



**International
Concrete Repair
Institute**

Technical Committee Manual 2008

Prepared by the
Technical Activities Committee

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FOREWORD

This manual has been prepared by the Technical Activities Committee to provide guidance in the organization and operation of ICRI technical committees.

The success of any committee depends largely on the administrative ability and initiative of the chair. Chairs of ICRI technical committees are chosen based on their demonstrated ability and knowledge in the field to be covered by the committee as well as for their administrative skills. Many details of committee operations are left to their judgment. For uniformity of operation and for coordination of ICRI committees; however, some mandatory requirements for committee activities are found throughout the manual. They are stated in the positive language of “shall” or “must,” whereas suggestions are presented as “should” or “may.”

TAC is always looking for ways to
improve and streamline committee procedures.
Any comments are welcome.

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CHAPTER 1

TECHNICAL COMMITTEES

1.1 – General

ICRI technical committees are authorized by the Technical Activities Committee (TAC) in accordance with policies established by the Board of Directors. They are assigned specific missions related to improving the quality of concrete repair, restoration, and protection. Actions of all technical committees are subject to the review and approval of TAC.

TAC establishes the mission of each technical committee when the committee is authorized. Changes in mission and scope may be proposed by the committee and shall be referred to TAC for approval. A list of committees with missions, goals, officers, membership roster, and status of current activities should be maintained on the ICRI website.

1.2 – Technical Committee Membership

1.2.1 *ICRI Expectations*

ICRI technical committee documents represent the consensus of the committee, achieved by the process described in this manual, and are valued and respected by the concrete repair community. Technical committee members are expected to:

- Hold the safety, health, and welfare of the public as their top priority;
- Be truthful in presenting information and data during discussions, debates, and ballots concerning technical issues;
- Act in a professional manner;
- Conduct themselves in a manner that will bring credit to the Institute; and
- Not state that they are official representatives of an ICRI committee unless authorized by TAC, nor state that they are official representatives of ICRI unless authorized by the Board of Directors.

1.2.2 *Membership Categories*

ICRI technical committees can have two categories of members: voting members, and consulting members. Information about the appointment, term, privileges, qualifications, and requirements for both membership categories is given in Sections 1.3 and 1.4.

1.2.3 *Committee Members*

Technical committee members are volunteers who offer their services to ICRI and specific technical committees.

1.2.3.1 *Application for Membership*

Each prospective member, regardless of membership category, shall submit a committee applicant's data sheet (See Appendix 1.2.3.1) to the committee chair with a copy to ICRI staff.

The chair is to notify staff of all membership actions to be taken (appointments, resignations, terminations, etc). These actions become official when staff acts on the chair's recommendations.

1.2.3.2 *Appointments*

Chairs should add new members on a regular basis and remove inactive members. Effective committees should have sufficient turnover so that new ideas are constantly considered.

After reviewing an application for membership, the chair sends an appointment recommendation to ICRI staff. Staff will send an appointment email to the new committee member within 30 days of the chair notification.

Committee members accepting committee appointments give ICRI permission to post their contact information on the ICRI website in a password-protected area, accessible by other ICRI committee members.

ICRI staff maintains the official membership roster for all committees. Staff will provide the chair with a copy of the membership roster 30 days before each convention for review and correction as necessary.

1.2.3.3 Appointment Not Approved

The committee chair may decline an application for voting membership for various reasons, including lack of qualifications, not able to attend committee meetings, committee balance, timing of a critical ballot, or committee size. The chair may waive the attendance requirement under special circumstances (1.3.5). Adding voting members just before conducting a critical letter ballot is not advisable because new voting members may not have knowledge of past committee discussions. Appointment as a nonvoting consulting member may be more appropriate until the situation should change.

1.2.3.4 Membership Termination

The chair should periodically review each voting member's performance of regularly attending meetings, answering correspondence, and returning letter ballots. Inactive voting members should be contacted and encouraged to become more active, consider resigning, or become a consulting member of the committee. Because of ICRI's stringent voting requirements, voting members who do not return ballots may stop a committee from successfully balloting a document. Failure of a voting member to participate actively in committee activities may result in termination of membership.

The chair is to inform ICRI staff of concerns about a member's lack of activity and to recommend a change to nonvoting membership or membership termination. These membership changes will make it possible to add new active voting members. The chair is encouraged to discuss the situation with the TAC Contact Member before making a recommendation for membership termination because committee members may view the action as an extreme step.

The chair may want to use the membership questionnaire (Appendix 1.2.3.4) to help assess the commitment of members to be active committee participants. The questionnaire gives voting members the opportunity to evaluate their level of participation and request change in committee membership status.

1.2.3.5 Resignation

Committee members resign by notifying the chair and ICRI staff of such intent. Staff sends an official letter confirming the resignation.

1.2.3.6 Appeal of Membership Action

Individuals may appeal a membership action to TAC, such as a termination or a membership application that has been declined. The person submits the appeal to the ICRI Technical Director. The committee's TAC contact member reviews the appeal and recommends action to TAC. The person may request to attend the TAC meeting where the appeal is to be considered.

1.2.4 Geographical Distribution

ICRI is an international organization and committee documents should reflect practices that are broadly applicable. A wide geographical distribution of committee members will guard against development of documents that reflect only local practices.

Some overseas members may find it difficult to attend committee meetings but can contribute valuable information by correspondence; so committee membership should be encouraged. A consulting membership may be appropriate.

1.2.5 Diversity of Interests

Every committee should take the opportunity to introduce new people to ICRI committee work. A special effort should be made to include contractors, engineers, materials specialists, specifiers, and others in all committees where they have an interest. An effort should also be made to include young members and those outside the mainstream of ICRI activity.

1.2.6 Overlapping Membership

The chair should review the missions of closely related committees and develop overlapping membership where desirable because cross-representation aids coordination. Sometimes it is necessary to use capable voting members in multiple committee assignments; however, membership on more than three technical committees is generally discouraged.

1.3 – Voting Members

1.3.1 Appointment

The chair appoints voting members of technical committees based on their personal knowledge and expertise related to the committee mission. Appointment as a voting member is not based on affiliation or employment; however, a member's affiliation or employment will be considered, in determining balance of interests. ICRI membership is required.

1.3.2 Term

Voting membership has no set term limit.

1.3.3 Privileges

Voting members receive minutes, information on items being balloted, and correspondence; may express opinions and make motions during committee meetings; vote on all ballots; have the right to appeal committee action (4.5.5); and have access to the committee's web page.

Voting members vote on all committee ballots and have a right to the floor at all meetings. Voting members are required to actively participate in committee work by contributing technical information; promptly returning committee ballots and replying to correspondence; and attending a minimum of one committee meeting a year.

1.3.4 Qualifications

Voting members must be able to complete objectives related to the committee work. They need the training, knowledge, experience, time, and facilities to perform the work.

1.3.5 Requirements

Committees generally hold their meetings at ICRI spring and fall conventions. At meetings, members arrive at consensus on major issues including resolution of negative votes on letter ballots, solve problems, plan future activities, and accomplish much of their work.

A sufficient number of voting members must attend committee meetings to be able to resolve negative votes on letter ballots in accordance with Section 4.5. Thus, a voting member is required to participate by attending committee meetings on a regular basis.

Some members who wish to contribute to the work of the committee may not be able to attend. The chair may waive meeting attendance requirements under special circumstances, provided the voting member contributes to the work of the committee.

1.4 – Consulting Members

1.4.1 Appointment

Consulting members of technical committees are appointed by the chair because of their special expertise or a long-time association with the committee or its mission.

1.4.2 Term

Consulting membership has no set term limit.

1.4.3 Privileges

Consulting members receive minutes, information on items being balloted, and correspondence; may

express opinions, but not vote, during committee meetings; may express opinions, but not vote, on all ballots; and have access to the committee's web page. Consulting members may express negative viewpoints, with reasons, on letter ballot items. These negative viewpoints are not counted in the final ballot tally and do not affect the outcome of a ballot item, but must be distributed to the committee for consideration.

1.4.4 Qualifications

Consulting members need not be ICRI members, but should have the expertise to contribute to the mission of the committee.

1.4.5 Requirements

Consulting members have no formal committee responsibilities.

1.5 – Committee Creation, Reorganization, and Discharge

1.5.1 Request to Establish a Technical Committee

To propose establishing a new technical committee, an individual should supply TAC with the following information:

- A name and mission for the proposed committee;
- An explanation of why an ICRI committee should be established on the topic or application;
- A list of potential members;
- A slate of candidates for the position of chair;
- A list of short-term goals of the proposed committee; and
- A discussion of potential overlap and conflict with other committees.

Additionally, TAC may request a representative of the proposed committee to attend the TAC meeting.

1.5.2 Creation of New Technical Committee

After TAC votes to establish a technical committee, a chair and TAC contact are appointed by TAC. The title and mission will be publicized in the *Concrete Repair Bulletin*.

1.5.3 Committee Reorganization

From time to time, it may be necessary for TAC to reorganize technical committees. TAC may also merge existing committees or divide an existing committee. The reasons for such steps may include:

- The committee has completed its assigned mission and only a small committee is needed to maintain committee documents;
- The mission or direction of the committee has changed sufficiently; or
- The reorganization of the committee is needed to accomplish the assigned mission.

Upon reorganization, TAC may decide to appoint a new chair and discharge all members or to appoint a new chair who is responsible for reviewing current membership.

1.5.3.1 Reorganization with Discharge of Members

If TAC discharges the committee membership upon appointment of a new chair, all committee members are notified of the reasons for the discharge and given an explanation of future plans. Former committee members have the opportunity to apply for reappointment to the committee.

1.5.3.1 Reorganization with Retention of Members

If the present membership is to be retained, subject to review, the chair must:

- Review the activity of the committee members and recommend changing the classification to nonvoting status or terminating the committee membership of those that have not demonstrated adequate activity;
- Review the overall committee composition and recommend addition or deletion of committee members to ensure balanced interest and to maintain a reasonable size to accomplish tasks; and

- Add new committee members who are knowledgeable in the committee's field and who will provide vitality to the committee.

The chair may request a written statement from committee members stating they wish to continue to serve. If an affirmative response is not received in a reasonable time (two months is recommended), the chair can consider it a lack of interest and notify ICRI staff to terminate that individual's committee membership.

A membership questionnaire may be used to ask the committee members if they wish to continue as active members, change their membership status, or resign (See Appendix 1.2.3.4).

1.5.3.3 Committee Discharge

TAC may discharge committees that have completed their assignments. TAC may also discharge committees that are inactive or ineffective.

1.6 – Joint Committees and Committee Cooperation with Other Organizations

1.6.1 Cooperation

ICRI committees can informally cooperate freely with other organizations, as long as committee operating procedures are not impacted. If, however, that cooperation includes formal activities such as conferences or symposium sessions, these activities must be approved by TAC.

1.6.2 Joint Committees

Joint committee status can be initiated by the ICRI Board of Directors. The Board, or the ICRI Executive Director on behalf of the Board, may determine that it is in ICRI's strategic interest for a committee to begin cooperative efforts with another association. In that case, TAC will work with the committee to determine the most appropriate means for cooperation.

Requests for joint committee status can also be submitted to TAC. Individuals may request that a new ICRI technical committee be formed that is joint with another organization (also see 1.5.1). Existing committees may request to become joint with another organization when at least 75% of committee voting members vote in favor of the proposed arrangement. Committee members who vote against the proposed arrangement may request that the chair forward their comments to TAC.

The following items should be addressed in the request to TAC:

- What is the proposed name and mission for the joint committee?
- Who is to be the lead sponsoring organization?
- How will the interests of both societies be served?
- How will the joint sponsorship speed results and bring a wider acceptance of results?
- What are the near-term goals of the committee, and the anticipated time frame for achieving these goals?
- After achieving these goals, does the proposed committee anticipate a change in committee or sponsorship status?
- Where and how often would the joint committee hold regular meetings?

There are two options under which an ICRI technical committee can operate as a joint committee: (1) ICRI acts as the major sponsor, and the other sponsoring organization acts as a minor sponsor; or (2) ICRI acts as a minor sponsor, and another sponsoring organization acts as a major sponsor.

When ICRI acts as a major sponsor, committees are to operate under the rules of the *ICRI Technical Committee Manual*. The minor sponsor is given the opportunity to provide technical input during the TAC document review and to provide names of individuals for TAC to consider when creating a chair slate. The committee is designated as a joint committee in all communications.

When ICRI acts as a minor sponsor, committees do not need to operate under the rules of the *ICRI Technical Committee Manual*. ICRI requires that it be given the opportunity to provide technical input before the document is finalized, and that the committee is designated as a joint committee in all communications.

When a joint sponsorship is approved by TAC and the Board, a formal Memorandum of Understanding (MOU), including a specific agreement on committee operations, must be developed with the other organization. The MOU details will vary based on the circumstances. The ICRI Executive Director is responsible for these documents.

1.7 Organization of Technical Committees

1.7.1 Chair

Each technical committee shall have a chair and a TAC contact member. All other committee officer positions are established at the chair's discretion. The size of the committee is influenced by several factors, such as scope of the mission, balance of interests, geographical location of the committee members, and the currently assigned tasks. Responsibilities and appointment procedures for chairs and other committee officers are given in 1.8.

1.7.2 TAC Contact

Each member of TAC is assigned liaison responsibilities with at least one technical committee and is designated as the TAC contact member. These assignments are made to keep TAC abreast of the activities of the various committees. Chairs should keep the TAC contact member fully aware of committee activities and progress and should feel free to contact them for advice or information.

1.7.3 Subcommittees

Technical subcommittees can be established to work on several long-term committee activities simultaneously. Committees must receive TAC approval to have this type of structure. Voting members of subcommittees may include members of the main committee, nonmembers chosen for their special expertise, and representatives of other ICRI committees. Subcommittee members who are not voting members of the main committee can participate and vote on the subcommittee level but do not vote on main committee ballots. Chairs of subcommittees are appointed by the main committee chair and must be voting members of the main committee.

1.7.3.1 Editorial Subcommittee

An editorial subcommittee should be established to edit all documents before final committee letter ballot. The subcommittee usually consists of an individual or a small group with editorial experience. The editorial subcommittee should use the *ICRI Style Manual* as a primary resource.

1.8 – Committee Officers

1.8.1 Chair

The chair is responsible for organizing the committee to accomplish its mission and goals. The chair has many specific responsibilities, including:

- Authorize all membership actions, including appointment, recruitment, evaluation, changes in type of membership, and discharge;
- Prepare and distribute timely meeting agenda and minutes;
- Run the committee meeting;
- Create subcommittees as needed (technical subcommittees are subject to TAC approval);
- Schedule committee meetings through ICRI staff;
- Initiate committee letter ballots;
- Create letter ballot summaries;
- Submit committee documents to TAC;
- Submit an annual committee progress report; and
- Provide leadership training for possible successors.

1.8.1.1 Chair Candidates

Chairs are responsible for having a number of individuals prepared to assume the committee leadership at all times. Each year, chairs are asked to list at least three possible replacements, in order of preference, with specific ratings in various categories (See Appendix 1.8.1.1a and Appendix 1.8.1.1b). TAC considers the advice of chairs when appointing successors, but chair appointments are TAC's responsibility.

1.8.1.2 Chair Appointment

Appointment and reappointment of technical committee chairs are among TAC's most critical responsibilities. Chairs must be members of ICRI. The chair is also required to be a voting member of the committee. TAC considers many factors when selecting chairs, including:

- Rotating the chairs among all qualified committee members to keep committee output vigorous;
- Ensuring that an individual does not chair more than one ICRI technical committee at a time; and
- Ensuring participation of all segments of the concrete repair industry in committee activities.

1.8.1.3 Chair Term

TAC usually appoints chairs for two-year terms that are effective at the end of an ICRI spring convention. A chair may be reappointed for two additional terms; however, unusual circumstances, such as completing a document or specific assignment, are required to justify chair reappointments beyond 6 years.

An incoming chair is granted officer rights on the committee web page 30 days before the term becomes effective. Outgoing chairs will maintain officer rights on the committee web page 30 days after their term ends. The website roster will show incoming and outgoing chairs with temporary classifications.

1.8.2 Vice Chair

A vice chair can assist the chair in administering the committee, and is appointed at the chair's discretion. Appointment does not imply that the vice chair will become the next chair.

1.8.3 Secretary

A secretary can assist the committee by recording, preparing, and distributing minutes of meetings, ballots, and correspondence, and is appointed at the chair's discretion.

CHAPTER 2

OPERATING TECHNICAL COMMITTEES

2.1 – Fulfilling the Mission

The main purpose of ICRI technical committees is to make knowledge in the assigned field available through publication. TAC gives the chair considerable authority to accomplish the committee mission. The protection of the public interest and ultimate consumer must dominate in all committee work.

2.2 – Committee Goals

Each committee should periodically prepare and review specific goals that support the committee mission. The chair submits the committee goals in the annual progress report (2.6), and they are included on the committee's website. Any or all of the following may be included as committee goals:

2.2.1 Create a New Guideline

Prepare technical guidelines that improve the practice of concrete repair, restoration, and preservation. Guidelines must address a specific area of practice within the committee's mission that is recognized as essential to the achievement of durable repairs.

2.2.2 Create a New Guide Specification

Develop guide specifications for specific types of repair work within the committee's mission using established formats/systems.

2.2.3 Create a New Report

Prepare committee reports that discuss and summarize pertinent information. Reports include the committee's recommendations when these are more effective in this form or not sufficiently comprehensive for a guideline.

2.2.4 Update Existing Documents

Maintain, update, or revise existing ICRI documents within the committee's mission.

2.2.5 Sponsor Convention Sessions and Related Publications

Sponsor symposia or sessions at ICRI conventions and possible subsequent publication by the Institute.

2.2.6 Prepare a Bibliography

Prepare annotated bibliographies on specific subjects within the committee's mission.

2.2.7 Develop Seminars

Cooperate with the Education Committee and ICRI chapters to develop seminars or workshops in the committee's area of technical expertise. This might include suggesting qualified speakers, pertinent topics, appropriate visual aids, etc.

2.3 – Committee Meetings

Chairs are responsible for calling committee meetings and must give members adequate notice (typically at least one month). The committee members and ICRI staff must be notified in advance if a scheduled meeting is to be canceled. If the chair cannot attend the meeting, an alternate shall be selected so that the work of the committee can continue without interruption.

Committee chairs are expected to exercise control and to assure orderly discussion at meetings. This is particularly important in large committees. The use of Robert's Rules of Order is advised, and their use may be mandated to the committee at the chair's discretion.

2.3.1 Closed Meetings

A closed session is permitted if the chair states that the matter under consideration is administrative rather than technical. Discussion of technical matters in a closed meeting is out of order. For a closed meeting, the chair makes the usual arrangements through ICRI staff for the meeting room but is solely responsible for notifying members of the meeting. Closed meetings are not listed in the convention program.

2.3.2 Visitors

All technical committee meetings are open to visitors. Since committee work is of interest to Institute members and attendance is encouraged, the chair should keep the visitors in mind without interfering with the committee work. The chair is encouraged to give a brief introduction of the committee work and periodically summarize progress during the meeting.

2.3.3 Agendas

The chair should prepare the agenda in advance of the meeting, email to all committee members, TAC (Contact Member, Chair, and Secretary), and post on the committee web page. Extra copies should be available at the meeting for the committee members and visitors and one should be posted outside the meeting room, if possible.

2.3.4 Minutes

Minutes must be prepared to record important deliberations, resolution of negatives, and decisions of committee and subcommittee meetings. Minutes provide a continuing record of past committee work and help prevent repeated discussion of the same subject.

In addition to recording motions and voting results, the minutes should include the names of committee members and visitors present and members not present. Minutes should be circulated promptly for information and guidance and particularly to assure completeness and accuracy. Chairs are encouraged to post minutes on the committee web page. Minutes should always be approved at the next committee meeting or by correspondence. Copies of all minutes shall be sent to the TAC (Contact Member, Chair, and Secretary), and to the Technical Director.

2.3.5 Quorum

With one exception, the content of technical documents is finalized by letter ballot of the originating committee. Thus there are no requirements for a quorum, although full attendance is encouraged. The chair should confirm, by correspondence, actions that were taken at a meeting, especially when less than one-half the members were present.

The exception is the resolution of negative votes (4.5) where the 1/2 Rule balloting requirement (4.2) must be met to find negative votes nonpersuasive.

2.4 – Distributing Correspondence

Committees usually meet only once or twice a year; therefore, effective circulation of correspondence is vital to committee activity and progress. To ensure a smooth flow of committee work, concise correspondence with prompt attention and reply by members is necessary. Chairs and secretaries are encouraged to use the committee web page and e-mail to speed committee correspondence.

2.4.1 Correspondence Within a Committee

Correspondence containing proposals, criticisms, new data, etc., should be sent to the entire committee. When one committee member writes to another, it is desirable to send copies to all committee members so they can keep abreast of developments and will be able to contribute to the work. This also allows the members to be up-to-date before meetings so discussions will be more effective.

Correspondence within a subcommittee should be sent to the main committee officers so that they are aware of the work and are able to coordinate the total committee effort.

2.4.2 Correspondence Between Committees

Correspondence between committees is usually between the chairs, with copies to ICRI staff. If committee members correspond, copies should be sent to the chairs of the respective committees.

2.4.3 Correspondence to TAC and ICRI Staff

The committee files at ICRI offices are the “Official Files.” Originals or legible copies of all important correspondence, agendas and minutes, membership lists, resolution of negative votes (4.5), and complete record of ballots (4.6) must be sent to the Technical Director.

Copies of important correspondence and draft documents must be sent to TAC (Contact Member, Chair and Secretary), and the Technical Director. These four names should be placed at the bottom of the committee roster to receive copies of correspondence; however, they are not committee members, do not vote, nor return ballots.

2.5 – Coordination with Other Committees

Committees are often closely related and overlaps may occur or the work of one committee may affect another. Chairs must be aware of their committee's work in relation to other technical committees in order to avoid conflicting requirements or recommendations in ICRI documents.

2.6 – Annual Progress Report of Committee Activities

Each chair must submit an annual report of committee activity that provides information on committee progress and goals (See Appendix 2.6). Annually, the TAC Secretary sends standard forms to the chairs and then sends copies of the completed forms to the TAC Chair, Contact Member, and Technical Director.

Annual reports are due to the TAC Secretary by 1 December. When a committee fails to submit an annual report, the TAC Secretary notifies the TAC Chair and Contact Member. TAC then reviews the need for possible changes in organization or personnel in order to make the committee more effective.

2.7 – Questionnaires

Committees may find it useful to gather information by using questionnaires. These should be carefully designed to elicit accurate responses. Send a copy to ICRI staff as well as a summary of the results or other appropriate information. The summary should be sent to all the respondents.

2.8 – Staff Assistance

Although the ICRI staff is not large enough to provide a liaison for each committee, they can assist as coordinators. By being informed of committee activities, they can help with the committee's assigned goals and keep them from infringing on the work of other committees.

The quickest way to get material, such as drafts or memos, to committee members is to mail directly. When requested, ICRI staff can assist a chair that requires clerical assistance.

Anything sent to staff for processing must be accompanied by instructions. Any material received by ICRI staff without instructions is regarded as an information copy and, after the contents are noted, is sent to the committee file.

2.9 – Technical Committee Expenses

ICRI will not assume committee expenses unless previously specifically authorized by the Board of Directors.

CHAPTER 3

COMMITTEE DOCUMENTS

3.1 – General

The purpose of ICRI is to improve the quality of concrete repair, restoration, and protection through education of, and communication among, the members and those who use their services. A primary means for improvement is dissemination of information pertaining to repair and maintenance of concrete. Principal sources of this information are documents prepared by established committees and published by ICRI.

3.1.1 Overall Procedure

Committees obtain information on their specific subjects from a variety of sources, including personal experience of committee members in evaluation, repair and maintenance of concrete, laboratory research, comprehensive review of the literature, and contact with authorities in the field of the committee mission. The committee condenses this information into guidelines, reports, specifications, or other documents.

Written requests for development of new committee documents must be submitted to TAC for approval prior to draft preparation. This request should include the title, objective, and outline for the proposed document.

All ICRI documents are developed in a four or six-step process:

- Preparation of draft document or revision of existing document;
- Letter balloting of draft document by the committee according to the procedures of Chapter 4;
- Submission of committee-approved document for TAC review according to the procedures of Chapter 5;
- Revision of the document in response to TAC comments;

When the document is processed as an ICRI specification, two more steps are required:

- A 30 to 60 day public review period; and
- Submission of committee-approved responses to comments received during the public review period.

3.1.2 Duplication

It is not the intent of ICRI to duplicate work. Where satisfactory consensus documents exist for material specifications and test methods, such as those developed by ASTM or ACI, those standards should be referenced in ICRI documents. ICRI documents will generally be concerned with evaluation, maintenance, repair, rehabilitation, and protection of concrete. It is the responsibility of TAC to recommend to the Publications Committee the publication methods and modes judged most appropriate for specific documents.

3.1.3 Intellectual Property

As part of their participation in committee activities, ICRI committee members contribute to the committee's work products, including written works. All work products of ICRI committees belongs to ICRI. By participating in committees, ICRI committee members acknowledge that the rights to such work products, including any copyright, reside with ICRI.

3.1.4 Units of Measurement

In accordance with ICRI Board Policy, all new and revised documents shall use dual units. Nonarchival information, such as visual materials used at convention sessions, shall use units of measurement selected by the author. See Section 3 of the *ICRI Style Manual* for guidance on converting between systems of units.

3.1.5 Document Style

Style and format of ICRI documents are covered in the *ICRI Style Manual*.

3.2 – Types of Documents

The term “document” is used throughout this manual to cover all committee works to be published, such as guidelines, reports, videos, guide specifications, and revisions. It should be the objective of each committee to produce or contribute to the production of documents within the scope of its expertise.

3.2.1 Guidelines

Guidelines and reports are the most frequently produced committee documents because, typically, the information needs to be available to the user in the shortest time; the practice, materials, and usage is varied; and information or experience is limited, or controversy exists so as to preclude the writing of a standard in the required format or language.

ICRI guidelines provide consensus information for improving the quality of concrete evaluation, repair, restoration, strengthening and protection. Various characteristics, procedures, and alternates with advantages and disadvantages are given. While specific recommendations can be made, they usually are on a broad, nonrestrictive basis. The language should be discretionary, permitting the user latitude in judgment concerning particular needs.

3.2.2 Reports

Reports present the state-of-the-art and give important information describing materials, methods, and applications. The scope may cover an entire field or only specific aspects that may include research results, design methods, and field experience as well as examples of successful applications. Committees should not include bibliographies in committee documents; however, annotated bibliographies may be submitted for consideration as separate documents.

3.3 – Preparation of Committee Documents

New committee documents and revisions to existing committee documents all start as a draft. Sometimes the simplest, quickest, and most direct approach is for a qualified individual, such as the chair, to prepare the first draft. Individuals can be called upon to add to the draft where needed. The draft is submitted to the entire committee for review, comment, and revision. After the committee approves the document in accordance with Chapter 4, the document is the consensus of the committee. See the *ICRI Style Manual* for details on preparation of committee documents. See Chapter 5 of this manual for the procedure to submit documents for TAC review.

3.3.1 Organization of Material

See the *ICRI Style Manual* for details on organizing material within a document.

3.3.2 Title Page

The title page shall include the final draft date (which must be the final letter ballot canvassing date), document title and number, reporting committee and voting members, synopsis, and keywords.

3.3.3 Committee Roster

All voting members of the committee (1.3) at the time of a document’s final letter ballot (4.3) before submission for TAC review are listed on the roster published on the front page of the committee document, regardless of how they voted on the ballots. Consulting members of the committee are not listed on the roster.

If a committee is seeking reapproval of a document, the committee roster published with the original document is retained, and the roster of the current committee is not shown.

The *ICRI Style Manual* provides options for the chair to acknowledge individuals that made increased levels of contribution to the document and should receive recognition.

In all cases, an appropriate note should be placed immediately below the roster. The acknowledgements should not list specific contributions.

3.3.4 References

Committee documents should reference documents instead of duplicating their text. See the *ICRI Style Manual* for details on references within documents.

When the committee document is revised or updated, references should also be updated. When updating references such as ASTM test methods or specifications, the committee should make sure that the document's text is in accord with the revised reference. The committee's editorial subcommittee should compare the text with the references. If there is a discrepancy, it should be brought to the attention of the full committee for action.

ICRI technical committee documents cannot and do not endorse or promote patented products or proprietary technology of any kind.

3.4 Editorial Review

Prior to final committee letter ballot, a document should be thoroughly edited by the committee's Editorial Subcommittee (1.7.3.1). When submitting the document to TAC, the chair must state that the Editorial Subcommittee has completed its task.

The Editorial Subcommittee should review for document structure, sentence structure, grammar, redundancy, spelling, and typographical errors. Many documents are written in sections by different people; therefore, it is essential that the committee review the separate sections for consistency in style and format. See the *ICRI Style Manual* for guidance on style, grammar, and format.

3.5 Circulating Draft Documents

A committee document may undergo significant changes in technical content and format prior to final committee and TAC approvals. Therefore, drafts should be clearly marked "draft document, not for publication." The chair may approve circulating the draft outside the committee, TAC, and ICRI staff to obtain expert technical advice not available in the committee or to ensure that all interested parties are given an opportunity to express viewpoints (See 3.6 for coordinating with other committees).

Committee documents, at any stage of development, must not be released for publication other than to the Institute, except on approval of TAC. Similar restrictions apply to test data or unpublished technical information circulated in a committee.

Posting of draft documents on the committee's ICRI website is encouraged. Circulation of draft documents on independent websites is not permitted since control, copyright, and status of the document are not secure.

3.6 Coordination with Other Technical Committees

Coordination with other technical committees is an important part of processing documents. It helps prevent conflicts and overlaps between committee documents. Some reasons for coordination with other committees might be:

- Information being developed is incorporated or referenced in documents of other committees;
- The committee depends on the work of another committee; and
- Committees are developing documents with parallel or overlapping subjects.

A copy of the draft shall be sent to the committee chair at the time of letter ballot, with a request to review and comment on the areas affecting the coordinating committee. The reviewing technical committees do not have veto power but can make constructive comments. New and revised documents are not to be held back because of conflict with or variation from existing ICRI documents. Variances from information in existing ICRI documents, however, must be substantiated for approval during the TAC review process. If substantial difficulties arise between two committees, the matter can be referred to TAC for arbitration.

CHAPTER 4

BALLOTING COMMITTEE DOCUMENTS

4.1 – Voting Methods

Three types of voting methods are used in the preparation of committee documents.

4.1.1 Letter Ballot

A letter ballot is issued by the chair and voted on by the members; it is an official written action to determine if an item has consensus. A letter ballot (See Appendix 4.1.1) can be used to initiate action on new business or resolve negative votes from a previous letter ballot.

4.1.2 Meeting Ballot

A motion called for at a meeting and voted on by the members at that meeting. A meeting ballot is an official action to determine if a proposed resolution of a negative vote from a previous letter ballot item has the consensus of the committee (4.5).

4.1.3 No-Protest Consent

A notification to the committee membership (See Appendix 4.1.3a) to confirm changes to documents that are made to satisfy negative voters, address TAC review comments, or approve a closure statement.

The lack of response by voting members is taken as agreement with the changes. After 30 days, the review period is over, and the chair must notify the committee of the results of the no-protest consent (See Appendix 4.1.3b).

4.2 – Voting Rules

The ICRI consensus process has two rules used in letter and meeting ballots:

Rule	Description	Use
The 1/2 Rule	At least 1/2 of all voting members on the committee roster must cast an affirmative vote	Letter and meeting ballots
The 2/3 Rule	The number of affirmative votes must be at least 2/3 of the yes and no votes cast	Letter and meeting ballots

Proxy voting is not allowed on committee letter or meeting ballots. See Appendix B, Balloting Examples, for several examples of balloting committee documents in accordance with the procedures given in this chapter.

4.3 – Letter Ballots

A letter ballot is an official written action to determine if an item has the consensus of a committee. A letter ballot contains one or more written proposals or items submitted by the chair to the members for a vote. Members must have the option to vote affirmatively, affirmatively with editorial comments, negatively, or abstain from voting (See Appendix 4.1.1). Members are expected to return a vote on each item in writing.

A letter ballot must be used to approve a new document or revise, reapprove, or withdraw an existing document. A letter ballot may be issued on a complete document, on independent parts of a document (such as chapters or section), or on revisions to a document.

A letter ballot on an item supersedes previous ballots on that item. The final letter ballot is defined as the last letter ballot issued before the document is submitted for TAC review and receives approval from TAC.

4.3.1 Letter Ballot Initiation

A committee chair can initiate a letter ballot at any time, or a member can call for a letter ballot by

making a motion at a committee meeting. To pass such a motion, a simple majority of voting members present at the meeting must vote affirmatively.

4.3.2 Letter Ballot Duration

All letter ballots must specify a closing date, which should be not less than 30 days after the date of distribution. To specify a balloting period shorter than 30 days, the chair must obtain approval from the committee's TAC contact. In such a case, the chair must ensure that all voting members received the letter ballot and had the opportunity to vote. An acceptable method is for the chair to contact any voting members who have not responded a few days before the ballot closes.

There are no restrictions on the maximum number of days that may be specified for a balloting period. The chair can also extend the closing date, for example when an insufficient number of ballots has been received when the ballot closes. All voting members must be notified in the case of an extension and given the opportunity to vote or change their existing vote. All votes received, including negative votes received during the extended voting period, shall be included in the ballot analysis. Votes received after the due date are not considered.

4.3.3 Letter Ballot Distribution

A letter ballot and copy of the item being balloted shall be sent to all committee members. A letter ballot can be distributed by the web balloting feature of the committee's ICRI website, or by mail, fax, or e-mail. Web balloting is the preferred method, and chairs are encouraged to use the ICRI website to issue and tabulate the results of letter ballots. If the chair prefers not to use the web balloting feature, the ballot must include all of the information shown on the sample letter ballot (Appendix 4.1.1). Copies of the letter ballot or a notice of the web ballot shall be sent to the TAC Chair and Secretary, TAC Contact Member, and Technical Director.

4.3.4 Letter Ballot Votes

Voting members, including the chair, are expected to vote on every letter ballot issued by the committee chair. A vote can be submitted by mail, fax, e-mail or using the web balloting feature of the committee's ICRI website.

4.3.4.1 Affirmative Votes

Affirmative votes require no further action by the committee.

4.3.4.2 Affirmative Votes with Editorial Comments

An ICRI letter ballot must allow for members to submit affirmative votes with comments. The committee chair must review all comments. If a comment is strictly editorial and appropriate, the chair has the authority to implement the change, and no further action by the committee is required. If a strictly editorial comment is incorrect, the chair can disregard the comment.

If the chair believes that the comment is not strictly editorial, or if there is doubt, the committee must ballot to approve any changes. The chair may also decide to relegate the issue to new business to be addressed in a later edition of the document.

To ensure that a comment is resolved in the current document, a voting member must cast a negative vote.

4.3.4.3 Negative Votes

If a member casts a negative vote on a letter ballot, the reason for the negative vote must be explained in writing to receive committee consideration. Although not required, the voter also should provide alternative wording or solution that would satisfy the voter's concerns. The committee must consider all negative votes cast on a letter ballot, using the resolution procedures described in 4.5.

If the negative voter does not supply a reason for the negative vote, the vote is recorded as a negative without comment. A negative without comment is counted as an abstention when determining if a ballot passes, does not need to be resolved by the procedures given in 4.5, and no further action by the

committee is required.

4.3.4.4 Abstentions

Abstentions are not counted when applying the 1/2 rule to determine if a ballot passes; however, abstentions can impact ballots. If too many voting members abstain, that ballot will not receive enough affirmative votes to meet the 1/2 Rule. Voting members usually abstain if they do not have enough relevant expertise to cast an educated vote or if they have a conflict of interest with the item being balloted.

4.3.4.5 Ballots Not Returned

Although expected to vote, a member may not return a vote on a letter ballot. Their ballot is recorded as not returned. An unreturned ballot is counted as an abstention when determining if a ballot passes.

4.3.4.6 Comments From Consulting Members

Consulting members may submit comments on letter ballot items. The comments are not counted in the final ballot tally, do not affect the outcome of a ballot item, and do not have to be resolved, but must be distributed to the committee for consideration.

4.3.5 Letter Ballot Analysis and Further Action

Once the balloting period has closed, the committee chair reviews all votes received and determines if each item has passed the 1/2 and 2/3 Rules, which must be satisfied for an item to pass by letter ballot. At this point, the chair must notify the committee of the letter ballot results, including all editorial comments and negative votes received.

Further action by the committee may be required. In addition to meeting the 1/2 and 2/3 rules, all negative votes cast on a passing ballot item must be considered by the committee, using the procedures described in 4.5. A summary of the letter ballot process is shown in Fig. 4.1.

4.3.5.1 Updating the Letter Ballot Results

Resolving negative votes using the procedures described in 4.4 may change the final vote tally. Therefore, even if a ballot item initially fails to satisfy the 1/2 and 2/3 Rules, the chair may try to resolve the negative votes to change the status of the ballot to passing. In some cases, resolved negative votes on the initial ballot item are recorded as affirmative votes, and in other cases, they are recorded as abstentions.

4.3.5.2 Revising and Reballoting Results

The chair may decide that too many negatives have been received to attempt resolving them, or that the ballot has identified a major deficiency in the document. In either case, the committee needs to revise and reballot the item. In that case, the chair shall inform the committee members that the document will be revised and reballoted, and that this will void the original ballot results. Each letter ballot on an item supersedes the previous ballot on the same item, so the negative votes from the previous ballot do not have to be resolved.

4.3.6 Subcommittee Letter Ballot

Committees that have Subcommittees must follow the same procedures for subcommittee letter ballots as the main committee. Any item that passes the subcommittee must be balloted by the main committee to be accepted.

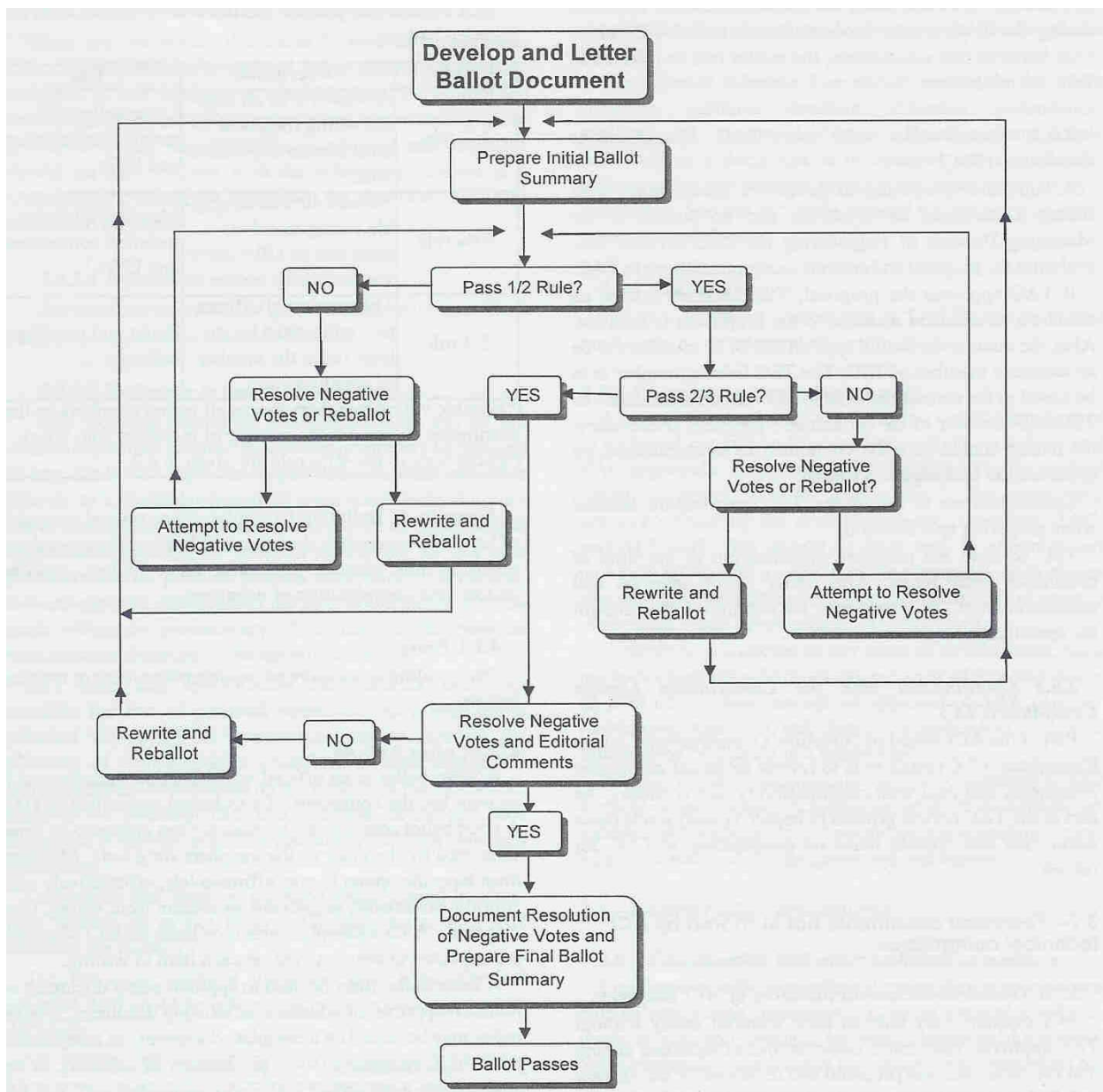


Fig. 4.1 - Analyzing letter ballot results and passing of ballot items.

4.4 – Meeting Ballots

A meeting ballot is a vote taken at a meeting in response to a motion made by a voting member. A meeting ballot is an official action of the committee, and may only be used to resolve negative votes submitted on a previous letter or meeting ballot, approve the committee response to TAC review comments, or approve the committee response to a public discussion comment. A meeting ballot shall not be used to ballot a new document or new revisions to a document, or to reapprove or withdraw an existing document.

The 1/2 and 2/3 Rules must be satisfied for an item to pass by meeting ballot. Negative votes must be considered by the committee using the procedures described in 4.5. The results of meeting ballots must be reported in the minutes of the meeting.

TAC generally recommends that the chair abstain on meeting ballots, unless the chair's vote influences the outcome of the item being balloted. For example, the chair's vote may be needed to meet the

minimum number of votes required by ICRI balloting rules.

4.5 – Resolution of Negative Votes

Consensus procedures require that all negative votes from voting members must be resolved by the committee either at a committee meeting or by letter ballot. To be able to find negative voters nonpersuasive at a committee meeting, it is necessary to have at least 1/2 of the voting members in attendance. Results of the ballots and resolutions of any negatives must be recorded in the minutes of the meeting. A negative voter found unrelated or nonpersuasive must be notified in writing of the right to appeal this finding to TAC.

For reporting the actions used to resolve negative votes taken at committee meetings, the number of affirmative and negative votes and total number of eligible voting members on the committee shall be recorded in the committee minutes.

Negative ballots shall be resolved as discussed in the following.

4.5.1 Negative Withdrawn

The committee should determine if the negative voter is willing to withdraw the negative. Many negative votes are the result of a misunderstanding or misinterpretation of the document being balloted. A discussion with the negative voter may lead to an agreement to withdraw the negative. When a voter withdraws a negative vote, no changes are made to the document, and the chair records the vote in the final vote tally as an affirmative or abstention in accordance with the negative voter's wishes.

The voter's decision to withdraw a negative vote may be on the condition that the committee considers the item as new business. This item must be recorded in the committee minutes and listed on the agenda for future meetings until it is resolved.

A voter may withdraw a negative vote during a committee meeting or in writing between meetings. Changes to a vote must be recorded in the meeting minutes.

4.5.2 Negative Unrelated (no change to document)

A chair, through a letter ballot, or a voting member, at a meeting, may make a motion that the stated reason for the negative vote is unrelated to the item being balloted. In either case, the ballot must satisfy the 1/2 and 2/3 Rules to find an item unrelated. Negatives on this action do not have to be resolved.

If the ballot to find a negative vote unrelated fails, the negative vote must be resolved under Section 4.5.3 or 4.5.4, or the committee must decide to develop and ballot an alternative to the item balloted.

If the ballot to find a negative vote unrelated is successful, the ballot's results and the committee's reasons must be reported in the meeting minutes. The vote is recorded in the minutes as an abstention.

4.5.3 Negative Nonpersuasive (no change to document)

A chair, through a letter ballot, or a voting member, at a meeting, may make a motion that the stated reason for the negative vote is nonpersuasive. The ballot must satisfy both the 1/2 and 2/3 Rules. Negative votes on this action do not need to be resolved. If the ballot to find a negative vote nonpersuasive is successful, the ballot's results and the committee's reasons must be reported in the meeting minutes.

If the ballot to find a negative vote nonpersuasive is unsuccessful, the negative vote must be resolved under Section 4.5.4, or the committee must decide to develop and ballot an alternative to the item balloted.

4.5.4 Negative Persuasive (change to document)

Unless the negative vote is withdrawn, is found to be unrelated, or is found to be nonpersuasive, the negative vote must be considered to be persuasive. The committee must vote to approve a change to the document in response to the negative vote.

A chair, through a letter ballot, or a voting member, at a meeting, may make a motion to accept the proposed change. The ballot must satisfy both the 1/2 and 2/3 rules to pass. Negative votes on a successful ballot must be resolved by another letter ballot or by meeting ballot.

If the ballot to change a document in response to a persuasive negative vote passes unanimously, including an affirmative vote from the voter who cast the original negative, the original negative is recorded as an affirmative. Otherwise, the vote is recorded in the minutes as a negative. When a document is revised in response to a persuasive negative vote, report in the meeting minutes that the negative was found persuasive, and give the approved change and the vote count.

If the ballot to change a document in response to a persuasive negative vote fails, the negative vote must be resolved under 4.5.3, or the committee must decide to develop and ballot an alternative to the item balloted.

4.5.5 Appeals

A member whose negative vote is found unrelated or nonpersuasive must be notified in writing of the right to appeal. A note in the minutes is sufficient notice of this right. The appeal must be submitted to TAC and must state whether it is based on technical or procedural grounds. The appeal can not be submitted before the committee balloting on the document is complete. Appeals are handled in accordance with Section 5.9.

4.6 – Ballot Summary

A ballot summary (See Appendix 4.6) must be submitted to ICRI staff for each letter ballot. A ballot summary allows a complete ballot history to be maintained at headquarters during a document's formation, even when the committee's personnel change.

If ICRI's web balloting feature has been used for the letter ballot, a copy of the web ballot page may be submitted. It contains all of the required information except for the resolution of each negative.

4.7 – TAC Review

Following the final letter ballot and resolution of all negatives, the committee chair shall submit the document to ICRI staff for TAC review. See Chapter 5 for details of the review and publication process.

CHAPTER 5

PROCESSING COMMITTEE DOCUMENTS

5.1 – General

After a new document, or a reapproval or revision to an existing document, has been successfully balloted by the technical committee (Chapter 4), the chair must submit the document for review by TAC. Once a document has been approved by TAC, and the committee has responded adequately to TAC's review comments, ICRI publishes the document.

5.2 – Updating Existing Documents

Committees are expected to revise, reapprove, or withdraw a document within seven years from its adoption date. The adoption date is expressed by the month and year of first publication. If the committee does not revise, recommend reapproval, or recommend withdrawal of a document within the seven-year period, TAC may reapprove or withdraw it without committee recommendation.

5.2.1 *Reapproval*

The committee may decide to reapprove a document because the information in an existing document, while not new, is still valid. The reapproval may include updating references and minor editorial improvements of notation, terminology, metrication, or other similar items. A reapproval must not include substantive changes. The committee is required to letter ballot the reapproval.

The committee must submit their recommendation for reapproval of the document to TAC for approval. The recommendation should include a letter ballot summary (See Appendix 4.6) and a statement that technological progress at this point does not require revision or that the document is currently being revised but is not yet ready. A summary of the updates to the document should be included. Generally, TAC reviews only the committee's ballot summary and the summary of updates. A reapproval does not change the year of adoption.

5.2.2 *Revision*

The committee should revise a document when the information in the document needs to be updated. The committee must letter ballot revisions according to Chapter 4 and submit the document to TAC for review. Upon adoption of a revised document, the existing version is automatically withdrawn and no action is required of the committee.

5.2.3 *Withdrawal*

The committee should recommend withdrawal of the document when the committee determines that the information it contains is obsolete and it should not be revised. A letter ballot of the committee is required. The recommendation for withdrawal should include a statement that, in the judgment of the committee, the document is no longer useful or amenable to updating. Submit the recommendation and related ballot summary to the Technical Director for review by TAC.

5.3 – Submitting Documents for TAC Review

All required materials for document submittal to TAC for review shall be sent to ICRI staff and TAC Secretary for procedural review, editorial review, and forwarding to TAC (See Appendix 5.3). With the submittal, the chair shall include:

- A hard copy of the document with numbered lines and pages;
- An electronic copy of the document;
- Statement of the type of document being submitted;
- A ballot summary of the final letter ballot(s) (4.6); and
- For a revised document, a summary of revisions to the existing document.

5.4 – Review of Documents

One of the most important functions of TAC is the review of technical documents. TAC reviews documents for (a) technical correctness, (b) conflicts with other ICRI documents, (c) compliance with ICRI format, and (d) clarity of text.

The submitted document is posted to the TAC website and sent to select outside reviewers. Outside reviewers are experts on the subject matter who are not on the committee that wrote the document, and the committee is encouraged to identify experts to review their document. ICRI staff also forwards the document to the relevant coordinating committees. Reviewers are given four weeks to review the document and submit comments.

TAC will review the entire document, even if only one section has been revised. The committee is encouraged to identify changes, which will be indicated to the TAC reviewers.

5.4.1 TAC Review Group

Each document is assigned to a TAC review group. Review groups are appointed by the TAC Chair and are composed of a review chief for each document being reviewed plus a minimum of two other TAC members. Outside reviewers may also be appointed to the review group. The TAC Terminology subcommittee will review documents, particularly any definitions included, for potential inclusion in *ICRI Concrete Repair Terminology*.

All reviewers are provided a .pdf file or hard copy of the document (double-spaced with numbered lines and pages) and instructions for classification of review comments. The review form (See Appendix 5.4.1a) is furnished electronically. In addition, the TAC review chief receives a copy of the TAC Review Chief Checklist (See Appendix 5.4.1b) in electronic format.

All comments received from TAC members, outside reviewers, staff, and chairs of related committees are given to the TAC review chief for compilation and distribution to the review group. During its evaluation of the comments, the review group may eliminate duplications and delete incorrect statements.

5.4.1.1 Review Comment Classifications

Reviewers classify each of their comments as primary, editorial, or secondary and also provide specific page and line number references for each comment, or label them as “Page 0” and “Line 0” for comments that apply to the entire document.

5.4.1.2 Primary (P), Editorial (E), and Secondary (S) Comments

Review comments are divided into three categories as follows:

- Primary (P) comments identify primary technical issues that the committee must address before publication of the document;
- Editorial (E) comments identify editorial issues that the committee must correct before publication of the document; and
- Secondary (S) comments identify technical or editorial issues that should be addressed either in this document or the revision of the document.

5.5 – TAC Decision

The review group makes a recommendation to TAC regarding the document. TAC considers the recommendation and makes a decision to publish the document, contingent upon satisfactory response to TAC comments in a timely manner, or to return the document to the committee for revision, rebalot, and resubmission (commonly called “3R”).

The committee is notified of the TAC’s decision, and the TAC Secretary sends the official TAC comments to the committee for consideration.

5.5.1 Document Approved

When the document is approved with comments, the committee should act promptly to prepare a response to each comment.

5.5.1.1 Responding to TAC Comments

The committee must document their response to each TAC review comment.

The committee can agree with a P or E comment and make a change to the document or disagree with reason. When the committee disagrees, a detailed reason statement for the disagreement must be documented. The committee can agree with an S comment and make a change to the document, disagree (no documentation is required), or agree to take the issue up as new business. The response to TAC comments must be approved by the committee by either letter ballot or meeting ballot.

After the document has been revised in response to TAC comments, the following shall be submitted to the ICRI staff:

- The revised document in electronic format and a final printed copy, including original artwork;
- The committee response to the TAC comments (See Appendix A for a sample committee response to TAC review comments); and
- A ballot summary on the response to TAC comments.

On behalf of TAC, staff checks the document for compliance with the comments. If the committee disagrees with a P comment, a technical reason for noncompliance must accompany the document. Staff will furnish copies of the report on committee objections to changes to the TAC Chair and Secretary. When adequate compliance to TAC comments is verified, staff proceeds with publication.

5.5.1.2 Withdrawal of TAC Approval

Technical committees must respond to TAC review comments within two years of the review. If they do not submit their response within that time frame, TAC may withdraw its approval of the document. The committee will need to start the TAC review process again and will need to respond to a new set of comments.

5.5.2 Document Not Approved

If the document is not approved by TAC, the committee is usually expected to revise, reballot, and resubmit the document to TAC. The decision not to approve is usually the result of major structural or technical deficiencies in the document. Therefore, TAC expects a comprehensive effort by the committee before the document is resubmitted.

When a document is not approved, the TAC review group will indicate what they believe is necessary to improve the document. Although TAC expects the committee to address issues raised during the TAC review when revising the document, the committee is not expected to respond individually to each of the P, E, and S comments.

5.6 – Processing Documents

When TAC determines that the committee has complied with the primary comments, an abstract of the document is published in the Concrete Repair Bulletin (CRB) along with a notice that copies of the complete draft are available to Institute members for review and comment. A document will be open for public discussion for a period of not less than 30 days and no more than 60 days after the notice of pending publication appears in CRB. Comments returned to ICRI staff within the discussion period must be considered by the committee for closure. These requirements apply to codes and specifications only with no requirements for public review of nonmandatory documents such as guidelines.

5.7 – Discussion and Committee Closure

The committee closure should respond to issues raised in discussion, where possible. Issues beyond the scope of the committee document, discussions of points considered and rejected by committee action, and issues which are too complex to consider within the allotted time, need not be addressed. In these cases, an acknowledgment and a short explanation are appropriate.

Present publication schedules require that ICRI staff receive the committee closure to discussion within 30 days following the discussion period. To maintain this schedule, it is usually necessary for the chair, or a small group appointed by the chair, to prepare the closure to discussion. After the closure is prepared, the

committee chair shall send the discussion and closure to ICRI staff and to each member of the committee with a no-protest consent notice (Appendix 4.1.3a). No objections within 30 days will be considered as evidence of consensus on the closure.

5.8 – Publication

After all of the above procedures have been completed and all approvals have been obtained, the documents become official Institute publications. Documents will be assigned the year that the discussion and closure is published, or when there is no discussion, when the discussion period closes. All committee documents are published in a separate final format and are available to the public.

5.9 – Appeals

The adoption of committee documents in process or provisions of published committee documents may be appealed. Appeals of documents in process may be made on technical or procedural grounds. Appeals of published documents may be made only on technical grounds. Because appeals are normally heard at ICRI conventions, all appeals must be submitted in writing to ICRI staff at least four weeks before the convention for inclusion on the TAC agenda.

Appendix A

Sample Committee Forms



Committee Applicant's Data Sheet

Name _____

Company _____

Address _____

City, State, Zip _____

Phone/Fax/E-mail _____

I hereby apply for membership on ICRI Committee(s) _____

I understand that if appointed I will be expected to attend meetings and give of my time in order to enable the committee to function at its maximum capability.

My background and related experience that will make me an asset to the committee is as follows:

Other concrete industry organizations, committee memberships, and activities:

Signature _____ Date _____

ICRI Technical Committees	Please mail or fax this form to:
See ICRI Website (www.icri.org) for information on technical committees	ICRI 3166 S. River Road Suite 132 Des Plaines, Ill. 60018 Phone: 847-827-0830 Fax: 847-827-0832 E-mail: info@icri.org

Committee Membership Questionnaire

(Date of Mailing)

Please Return By *(Usually 30 days from mailing date)*

ICRI Committee
(Committee Name)

- I wish to retain and intend to actively maintain full membership in ICRI Committee *(Insert committee name)*.
- I wish to be transferred to Consulting Member of ICRI Committee *(name)*.
- I wish to resign my membership on ICRI Committee *(name)*.
- Please update my mailing address.

Comments:

(Add appropriate information where italics are in parenthesis)

Return To:

(Insert Name and Address)

Signature

Name (typed or printed)

Address

Telephone and Fax Numbers

E-mail

Date

Suggested Successors For Technical Committee Chairs

This information is CONFIDENTIAL and is restricted to the Committee Chair, the Technical Activities Committee, and ICRI staff.

Please list specific ratings for at least three possible successors. TAC considers these nominees when selecting committee chairs. Please complete this section even if your term does not end next year, in the event you should have to relinquish the chair early.

Ratings of Committee Members as Potential Chairs

Suggested Candidates	Adminis- trative Skills	Time and Support	Technical Knowl- edge	Meeting Skills	Personal Attributes	Total
Maximum Rating	5	4	4	4	3	20

List three candidates:

--	--	--	--	--	--	--

--	--	--	--	--	--	--

--	--	--	--	--	--	--

See “Guidelines for Selecting ICRI Technical Committee Chairs” (Appendix 1.4.1b) for guidance on what is needed for a person to chair a technical committee. The rating system listed above parallels these guidelines and should help you with your recommendations.

Service as vice chair, subcommittee chair, or secretary of the committee and an occasional chance to conduct part of a committee meeting is considered good training for potential committee chairs.

Please send the completed form to:

Executive/Technical Director
 International Concrete Repair Institute
 3166 S. River Road, Suite 132
 Des Plaines, IL 60018
 Fax: 847-827-0832
 E-mail: Kelly.Page@ICRI.org

Name _____

Chair ICRI
 Committee _____

Date _____

Guidelines for Selecting ICRI Technical Committee Chairs

What makes a good committee chair?

◀ Administrative Skills

To administer the committee, the person should: be organized; be able to delegate; follow-through with assignments; handle paperwork well; set realistic goals and meet them; meet established deadlines; and motivate the committee members.

◀ Time and Support

The person should be able to attend all the committee meetings; have access to some type of office facilities (word processor, secretarial, etc.); employer support of the committee activities; but most of all, have sufficient time to work on the committee activities.

◀ Technical Knowledge

Chairing a committee requires a good technical grasp of the committee's field and the ability to effectively communicate this knowledge verbally and in writing.

◀ Meeting Skills

When chairing a meeting the person should be able to: focus in on the discussion and summarized the findings; prevent lengthy discussions; be decisive; communicate objectives to the committee; and most of all, effectively manage the meeting from beginning to end.

◀ Personal Attributes

Personal attributes should include: initiative; integrity; honesty; fairness; and good judgment.

The *Technical Committee Manual* states:

◀ TAC Responsibility

Chair appointments and reappointments are among TAC's most critical responsibilities. TAC requests and considers the advice of the current chairs. However, TAC has total authority when selecting technical committee chairs.

◀ Administrative

The success of a committee may depend on the chair's administrative and initiative. Active and well organized committees will always have ongoing projects and can undergo normal leadership transitions without disrupting committee activities.

◀ Terms

Terms are for two years, which usually expire at the ICRI spring convention. Unusual circumstances are required to justify reappointments beyond six years.

◀ ICRI Membership

Chairs must be members of the Institute.

◀ Candidates

Chairs should be rotated among all qualified committee members and should be balanced so that no one segment of the concrete industry should dominate the committee activities.

A person should chair only one committee at a time, since a significant amount of effort and time is required to chair a committee.

Chairs should have individuals prepared to assume the committee leadership at all times.

Committee Letter Ballot

(Date of Mailing)

Please Return By (Usually 30 days from mailing date)

ICRI Technical Committee Letter Ballot

(Committee Name)

(Title of item being balloted. e.g., Proposed Document, "Guide for Selecting and Specifying Materials for Repair of Concrete Surfaces")

- I approve the above** (insert one of the following: document, revision, reapproval, withdrawal)
- * **I approve, with editorial comment, the above** (insert one of the following: document, revision, reapproval, withdrawal)
- ** **I do not approve the above** (insert one of the following: document, revision, reapproval, withdrawal)
- Abstaining**

COMMENTS:

*(Add appropriate information
where italics are in parenthesis)*

* This approval should not be contingent upon committee adoption of the editorial comments.

** Negative votes must be accompanied by a statement of reason and should suggest a means of resolution that, if adopted, would satisfy the objection.

RETURN TO:

(Insert Name and Address)

Signature

Name (typed or printed)

Date

No-Protest Consent Notice

(Date of Mailing)

ICRI *(Committee Name)* Committee

(Title of document that is being sent for No-Protest Consent)

This notice is to inform you that changes were made to the document *(Why the changes were made being made - for example: to satisfy negative voters; to address TAC review comments; or to approve a closure statement)*.

If you are a voting member and disagree with these changes, you must inform me in writing within 30 days from the mailing date. The changes you object to will then be letter balloted. If I do not hear from you, it is assumed that you agree with the attached changes.

(Where italics are in parenthesis, add appropriate information.)

RETURN TO:

(Insert name, address, and contact

information)

Signature

Name (typed or printed)

Date

No-Protest Consent Confirmation

(Date of Mailing – After 30-day period closes)

ICRI *(Committee Name)* Committee

(Title of document that was changed)

This notice is to inform you that the no-protest consent notice sent to you on *(Date of Original Mailing)* did not receive any protests to the changes made to the document *(Why the changes were made - for example: to satisfy negative voters; to address TAC review comments; or to approve a closure statement)*.

This is to notify you that this item passes.

(Where italics are in parenthesis, add appropriate information.)

(Signature)

(Name)

(Date)

Letter Ballot Summary

Committee _____

Document _____

Section(s) Balloted _____

Date Ballot Was Mailed _____ Date Ballot Was Canvassed _____

Ballot Count

Number of eligible voters _____

Yes _____ No _____ Abstain _____ Not returned _____

Names of voting voters:

Names of negative voters and reasons:

Names of voters abstaining:

Names of eligible voters not returning ballots:

Send this summary to:
Executive/Technical Director
International Concrete Repair Institute
3166 S. River Road, Suite 132
Des Plaines, IL 60018
Fax: 847-827-0832
E-mail: Kelly.Page@ICRI.org

Signature

Name

Date

Checklist For Submittal Of Documents For TAC Review

This checklist gives the items that need to be considered when submitting a document to ICRI staff for TAC review. Just check off the items as you prepare your submission. If you have any questions, call the ICRI Executive/Technical Director or TAC Secretary.

Document Checklist

- Title page, including committee roster of voting members (3.3.3, 3.3.3.1)
- Table of Contents (3.3.4)
- Typed, double-spaced with one-inch margins all around (3.3)
- All lines and pages numbered (3.3.6, 3.3.7)
- Metric Units (3.1.2)
- Original photographs and figures (3.3)
- Identification of proposed changes in an existing document, including additions and deletions, and explanation of the technical reasons for them (5.2)

Cover Letter Checklist

- Document type (5.3)
- Coordination (3.7)
- Review by Editorial Subcommittee (3.4)
- Committee letter ballot canvassing date (4.3.2)
- Ballot results (4.3.4)
 - Number of eligible voting members (including chair)
 - Number of affirmative voters
 - Names of eligible voters
 - Names of negative voters and reasons
 - Name of voters abstaining
 - Names of voting members not returning ballots
- Resolution of negatives not withdrawn (4.5)
 - Handled at a committee meeting or by letter ballot
 - Unrelated
 - vote count
 - Related
 - Editorial change made
 - vote count
 - Substantive change made
 - vote count
 - Nonpersuasive
 - vote count
 - committee reasons

Review Comment Form

Document Title:						Date:
Committee:						
No.	Initials	Pg #	Line #	E/P/S	Comment	Committee Response
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						
21.						
22.						
23.						
24.						
25.						

Please provide your input on the document in each area below:

Strengths:

Weaknesses:

Suggestions for improvement:

Overall opinion:

TAC Review Chief Checklist

DATE: _____ REVIEW CHIEF: _____

DOCUMENT TITLE: _____

	YES	NO	N/A
1. Is the document within the committee mission?	___	___	___
2. Are there any apparent conflicts with other documents?	___	___	___
3. Has the committee coordinated terminology where applicable?	___	___	___
4. The document is (<i>TCM 5.5</i>):			
Approved with comment	___		
Returned to committee for revision, reballoting, and resubmission	___		
5. Has each comment been designated P, S, or E (<i>TCM 5.4.1.1</i>)?	___	___	
6. If document is not approved, should specific review comments be returned to committee?	___	___	
7. Is a computer disk containing the compilation of comments attached?	___	___	
8. List the names of the reviewers:			

NOTES _____

12/26/07

Appendix B

Balloting Examples

Balloting Examples

Assume that you are chairing a technical committee with 33 voting members. The following examples illustrate some typical situations that occur during balloting.

Example 1 - Letter Ballot Item Passing

A member agrees to revise a section of your committee's document. You received the draft between meetings, and want to distribute it to the committee for comments. The most effective way to ensure that members read the section is to ballot it, so you send out a letter ballot. After the 30-day ballot period, 24 ballots are returned. There are 20 affirmative votes, 2 negative votes, and 2 abstentions. More than 1/2 of the voting members voted affirmatively and at least 2/3 of the total affirmative and negative votes were affirmative; therefore, the ballot passed pending resolution of the two negative votes.

Example 2 - Letter Ballot Item Not Passing, Scenario 1

Another letter ballot of the committee results in 22 ballots being returned. There are 16 affirmative votes, 4 negative votes, and 2 abstentions. The ballot item fails because it does not meet the 1/2 Rule; at least 17 of the eligible voters needed to vote affirmatively. (To try to avoid this situation, you could have contacted members that had not voted as the canvassing date approached and requested that they cast their ballot.)

You have a few ways to proceed. As there are 11 members who didn't vote, you can extend the balloting period in the hope that a few more members will return votes. You can look at the negative votes, and determine if a negative voter has misinterpreted the revisions. You may be able to persuade this negative voter to withdraw their negative vote. You may also be able to persuade a voter who abstained to change his/her vote to an affirmative. Additionally, one of the negative votes may be unrelated to the revisions, and you may decide to issue a letter ballot to find the negative unrelated to the ballot item.

Another strategy is to consider revising the chapter in response to the negative votes. If one of the negative voters is obviously convincing, you may consider issuing another letter ballot to accept the proposed changes before your next meeting. However, there are only four negative votes; therefore, it is probably worthwhile to resolve the negative votes, rather than ask a committee member to begin the process of revising the chapter again.

Example 3 - Letter Ballot Item Not Passing, Scenario 2

On another letter ballot of the committee, 30 ballots being returned. There are 17 affirmative votes, 10 negative votes, and 3 abstentions. The ballot item meets the 1/2 Rule, but fails because it does not meet the 2/3 Rule; of the 27 affirmative and negative votes, at least 18 needed to be affirmative.

Again you have a few ways to proceed. Consider the reasons for the 10 negative votes. It may be prudent to put this draft aside, redraft the chapter, and send out the revised draft for a letter ballot. If the ballot only failed by one vote, and if the reasons for the negatives are not pointing out fundamental problems, you may want to try to persuade a negative voter or abstainer to change their vote to affirmative (Example 2), and then try to resolve the remaining negative votes at the next meeting.

Example 4 - Resolving Negative Votes at a Meeting, Scenario 1

On another item on a letter ballot, 22 ballots are returned. There are 16 affirmative votes, 4 negative votes, and 2 abstentions. The ballot initially fails because it does not meet the 1/2 Rule. However, you think the changes suggested by three of the negative voters will be very convincing.

Your next committee meeting has 18 voting members present. As no one moves to find the negative votes unrelated or nonpersuasive, you accept a motion to adopt the change suggested in the first negative vote. The committee unanimously agrees with the change, as they do with the next two also. Those three votes are now recorded as affirmatives (note that if the committee wasn't unanimous on making the change, the vote couldn't be changed from negative to affirmative), bringing the total to 19 affirmative votes, 1 negative vote, and 2 abstentions. The original letter ballot now passes by satisfying both the 1/2 Rule and the 2/3 Rule.

The remaining negative vote is found nonpersuasive by a 17 to 1 vote, thus satisfying both the 1/2 and 2/3 rule. This concludes committee action on this item.

Example 5 - Resolving Negative Votes at a Meeting, Scenario 2

On a letter ballot there are 28 affirmative votes, 1 negative vote (Smith), and 0 abstentions. The ballot passes, but the negative vote must be resolved.

Your next committee meeting has 18 voting members present. There is no motion to find this negative unrelated or nonpersuasive, so you accept a motion to adopt Smith's recommended change. After the motion is made and seconded, it is obvious during the discussion that the majority of members agree with Smith's change. The vote count to adopt Smith's change is 17 affirmative and one negative (Jones). Jones realizes that her point of view will not prevail; therefore she informs the committee that a further vote to find her nonpersuasive is not needed. Jones' request not to continue with the formal resolution of her negative is noted in the minutes, and this concludes committee action on this item.

Example 6 - Resolving Negative Votes by Letter Ballot

On the letter ballot for revising a chapter, there are 28 affirmative votes, 1 negative vote, and 0 abstentions. The ballot passes, but the negative vote must be resolved.

Your next committee meeting is several months away, and there is a timing issue with getting this new information published, so you decide to letter ballot your committee in an attempt to resolve the lone negative vote.

You send out a single-item letter ballot, providing a reason for the committee to find the negative vote nonpersuasive. After the 30-day ballot period, 22 ballots are returned. There are 16 affirmative votes, 4 negative votes, and 2 abstentions. The ballot item fails because it does not meet the 1/2 Rule - at least 17 of the eligible voters needed to vote affirmatively.

You decide to extend the balloting period by 10 days, hoping that more voters will return ballots, and this extension is communicated to all members. After the additional 10-day period, there are 23 affirmative votes, 5 negative votes, and 2 abstentions. The ballot to find the negative vote nonpersuasive has now passed, and the revision of the chapter is finished.