by USGBC. Multiple proposals for change from the same person/organization for each LEED credit shall be permitted.
 - b. Proposals for change must be specific.
 - c. The rationale and technical justification for each proposal for change must be provided and must be technical in nature.

At the end of the Proposal Period, all proposals for change received shall be reviewed and considered by LSC, with the following exception: Staff will notify submitters of proposals for change that do not meet the threshold requirements above and provide an opportunity for them to resubmit. If the submitters do not resubmit their proposals for change in compliance with the threshold requirements, staff will eliminate each such proposal for change.

3. Once the Proposal Period is closed and the proposals are collected, LSC shall distribute the proposals to the relevant TAG(s) for consideration and recommendations. All proposals for change that met the Threshold Requirements shall be considered.
4. After a TAG finishes its consideration, it shall forward a recommendation concerning each proposal to LSC. The recommendation shall be specific and shall either be to accept, reject or accept as modified. Accompanying each recommendation shall be a rationale, including the relevant technical reasons, for the recommendation.
5. LSC shall review the recommendations received from the TAG(s). LSC may engage the Technical Committee for review of any of the proposals for change and related recommendations. After its review, LSC shall then present its recommendation and rationale, including the relevant technical reasons, for the recommendation, for each proposal to the USGBC Board of Directors for approval. Once the Board approves of the recommendations and rationale, it shall cause the recommendations and rationale, including the relevant technical reasons, to be published for comment, and, upon completion of the remaining steps, subsequent Consensus Body vote.
6. Upon publication of its recommendations (“Publication”), USGBC shall invite public comment in the form of written testimony from any interested party for a period of 45 days following Publication (the “Public Comment Period”). LSC’s recommendations will be published for public review and comment on the USGBC website. USGBC members will be notified of the comment period and an announcement will be made to the public. Any employee of a USGBC member, as well as any member of the public who has or creates a free a site-user account on the USGBC website may review and comment on the draft.
7. Web-based comments will be accepted within a 45 day public comment period through an online form displayed on the USGBC website. The comment form will require respondents to reference specific paragraphs or sections of the draft and will include provisions for submitting substantive and procedural comments. Project team feedback gathered during the course of testing of credits and prerequisites in the Pilot Credit Library is considered, by its nature, to be equal to a comment submitted via the online USGBC website form. Comments that are outside of the scope of the recommendations will not be considered. Only comments submitted through either the public comment forum or the Pilot Credit Library process will be accepted. USGBC will not respond to hard copy letters, faxes, or email comments.
8. Comments will be collated and reviewed. Consideration will be given to each comment and evaluation will be done as to whether to make revisions to the credits/prerequisites based on the comments.
9. The comments received, without commenter name or organization will be posted on the USGBC website along with a response to each comment.
10. After consideration of all comments received from interested parties during the Public Comment Period, LSC may, in its discretion, invite persons or organizations whom it believes it would benefit LSC to participate in LSC meetings specifically scheduled for the purpose of permitting LSC greater understanding of the submitted written testimony.
11. Any USGBC member, whether or not invited by LSC to participate in LSC meetings, may request a meeting with USGBC’s VP of Governance, or other USGBC staff as designated by the CEO, to discuss and address concerns related to LSC recommendations.
12. The LSC, in its discretion, may direct TAGs to evaluate and advise it on input provided during the Public Comment Period.
13. If LSC makes any substantive revisions to the report and recommendations it released for the initial public comment period, LSC will publish a revised report and recommendations on the USGBC website for additional public comment. The revised report and recommendations will be made available for web-based comment for 30 days through the online form on the USGBC website.

14. Any additional comments will be collated and reviewed. Consideration will be given to comments and evaluation will be done as to whether to make revisions to the credits based on the comments.
15. On the basis of substantive and/or procedural comments, LSC may remand any part or the whole of the proposed action for an additional comment period repeating steps 13-14 as it deems necessary. If a third public comment period is necessary, it will be open for 20 days; a fourth public comment period for 15 days.
16. LSC will review the final recommendations with respect to each proposal. LSC shall develop a comprehensive report, which shall provide LSC's recommended language and recommendation concerning each proposal, and shall inform the Board of the results of an independent reasonableness review.
17. LSC vote to determine whether to cause the publication of the recommendations and report for subsequent member ballot, such vote to be taken upon a quorum of LSC members and upon the approval of a 2/3 vote of those LSC members voting (provided, however, that any LSC member shall be given an opportunity to provide comments to the LSC prior to final LSC approval).

B. Member Vote: Consensus Body

1. Notice will be provided to USGBC members that a Consensus Body is being formed for the purpose of voting on proposed changes to LEED. Such a Consensus Body shall be made up of all USGBC member organizations who opt in to be a part of the Consensus Body for a period of 30 days preceding the ballot period. The Consensus Body shall represent the following interest groups (which may be redefined from time to time):
 - Property/building owners (including government), developers, brokers
 - Architectural/engineering firms, specifiers, urban planners, and designers
 - Contractors, constructors, project managers, service suppliers, facility operators
 - Product manufacturers and raw material suppliers
 - Building occupants/users, sustainable community advocates, unions
 - Regulation enforcement agencies, standards developers
 - Utilities, energy service companies, insurers, academia, finance, others
2. Each opting-in USGBC member shall be identified as being within an interest group. Each opting-in USGBC member shall be entitled to vote on the final recommendations submitted by LSC. A quorum of the Consensus Body (those members who have opted-in) will be met as set in the USGBC bylaws (currently 10%). The consensus body will be reviewed to ensure it is balanced; no single interest group shall make up a majority of the consensus body. If necessary, the LSC shall appoint organizations to the Consensus Body from and among USGBC member organizations which have not already elected to become part of the Consensus Body so as to balance the consensus body.

C. Consensus Body Voting

1. Voting shall be by online ballot, and voting shall remain open for 30 days. The ballot shall utilize proportional voting, by which an employee of a USGBC member organization in good standing who has signed up for the Consensus Body and has a site-user account on the USGBC website linked to the member organization may cast a proportional share of the vote for that member organization. Each USGBC member organization with voting privileges which has opted to vote is allowed one vote.

2. Each member of the consensus body shall vote one of the following positions:
 - a. Affirmative
 - b. Affirmative, with comment
 - c. Negative, with comment
 - d. Abstain
3. All negative votes submitted without comment or with comment not related to the ballot shall count toward quorum but shall not be factored into the numerical requirements for consensus. All comments submitted with ballots will be reviewed by the LSC.
4. Consensus is achieved when:
 - a. A majority (more than 50%) of the members of the Consensus Body casts a vote, including abstentions; and
 - b. A minimum of two-thirds of votes cast are affirmative votes; and
 - c. At least three, of seven, interest groups are represented in the Consensus Body and members of at least two interest groups cast affirmative votes.
5. Should there be objection from any opting-in member in any interest group, any opting-in member may request a meeting with USGBC's VP of Governance, or other USGBC staff as designated by the CEO, to discuss and address concerns related to proposed change(s) to LEED. The number of affirmative, negative, and abstaining votes will be reported to USGBC membership. Once the Consensus Body has achieved consensus, the final language shall be published. If the item fails, it may be resubmitted for ballot at a later date

Note: the USGBC Board of Directors may withdraw language presented for public comment or vote at any time during the above-described process.

Meetings with USGBC

Any member may request, either in groups or singly, a meeting with USGBC's VP of Governance, or other USGBC staff as designated by the CEO, to discuss and address concerns at any point during the above-described process. Similarly, in the discretion of USGBC, USGBC may invite members, either in groups or singly, to meet with staff to discuss and address concerns at any point during the above-described process. If, after such meetings the member concerns remain unresolved, opting-in members may appeal only as set forth in Appendix IV, Appeals.

VIII. APPENDIX 3: CHANGES

USGBC may issue periodic addenda and/or updates to LEED content (i.e., credits, prerequisites or credit point values) in accordance with the processes outlined below. These processes consider the type of issue and the appropriate individual or party to address the proposed change. Updates requiring balloting will follow a separate process.

Addenda

Addenda are changes to LEED that include both substantive and non-substantive changes. A request for addenda may come from USGBC staff, the Green Business Certification Inc. (GBCI) or LEED committees and may be applied to the current version of LEED on a regular basis without following LEED balloting procedures. LEED projects are required to use current addenda available at time of registration.

Substantive Changes to LEED content include corrections, interpretations and alternative compliance paths that may substantively change the way a given requirement is achieved or meant to be achieved. All proposed substantive changes must be brought to the appropriate LEED committee for review and recommendation. Substantive changes will go into effect immediately, but will be subject to comment and ballot in the next available LEED ballot.

1. Corrections fix unintentional inaccuracies, errors and/or omissions in content.
2. LEED Interpretations define or expand upon existing content to provide clarity where a misunderstanding of language has occurred.
3. Alternative Compliance Paths (ACPs) provide additional options to content that address unique project needs and advancements in science and technology.

Non-substantive Changes to LEED include grammatical and typographical changes in content that further refine or correct unclear wording and do not substantively change the way a given requirement is meant to be interpreted. Non-substantive changes may include spelling, grammar and punctuation changes as well as language rearrangement and/or reformatting. Non-substantive changes do not need input from LEED committees.

Updates

Updates to LEED include substantive changes to content that are part of the regular evolution of LEED. Updates cannot be integrated into LEED content unless approved through the LEED balloting procedures. To be considered an update to LEED, a change must meet any of the following criteria:

- Creation of new credits or prerequisites
- Revisions to the point value of a single credit or credit category
- Modifications to existing credit or prerequisite language as part of deliberate, next version improvements that change stringency or technical rigor

Updates to LEED may be placed in the LEED Pilot Credit Library for testing and refinement prior to ballot.

IX. APPENDIX 4: APPEALS

A. Lodging An Appeal

An appeal may be lodged on procedural and/or substantive grounds. Any USGBC member in good standing that opted-in to the consensus balloting step may lodge an appeal on procedural and/or substantive grounds. USGBC members agree, as a condition of membership, to follow the procedures set out in this or subsequent updates to *Foundations of LEED*; and all members opting in to a ballot will be asked to confirm that they have read and are familiar with *Foundations of LEED* before submitting their ballot. An appeal on only procedural grounds is permitted to be lodged by any party with a direct and material interest and who has been or will be adversely affected by actions or inactions by USGBC procedures with regard to the development, approval, revision, reaffirmation, or withdrawal of the LEED green building rating system under ballot.

Time for lodging an Appeal: Appeals must be presented within thirty calendar days after announcement of the results of the vote of the consensus body. The filing of an appeal shall not delay the implementation of an affirmatively balloted measure unless otherwise determined by USGBC in its sole discretion.

Process for Lodging an Appeal: A notice of appeal must be submitted in writing to USGBC's Vice President of Governance. Each appeal shall be accompanied by a filing fee of \$1000 or otherwise in accordance with a fee schedule published by USGBC. This fee may be waived or reduced upon sufficient evidence of hardship. Parties wishing to request a fee waiver shall provide such request and supporting

materials to the USGBC Board along with their notice of intent to appeal. Such fee shall be returned in the event that the USGBC Board returns a resolution or final determination favorable to the appellant.

B. Form of Appeal

Procedural appeals must describe, in writing and with specificity, and attaching supporting documentation as appropriate:

- The date or occasion of any alleged process irregularity;
- Written objections raised or comments made contemporaneously or reasonably following the process irregularity;
- The adverse impact on USGBC members or the general public; and
- How the adverse impact of the process irregularity is material or substantial.

Substantive appeals must describe, in writing and with specificity, and attaching supporting documentation as appropriate:

- The alleged lack of substantive, technical, factual, or other basis for the substantive element;
- Written objections raised or comments made contemporaneously or reasonably during the development process relating to the subject matter of the appeal;
- The adverse impact on USGBC members or the general public; and
- How the adverse impact is material or substantial.

C. Waiver

The Notice of Appeal must demonstrate that written objections or comments reasonably articulating the procedural or substantive concerns that inform the basis for the appeal were made as soon as reasonably apparent during the development process and prior to balloting, and in the case of procedural concerns, that such objections are made within 10 (ten) calendar days of such action or inaction taking place. Emailed objections or comments to USGBC staff and USGBC meeting minutes are among the forms of written documentation deemed adequate to satisfy this requirement. Objections and comments need not be comprehensive or exhaustive; however, failure to make any objection or comment during the development process and prior to balloting will be deemed a waiver of the right to appeal. Promptly, and no later than 30 calendar days after receipt of the written request for appeal, USGBC shall respond in writing to the appellant, acknowledging the appeal.

D. Interim Dispute Resolution Process

USGBC's acknowledgement of receipt of appeal begins a 60-day, mandatory dispute resolution process. The appellant and USGBC representatives approved by the USGBC President and CEO will, in good faith, meet to discuss the basis for the appeal and options for resolution. If a resolution is agreed upon, the agreement will be memorialized, filing fee returned, and the appeal process concluded. If either party concludes that resolution is not possible, the appeal shall continue after the end of the 60 day dispute resolution period, or such earlier time as the parties may agree.

E. Appeals Panel and Hearing

The parties will have a maximum period of 20 calendar days to agree on a panel of individuals to hear the appeal. It is recommended that each party select a representative and those two representatives agree upon a third, although any approach upon which the parties agree is acceptable. If the parties cannot reach agreement on the composition of the Appeals Panel within 10 calendar days, the USGBC Board of Directors will appoint three individuals with appropriate qualifications related to the appeal and with no

vested interest in the outcome of the appeal to the Appeals Panel. Further, no individual may serve on the Appeals Panel who (i) is a current employee or board member of either USGBC or the appellant, or (ii) who participated with respect to the procedural or substantive issue that is the basis for the appeal. At least one individual who is not an employee of a USGBC member or an employee of the appellant will be appointed to the panel. The three parties appointed to hear the appeal shall certify that they have no direct or perceived interest in the outcome of the appeal.

After the Appeals Panel is agreed upon or selected, the parties will have five days to request a hearing or allow the Appeals Panel to proceed without a hearing. The Appeals Panel will issue a hearing management protocol to govern timelines and procedures to hear and conclude the appeal in accordance with generally accepted due procedures. The appellant has the burden of proof.

The Appeals Panel must complete the hearing or review of the appeal on the basis of the written filings, and issue its decision, as soon as practicable, and in no event, in more than 180 days from the selection or appointment of the Appeals Panel unless mutually extended by the parties. The Appeals Panel may be convened in person or by teleconference at the discretion of the Appeals Panel. There is no right to appear before such Panel, though the Panel may allow appearance by the appellant or other persons at the invitation of and in the sole discretion of the Appeals Panel. If the Appeals Panel finds merit in the appeal, it may recommend that all or some portion of the process be repeated, or provide for further procedures to correct the nonconforming procedural action or inaction. The Appeals Panel decision may be appealed to the USGBC Board of Directors, which may consider the appeal in its discretion. If the Board of Directors declines to hear the appeal, the decision of the Appeals Panel is final. If the Board of Directors hears the appeal, its decision is final.

The Appeals Panel has authority to impose any remedy supported by and necessitated by the evidence presented, except that it shall impose the most narrowly tailored remedy sufficient to resolve the appeal. By way of example, appeals related to a single credit or policy, for example, may impose a remedy specific to that single credit or policy, but may not extend beyond the single credit or policy and may require a re-balloting of such credit or policy.