

Technical Committee Manual

PREPARED BY THE
PTI TECHNICAL ADVISORY BOARD



FOREWORD

This manual has been prepared by the Technical Advisory Board (TAB) to provide guidance in the organization and operation of PTI technical committees.

The success of any committee depends largely on the administrative ability and initiative of the Chair. Chairs of PTI 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; however, some mandatory regulations are necessary for compliance with approved PTI policies.

TAB is always looking for ways to improve and streamline committee procedures.

Comments are welcome.

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1.0 — ORGANIZING TECHNICAL COMMITTEES

1.1 — Establishing committees and missions

PTI technical committees shall be established as stated in the PTI Bylaws and shall be authorized by the Technical Advisory Board (TAB) in accordance with policies established by the Board of Directors. They are assigned specific tasks related to improving design, construction, and installation criteria for the post-tensioning industry. Actions of all committees are subject to the review and approval of TAB. Article VI of the PTI Bylaws shall override any conflicting clause stated herein.

The mission of each technical committee (2.1) is established by TAB when the committee is authorized. Changes in mission and scope may be proposed by the committee and shall be referred to TAB for approval.

Committees that are inactive, ineffective, or have completed their assignments may be discharged or reorganized by TAB (1.7).

1.2 — TAB liaison member

A member of TAB is assigned liaison responsibilities with each technical committee and is designated as the TAB liaison member. These assignments are made to keep TAB abreast of the activities of the various committees. The committee Chair shall keep the designated TAB liaison members fully aware of committee activities and progress, and should feel free to consult with them for advice or information (2.4.3).

1.3 — Organizing the committee

Committee members shall be appointed as per PTI Bylaws. The chair is responsible for organizing the committee to accomplish its mission and goals (2.2). This may determine the size of the committee. Several factors shall be considered when organizing a committee: scope of the mission (2.1), balance of interest (1.6.3), geographical location of the committee members (1.6.4), and the currently assigned task. For new committees, the Chair may initially recommend to TAB the appointment of three to five key voting members who could help identify other prospective committee members.

Large committees may require a Vice Chair, a Secretary, subcommittees, and task groups.

1.3.1 — Subcommittees and task groups

Subcommittees may be desirable when a committee can subdivide its activities into parts that can be worked on simultaneously. Task groups should be used if the work is of limited scope and will last for a short period of time. Establishment of subcommittees needs TAB approval, whereas the setting up of task groups is at the discretion of the committee Chair.

Members of subcommittees and task groups must be members of the main committee. In special cases, with TAB permission, subcommittee or task group members may be appointed from outside the main committee.

1.3.2 — Editorial Subcommittee

Each committee must have an editorial subcommittee to edit all documents prior to final committee letter ballot. Having an editorial subcommittee allows the full committee to devote more time and effort to technical work and ensures a uniform, readable document (3.4).

1.4 — Technical committee membership

1.4.1 — Committee officers

1.4.1.1 — Chair

Each technical committee shall have a Chair and a TAB liaison member. The chair is a voting member of the committee. All other committee officer positions are established at the Chair's discretion. The Chair is responsible for leading the committee to accomplish its mission and goals. The Chair has many specific responsibilities, including:

- Initiation of all membership actions, including recruitment, appointment, evaluation, changes of status, and discharge;
- Dedicating time and effort to perform the work;
- Attending all committee meetings at the PTI Technical Conference & Exhibition, PTI Committee Days, and all Web meetings;

- Scheduling committee meetings;
- Preparation and timely distribution of meeting agenda and minutes;
- Conducting committee meetings;
- Establishing subcommittees and task groups as needed;
- Initiation of committee letter ballots;
- Producing letter ballot summaries;
- Submission of committee documents to TAB;
- Submission of reports of committee activities to TAB after each PTI Technical Conference & Exhibition;
- Providing leadership training for possible successors;
- Attending the TAB Chair Workshop at the PTI Technical Conference & Exhibition;
- Coordination of the topics and speakers for technical sessions at the PTI Technical Conference & Exhibition.

Chair appointments are among TAB's most critical responsibilities. TAB appoints Chairs for a 3-year term, which usually expires at the PTI Technical Conference. A Chair may be reappointed for one additional term. The success of any committee effort depends largely on the skills of the chair. Chairs must have the ability to dedicate sufficient time to the committee work and possess the following strengths:

- Demonstrated ability and knowledge in the field covered by the committee;
- Demonstrated leadership ability; and
- Administrative ability and initiative.

Active and well-organized committees will always have ongoing projects and can undergo normal leadership transitions without disrupting vital committee activities. Chairs are responsible for having a number of individuals prepared to assume committee leadership at all times. In their annual report (2.6), Chairs are asked to list at least three possible replacements, in order of priority, with specific ratings in various categories. TAB will consider these names when selecting Chairs.

A Chair of a PTI technical committee must be a member of PTI. Prior service as Vice Chair or Secretary and voting membership on the committee augment the candidate's experience. Many factors affect the selection of a committee Chair and serious attention is given to:

- Rotation among qualified committee members to keep committee output vigorous. Unusual circumstances are required to justify Chair reappointments beyond two terms.
- An individual should not chair more than one PTI technical committee at a time because being a Chair requires a significant amount of effort.

- No one segment of the PT industry should dominate committee activities. Therefore, distribution of the technical committee Chairs (or Chair positions) should be balanced.

1.4.1.2 — Vice Chair

The Chair may wish to appoint a Vice Chair. Appointment does not imply that the Vice Chair will become the next Chair. TAB requests and considers the advice of Chairs when appointing their successors, but Chair appointments are made exclusively by TAB.

1.4.1.3 — Secretary

A Secretary can assist the committee Chair by recording, preparing, and distributing minutes of meetings (2.3.5), ballots, and correspondence. Appointment of a Secretary is at the Chair's discretion.

1.4.2 — Committee members

PTI technical committees can have two categories of members: voting members and associate members.

Technical committee members are volunteers who offer their services to PTI and specific technical committees. Each prospective member is to complete a personal data sheet (Appendix A.1, Committee Application).

The Chair is to notify the Technical Director of all recommended membership actions to be taken: appointments (regardless of category), resignations, or terminations. Membership actions are subject to staff verification of committee balance and TAB approval. These actions become official when PTI staff acts on the Chair's recommendations by sending an official appointment or termination letter to the applicant or member.

1.4.2.1 — Voting members

Voting members are selected because of their personal knowledge and expertise related to the committee's mission. PTI membership is required.

Voting members must vote on all committee letter ballots (4.2) and have the privilege of the floor at all meetings (2.3). Members are required to actively participate in committee work through contributions of technical information, prompt return of committee ballots and reply to correspondence, participation in Web meetings, and attendance at a minimum of one committee meeting per year. Some committees may have special attendance requirements. Voting members who do not participate in the committee work compromise the goals of the committee; the Chair is to notify the Technical Director and recommend a change in the membership status of the voting member to associate member.

1.4.2.2 — Associate members

Associate members are selected because of their personal knowledge and expertise related to the committee mission. PTI membership is required unless waived by TAB.

Associate members are required to contribute to the work of the committee by returning committee ballots, expressing negative viewpoints (with reasons), and replying to correspondence. These ballots and negative viewpoints are not counted in the final ballot tally and do not affect the outcome of a ballot item, but must be distributed to the committee for consideration. Associate members are encouraged to attend meetings. They have the privilege of the floor, but do not vote. A person applying for voting membership may be appointed as an associate member for a variety of reasons, including maintaining a balance of interests within the committee or limiting membership during the balloting of a committee document. If associate members do not participate in the committee work, the Chair is to notify the Technical Director and recommend removal of the associate member from the committee membership.

1.5 — Appointments

Chairs are urged to add new members. Technical committees should have sufficient turnover so that new ideas are constantly brought in.

After approving a prospective member's committee application (Appendix A.1), the Chair shall forward it to the Technical Director with appointment recommendation. Staff verifies committee balance issues and forwards the application for TAB approval. After TAB approval, the Technical Director sends a formal appointment letter. Committee members are appointed for unspecified terms.

1.5.1 — Appeal to TAB

An applicant, whose request for membership is declined or not acted on within 3 months, has the right to appeal to TAB. The applicant may send an appeal to the Secretary of TAB. The committee's TAB liaison member is to review the matter and send a recommendation to TAB for action. The applicant may appear in person at the TAB meeting where the appeal is being considered. TAB ruling on appeals is final.

1.6 — Selection of voting members

1.6.1 — Qualifications

Members should be able to complete objectives related to the committee work. They should have the training, knowledge, and experience, as well as time and facilities to perform the work.

1.6.2 — Meeting attendance

Every effort shall be made to have committees meet twice annually (refer to Section 2.3), but at least once at the annual PTI Technical Conference & Exhibition. At these meetings, the committee makes most of its major decisions, resolves problems, and accomplishes much of its work. A voting member is required to attend and actively participate in at least one committee meeting a year. If the applicant cannot attend these meetings, an associate membership is the only membership option.

Meeting schedule conflicts are difficult to avoid because of the number of PTI committees and subcommittees and the varied interest of the members. Selecting members who already serve on more than two other PTI committees/subcommittees is discouraged.

1.6.3 — Balance of interest

Committees should have sufficiently broad-based membership to ensure balanced coverage of the subject.

The appointment of more than two voting members from the same organization is not permitted.

1.6.4 — Geographical location

PTI is an international organization and committee documents should reflect practices that are applicable over wide areas. Broad geographical distribution of committee members is important to guard against development of documents that reflect local practices.

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

1.6.5 — Variety of experience

Every committee should take the opportunity to introduce new people to PTI 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 PTI activity.

1.6.6 — Overlapping membership

The Chair should review the missions of closely related committees and develop overlapping membership where desirable because cross representation aids coordination (2.5, 3.7). Membership on more than three committees/subcommittees, however, is generally discouraged.

1.7 — Committee reorganization

On occasion, it may be necessary for TAB to reorganize technical committees. The reasons for total reorganization of the committee may include:

- The committee has completed its assigned mission and only a small committee is needed to maintain committee documents.
- The mission and direction of the committee has changed sufficiently to require complete reorganization.
- The membership and organization of the committee is such that the prospect of accomplishing the assigned mission is remote.

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

1.7.1 — Reorganization with discharge of members

If TAB discharges the committee membership upon appointment of a new Chair, all committee members will be notified of the reasons for the discharge and given an explanation of future plans. Former committee members have the opportunity to apply for appointment to the new committee.

1.7.2 — Committee reorganization with retention of members

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

Review the activity of the committee members and recommend dropping those who have not demonstrated adequate activity (1.8).

Review the overall committee composition and recommend additions or deletions of committee members to ensure balanced interest (1.6.3) and maintain a reasonable size to accomplish tasks. The Chair is urged to add new committee members who are knowledgeable in the committee's field and will provide vitality to the committee (1.5).

The Chair may request a written statement from committee members stating they wish to continue to serve. If an affirmative response is not received within 2 months, the Chair should consider it a lack of interest and notify the Technical Director to terminate the committee member.

A questionnaire may be used to ask the committee members if they wish to continue as active members, change their membership status, or resign (Appendix A.2, Committee Membership Questionnaire).

1.8 — Terminations

The Chair shall periodically review the members' performance. Members who do not regularly attend meetings, answer correspondence, and especially those who

do not return letter ballots, is to be encouraged to become more active. Members who do not return ballots may prevent a committee from successfully balloting a document.

If the members' participation does not improve, the Chair is to notify the Technical Director of the recommended change of their membership status to associate member. If these members do not resume their committee work, the Chair is to notify the Technical Director of the recommended removal of such a member from the committee membership, making room for willing and active members.

The Chair may want to use the membership questionnaire to help assess committee interest. Members can evaluate their actual participation and may request a change in committee membership status (Appendix A.2, Committee Membership Questionnaire).

1.8.1 — Termination to achieve balance

Upon the Chair's recommendation, members can be terminated to achieve balance (1.6.3). This will be done only after the Chair has shown that a substantial effort has been made to obtain balance by adding new members.

1.8.2 — Appeal of termination

Any committee member may appeal a termination decision to TAB in writing to the TAB Secretary within 3 months of the termination letter. The discharged committee member may appear in person at the TAB meeting where the appeal is being considered. TAB ruling on appeals is final.

1.9 — Resignations

Committee members may resign by notifying the Chair and the Technical Director of such intent.

2.0 — OPERATING TECHNICAL COMMITTEES

2.1 — Fulfilling the mission

The main goal of PTI technical committees is to generate knowledge in the assigned field through publication of technical documents. TAB gives the Chair considerable autonomy to accomplish the committee mission (1.1). The protection of the public interest and ultimate consumer must dominate in all committee work.

2.2 — Goals

Committee Chairs shall prepare the goals for their committees to be accomplished during their Chair term. Each committee shall annually review the specific goals that will result in the completion of the committee mission. The goals are submitted in the committee's annual report

(2.6). Any or all of the following goals may be included.

2.2.1 — Technical Notes and Frequently Asked Questions

Prepare Technical Notes that improve the design and/or construction practice for the post-tensioning concrete industry. Technical Notes must address a specific area of design or practice within the committee's mission.

Prepare Frequently Asked Questions (FAQs) that address specific design or construction questions and necessary clarifications. An FAQ should be up to 1500 words in length and be within the committee's mission.

2.2.2 — New documents

Prepare committee guides and reports within the mission of the committee. TAB approval is required before developing a new PTI document.

2.2.3 — Updating documents

Maintain, update, or revise existing PTI documents in the committee's mission.

2.2.4 — PTI Technical Conference sessions

Sponsor sessions at PTI conferences and possible subsequent publication by PTI as Conference Proceedings.

2.2.5 — Individually authored papers

Encourage the preparation, presentation, and publication of technical papers authored by individuals who may be committee members. Encourage research necessary as a basis for such papers or for the committee's mission.

2.2.6 — Seminars

Cooperate with EDC-130, the Education Committee, to develop seminars or workshops in the committee's area of technical expertise. This might include suggesting qualified speakers, pertinent topics, or appropriate visual aids.

2.3 — Committee meetings

PTI committees meet at the PTI Technical Conference & Exhibition in the spring and PTI Committee Days in the fall. Meetings at other events or at separate venues need prior TAB approval. Chairs work with staff to schedule meetings. Chairs are responsible for calling committee meetings (1.6.2) and must give members adequate notice. If the Chair cannot chair the meeting, he/she must select a substitute Chair so that the work of the committee can continue without interruption. The Technical Director must be notified at least 2 months in advance if a scheduled meeting is to be canceled. A short notice meeting cancellations are unacceptable.

Committee Chairs are expected to bring the antitrust laws to the members' attention in the beginning of the meeting to exercise control and to assure orderly discussion. The use of Robert's Rules of Order is advised. This is particularly important in large committees.

2.3.1 — Web meetings

Chairs may call Web meetings at any time with sufficient notice to committee members, considering member and staff availability and the committee work load. PTI staff facilitates Web meetings through PTI's Web meeting system and must be present during all Web meetings. A quorum is required to take action. Web meetings are usually used to review and coordinate comments from ballots and to resolve negative votes on ballots.

Web meetings must have agenda and minutes or Web meeting notes to document committee progress and to record actions. Web meetings cannot accommodate visitors.

2.3.2 — Closed meetings

A closed meeting is permitted if the Chair states that the matter under consideration is administrative rather than technical. The discussion of technical matters in a closed meeting is out of order. TAB approval is required before any closed meeting.

For a closed meeting, the Chair makes the usual arrangements through staff for the meeting room but is solely responsible for notifying members of the meeting. Closed meetings are not listed in the PTI Technical Conference & Exhibition or PTI Committee Days program.

2.3.3 — Visitors

All technical committee meetings are open to visitors. Because committee work is of interest to Institute members and attendance is encouraged, the Chair must 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. Web meetings cannot accommodate visitors.

2.3.4 — Agenda

An agenda shall be prepared in advance of the meeting and sent to all committee members, the TAB Chair, the TAB liaison member, and to the Technical Director a minimum of 2 weeks before the meeting. A timely agenda distribution allows committee members to prepare for the meeting. Extra copies should be available at the meeting for the committee members and visitors.

2.3.5 — Minutes

Minutes must be prepared to record important deliberations and decisions of committee 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 present and members not present. Minutes shall be circulated within 30 days of the meeting for information and reminder of action items, for guidance, and to assure completeness and accuracy. Minutes shall always be approved at the next committee meeting or by correspondence. Copies of all minutes shall be sent to the TAB Chair, the TAB liaison member, and to the Technical Director (2.4.3).

2.3.6 — Quorum

The quorum requirements for committee meetings depend on the actions to be taken during the meeting. In case of conducting any meeting ballots, at least 40% of all voting members on the committee roster must be present. Further consideration of the voting procedures is necessary as the 40% and 2/3 rules must be met (4.1). A smaller attendance at a committee meeting limits the scope of the meeting to general discussion, drafting of documents, preparing a session, or any other business not requiring meeting ballots. Meeting minutes are required even if no voting quorum was achieved.

2.4 — Distributing correspondence

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. The use of e-mail is the typical means of committee correspondence. As most correspondence and documents are in an electronic format, committee agenda, minutes, drafts, and other documents shall be uploaded to the committee Web site and referred to in the e-mail correspondence. This ensures proper documentation of the committee work.

2.4.1 — Distributing correspondence within a committee

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

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

2.4.2 — Distributing correspondence between committees

Correspondence between committees is usually between the Chairs, with copies to the Technical Director. If committee members correspond, copies should be sent to the chairs of the respective committees and to the Technical Director.

2.4.3 — Distributing correspondence to TAB and PTI staff

The committee files at PTI are the official files. Electronic copies of all important correspondence, agendas and minutes, membership lists, complete record of ballots (4.3), and resolution of negative comments (4.5.1) must be sent to the Technical Director.

Copies of all important correspondence and draft documents must be sent to the TAB Secretary (Technical Director) and the TAB liaison member (1.2). These two names shall be placed on the committee roster to receive copies of correspondence; however, they are not committee members and do not vote or return ballots.

The President and PTI staff, other than the Technical Director, do not need copies of correspondence unless it concerns intercommittee affairs or broad aspects of Institute policy.

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 to avoid conflicting requirements or recommendations in PTI documents (1.6.6, 3.7).

2.6 — Annual report of committee activities

Each Chair must submit an annual report of committee activity that provides information on committee progress and goals (2.2). An example is in Appendix A.3. Annually, after the Spring PTI Technical Conference & Exhibition, staff sends standard forms to committee Chairs and Chairs send copies of the completed forms to their TAB liaison members and the Technical Director.

When a committee fails to submit an Annual Report within 30 days of request, staff notifies TAB. TAB then reviews the need for possible changes in organization or personnel to make the committee more effective.

2.7 — Questionnaires

Committees may find it useful to gather information by using questionnaires (Appendix A.2). These should be carefully designed to elicit accurate responses. Send a copy to the Technical Director as well as a summary of the results or other appropriate information. The summary should be sent to all the respondents.

2.8 — Staff assistance

Although the PTI staff is not large enough to provide a liaison for each committee, it can assist with coordination. By being informed of committee activities, staff can help with the committee's assigned goals and prevent infringing on the work of other committees.

When requested, the Technical Director may be able to assist a Chair who requires assistance.

2.9 — Technical committee expenses

Committee expenses, such as costs of meetings outside the PTI Technical Conference & Exhibition in the spring and PTI Committee Days in the fall, will not be assumed by the Institute unless previously specifically authorized by the Board of Directors.

3.0 — DEVELOPING COMMITTEE DOCUMENTS

3.1 — General procedure

The purpose of PTI is to represent a community of businesses and professionals dedicated to expanding post-tensioning applications through marketing, education, research, teamwork, and code development while advancing the quality, safety, efficiency, profitability, and use of post-tensioning systems. A primary means for fulfilling this purpose is the dissemination of information pertaining to design, construction, and installation criteria for post-tensioned concrete. Principal sources of this information are documents prepared by committees and published by PTI. Committees gather information on their specific subjects—correlating results of field and laboratory research—and experience in design, construction, and manufacturing. Information comes from a comprehensive review of literature, personal experience of committee members, TAB members, and other authorities in the field of the committee mission. These reviews of current thinking are condensed by the committees into guides, reports, or other documents.

Documents are developed in a three-step process:

- Preparation of draft document or revision of existing document;
- Letter balloting of draft document or revision; and

- Submission of approved document or revision to TAB for review.

It is not the intent of PTI to duplicate work. Where satisfactory consensus standard specifications for materials and test methods for materials exist—such as in ASTM—reference should be made to the specifications and test methods rather than writing them into PTI documents. PTI documents will generally be concerned with design, installation, inspection, certification, field procedures, evaluation, maintenance, repair, and rehabilitation of post-tensioned structures. It is the responsibility of TAB to recommend the publication methods and modes judged most appropriate for specific documents.

3.2 — Types of documents

The term “document” is used throughout this manual to cover all committee work to be published—such as guides and reports—including their revisions, technical session presentations, seminar or workshop presentations, and videos.

It should be the objective of each committee to produce or contribute to the production of documents within the scope of its expertise. Technical committees may author or sponsor any of the following types of PTI documents:

- Specifications, such as “Specification for Unbonded Single Strand Tendons”
- Guides, such as “Design of Post-Tensioned Slabs”
- Reports, such as “Recommendations for Prestressed Rock and Soil Anchors”
- Technical Notes, such as “Wedge Forces on Post-Tensioning Strand Anchors”
- Frequently Asked Questions (FAQs), such as “Field Elongation Measurements”
- Technical Updates, such as “Minimum Tendon Cover and Slab Thickness of Post-Tensioned Slabs-on-Ground”
- Research Updates, such as “Results of Tape Qualification Testing For Tapes Used to Repair Damaged Sheathing”
- Slide Lectures, such as Post-Tensioned Slabs-on-Ground; and
- Conference Proceedings (compilations of individually authored papers presented at committee-sponsored conference sessions).

Guides, reports, technical notes, and FAQs are the most frequently produced committee documents because the information needs to be available to the user in the shortest time possible. Writing a standard requires thorough knowledge and experience and specific format or language are necessary. All document types are described in detail in the following.

3.2.1 — Specifications

Specifications are mandatory language documents written as part of a contract between the owner and the contractor. Titles of construction specifications shall clearly indicate that they pertain to construction.

3.2.2 — Guides

Guides are intended to present committee guidance and recommendations on design, construction, maintenance and repair, performance and testing, and installation of post-tensioned concrete systems. 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 shall be discretionary, permitting the user latitude in judgment concerning particular needs.

3.2.3 — Reports

Reports present the state-of-the-art and give important current knowledge information on materials, methods, and applications. The scope may cover an entire field or only specific aspects, which may include research results, design methods, and field experience as well as examples of successful applications.

3.2.4 — Technical Notes

Technical Notes are narrowly focused, single-topic guides that are usually practice oriented. A Technical Note presents specific direction on a particular issue and may contain photographs, figures, and numeric examples. Technical Notes can cover topics such as design, construction, or repair methods, or can provide recommendations on post-tensioned technology. At TAB's discretion, Technical Notes can be published on the PTI Web site as a PDF or as a hard copy. In addition, Technical Notes may be published in the PTI JOURNAL at the Editor's discretion.

3.2.5 — Frequently Asked Questions (FAQs)

FAQs are usually explanatory answers that address questions from design practitioners or construction issues. They provide feedback to the technical committees that should elaborate on the subject in the next revision of their documents. At TAB's discretion, FAQs can be published on the PTI Web site as a PDF or as a hard copy. In addition, FAQs may be published in the PTI JOURNAL at the Editor's discretion.

3.3 — Preparation of committee documents

In preparing committee documents, a united effort by all members generally produces the best results. Where a

committee Chair, subcommittee Chair, or another member is qualified to prepare the document or a particular chapter or section, however, sometimes the simplest, quickest, and most direct approach is for that person to prepare the first draft. Individuals can be called upon to add to the draft where needed. The draft is submitted to the entire committee for review, comment, and revision. Prepare all documents, whether a first draft or a revision of an existing document, so that the committee and other reviewers can easily read them. If the document is not legible, it cannot be adequately reviewed. The final draft shall represent the consensus of the committee.

The final version of a document for review should be double-spaced with one-inch margins all around. The document shall be submitted as an electronic file in MS-Word or similar. Graphics should be prepared and submitted in accordance with the following and assembled at the end of the document:

- Black and white or color photographs are acceptable.
- Glossy photographic prints or 35-mm slides or digital files are required for the best printing reproduction. Color inkjet printouts and color copies of photos are unacceptable.
- Original electronic files are preferable for line art. High-quality glossy laser printouts are also acceptable only for black and white and color line art, but not for photographs. Do not use grayscale, or gray tone in line art.
- If it is necessary to submit digital images, high-resolution files are needed. Submit photographs in TIF format at 300 dpi minimum, sized at 4 x 6 in.; line art should be TIF, JPEG, or EPS files at 400 dpi, same size as originals. Electronic image files should be submitted on a CD.
- Do not use embedded graphics in the submitted document unless the images are 300 dpi minimum, sized at 4 x 6 in.

3.3.1 — Style

Terminology used in PTI technical documents should be consistent with the latest edition of the Post-Tensioning Manual, the ACI Concrete Terminology (refer to the ACI Web site), or Webster's Dictionary, in descending order of preference.

3.3.2 — Organization of material

Guides and reports are generally organized in the following format:

- Document title
- Committee name and voting members
- Synopsis and keywords

- Table of contents
- Chapter 1—Introduction and General
- Chapter 2—Notation and Definitions
- Chapters (specific chapters)
- References
- Appendixes

3.3.2.1 — Document cover

The document cover shall include the document title and number, one picture, and the PTI logo. The back cover includes information about the Post-Tensioning Institute, the PTI logo, and the Web site address.

3.3.2.2 — Title page and committee roster

The inside title page shall include the document title and number, the committee name, and the roster. On new documents and major revisions, list the voting members of the current committee. On minor revisions, list both the originating and the revising committee members.

The roster shall list only the voting members at the time of final committee letter ballot. The ballot result totals shall agree with the number of members listed.

If individuals other than voting members contribute to the document and should receive recognition, the Chair should inform the Technical Director.

3.3.2.3 — Synopsis

A good synopsis is concise and should not exceed 200 words. It should give new findings, significant data, conclusions, and important results justifying the conclusions.

3.3.2.4 — Keywords

Keywords contain items discussed in the document and aid users in retrieving material. The title, synopsis, and table of contents of the document are good sources for keywords.

3.3.2.5 — Table of Contents

Each document shall have a Table of Contents, which lists all chapters, sections, and subsections.

3.3.2.6 — References

Reference existing documents instead of duplicating their text. List only those items that will be useful to the reader.

PTI documents use references to other documents for three different purposes:

- Specify compliance (specified references);
 - Recommend compliance (recommended references); and
 - Indicate sources of information (cited references)
- In PTI documents, where compliance to ACI, ASTM,

AASHTO, or other documents is specified or recommended, include only the alpha/numeric designation in the text, such as ASTM C33. Committees are not to include the years and titles of references within the text of their documents.

If a specific edition of a document is intentionally referenced, it should be treated as a cited reference.

Do not include private communications as they are not available to general public and, therefore, of no use to the reader. Material not yet published shall not appear in the reference list. When the committee document is revised or updated, references shall also be updated; however, do not update references unless the committee is sure that the document's text is in accordance with the revised reference. The committee's editorial subcommittee (1.3.1, 3.4) should compare the text with the references. If there is a discrepancy, it should be brought to the attention of the full committee for action.

References cited in the text may be cited either by superscript number or by author's name and date. If superscripts are used, the sequence will be the order in which they are cited and the list will be numerical. If authors' names and dates are used, the listing will be alphabetical. Listing by superscripts uses less space in the text. Listing by authors' names and dates provides the reader with information in the text, permits additions to and deletions from reference lists without renumbering, and allows the list to be used as an authors' index. References shall be placed in a separate chapter at the end of the document.

3.3.2.7 — Units of measurement

It is the PTI policy to present units of measurement in both inch-pound and SI units following the conventions established by the International System of Measurement (SI). Conversion of inch-pound units shall be in accordance with the soft conversion procedures defined in ASTM E380. SI equivalents derived in this manner are shown in parenthesis—for example, 12 in. (305 mm): 12 in. = 304.80 mm, soft converted and rounded to 305 mm (beam width).

TAB may approve exceptions to this policy when hard conversions are required to conform to prevailing usage. "Hard" SI conversions are shown in brackets—for example, 12 in. [300 mm]: 12 in. = 304.80 mm, hard converted to 300 mm (beam width).

3.3.2.8 — Line numbering

Line numbering aids in the review of draft documents by committee members, TAB, and others; lines on each page should be numbered consecutively, starting with "1". For example, a suggestion for a change can be written: "Page 25, line 17, Omit 'draft'."

3.3.2.9 — Page numbering

Number each page of the draft consecutively. This includes title page, table of contents, text, figures, charts, and graphs.

3.4 — Editorial review

Prior to final committee letter ballot, a document must be thoroughly edited by the committee's editorial subcommittee (1.3.2). When submitting the document to TAB, the Chair must state that the editorial subcommittee has completed its task.

Editorial changes may be made at any time without requirement of letter ballot, except as a result of a negative, in which case confirmation is required. Editorial changes are of two types:

- Those that introduce no change in technical content, but correct typographical errors, modify editorial style, change nontechnical information, or reduce ambiguity; and
- Those that correct typographical errors in substance (essential information that could be misused).

The editorial subcommittee should review for document structure, sentence structure, grammar, redundancy, spelling, and typographical errors. Because many documents are written in sections by different people, it is essential that the committee review the separate sections for consistency in style and format.

3.5 — Standard instruction for use in technical committee documents

A disclaimer shall be included in most technical committee documents. An example of a typical disclaimer follows:

"This document is intended as a voluntary guide for the owner, design professional, equipment and material producers, and concrete contractor. It is not intended to relieve the professional engineer or licensed design professional of any responsibility for the specification of post-tensioned concrete methods, materials, or practices. While we believe the information contained herein represents the proper means to achieve quality results, the Post-Tensioning Institute must disclaim any liability or responsibility to those who may choose to rely on all or any part of this document."

3.6 — Circulating draft documents

A committee document may undergo significant changes in technical content and format prior to final committee and TAB approvals. Therefore, drafts shall be clearly marked "draft document, not for publication." The Chair may approve circulating the draft outside the

committee, TAB, and PTI 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 (refer to 3.7 for coordinating with other committees).

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

3.7 — Coordination with other technical committees

Coordination with other technical committees is an important part of processing documents (1.6.6, 2.5). It helps prevent conflicts and overlaps between committee documents. Some reasons for coordination with other committees might include:

- Information being developed is incorporated or referenced in documents of other committees;
- The work of one 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 coordinating 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. If substantial difficulties arise between two committees, the matter will be referred to TAB for arbitration.

4.0 — BALLOTING COMMITTEE DOCUMENTS

4.1 — Voting methods and rules

Two methods of voting are used to prepare new documents and to revise, reapprove, or withdraw existing documents:

1. Letter ballots consist of one or several items. Each item may include as much information as desired: an entire document, a chapter, a section, several sections, a paragraph, a sentence, or other information. In case of multiple items, each item passes or fails separately.

2. Meeting ballots consist of one item. This one item may include as much information as desired: resolution to all, several, or one negative vote; responses to all, several, or one TAB comment; or other information. This one item passes or fails. Meeting ballots allow for flexibility in separating information that causes the ballot to fail, reorganizing information included in the ballot item, and immediately reballoting information that has consensus.

PTT's consensus process consists of three rules applicable to letter and meeting ballots:

Rule	Description	Use
The 1/2 rule	At least 1/2 of all eligible voting members* must cast an affirmative vote	Letter ballots
The 40% rule	At least 40% of all eligible voting members* must cast an affirmative vote	Meeting ballots
The 2/3 rule	The number of affirmative votes must be at least twice the number of negative votes	Letter and meeting ballots

*Eligible voting members are all voting members on the committee roster, not only the number of members who voted.

4.2 — Committee letter ballot

A letter ballot is required for proposed new documents, for revisions, and reapprovals or withdrawals of existing committee documents.

Letter ballots permit all committee members to express their views. Efforts shall be made to resolve differences before submitting a document to letter ballot. Instances where the opinions of one or two members differ from those of the majority should not be allowed to unduly delay the document. Procedures for resolving negative votes allow differing opinions to be addressed without stopping progress on a document.

Following the final letter ballot and resolution of all negatives, the committee Chair shall submit the document for TAB review (5.1).

4.3 — Letter ballot procedures

The following explains who may initiate a letter ballot, its contents, ways to deal with negative votes, and what portion(s) of a document a letter ballot might take:

- Letter ballots are conducted by e-mail or by Web ballot at the committee Web page of the PTI Web site.
- A committee Chair may initiate a letter ballot or a member may seek to order a ballot by a motion at a committee meeting.
- A letter ballot may be taken on a complete document or on each independent part of a document, or a revision of a document.
- Letter ballots should generally follow the sample in Appendix A.4, Committee Letter Ballot, and must include all of the requested information.
- The ballot must contain a closing date. The closing date should not be less than 30 days after the ballot start date. A shorter period may require a canvass

of all voting members by telephone or special approval by the TAB liaison member or TAB Chair.

- All members eligible to vote shall receive a letter ballot. Associate members shall be sent the item being balloted for comment. These nonvoting members may express negative viewpoints, with reasons, on letter ballot items. These negative viewpoints are not counted in the final ballot tally and do not affect the outcome of a ballot item, but must be distributed to the committee for consideration. Copies of the item being balloted and the letter ballot shall be sent to the TAB Secretary (Technical Director) and the TAB liaison member.
- A negative vote on a letter ballot must be explained in writing to receive committee consideration (4.5.1), otherwise it is recorded as an abstention. The negative voter must provide wording that would satisfy the voter's concern. If such wording is not provided, the vote may be recorded as an abstention and the concern taken up as new business. Resolution or disposition of every negative vote on a letter ballot must be documented (5.1), unless the ballot is issued as noted in Section 4.5.
- A letter ballot summary (Appendix A.5) is to be completed and sent to the Technical Director for each letter ballot. This will allow a complete ballot history to be created and maintained at staff during a document's formation, even though Chairs and their record keeping might change.

4.4 — Analysis of ballot results

Once a ballot has closed and the summary is prepared, the committee Chair must determine whether an item has passed according to PTI procedures. If a prohibitive number of negatives has been received, the Chair may decide that rather than resolve the negatives individually, the committee will rewrite and reballot the document.

4.5 — Passage of an item

Passage of a document requires a letter ballot on the document and resolution of negative votes by letter ballot or at a committee meeting. Passage of a newly proposed or revised document requires that both of the following rules be met:

- The 1/2 Rule—At least 1/2 of the voting members vote affirmatively.
- The 2/3 Rule—At least 2/3 of the yes and no votes cast are affirmative.

Example 1—On one letter ballot for a 33-member

committee, 24 ballots are returned. There are 20 yes votes, two are no votes, and two are abstentions. More than 1/2 of the voting members voted affirmatively, and more than 2/3 of the yes and no votes cast were affirmative, so the ballot meets the 1/2 rule and the 2/3 rule. Once the negatives are resolved (4.5.1), the ballot will pass.

Example 2—On another letter ballot of the same 33-member committee, 22 ballots are returned. There are 16 yes votes, four are no votes, and two are abstentions. The ballot fails because it does not meet the 1/2 rule; at least 17 of the eligible voters needed to vote affirmatively.

Example 3—On another letter ballot of the same 33-member committee, 30 ballots are returned. There are 17 yes votes, 10 no votes, and three abstentions. The ballot meets the 1/2 rule, but fails because it does not meet the 2/3 rule; of the 27 yes and no votes cast, at least 18 needed to be affirmative.

4.5.1 — Resolution of negative votes

Consensus procedures require that all negative votes from voting members must be resolved by the committee either at a committee meeting or by letter ballot. To be able to find negative voters nonpersuasive at a committee meeting, it is necessary to have at least 40% of the voting members in attendance. Results of the ballots and resolutions of any negatives must be recorded in the minutes of the meeting. A negative voter found unrelated or nonpersuasive must be notified in writing of the right to appeal this finding to TAB.

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

Negative ballots can be resolved as follows:

Step 1, negative withdrawn—Determine whether 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. If the negative is withdrawn, record the ballot as affirmative or abstention in accordance with the negative voter's wishes, which must be recorded in the meeting minutes if the negative voter was present or submitted to the Chair in writing if the voter was not present.

Step 2, related versus unrelated—A negative vote is deemed to be related to the balloted item unless a voting member initiates a ballot to find the negative vote unrelated. The committee may find that the stated reason for the negative vote is unrelated to the item being balloted. Affirmative votes from at least 2/3 of the yes and no votes are required to find an item unrelated. Negatives on this

action do not have to be resolved. If the stated reason is found unrelated, the item becomes new business for the committee. Any further action requires a letter ballot. The negative is recorded as an abstention.

Step 3, (Related): Persuasive versus nonpersuasive—A related negative vote is deemed to be persuasive unless a voting member initiates a ballot to find the negative vote nonpersuasive. If the committee disagrees with the reason given for a negative vote, the committee must find the voter nonpersuasive at a meeting or by letter ballot. Affirmative votes from at least 1/2 of the voting members in a letter ballot and 40% in a meeting ballot are required, and at least 2/3 of the yes and no votes cast must be affirmative to find a negative vote unrelated. Negative votes on this action do not need to be resolved.

If a negative vote is found to be nonpersuasive, report that the negative was found nonpersuasive and give the vote count and the committee's reasons for the finding in the minutes of the meeting.

Step 4, (Related) Persuasive: Editorial versus Substantive Change—Determine if the resolution of a persuasive negative vote requires an editorial or substantive change. Editorial changes are defined in Section 3.4. Determination of whether a proposed change is editorial or substantive is somewhat a judgment call on the part of the Chair. If there is any doubt, or if there is an objection by a committee voting member, the proposal must be treated as a substantive change. If the change is made by correspondence, the Chair may rule it editorial if there is no objection in 30 days.

If the change is determined to be editorial and the negative voter is satisfied with the change, make the change in the document and report in the minutes that the negative was withdrawn after an editorial change. The negative may now be recorded as an affirmative. If the voter was not present at the meeting, the negative voter's withdrawal and agreement with the editorial change shall be submitted in writing to the Chair. The full committee must be notified in writing (usually in the committee's minutes) of all changes and given 30 days to object. If a member objects to a change noted in the minutes, this objection will be handled as new business.

Step 5, (Related) Persuasive: Substantive Change—If a substantive change is required to satisfy the negative voter, the change must be approved by vote at a meeting or by letter ballot. Affirmative vote requirements for approving a substantive change are the same as those for approving any new action: passage requires that at least 1/2 of the voting members vote affirmatively in a letter ballot and 40% in a meeting ballot and that at least 2/3 of the yes and no

votes cast be affirmative. Negative votes on this action must be resolved.

If the vote to satisfy a persuasive negative with a substantive change is unanimous, including an affirmative vote from the original negative voter, the original negative is recorded as an affirmative. The full committee must be notified in writing (usually in the committee's minutes) of all changes and given 30 days to object. If a member objects to a change noted in the minutes, this objection will be handled as new business.

Example 4—On one letter ballot for a 33-member committee, 22 ballots are returned. There are 16 yes votes, four no votes, and two abstentions. They needed 17 yes votes, so the ballot initially fails because it does not meet the 1/2 rule of eligible voters (4.4).

At a committee meeting with 18 members present, three of the no votes are withdrawn after editorial revisions to the document. The three votes are now recorded as affirmatives (Step 1), bringing the total to 19 yes, 1 no, and 2 abstentions. The remaining negative is found nonpersuasive by a 17 to 1 vote (Step 3). The document now passes, meeting both the 40% rule and the 2/3 rule for a meeting ballot finding a vote nonpersuasive.

Example 5—The same 33-member committee letter ballots another item and 22 ballots are returned. There are 15 yes, three no, and four abstentions. They needed 17 yes votes, so this ballot also initially fails because it does not meet the 1/2 rule of eligible voters (4.4).

At the committee meeting with 18 members present, one negative is successfully found unrelated by a vote of 14 yes, two no, and two abstentions (meeting ballot passes with 40% yes votes and 2/3 rule). The negative is recorded as an abstention (Step 2). The Chair rules that the second negative is persuasive and can be resolved by an editorial change. No committee member objects. The negative is recorded as an affirmative (Step 4). The Chair takes a vote to find the third negative nonpersuasive, which fails by a vote of 1 yes and 17 no, so the negative is persuasive. The Chair rules it substantive and the committee votes on making the recommended change. The vote is 17 yes, 1 no. A second vote must be taken to find this latest negative nonpersuasive. It succeeds with 17 yes and 1 no. The original negative is still recorded as a negative because the vote to find it persuasive/substantive was not unanimous (Step 5). The total is now 16 yes, one no, and five abstentions. The ballot still fails and the item must be reballoted, presumably after revisions.

Example 6—On one letter ballot for a 20-member committee, 19 ballots are returned. There are 18 yes votes, one no vote (Smith), and zero abstentions. The ballot passes, but the negative must be resolved.

At their next meeting with 18 members present, the Chair takes a vote to find Smith's negative nonpersuasive, which fails with zero yes, and 18 no. The Chair rules Smith's recommended change substantive. Per Step 5 listed previously, the committee votes to make the change by a vote of 17 yes and 1 no (Johnson). Johnson's negative must be resolved. Johnson states his reasons for voting negative; he agrees a change must be made but argues for a different change. The committee finds him persuasive with 17 yes and 1 no (Smith). As essentially a new action, they must now find Smith nonpersuasive, which they do with a vote of 17 yes and 1 no (Smith). The negative is now resolved, and the ballot passes. The action must be recorded in the committee's minutes.

4.5.2 — Affirmative votes with comments

The PTI ballot form (Appendix A.4) allows for affirmative votes with editorial comment. Many times, a committee-voting member may make comments that are clearly beyond editorial. These comments need to be resolved by the committee.

If the change recommended is clearly editorial, then the committee Chair should make the change and no further action is required.

If the change recommended is substantive or if there is any doubt the vote is recorded as a negative, then the vote must be resolved following the steps outlined in Section 4.5.1. Alternatively, if the voter agrees, the item can be taken up as new business.

4.6 — Proxy votes

Proxy voting is not allowed.

5.0 — PUBLISHING COMMITTEE DOCUMENTS

5.1 — Submitting documents for TAB review

All required materials for document submittal to TAB for review shall be sent to the Technical Director at least 6 weeks prior to a TAB meeting for procedural review, editorial review, and forwarding to TAB (refer to Appendix A.6, Checklist for Submittal of Documents to TAB for Review).

With the submittal, the Chair shall:

- State the results of the committee's coordinating action (3.7) with related committees and with earlier documents; and
- Inform TAB of conflicts with documents of other PTI committees with an explanation of the conflicts.

For each letter ballot on a new or revised document, the following must be reported:

1. Total number of eligible voting members;

2. Number of affirmative votes;
3. Names of eligible voting members who abstained; and
4. Names of eligible voting members who did not return ballots.

For all negatives that have not been withdrawn, the chair shall submit to TAB:

1. Statements prepared by the negative voters giving specific reasons for voting negatively;
2. If found nonpersuasive, the committee's reason for considering the negative nonpersuasive, and the vote of the committee to consider the negative nonpersuasive including the number of affirmatives and negatives plus the total number of votes in the committee (4.1).
3. If a change is made as a result of the negative, documentation of the change and a summary of related letter or meeting ballots results.

Committees proposing revisions to existing documents must give technical reasons for the proposed changes and identify additions or deletions to the text.

5.2 — Review of documents

One of the most important functions of TAB is the review of technical documents. TAB reviews documents for (a) technical correctness; (b) conflicts with other PTI documents; (c) compliance with PTI format; and (d) clarity of expression.

A document submitted for publication is sent to TAB, coordinating committees, and one or more outside reviewers. Outside reviewers are selected by the TAB Chair for their expertise on the subject matter.

Reviewers classify each of their comments, as explained in Section 5.2.1.

5.2.1 — Classification of review comments

General and specific comments—Reviewers are asked to indicate whether a comment is general or specific, and provide the page and line number reference for specific comments. General comments are applicable to the entire document, or many places in a document. Reviewers are strongly encouraged to avoid providing repeated specific comments where a general comment has been provided. Specific comments apply to a particular element of the document. Specific comments are classified further as technical, secondary, or editorial:

Technical comment (T)—Identifies a primary technical issue. The committee must consider the comment and take action. Typically, the committee either accepts the comment as stated and makes the change or disagrees with the comment and provides a rationale for this disagreement. In

some cases, the committee may disagree with the comment as stated but realize that the text of the document has been misinterpreted and make editorial changes to clarify the text. The committee must provide a written rationale if the TAB comment is not incorporated. T comments identify:

- Errors;
- Omissions;
- Conflicts;
- Serious deficiencies;
- Missing tables, figures, or other information; and
- MUST suggest a means of resolution.

Secondary comment (S)—Identifies a secondary technical or editorial issue where the committee has latitude. The committee is expected to consider and take action, but the committee need not document the response. S comments include:

- Suggestions for technical or editorial improvement;
- Questions that do not require an answer; and
- Comments that do not suggest a means of resolution.

Following this definition, a comment submitted by a reviewer as T is changed to an S by the TAB review group if a means of resolution is not provided by the reviewer (analogous to changing a negative to an abstention if no reason statement and proposed change are provided).

Editorial comment (E)—Identifies a specific or general editorial issue that the committee must correct before publication of the document. When the comment is a suggestion or simply reinforces a reviewer's preferences (such as "when in doubt, leave the comma out"), the comment is classified S, not E. Compliance with Editorial Comments are expected unless the meaning would be changed if the comment were followed. Committees are expected to document the handling of E comments only where they take exception to the comment. E comments include:

- Style and grammar corrections;
- Repetitive issues;
- Inconsistency;
- Missing reference information;
- Reference format;
- Punctuation errors;
- Spelling or typographical errors;
- Transposed words; and
- Tense agreement.

5.2.2 — TAB review procedure

Each document is assigned a TAB review group. The review group is assigned a review chief for each document being reviewed. All comments received from TAB members, outside reviewers, staff, and Chairs of related committees are given to the TAB review group for evaluation.

The review comments are assembled by the review chief and considered by the assigned TAB review group at a Web meeting. During its evaluation of the comments, the review group may eliminate duplications and delete incorrect statements. The review group recommends to TAB whether the document should be approved; approved with comments; or returned to the technical committee for revision, reballot, and resubmission.

TAB considers the recommendation of the review group and acts on the document. At this point, the comments approved by the TAB review group become official TAB comments. The Chair of the committee that submitted the document is invited to attend a meeting with the TAB review group at the TAB meeting to convey the results of the document review. Staff notifies the committee of the TAB action and sends any TAB comments to the committee for its consideration.

If the document is approved or approved with comments, the committee shall act promptly to:

- Prepare a revised document;
- Prepare a response to each technical comment; and
- Prepare a response to each editorial comment, if the editorial change is not made.

The responses to TAB comments and the changes made to the document in response to TAB comments shall be approved by the committee in a letter ballot.

After the document has been revised in response to TAB comments and approved by the committee membership, the following shall be submitted to the TAB Chair:

- The revised document;
- The committee responses to the TAB comments; and
- A report on the handling of all committee objections to the changes.

TAB checks the document for compliance with the comments. If the committee disagrees with a technical comment, a technical reason for noncompliance must accompany the document.

If the document is not approved but TAB considers publication desirable, the committee is expected to revise, reballot, and resubmit the document to TAB. The decision not to approve is usually the result of major structural or technical deficiencies in the document. Therefore, TAB expects a major effort by the committee before the document is resubmitted. When a document is not approved, the committee receives the following guidance from the TAB review group:

- General guidance on what the TAB review group believes is necessary to improve the document;
- A set of technical comments compiled by the review group. These comments represent technical

problems that the reviewers have identified in the document. Although TAB expects the committee to address these comments during revision of the document, there is no requirement to respond individually to each of these comments. The committee should be aware that the TAB review group may not evaluate all of the review comments once it becomes evident that the document should not be approved. Further, the committee must realize that merely addressing the technical comments is usually not enough to upgrade the document to an acceptable condition; and

- The committee may also receive additional comments with or without TAB classification and a marked-up copy of the document containing editorial corrections. These items are provided for the committee's use in revising the document for resubmission.

5.3 — Appeal of TAB decision

Any committee Chair and/or other interested committee members, who wish to discuss or appeal previously transmitted TAB comments and actions on their committee document, should notify the Technical Director. An item will be placed on the agenda for the next scheduled TAB meeting and the person will be invited to attend the session when the item is to be discussed. TAB decisions on appeals are final.

5.4 — Processing documents

When TAB determines that the committee has complied with the technical comments, an abstract of the document is published in the Publication Catalog and the document is published. Standards such as specifications are available to Institute members and the general public for review and comment at the PTI Web site. Discussions are open for 45 days. Comments returned to PTI staff within the discussion period must be considered by the committee for closure (refer to Appendix A.7, Flow Chart for Processing Documents).

5.5 — Discussion and committee closure

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

Present publication schedules require that the committee closure to discussion be received at PTI staff 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 the committee for letter ballot. Any changes in the document proposed by the committee document in response to discussion are subject to approval by TAB. Discussion and closure will generally be published within 6 months after publication of the abstract.

5.6 — Final publication

After all of the aforementioned procedures have been completed and all approvals have been obtained, the documents become official Institute publications. All committee documents are published in a separate final format and are available to the public.

5.7 — Appeals

Any person may appeal actions on committee documents in progress or provisions of existing committee documents. Appeals on actions or on existing documents shall be heard by TAB. All such appeals shall be heard as expeditiously as possible considering normal meeting schedules. TAB decisions on appeals are final.

If an appeal on an action is sustained, it shall be processed no further. If the appeal is technical in nature, the action shall be returned to the originating committee by TAB. If the appeal is procedural in nature, the action shall be returned to the step in the procedure where the error occurred.

If an appeal on an existing document is sustained, TAB will return the action to the originating committee for correction if the appeal is technical in nature or to the step in the procedure where the error occurred if it is procedural in nature. The document shall be corrected within the time limit established by TAB or it shall be rescinded.

APPENDIX A—SAMPLE COMMITTEE FORMS

A.1 — COMMITTEE APPLICATION



POST-TENSIONING
INSTITUTE®

Committee Application

Voting:_____ Associate:_____ (check one)

Name _____
 Company _____
 Address _____
 City, State, ZIP _____
 Phone / E-mail _____ / _____

I hereby apply for membership on the: _____
 Committee of PTI. I understand that if appointed I will be expected to attend meetings, return ballots,
 reply to correspondence, actively participate in committee work, and contribute technical information.

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

Other concrete industry organizations and/or committee memberships and activities:

Signature _____ Date _____

PTI Committees

<p>Administrative Committees</p> <p><input type="checkbox"/> TAB-120 TAB</p> <p><input type="checkbox"/> EDC-130 Education</p> <p><input type="checkbox"/> CRT-140 Certification</p> <p><input type="checkbox"/> MKT-150 Marketing</p> <p>Technical Committees</p> <p>Materials Committees</p> <p><input type="checkbox"/> M-10 Unbonded Tendon</p> <p><input type="checkbox"/> M-50 Bonded Tendon</p> <p><input type="checkbox"/> M-55 Grouting</p>	<p>Technical Committees</p> <p>Design / Construction Committees</p> <p><input type="checkbox"/> DC-10 Slab-on-Ground</p> <p><input type="checkbox"/> DC-20 Building Design</p> <p><input type="checkbox"/> DC-35 Prestressed Rock & Soil Anchor</p> <p><input type="checkbox"/> DC-40 Bridge</p> <p><input type="checkbox"/> DC-45 Cable-Stayed Bridge</p> <p><input type="checkbox"/> DC-70 Special Topics</p> <p><input type="checkbox"/> DC-80 Repair, Rehabilitation & Strengthening</p> <p><input type="checkbox"/> DC-100 Sustainability</p>
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Please e-mail, fax, or mail this form to:

PTI –Attn: TAB Secretary
 Phone: 248-848-3184

38800 Country Club Drive, Farmington Hills, MI 48331

Fax: 248-848-3181

E-mail: miroslav.vejvoda@post-tensioning.org

A.2 — COMMITTEE MEMBERSHIP QUESTIONNAIRE



POST-TENSIONING
INSTITUTE®

COMMITTEE MEMBERSHIP QUESTIONNAIRE

DATE: *(Date of Mailing)*

PLEASE RETURN BY *(Usually 21 days from mailing date)*

PTI COMMITTEE

(Committee Name)

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

COMMENTS:

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

RETURN TO:

Miroslav Vejvoda, Technical Director
Post-Tensioning Institute
38800 Country Club Drive
Farmington Hills, MI 48331
Fax: (248) 848-3181
E-mail: miroslav.vejvoda@post-tensioning.org

FROM:

(Your Signature)
(Name)
(Address)
(Phone & Fax Numbers)
(E-mail)
(Date)

A.3 — ANNUAL REPORT OF PTI COMMITTEE ACTIVITIES



Annual Report of PTI Committee Activities
(To be placed on the committee's agenda for the spring meeting)

Committee _____

Chair _____ Date _____

1. List the progress on goals (including technical sessions) of your committee during last year:

2. List your goals for the upcoming year:

3. List documents you expect to submit to TAB for review in the next 12 months:

4. Report progress on preparing responses to TAB review comments (if applicable):

5. List any liaisons or conflicts with other committees in PTI or other organizations, any educational programs for seminars, and any new technology to be featured in the PTI *JOURNAL*:

A.4 — COMMITTEE LETTER BALLOT



**POST-TENSIONING
INSTITUTE®**

COMMITTEE LETTER BALLOT

(Date of Mailing)

PLEASE RETURN BY *(Usually 30 days from mailing date)*

PTI TECHNICAL COMMITTEE

(Committee Name)

(Title of item being balloted. e.g., Proposed Document, "Procedures for Determining Soil Support Parameters for Shallow Foundations on Expansive Clay Soil Sites")

- ☐ **I approve the above** *(insert one of the following: document, revision, re-approval, withdrawal)*
- ☐ * **I approve, with editorial comment, the above** *(insert one of the following: document, revision, re-approval, withdrawal)*
- ☐ ** **I do not approve the above** *(insert one of the following: document, revision, re-approval, withdrawal)*
- ☐ **I abstain from voting on the above**

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 also have suggested which, if adopted, would satisfy the objection.

RETURN TO:

Miroslav Vejvoda, Technical Director
Post-Tensioning Institute
38800 Country Club Drive
Farmington Hills, MI 48331
Fax: (248) 848-3181
E-mail: miroslav.vejvoda@post-tensioning.org

FROM:

(Your Signature)
(Name)
(Address)
(Phone & Fax Numbers)
(E-mail)
(Date)

A.5 — LETTER BALLOT SUMMARY



POST-TENSIONING
INSTITUTE®

LETTER BALLOT SUMMARY

COMMITTEE: _____

DOCUMENT: _____

SECTION(S) BALLOTTED: _____

DATE BALLOT WAS MAILED DATE BALLOT WAS CANVASSED

NUMBER OF ELIGIBLE VOTERS _____

YES NO ABSTAIN NOT RETURNED

Names of eligible voters:

Names of negative voters and reasons:

Names of voters abstaining:

Names of eligible voters not returning ballots:

Send this summary to:
TAB Secretary/Technical Director
Post-Tensioning Institute
38800 Country Club Drive
Farmington Hills, MI 48331
Fax: 248-848-3181
E-mail: miroslav.vejvoda@post-tensioning.org

Signature: _____

Name: _____

Date : _____

A.6 — CHECKLIST FOR SUBMITTAL DOCUMENTS FOR TAB REVIEW

CHECKLIST FOR SUBMITTAL OF DOCUMENTS FOR TAB REVIEW

This checklist gives the items that need to be considered when submitting a document to headquarters for TAB review. Just check off the items as you prepare your submission. If you have any questions, call the PTI Technical Director.

DOCUMENT CHECKLIST

- ☐ Title page, including committee roster of voting members *(3.3.3, 3.3.3.1)*
- ☐ Table of Contents *(3.3.3.4)*
- ☐ Typed, double-spaced with one-inch margins all around *(3.3)*
- ☐ All pages and lines numbered *(3.3.3.7, 3.3.3.8)*
- ☐ Metric Units *(3.3.3.6)*
- ☐ Original photographs and figures *(3.3)*
- ☐ Identification of proposed changes in an existing document, including additions and deletions, and explanation of the technical reasons for them *(5.1)*

COVER LETTER CHECKLIST

- ☐ Document type *(3.2)*
- ☐ Coordination *(3.7)*
- ☐ Review by Editorial Subcommittee *(3.4)*
- ☐ Committee letter ballot closing date *(4.3)*
- ☐ Ballot results *(4.4, 4.5, 5.1)*
 - ☐ Number of eligible voting members (including chairman)
 - ☐ Number of affirmative voters
 - ☐ Names of eligible voters
 - ☐ Names of negative voters and reasons
 - ☐ Name of voters abstaining
 - ☐ Names of negative members not returning ballots
- ☐ Resolution of negatives not withdrawn *(4.5.1)*
 - ☐ Handled at a committee meeting or by letter ballot
 - ☐ Unrelated
 - ☐ vote count
 - ☐ Related
 - ☐ Editorial change made
 - ☐ vote count
 - ☐ Substantive change made
 - ☐ vote count
 - ☐ Non-persuasive
 - ☐ vote count
 - ☐ committee reasons
- ☐ Change made due to comment on affirmative ballot *(4.5.2)*
 - ☐ vote count

A.7 — FLOWCHART FOR PROCESSING DOCUMENTS

FLOWCHART FOR PROCESSING DOCUMENTS



