

National BIM Standard – United States™ Version 3

Ballot Item Submission Cover Letter

Thank you for your interest in submitting a ballot for the National BIM Standard – United States™ Version 3 (NBIMS-US™ V3).

The National BIM Standard – United States™ is a consensus document, where many ideas are brought together, presented to a variety of people representing different parts of the industry, discussed, debated, and ultimately subjected to the consensus process to determine which ideas rise to the stature of inclusion.

The ideas within the standard come from many corners of the industry, addressing many different aspects of the design, procurement, assembly, and operation of a building. To facilitate the process of discussing, debating, and deciding on these ideas, the balloting process was implemented, creating a standardized formulation and documentation templates. These standard ballot submission templates help the committees review and judge the merits of each idea on equal terms.

Submittal Forms – Select the appropriate ballot type (Technical, Standard Practice, Terminology or Other) and fill out the ballot submission template included in the corresponding ZIP file. All ZIP files consist of three documents. The “Read Me” file or the Ballot Item Submission Cover Letter, Parts 1 and 2 or the Ballot Submission Template and Part 3 or the Subcommittee/Workgroup Review Form.

1 Technical Ballot Items -

- 1a **Information Exchange ballot submissions** – Ballot items for proposed information exchange standards that have not been previously balloted through the NBIMS-US™ process.
- 1b **Revised Information Exchange ballot submissions** – Ballot items for information exchange standards previously balloted through the NBIMS-US™ process.
- 1c **Reference Standard ballot submissions** – Ballot items for proposed reference standards that have not been previously balloted through the NBIMS-US™ process.
- 1d **Revised Reference Standard ballot submissions** – Ballot items for reference standards previously balloted through the NBIMS-US™ process.

2 Standard Practice Ballot Items -

- 2a **Best-Practice ballot submissions** – Ballot items for proposed new or revised best-practices.
- 2b **Information Delivery Manual ballot submissions** – Ballot items for proposed stand-alone information delivery manuals.

3 Terminology Ballot Items -

- 3a **Terms and Definitions ballot submissions** – Ballot items for proposed new or revised stand-alone terms and definitions.

4 Other Ballot Items –

- 4a **Other ballot submissions** – Ballot items for proposed submissions other than the ones listed above e.g. Rules of Governance amendments

General Instructions – The Ballot Submission Template is composed of a framework or skeleton (blue, red and black text) which serves as the basis for preparing the ballot submissions, together with instructional notes (green text).

Each element is represented by a distinct style; each style has a predefined format associated with it. For example, a term in the "Terms and definitions" clause is in boldface, and the corresponding definition is in lightface.

- **Blue Text** - All elements which appear in **blue** in the document are the **NBIMS-US™ boilerplate text**; they shall not be modified.
- **Red Text** - For all the elements which appear in **red**, **it is necessary to make an editorial choice or add text**, for instance indicating the number of the edition and changes in relation to a previous edition, or completion of text or deletion of text which is not applicable.
- **Black Text** – Ballot authors may not delete or change the order of text colored **black** in the ballot submission template form. The black text is the required outline headings for ballots of the type noted.
- **Green Text** - Instructions concerning editorial drafting rules or submission requirements appear in **green** and should be deleted upon completion of your document.

References

Submission Requirements -

- Part 1 Author Information – Fill out the author(s) information located on page “i” of the ballot submission template;
- Part 1 Intellectual Property Rights – Complete the agreement located on page “ii” of the ballot submission template;
- Part 2 Ballot Submission Requirements – Complete, read and follow the submission requirements provided as **green text** in each ballot submission template;
- Upload Ballot Submission – All ballot items shall be submitted via the [buildingSMART alliance™ portal’s ballot submission module](#).
- **Incomplete submissions will be returned to authors.**
- Part 3 Ballot Submission Review Form – FOR REVIEW COMMITTEES ONLY.

Submission Style Guide -

- [NBIMS-US™ V3 Style Guide](#)

Schedule –

- [NBIMS-US™ V3 Ballot Review Process](#)

Ballot Submission Help and Mentoring: For questions, additional information or to be connected with a ballot submission mentor contact: dfernandez@nibs.org