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.

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]

1. **Develop and letter ballot document**

2. **Prepare initial ballot summary**

   - **NO**
     - **Contact individual members to obtain / change votes**
     - **Rewrite and reballot**
   - **YES**
     - **Resolve negative votes in a meeting or letter ballot.**
     - **Ballot passes**

   * The ballot must pass both the ½ and the ⅔ rules.

   **Get ballots from members who did not vote – extend ballot closing and/or get members to change their vote; this can prevent a reballot.

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### 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 **Withdrawn** – a voter may withdraw the negative vote with no change to the document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.