

This document contains a simple reference to some of the most commonly asked questions received from committee chairs. All of this information is included in the Technical / Certification Committee Manual available on the committee web site if you need further information.

DOCUMENT PUBLICATION STEPS

1. TAB/CAB Approval For New Document or Re-Write
2. TG/Committee Draft Document
3. Committee Letter Ballot
4. TAB/CAB Review
5. Committee Response To TAB/CAB Review
6. Public Comment For All Standards
7. TAB/CAB Approval to Publish
8. Publication

Letter Ballot

- *New documents and revisions*
- *Respond to TAB/CAB comments*

Meeting Ballot

- *Resolve negatives on ballots*
- *Approval of minutes*

What is the purpose of the Annual Report?

The Annual Report serves as the primary source of communication between each committee and TAB/CAB. This document helps coordinate efforts between the committees to eliminate duplication of efforts.

How do I add a new committee member or change someone from associate member to voting member [TCM/CCM Section 1.5]?

Remember: TAB/CAB ultimately approves committee membership based on the chair's recommendation, review of balance of interest on the committee, and membership status in the institute.

- Committee membership is based on the individual's expertise and participation in activities of the committee.
- There are no "company positions" on any committee.
- Committee balance of interest limit is two voting members from one company. The number of associate memberships are not limited, within reason.
- The application for committee membership is available on the PTI website homepage and should be sent to staff.
- An application should be submitted if an associate member

What is expected from committee members?

Voting Member – *return all ballots, attend at least one meeting each year, and participate in most web meetings.*

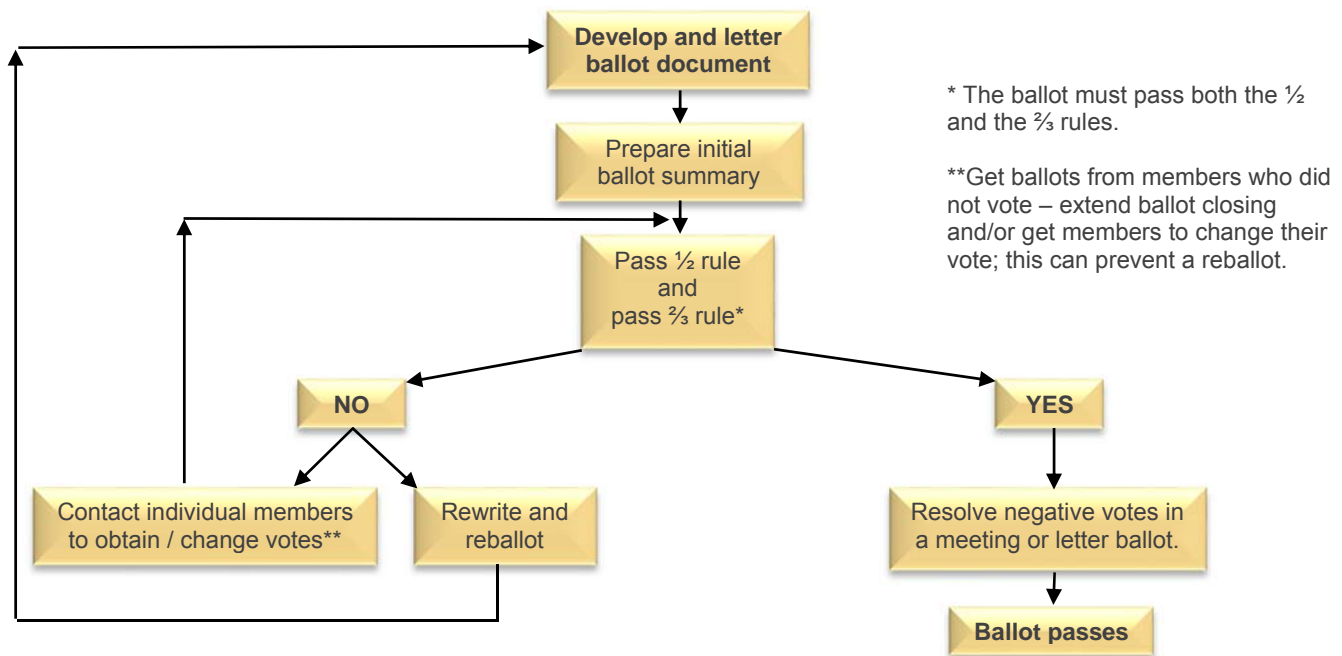
Associate Member – *encouraged to comment on ballots, to attend and participate in meetings and web meetings.*

Contact Us

The PTI Technical Staff is here to help the committees. Please contact us to start a ballot, schedule a web meeting, or assist during a meeting.

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Analyzing Letter Ballot Results [TCM/CCM Section 4.1]



The $\frac{1}{2}$ rule: At least $\frac{1}{2}$ of all eligible voting members must cast an affirmative vote.
The $\frac{2}{3}$ rule: The number of affirmative votes must be at least twice the number of negative

Resolution of Negatives from a Ballot [TCM/CCM Section 4.5.1]

In order to resolve a negative from a ballot, follow the following steps in this order. This should be accomplished in a web meeting.

1. **WITHDRAWN** – a voter may withdraw the negative vote with no change to the document
2. **UNRELATED** – the committee may find the reason for the negative vote unrelated to the balloted item. A meeting or letter ballot must be taken, but the negative votes on this ballot do not need to be resolved.
3. **RELATED** – A negative vote is deemed to be related to the balloted item unless it is withdrawn, or a voting member initiates a ballot to find the negative vote unrelated to the balloted item.
4. **NONPERSUASIVE** – A voting member may initiate a ballot to find the reason for the negative vote nonpersuasive. The negative votes on this ballot do not need to be resolved.
5. **PERSUASIVE** – A negative vote is deemed to be persuasive, unless a voting member initiates a ballot to find the negative vote nonpersuasive. A letter or meeting ballot must be initiated to approve the proposed or modified solution that satisfies the negative vote. Negative votes on the ballot to accept a change in the document must be resolved.

1. Withdrawn

2. Unrelated

3. Related

4. Nonpersuasive

5. Persuasive