



**International
Concrete Repair
Institute**

Technical Committee Manual 2011

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 2011 version of the *Technical Committee Manual* can also be downloaded from the ICRI Web site.

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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⁽¹⁾ *Committee Officers can download these forms in Word format from the ICRI Web site. They are located on the Coordination Committee Web page in the Document Library*

CHAPTER 1

TECHNICAL COMMITTEES

1.1 – General

The Technical Activities Committee (TAC) is responsible for the oversight of technical committee activities; the development of ICRI documents; and the technical content of convention programs, archival, and special publications of the Institute. TAC reviews all technical committee documents and has overall responsibility for technical issues in all publications.

ICRI technical committees are authorized by the TAC in accordance with policies established by the Board of Directors. Committee missions related to improving the quality of concrete repair, restoration, and protection are assigned by TAC. Mission statements are usually in the form of: “Develop and report information on <topic>.”

The Chair of each technical committee is responsible for organizing the committee and developing goals to achieve the assigned mission. Committees are encouraged to expand expertise and participation by introducing new people to ICRI committee work. 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 shall be maintained on the ICRI Web site.

TAC assigns a number to each committee and subcommittee. Technical committees are organized into groups based on their scope and mission:

- 100—General
- 200—Evaluation
- 300—Repair materials and methods
- 400—Masonry evaluation and repair
- 500—Corrosion
- 700—Coatings and waterproofing

1.2 – Committee Creation, Reorganization, and Discharge

1.2.1 *Request to Establish a Technical Committee*

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

- A title and proposed mission for the 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 and objectives 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.

1.2.2 *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*.

1.2.3 *Committee Reorganization*

Occasionally, 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.

1.2.3.1 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 can apply for reappointment to the committee.

1.2.3.2 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 change the classification to nonvoting status or terminating the committee membership of those that have not demonstrated adequate activity;
- Review the overall committee composition and make changes in membership 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. A membership questionnaire ([Appendix 1.2.3.2](#)) may be used to determine if committee members wish to continue as active voting members, change their membership status, or resign. Committee Chairs can download the questionnaire from the ICRI Coordination Web site.

1.2.3.3 Committee Discharge

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

1.3 – Joint Committees and Committee Cooperation with Other Organizations

1.3.1 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.

1.3.2 Joint Committees

The ICRI Board of Directors, the Executive Director, TAC, or a technical committee may determine that it is in ICRI's strategic interest for a committee to begin cooperative efforts with another association. Requests for joint committees are to be reviewed and approved by TAC before submittal to the Board of Directors for final approval.

Individuals may request that a new ICRI technical committee be formed that is joint with another organization. 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 title 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 ICRI Executive Director is responsible for the execution of MOUs.

1.4 – Technical Committee Membership

Some Chairs have successfully used calls for committee membership, such as email blasts and notices in *CRB*, to populate the roster of new committees. Staff is available to assist in drafting and distribution of calls for membership.

1.4.1 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.

1.4.2 Application for Membership

Each prospective member, regardless of membership category, shall submit an application for committee membership. **Online Applications** submitted on the ICRI Web site will be forwarded to the appropriate committee Chair for consideration. **Committee Application Forms** can also be downloaded from the ICRI Web site in PDF format for completion and return to ICRI staff.

All membership actions (appointments, resignations, terminations, etc) become official when staff acts on the Chair's recommendations. No changes to voting membership can be acted on during an open letter ballot.

1.4.2.1 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 Web site in a password-protected area, accessible by other ICRI committee members.

Staff maintains the official membership roster for all committees on the Web site based on input from the Chairs. The roster shall be maintained in a format that it is printable in an attendance verification form that can be sorted into voting and consulting members.

1.4.2.2 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 ([Section 1.5.1.2](#)). Adding voting members just before conducting or during a critical letter ballot is not permitted because new voting members may not have knowledge of past committee discussions. Appointment as a consulting member is more appropriate until the ballot closes.

1.4.2.3 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. Failure of a voting member to participate actively in committee activities may result in termination of membership. Because of ICRI's stringent voting requirements, voting members who do not return ballots may stop a committee from successfully balloting a document. Failure to return two consecutive ballots is grounds for the Chair to terminate the voting status of a member ([Section 4.3.5.5](#)).

The Chair is to inform ICRI staff of concerns about a member's lack of activity and to request 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 before making a recommendation for membership termination because committee members may view the action as an extreme step.

A committee membership questionnaire ([Appendix 1.2.3.2](#)) is available to help the Chair 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.

1.4.2.4 Resignation

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

1.4.2.5 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 Executive Director. The committee's TAC Contact reviews the appeal and recommends action to TAC. The person may request to attend the TAC meeting where the appeal is to be considered.

1.4.3 Committee Balance

All committees should have broad-based membership to ensure balanced coverage, including members who represent interests materially affected by the committee's documents. All materially affected interests should have the opportunity for fair and equitable participation.

1.4.3.1 Geographical Distribution

ICRI is an international organization and committee documents should reflect practices that are broadly applicable. Wide geographical distribution of committee members guards against publication of documents that are restricted to 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.

1.4.3.2 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.

1.4.3.3 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.

1.5 – 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 provided in the following sections.

1.5.1 Voting Members

1.5.1.1 Qualifications

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

1.5.1.2 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 participate in 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 in 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, including response to all committee letter ballots.

1.5.1.3 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 ([Section 4.5.5](#)); and have access to the committee's Web page.

1.5.1.4 Term

Voting membership has no set term limit; however, it is customary when the committee Chair changes to issue a membership questionnaire to validate the membership roster and interest in maintaining voting status.

1.5.1.5 Appointment

The Chair appoints voting members of technical committees based on their personal knowledge and expertise related to the committee mission. A company is limited to a maximum of two voting members for a given technical committee. ICRI membership is required.

1.5.2 Consulting Members

1.5.2.1 Qualifications

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

1.5.2.2 Requirements

Consulting members have no formal committee responsibilities.

1.5.2.3 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 are encouraged to express their viewpoints, with reasons, on letter ballot items. These viewpoints are not counted in the final ballot tally and do not affect the outcome of a ballot item; however, they must be considered by the committee and a response provided to the consulting member.

1.5.2.4 Term

Consulting membership has no set term limit.

1.5.2.5 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.

1.6 – Organization of Technical Committees

TAC forms technical committees and assigns each a mission. The Chair of each technical committee is responsible for organizing and populating the committee to achieve the mission. 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. Technical committee Chairs may create long-standing subcommittees and short-term task groups within the main committee to assist with committee work. Changes to a document proposed by a subcommittee or a task group must be approved by the main committee.

1.6.1 Subcommittees

For committees with a broad mission and long-term activities, the establishment of subcommittees to address different aspects of the committee's work may be beneficial. Technical subcommittees can be established to work on long-term committee activities. 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.

1.6.1.1 Editorial Subcommittee

Establishment of an editorial subcommittee or task group is recommended to edit all documents before final committee letter ballot. TAC approval is not required for formation of an editorial subcommittee. 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. Committee Chairs should request that Staff establish a Web page for editorial subcommittees.

1.6.1.2 Steering Subcommittee

For large committees, a steering subcommittee may be established to assist the Chair by providing input on committee plans and actions.

1.6.2 Task Groups

Task groups may be established by the Chair to perform short-term tasks for the committee. Members of task groups must be members of the main committee.

1.7 – Committee Officers

1.7.1 Chair

Each technical committee shall have a Chair and a TAC Contact. All other committee officer positions are established at the Chair's discretion. 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;
- Create subcommittees and task groups as needed;
- Schedule committee meetings through ICRI staff;
- Prepare and distribute timely meeting agenda;
- Lead the committee meeting;
- Submit meeting summaries to TAC by 3:00 pm Friday of each convention;
- Prepare and distribute meeting minutes within 30 days after each convention;
- Initiate committee letter ballots;
- Create letter ballot summaries;
- Submit committee documents to TAC;
- Submit at least one committee article for *CRB* publication every two years; and
- Provide leadership training for possible successors.

1.7.1.1 Chair Qualifications

A Chair of an ICRI technical committee must be a member of ICRI. Guidelines for committee Chair selection include:

- Prior service as vice Chair or secretary and voting membership on the committee;

- Demonstrated ability and knowledge in the field covered by the committee;
- Demonstrated leadership ability;
- Administrative ability and initiative;
- Time and facilities to perform the work; and
- Ability to attend all ICRI conventions.

See [Appendix 1.7.1.1](#) for additional guidelines for selecting committee Chairs.

1.7.1.2 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 successors, in order of preference, with specific ratings in various categories ([Appendix 1.7.1.2](#)). Committee Chairs can download this form from the ICRI Coordination Committee Web site. The TAC Secretary will notify all committee members of the impending conclusion of their Chair's term one convention before the Chair term ends. Voting committee members interested in the position may submit their name to the outgoing Chair to be included on the list of candidates for TAC consideration.

1.7.1.3 Chair Appointment

Appointment and reappointment of technical committee Chairs are among TAC's most critical responsibilities. TAC considers the advice of Chairs when appointing successors, but Chair appointments are TAC's responsibility. Chairs must be members of ICRI. The Chair is also required to be a voting member of the committee. TAC considers the qualifications of the candidates ([Appendix 1.7.1.1](#)) and other 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.

1.7.1.4 Chair Term

TAC usually appoints Chairs for two-year terms that are effective at the end of the 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 Web site roster will show incoming and outgoing Chair's with temporary classifications.

1.7.2 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.

1.7.3 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 – Committee Mission

The main purpose of ICRI technical committees is to develop and disseminate information in their assigned field through publications. 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. Committee missions are approved by TAC. A request to change the mission must be approved by the committee and submitted to TAC for consideration.

2.2 – Committee Goals

Each committee should periodically prepare and review specific goals that support the committee mission. The Chair submits the committee goals to TAC in the committee meeting at each convention and they are included on the committee's Web site. Any or all of the following may be included as committee goals:

2.2.1 *Develop a New Document*

A committee may prepare documents within the mission of the committee that improve the practice of concrete repair, restoration, and preservation. Typical documents include guidelines, white papers, reports, specifications, and code commentary. TAC approval is required before developing a new ICRI document.

2.2.2 *Maintain Existing Documents*

Committees are expected to update or withdraw documents within seven years from their adoption date. TAC will notify Chairs of approaching deadlines; however, TAC approval is not required before updating a published document.

2.2.3 *Sponsor Convention Sessions and Related Publications*

TAC is responsible for technical sessions at all ICRI conventions; therefore, committees are encouraged to sponsor sessions or symposia ICRI conventions within the committee mission with possible subsequent publication by the Institute. TAC approval is required for the development of sessions and special publications.

2.2.4 *Develop Seminars*

A committee may cooperate with the ICRI Education Committee and ICRI Chapters to develop seminars or workshops within the committee's mission. This includes suggesting qualified speakers, pertinent topics, appropriate visual aids, etc.

2.3 – Committee Meetings

Committee meetings typically take place at ICRI conventions. Chairs are responsible for scheduling committee meetings through ICRI staff 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. This is particularly important in large

committees. *Robert's Rules of Order* can be obtained free of charge from the Constitution Society (http://www.constitution.org/cs_refer.htm).

2.3.1 Interim Committee Meetings

Interim meetings (between ICRI conventions) may be held at the Chairs discretion but such meetings should not replace a convention meeting. Committees may hold virtual interim meetings using any conferencing system, such as teleconference, video conference, or online conference. ICRI has a "Go to Meeting" account that is available for committee meetings. Chairs should contact ICRI staff for permission to use the account.

2.3.2 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.

2.3.3 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.

2.3.4 Agendas

The Chair shall prepare an agenda a minimum of two weeks before the meeting to allow members time to prepare properly for the meeting. Some background on each agenda item should be included for visitors and new members. Action items for each agenda item should be clearly stated.

The agenda shall be posted to the committee's Web site. Extra copies should be available at the meeting for committee members and visitors. Copies at the meeting provide information for visitors on the scope of the meeting. Also, they indicate what has already been addressed for late arrivals. ICRI staff has an office at each convention hotel and can provide assistance with any necessary copies.

2.3.5 Meeting Summary

Highlights of committee meetings shall be submitted to the TAC Chair with a copy to the TAC Secretary by 3:00 pm on Friday of each convention. This brief one-page summary ([Appendix 2.3.5](#)) can be submitted via email, hardcopy, or flash card. Committee Chairs can download this form from the ICRI Coordination Committee Web site. These reports should include any requests for TAC action. This summary should also include any subcommittee highlights.

2.3.6 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 shall include the names of committee members and visitors in attendance and voting members not present. Draft minutes shall be posted to the committee's Web site within 30 days following the meeting. The draft minutes should always be approved by Web ballot or at the next committee meeting.

2.3.7 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. Any actions taken at a meeting must be reported in the minutes for the benefit of absent members.

The exception is the resolution of negative votes [Section 4.5](#) where the 1/2 Rule balloting requirement ([Section 4.2](#)) must be met to resolve negative votes.

2.4 – Committee Communication

Committees usually meet 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 related to committee activities should be made available to the entire committee. This allows the members to be up-to-date before meetings so that committee discussions are 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 and TAC Secretary. If committee members correspond, copies should be sent to the officers of the respective committees.

2.4.3 Correspondence to TAC and ICRI Staff

The committee files posted on the ICRI Web site are the official files. All important correspondence, agendas and minutes, membership lists, resolution of negative votes, and complete record of ballots must be posted to the committee's Web site.

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. TAC Contacts are encouraged to expedite coordination between committees where possible.

2.6 – Staff Assistance

Although the ICRI staff is not large enough to provide a liaison for each committee, staff can assist a Chair with technical, editorial, or clerical tasks. The TAC Secretary can provide similar assistance.

2.7 – 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 organizes this information into guidelines, reports, specifications, or other documents.

Written requests for development of new committee documents must be submitted to the TAC Secretary for review and approval by TAC prior to draft preparation. This request must include the title, objective, outline, and marketing information for the proposed document ([Appendix 3.1.1](#)).

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 described in [Chapter 4](#);
- Submission of committee-approved document for TAC review in accordance with [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.

TAC has the authority to withdraw approval for document development at any point in the above process. Grounds for termination include a lack of significant progress by the committee, lack of response to TAC comments, or a demonstrated lack of interest in completing a document for committee ballot.

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. Committee Chairs can request an editable copy of their committee documents for revision. Staff should provide such documents with a disclaimer

indicating that the document is for committee work only.

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. Refer to Section 3 of the *ICRI Style Manual* for guidance on converting between systems of units.

3.1.5 Document Style and Format

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 white papers. 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.

3.2.3 Guide Specifications

Guide specifications offer a methodology for standardizing the essential requirements that must be determined for a specific type of repair without imposing restrictive, single-solution requirements. The format of a guide specification requires the user to tailor the document for application to a specific repair.

3.2.4 White Papers

A white paper is a concise authoritative report or guide that typically identifies a specific issue and provides information on how to address the issue. White papers are published in the *Concrete Repair Bulletin (CRB)* to educate readers and help them make decisions.

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 informal review, comment, and revision or as an official ballot.

3.3.1 Editorial Review

Prior to final committee letter ballot, a document should be thoroughly edited by the committee's Editorial Subcommittee (**Section 1.6.1.1**). 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, terminology, 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. Refer to the *ICRI Style Manual* for guidance on style, grammar, and format.

3.3.2 Terminology

Concrete Repair Terminology (CRT) contains all ICRI-approved terms, and is available on the ICRI Web site. Proposed additions or changes to *CRT* may be submitted to TAC by individuals or committees. The *CRT* is updated after TAC approval. Also, TAC reviews each document's definitions at the time of submission for TAC review. The *CRT* is updated as necessary when the document is published.

3.4 – 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.

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.

Draft documents shall be posted on the committee's ICRI Web site. Circulation of draft documents on independent Web sites is not permitted since control, copyright, and status of the document are not secure.

3.5 – 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 new documents and revision, reapproval, or withdrawal of existing 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 contains one or more written proposals or items submitted by the Chair to the members for a vote. In the case of multiple items, each item passes or fails separately. A letter ballot can also be used to initiate action on new business or resolve negative votes from a previous letter ballot. Refer to Section 4.2 for letter ballot rules.

TAC strongly encourages use of the “COMMITTEE BALLOTS” feature on ICRI committee Web sites. If this feature is not used, a typical letter ballot format is shown in [Appendix 4.1.1](#). Chairs can download this form from the ICRI Coordination Committee Web site. Chairs can also download instructions for classification of review comments and an electronic review comment form from the same Web site.

4.1.2 Meeting Ballot

A meeting ballot is a vote taken at either a convention or interim meeting in response to a motion made by a voting member. Meeting ballots consist of one item 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 public discussion comments. Refer to Section 4.2 for meeting ballot rules.

4.1.3 No-Protest Consent

This voting procedure is initiated with a notification to the committee membership ([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. If the Chair receives any protests to approval of the document from voting members, the item must be reconsidered by the committee as new business. In either case, after the 30-day review period is over, the Chair must notify the committee to confirm results of the no-protest consent ballot ([Appendix 4.1.3b](#)). Chairs can download copies of the notice and confirmation forms from the Coordination Committee Web site.

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](#) 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 ([Appendix 4.1.1](#)). Members are expected to cast a vote on all items being balloted.

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 sections), or on revisions to a document. TAC strongly encourages the use of the balloting feature on the committee Web site for all letter ballots.

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 majority of voting members present at the meeting must vote affirmatively.

4.3.2 Letter Ballot Format

Ballot items should be formatted with page and line numbers so that committee members can then reference these numbers when making comments. Line numbers should start over at the top of each page. The .pdf file format should be used for consistency between computers (unlike word processing files). The Chair may request that members submit comments in a table or spreadsheet.

4.3.3 Letter Ballot Duration

All letter ballots must specify a closing date, which should be not less than 30 days after the date of initiation. To specify a balloting period shorter than 30 days, the Chair must obtain approval from the committee's TAC Contact and 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 should closely monitor voter's response during the ballot period and issue reminders to vote as appropriate. The Chair can also extend the closing date, for example when an insufficient number of ballots have 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 closing date are not considered; however, comments may still be considered by the Chair and Editorial Subcommittee editorially or as secondary comments to be taken up as new business or in later revisions.

4.3.4 Letter Ballot Distribution

A letter ballot and copy of the item being balloted shall be provided to all committee members. Web balloting is the preferred method, and Chairs are strongly encouraged to use the ICRI Web site to issue and tabulate the results of letter ballots. If a Chair prefers not to use the Web balloting feature, the ballot must include all of the information shown on the letter ballot form ([Appendix 4.1.1](#)). A letter ballot should be distributed with the Web balloting feature of the committee's ICRI Web site, or by mail, fax, or e-mail. Copies of the letter ballot or a notice of the Web ballot shall be provided electronically to the TAC Chair, TAC Contact, and TAC Secretary.

4.3.5 Letter Ballot Votes

Voting members, including the Chair, are expected to vote on every letter ballot issued by the committee Chair. Web balloting on the committee's ICRI Web site is preferred; however, votes can be submitted by mail, fax, or e-mail. Votes submitted by means other than Web balloting shall be posted administratively by the Chair noting the date of the vote received and method of transmission.

4.3.5.1 Affirmative Votes

Affirmative votes require no further action by the committee.

4.3.5.2 Affirmative Votes with 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 ([Section 4.1](#)) 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. In this case, the Chair is obligated to archive the comment for future consideration. To ensure that a comment is resolved in the current document, a voting member must cast a negative vote.

4.3.5.3 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. The voter shall also provide alternative wording or a solution that will satisfy the voter's concerns. The committee must consider all negative votes cast on a letter ballot, using the resolution procedures described in [Section 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, and no further action by the committee is required.

4.3.5.4 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.

4.3.5.5 Ballots Not Returned

Although expected to vote ([Section 1.4.2.3](#)), 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. Failure to return two consecutive ballots is grounds for the Chair to terminate the voting status of a member.

4.3.5.6 Comments from Consulting Members

Consulting members may submit comments on letter ballot items. The comments are not counted in the final ballot tally and do not affect the outcome of a ballot item, but must be considered and responded to by the committee.

4.3.6 Letter Ballot Analysis and Further Action

Once the balloting period has closed the Chair reviews all votes received and determines if each item has satisfied the 1/2 and 2/3 Rules required for a successful. At this point, the Chair must notify the committee of the letter ballot results, including all editorial comments and negative votes received. Letter ballot items that have not passed must be rebaloted by another letter ballot or withdrawn.

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 successful ballot item must be considered by the committee, using the procedures described in [Section 4.5](#). A summary of the letter ballot process is shown in Fig. 4.1.

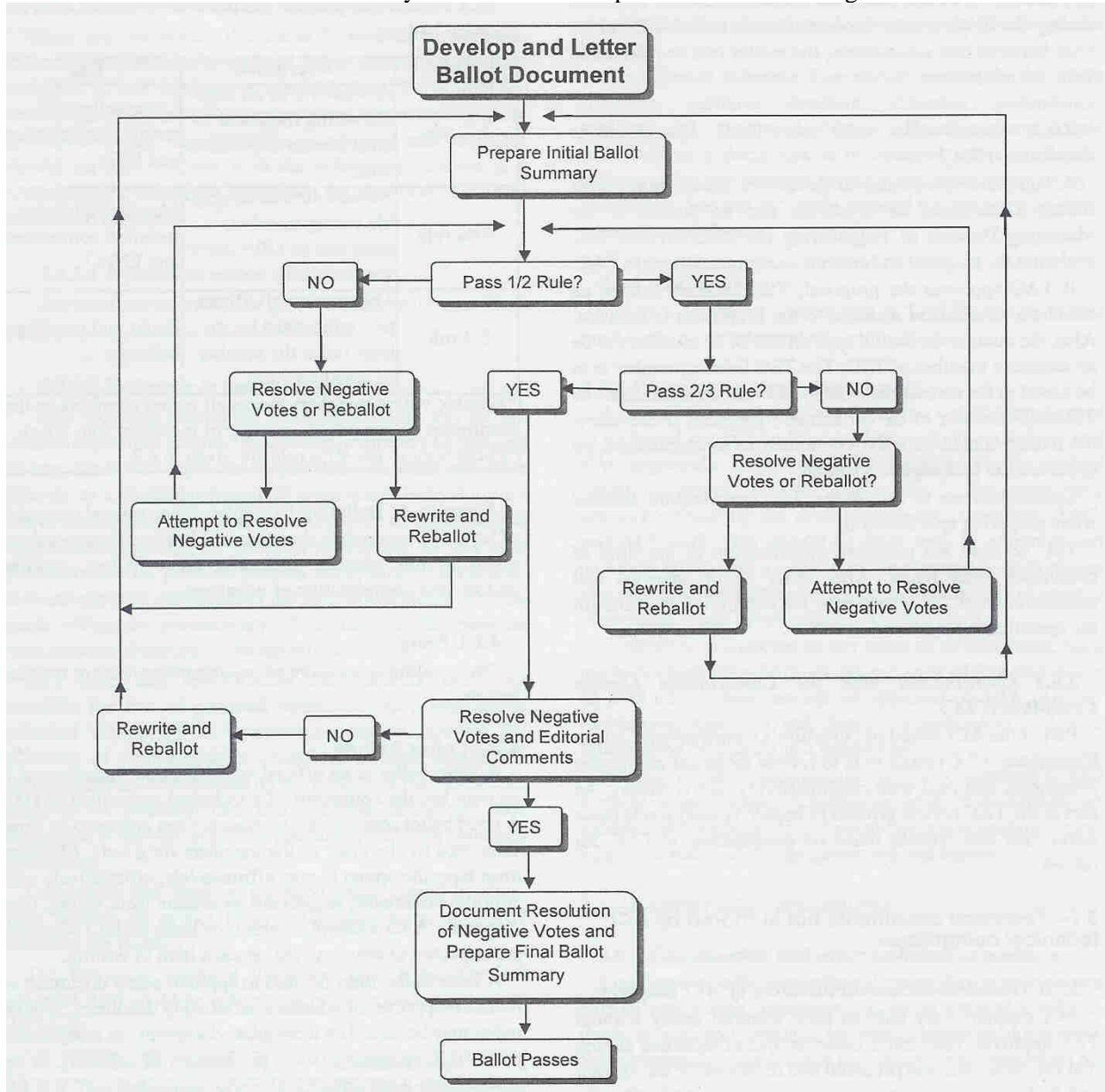


Fig. 4.1 - Analyzing letter ballot results and passing of ballot items

4.3.6.1 Updating the Letter Ballot Results

Resolving negative votes using the procedures described in [Section 4.5](#) 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 ([Section 4.5](#)).

4.3.6.2 Revising and Reballoting

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.

4.3.7 Subcommittee Ballots

Subcommittee may use letter or meeting ballots for document approval prior to submittal to the main committee. Because any item proposed by a subcommittee must be balloted by the main committee to be accepted, there is no requirement that negatives on subcommittee ballots be resolved. The general objective is to seek consensus within the subcommittee and ensure that reasons for unresolved negative votes on subcommittee ballots are forwarded to the main committee.

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 resolved by the committee using the procedures described in [Section 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. In either case, the ballot must satisfy the 1/2 and 2/3 Rules to find an item unrelated or nonpersuasive. Results of the ballots and resolutions of any negatives must be recorded in the minutes of the meeting. A voter with a negative vote 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, negative, and abstaining votes and total number of eligible voting members on the committee shall be recorded in the committee minutes. Procedures for resolution of negative ballots are 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 or editorial. 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. Negative votes on this action do not have to be resolved.

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

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 Section 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 must be submitted to ICRI staff and the TAC Secretary for each letter ballot. This summary allows a complete ballot history to be maintained during the development and processing of a document to publication. The final ballot summary (after resolution of any negative votes) must include a copy of the completed ICRI Web ballot page with documentation on resolution of negative votes. If the Web ballot feature is not used, the summary must include the information shown in [Appendix 4.6](#).

4.7 – TAC Review

Following the final letter ballot and resolution of all negatives, the committee Chair shall submit the document to the TAC Secretary 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, 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.

Following the committee's successful ballot, a recommendation for reapproval of the document must be submitted to TAC for approval. The recommendation shall include a letter ballot summary (See [Appendix 4.6](#)) and a statement that technological progress 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 must be included. Generally, TAC reviews only the committee's ballot summary and the summary of updates; however, the review is not restricted to only those items. A reapproval does not change the year of adoption but the note "Reapproved" with the year of reapproval is added to the document number.

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 TAC Secretary 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 the TAC Secretary for procedural review, editorial review, and forwarding to TAC (See [Appendix 5.3](#)). With the submittal, the Chair shall include:

- Statement of the type of document being submitted;
- A ballot summary of the final letter ballot ([Section 4.6](#));

- An electronic copy of the document in Microsoft Word®;
- Original tables and figures (refer to *ICRI Style Manual* for details); and
- For a revised document, a summary of revisions to the existing document.

5.4 – TAC 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 Web site by the TAC Secretary and may be 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. The TAC Chair may also appoint outside reviewers to the review group. The TAC Secretary will review documents, particularly any definitions included, for potential inclusion in *Concrete Repair Terminology*.

All reviewers are provided a .pdf file format or hard copy of the document (1.5 line spacing with numbered lines and pages) and instructions for classification of review comments. An electronic review comment form is also furnished. In addition, the review chief is provided a copy of the TAC Review Chief Checklist ([Appendix 5.4.1](#)) 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 – Discussion of Review Comments

Once all review comments have been compiled, sorted, and reviewed, a draft copy of the comments will be provided to the committee Chair. If the committee Chair desires, a conference call or Web meeting can then be arranged with the review chief and Chair or their designated representatives, TAC Secretary, and TAC

Contact to discuss these comments before the review group finalizes its recommendation to TAC.

5.6 – TAC Decision

TAC considers the review group's recommendation regarding the document recommendation and makes a decision to either 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 then notified of the TAC decision, and the TAC Secretary sends the official TAC comments/recommendations to the committee for consideration.

5.6.1 Document Approved

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

5.6.1.1 Responding to TAC Comments

The committee must document their response to each TAC review comment on the comment form. The committee can agree with a P or E comment and make a change to the document. In this case, the proper response should be "Agree, change made." When the committee disagrees, a detailed reason statement for the disagreement must be documented on the review form. 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. In either case, the response must be documented. The response to TAC comments must be approved by the committee by letter ballot, meeting ballot, or No-Protest Consent.

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

- The TAC comment form including committee responses to all review comments;
- The revised document in MS Word® format showing the committee's changes using the "Track Changes" (strikeout/underline) feature;
- All original or revised artwork; and
- A summary of the ballot to approve committee to TAC comments.

When adequate compliance with TAC review comments is verified by the TAC Secretary or review group, staff proceeds with either publication or standardization, whichever is appropriate.

5.6.1.2 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.

5.6.2 Document Not Approved

If the document is not approved by TAC, the committee is usually expected to revise, rebalot, 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.

5.7 – Processing Documents

All committee documents are processed through ICRI's consensus procedures. Standards such as reference specifications are also processed through ICRI's standardization procedure.

5.7.1 Nonmandatory Documents

When committee compliance with TAC review comments is verified, staff proceeds with publication of documents such as guidelines and guide specifications. There is no requirement for public review of nonmandatory documents.

5.7.2 ICRI Standards

When TAC determines that the committee has complied with TAC review comments, staff proceeds with the standardization process for documents such as reference specifications. An abstract of the document is published in *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.

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 to the commenter 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.

5.8 – Publication

All technical committee documents are published in electronic and hard copy formats, and are available for purchase. Documents will be assigned the year they are approved for publication by TAC.

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 will be heard at ICRI conventions, all appeals must be submitted in writing to ICRI staff with copies to the TAC Chair and Secretary at least four weeks before the convention for inclusion on the TAC agenda.

Appendix A

Sample Committee Forms

Committee Chairs can download these forms in Word format from the ICRI Web site. They are located on the Coordination Committee Web page in the Document Library

**Appendix 1.2.3.2
Committee Membership Questionnaire**

(Date of Mailing)

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

ICRI Committee

(Committee Number and Title)

- I wish to continue as an active Voting Member of ICRI Committee *(Insert committee number and name)*.
- I wish to be transferred to Consulting Member of ICRI Committee *(Number)*.
- I wish to resign my membership on ICRI Committee *(Number)*.
- Please update my mailing address.

Comments:

(Add appropriate information where italics are in parenthesis)

Return To:

<i>(Committee Contact Information)</i>	Member:
	Address:
	Phone:
	Fax:
	Email:

Nov 2010

Appendix 1.7.1.1 Guidelines for Selecting ICRI Technical Committee Chairs

Nov 2010

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.

**Appendix 1.7.1.2
Suggested Successors for ICRI Technical Committees**

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

Please list specific ratings for 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. See TCM Appendix 1.7.1.1 for guidance on what is needed for a person to Chair a technical committee.

Ratings of Committee Members as Potential Chairs

Names	Administrative Skills	Time and Support	Technical Knowledge	Meeting Skills	Personal Attributes	Total
Maximum Rating	5	4	4	4	3	20

List Three Candidates

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

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

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

I wish to be reappointed for another term (maximum of three 2-yr terms) because:

I *do not* wish to be reappointed for another term because:

Return to:

Name: Jim McDonald, TAC Secretary
Address: 1414 Huntcliff Way
 Clinton, MS 39056
Phone: 601-924-5955
E-mail jmcdonald14@comcast.net

Name _____

Committee _____

Date _____

Appendix 2.3.5 Technical Committee Meeting Summary

Committee: *No. and Title*

Chair: *Name*

Meeting Location:

Date:

No. of Attendees:

1. List current committee tasks including (scheduled completion date).

Examples

- a. *Develop white paper, "Repair of ...," (Spring 2011)*
- b. *Revise Guideline No. 777.7R (Fall 2011)*
- c. *Create PowerPoint presentation for ... (Fall 2011)*

2. List your committee's progress during the past 6 months.

Examples

- a. *Reviewed final draft of white paper, "Repair of ...,"*
- b. *Resolved committee ballot comments on Guideline No. XXX*

3. Identify future tasks with (estimated completion date).

Examples

- a. *Complete final draft of Guideline No. XXX and submit for TAC review (Feb 2011)*
- b. *Draft outline for new guideline for ... (Spring 2011)*

4. Items for TAC action including (due date).

Example

- a. *Approve attached Committee XXX request for development of a new Guideline (Oct 2010).*

5. Comments.

Briefly summarize, in bullet format, any additional comments that should be brought to TAC's attention.

6. Submitted by: *Name*

Completed form should be returned to TAC Chair (KMichols@wje.com) with copy to TAC Secretary (jmcdonald14@comcast.net) by **3:00 pm on Friday of each ICRI convention.**

Appendix 3.1.1
Request for Document Development

(Use additional space as necessary to provide complete information)

1. Committee Number and Title:
2. Document Title:
3. Objective:
4. Outline:

5. Marketing Questions:
 - a. What is it about your document that makes it valuable?

 - b. Who is it valuable to?

 - c. What other organizations would be interested in your document?

 - d. What magazines would you recommend to advertise in? (target for your audience)

 - e. What contribution, if any, does this document make towards green initiatives or sustainability concepts?

Return completed request to TAC Secretary (jmcdonald14@comcast.net).

Appendix 4.1.1 Committee Letter Ballot

(Date of Mailing)

Please Return By (Usually 30 days from mailing date)

ICRI Technical Committee Letter Ballot

(Committee Number and Title)

(Title of item being balloted, e.g., Guideline No. 320.2R, "Guide for Selecting and Specifying Materials for Repair of Concrete Surfaces")

- I approve the above** (insert one of the following: Guideline, document, white paper, specification, revision, reapproval, withdrawal, etc)
- * **I approve, with editorial comment, the above** (insert one of the following: Guideline, document, white paper, specification, revision, reapproval, withdrawal, etc)
- ** **I do not approve the above** (insert one of the following: Guideline, document, white paper, specification, revision, reapproval, withdrawal, etc)

- Abstain**

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

**Appendix 4.1.3a
No-Protest Consent Notice**

(Date of Mailing)

ICRI Technical Committee

(Committee Number and Name)

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

This notice is to inform you that changes were made to the above document to *(Why the changes were made being made: satisfy negative voters; address TAC review comments; or 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

**Appendix 4.1.3b
No-Protest Consent Confirmation**

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

ICRI Technical Committee

(Committee Number and Name)

(Title of document that was sent for No-Protest Notice)

Note to Chair: Select one of the options below depending on response to No-Protest Notice.

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 approval of the document to *(Why the changes were made; satisfy negative voters; address TAC review comments; or approve a closure statement)*. This is to notify you that this item passes.

This notice is to inform you that the No-Protest Consent notice sent to you on *(Date of Original Mailing)* **did** receive any protests to approval of the document to *(Why the changes were made; satisfy negative voters; address TAC review comments; or approve a closure statement)*. This is to notify you that this item must be reconsidered by the committee as new business.

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

(Name)

(Address)

(Date)

**Appendix 4.6
Letter Ballot Summary**

Committee _____

Document _____

Section(s) Balloted _____

Date Ballot Was Posted _____ 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 copies of this summary to:

ICRI staff
Kelly.Page@ICRI.org

TAC Secretary
jmcdonald14@comcast.net

Signature

Name

Date

Appendix 5.3

Checklist For Submittal Of Documents For TAC Review

This checklist gives the items that need to be considered when submitting a document to the TAC Secretary for TAC review. Just check off the items as you prepare your submission. If you have any questions, contact the TAC Secretary.

Document Checklist *ICRI Style Manual*

- Title page, including committee roster of voting members (1.1)
- Table of Contents (1.1)
- Typed, 1.5 line spacing with one-inch margins all around (1.2.1)
- All lines and pages numbered (1.2.1)
- Metric Units (3.1)
- Original photographs and figures (1.1)

Cover Letter Checklist *ICRI Technical Committee Manual*

- Document type: reapproval, revision, or new document (5.2, 5.3)
- Review by Editorial Subcommittee (3.4)
- Coordination (3.5)
- Ballot summary (4.6)
 - 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

**Appendix 5.4.1
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 review group's recommendation to TAC is:			
Approve the document with comment	___		
Return document to committee for revision, reballoting, and resubmission	___		
5. Has each comment been designated P, S, or E?	___	___	
6. If document is not approved, should specific review comments be returned to committee?	___	___	
7. Is an electronic compilation of comments attached?	___	___	
8. List the names of the reviewers:			

Notes: _____

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.