

Ballot Comments Adjudication

Source: Standards Committees Operating Manual 04.08.2021



Training Scope

This training will provide participants with a basic understanding of the process of adjudication of ballot comments by the assigned Document Project Manager (DPM) for the AMPP Standards Program.

Training Topics

- Ballot Comment Adjudication SC and SPC Level
- Ways to Adjudicate Comments
- Resolution of Negative Ballot Comments
- SPC Ballot Comments

Learning Outcomes

- Recognize the process for ballot comment adjudication.
- Identify the different ways a negative comment can be adjudicated.
- Identify the responsibilities of the DPM and staff for negative ballot comment resolution.
- Recognize the process for adjudicating SPC ballot comments.

Ballot Comment Adjudication: Standards Committee (SC) Level

Voting members are able to vote and submit comments

Observers are not able to vote, but may submit comments

All comments must be adjudicated by the Document Project Manager (DPM) after the ballot closes

Negative Votes on an SC Ballot

Negative votes must be accompanied by:



Location

- Identify Section or Paragraph subject to disapproval



Comments

- Highlight technical inaccuracies or omissions
- Note perceived ambiguity or a lack of clarity
- Identify potential conflicts or duplication
- Point out procedural or philosophical issues



Alternative Wording

- Must provide alternative wording that serves to resolve the negative, unless the standard is intended to become an ANS

Options to Adjudicate Negative Votes

Persuasive

Withdrawn

Withdrawn with Editorial Changes

Not Persuasive

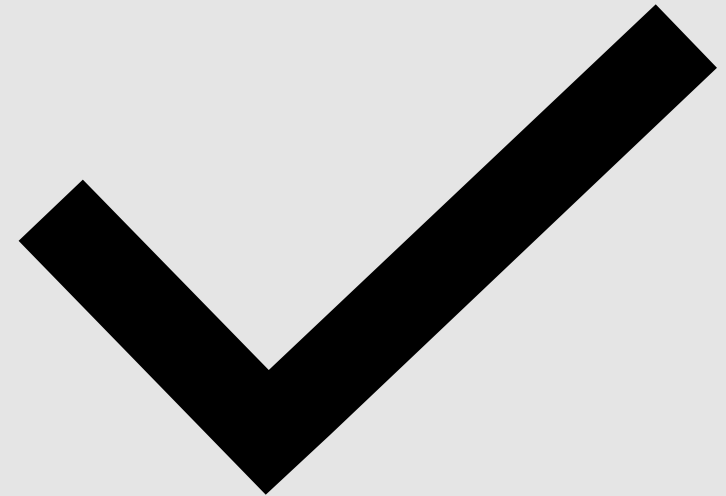
Not Related/Non-Responsive

Previously Considered

Negative Comment Adjudication: Persuasive

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- If the DPM and the drafting members determine the content of the negative vote is technically valid and within scope for the draft standard, then the comment shall be considered persuasive and the suggested change (as agreed between the DPM and the voter) is incorporated into the draft.



Negative Comment Adjudication: Withdrawn

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- A voting member may withdraw their negative ballot at any time.
- If, after discussing their negative ballot with the DPM, the voting member determines their negative vote is no longer valid, they may withdraw their negative vote and change their vote to either affirmative or abstain
 - This is contingent upon their notifying both the DPM and AMPP Staff



Negative Comment Adjudication: Withdrawn with Editorial Changes

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- If, after discussion of their negative vote with the DPM, the voting member agrees that the negative comment may be resolved by making an editorial change, they may withdraw their negative vote and change their vote to either affirmative or abstain
 - This is contingent upon their notifying both the DPM and AMPP Staff



Negative Comment Adjudication: Not Persuasive

- If the DPM and the drafting members determine the comment is not persuasive (i.e., the suggested change and the rationale for requesting the change do not render the document more technically accurate or valid than the original text), the recommendation shall be presented to the SC for final adjudication.

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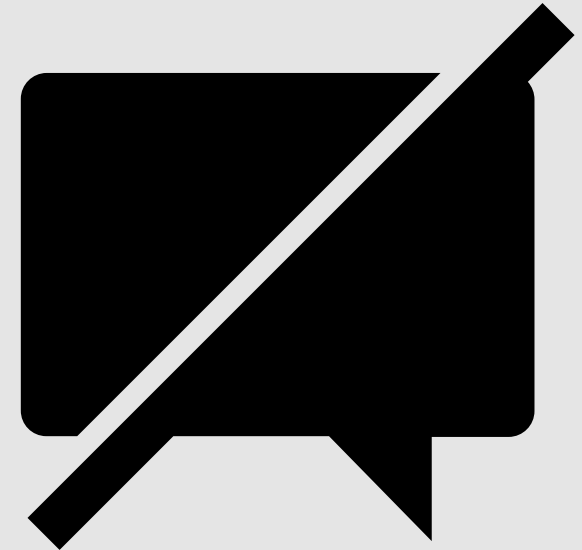
Presenting a Not Persuasive

- This must be done by one of the following means:
 - Inclusion of the proposed Not Persuasive recommendation and supporting rationale in a subsequent reballot
 - Distribution of a 14-Day Affirmation Ballot to the SC
 - Review during an SC meeting by voice vote recorded in the minutes
- If the SC **affirms** the Not Persuasive recommendation, the negative vote is ruled Not Persuasive, and the requested change is not incorporated into the draft

Negative Comment Adjudication: Not Related/Non-Responsive

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- If the DPM and the drafting members determine the negative vote addresses technical requirements that fall outside of the scope of the draft document or relate to material that was not part of the ballot, the ballot is ruled Not Related and the requested change is not incorporated into the draft.



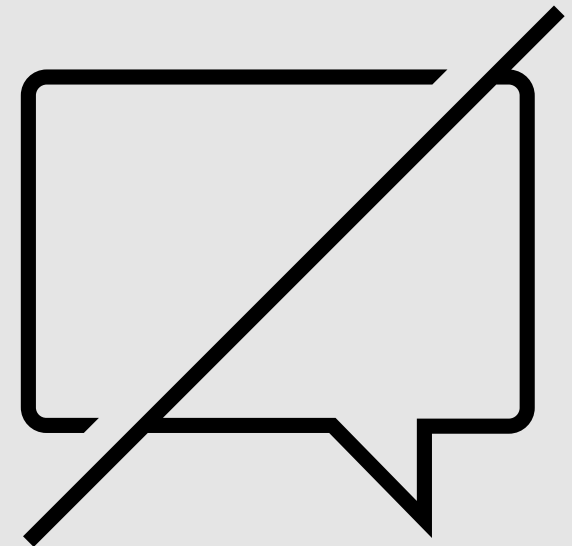
Comments that are Not Related/Non-Responsive

- Negative comments unrelated to the proposal under consideration shall be noted for the SC and may be considered as proposals for new work
- A negative that does not meet the requirements of SCOM 6.3.2.4 shall be ruled Non-Responsive

Negative Comment Adjudication: Previously Considered

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- If the DPM and the drafting members determine the subject of the negative vote was considered during previous rounds of balloting and ruled either Not Persuasive or Not Related, then the DPM so notes, and the requested change is not incorporated into the draft



Resolution of Negative Ballot Comments: DPM Responsibilities

The resolution of negative ballot comments must be communicated by the DPM to the voter and the SC via subsequent rebalot

This may be a 14-day affirmation ballot

The DPM shall notify the voting member of the resolution of his/her ballot comments in writing with a clear rationale statement

Resolution of Negative Ballot Comments: Staff Responsibilities

AMPP Staff shall notify negative voters whose comments were not accepted and that the standard is being forwarded for final approval by the SPC

AMPP Staff shall advise unresolved negative voters of their right to appeal as detailed in SCOM Appendix A (Appeals Process for Alleged Procedural Infraction)

Committee Level Ballot: Observer Comments

- An SC Observer may comment on ballots; however, they do not have a formal vote.
- Comments from non-voting participants **must be** reviewed and adjudicated.
- The DPM shall notify the Observer of the resolution of their ballot comments in writing with a clear rationale statement.



Committee Level Ballot: Non-Member

If an individual who is not a member of the SC wishes to review a draft standard or technical report, they must submit their request in writing to the SC Chair.

Materially interested parties who request to review a draft standard may make comments; however, they do not have a formal vote.

Their comments **must be** reviewed and adjudicated.

The DPM is not required to incorporate or resolve any comments submitted with an affirmative response.

SPC Ballot Comments

- The purpose of the Standards Program Committee level ballot is to confirm adherence to AMPP policies and procedures.
- If a member of the SPC votes negative on the grounds that there was a perceived process violation at the SC level, the document shall be returned to the SC.
- SPC ballot comments must be resolved before the document can move on to publication.



Adjudication of SPC Ballot Comments

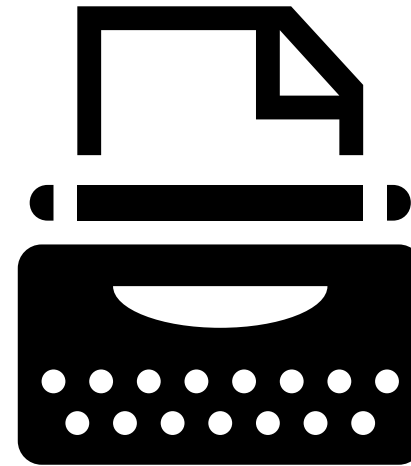
The DPM must resolve all negative votes from the SPC.

If an SPC member changes their response from a negative to an affirmative, they must notify the DPM and AMPP Staff.

Minor editorial changes are permitted without rebalot to the SC level and the document can proceed to publication.

Significant Editorial Changes

- If, in order to resolve the SPC negative vote, significant editorial changes are required, the DPM must:
 - Contact AMPP Staff and the SC for resolution within 30 days.
 - Attempt to reballot to the SC within 60 days.



Unresolved SPC Ballot Negatives

If the DPM is unable to resolve an SPC negative vote, the SC may decide to resubmit the draft standard to the SPC for a second ballot.

The second ballot is accompanied by the original SPC negative vote along with the SC's position.

A vote of 75% of the SC voting membership is required to forward the draft document to the SPC. If 75% approval is not reached, the SC shall discuss the future of the project.

Negative votes by 25% of SPC members shall be sufficient to preclude publication. In this case, the project shall be returned to the SC accompanied by the SPC's comments.



Questions?

**Email
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