Standards Committee (SC) Officer Training

Source: AMPP Standards Committee Operating Manual June/July 22, 2022
Training Scope

This training provides participants with a basic understanding of the roles and responsibilities of AMPP Standards Committees’ Officers.
Standards Committees (SCs)

• Responsible for developing, maintaining, and publishing all standards and standards-related products within their scope

• Established and approved by the AMPP Standards Program Committee (SPC)
The structure, procedures, and the operations of AMPP Standards Committees (SCs) are detailed in the Standards Committees Operating Manual (SCOM)
SC Officers (SCOM ¶ 3.4.1)

Each Standards Committee must have:

- Chair
- Vice Chair
- Committee Secretary (Optional)
- Officer terms are two-year terms, renewable one time
- Officers are SC voting members and expected to participate on all ballots.
Who's Eligible to be an SC Chair?

SC Chair Candidate Requirements:
• Active SC member
• Support of employer to attend meetings and perform functions of the office.
SC Chair Desired Qualities

- Technical expertise in the SC’s subject matter
- Demonstrated leadership skills
- Strong communication skills
- Willingness to make decisions yet lead through consensus-building
- Ability to keep projects on track and on schedule
- Global perspective of the corrosion sciences community
- Knowledge of AMPP processes

The Global Leaders in Materials Protection and Performance
# SC Chair Responsibilities (SCOM ¶ 3.4)

## Document Management
- Approve, manage, & assign standards projects
- Monitor balloting process
- Appoint Document Project Managers (DPMs)
- Sunset outdated projects
- Manage 5-year review process

## Meetings
- Plan & conduct effective SC meetings (at least 2 per year)
- Prior review of presentations for adherence of AMPP Presentation Guidelines before SC meetings (SCOM ¶ B2.0)
- Prepare detailed agendas. Should provide to staff for posting at least 4 weeks in advance for SC meetings
- Chair or appointed SC member shares screen with agenda and other items during the meeting.
- Chair appoints an SC member to prepare minutes
- Ensure quorum, if necessary.
- Provide timely minutes and forward to staff for uploading
- Templates are available online

## Administrative
- Appoint Vice Chair and may appoint a Committee Secretary
- Coordinate with other SCs on related projects
- Manage SC membership and maintain balance of SC Voting Members
- Utilize SPC metrics to improve SC operations & health
Agenda

• Include time for SC business

• Coordinate with DPMs in advance to provide status of current projects

• Include a table with a detailed breakdown of scheduled time allocated during the meeting for project reporting and presentations
AGENDA

Standards Committee #
(Title of Committee)
(Date of Meeting) - (Time of Meeting)
(Location of Meeting)

Zoom link:

<table>
<thead>
<tr>
<th>Meeting Time</th>
<th>Document</th>
<th>Document/Presentation Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>8a - 10a</td>
<td>SP0103</td>
<td>NACE No. 11/GSPC-PA 5 Thin-Film Organic Linings Applied In High Carbon Steel Process Vessels (SP0103)</td>
</tr>
<tr>
<td>10a - 11a</td>
<td>SP0151</td>
<td>Liquid Applied Internal Protective Coatings for Off-Road Production Equipment</td>
</tr>
<tr>
<td>11a - 12a</td>
<td>SP0191</td>
<td>Application of Internal Plastic Coatings for Off-Road Tubular Goods and Accessories</td>
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</tbody>
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LUNCH BREAK — Noon to 1:00 pm

1. Call to Order
2. Review Safety Procedures (face-to-face meetings only)
4. Staff Report
5. Agenda (according to AMPP Rules of Order, approval is not needed but a motion to amend can be proposed).
6. Previous Meeting Minutes (according to AMPP Rules of Order, previously circulated minutes may be approved as submitted/posted unless an objection is made. Then an approval shall be presented in the form of a motion).
7. Membership Update
8. Old Business
   8.1 Status of Committee Documents
      8.1.1 Document 1 Title – DPM
      8.1.2 Document 2 Title – DPM
      8.1.3 Etc
   8.2 Other Committee Activities
9. New Business
   9.1 Documents in need of review/revision/reevaluation
Standards Projects (SCOM ¶ 6.2)

• Anyone can fill out and submit a Project Request Form
• SC Chair works with the requester and SC to:
  • Determine scope of proposed new document
  • Ensure industry need
  • Identify sufficient interest to help draft new standard
• SC Chair approves initiation
• SC Chair appoints Document Project Manager (DPM)
SC Vice Chair Responsibilities

- Assist with management of SC
- Fulfill obligations in absence of SC Chair
SC Secretary (Optional) Responsibilities

- Prepare meeting minutes
- Perform other functions as requested by SC Chair
Visit Standards/About Standards webpage to obtain necessary resources.
Get direct information for the operation of our standards committees including access to our organization chart, forms, and manuals.

### Standards operating manuals

<table>
<thead>
<tr>
<th>Standards Committees Operating Manual June, 2022</th>
<th>(pdf 930k)</th>
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</table>

### Officer templates

<table>
<thead>
<tr>
<th>AMPP SC Agenda Template</th>
<th>(word 44k)</th>
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<tbody>
<tr>
<td>AMPP SC Minutes Template</td>
<td>(word 48k)</td>
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<tr>
<td>AMPP SC Charter Template</td>
<td>(word 34k)</td>
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<tr>
<td>AMPP SDO Collaboration Form</td>
<td>(word 43k)</td>
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### Supporting resources

<table>
<thead>
<tr>
<th>AMPP Projects Request Form</th>
<th>(word 35k)</th>
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<tbody>
<tr>
<td>Publications Style Manual</td>
<td>(pdf 87k)</td>
</tr>
<tr>
<td>AMPP Standards Program Overview</td>
<td>(pdf 1m)</td>
</tr>
<tr>
<td>Inquiries and Interpretations for NACE MR0175/ISO 15156</td>
<td>(pdf 743k)</td>
</tr>
<tr>
<td>Proposal for New Standards Committee</td>
<td>(word 34k)</td>
</tr>
<tr>
<td>Standards Committee Organization Chart</td>
<td>(pdf 108k)</td>
</tr>
<tr>
<td>AMPP Antitrust Policy</td>
<td>(word 42k)</td>
</tr>
<tr>
<td>Guide for Specifying AMPP Standards/Documents</td>
<td>(pdf 217k)</td>
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### Training resources

<table>
<thead>
<tr>
<th>Standards Committee Officers Training</th>
<th>(pdf 2.2m)</th>
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<tbody>
<tr>
<td>AMPP Standards Balloting Training</td>
<td>(pdf 1.1m)</td>
</tr>
<tr>
<td>AMPP SC Member Training</td>
<td>(pdf 603k)</td>
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<tr>
<td>AMPP Ballot Comments Adjudication Training</td>
<td>(pdf 481k)</td>
</tr>
<tr>
<td>How to Navigate AMPP Workspace Training</td>
<td>(pdf 1.5m)</td>
</tr>
<tr>
<td>AMPP SPC Member Training</td>
<td>(pdf 432k)</td>
</tr>
<tr>
<td>AMPP DPM Training</td>
<td>(pdf 1.1m)</td>
</tr>
<tr>
<td>Accessing AMPP Standards Ballots Training</td>
<td>(pdf 1.5m)</td>
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SC Participants
(SCOM ¶ 3.6)
Managing SC Membership

• Two SC member roles:
  • Observer
  • Voting Member

• Designated by three different classifications:
  • User
  • Producer
  • General Interest
SC Membership Classification Definitions

• **User:**
  • Technical views are drawn from an organization that purchases or uses materials, products, systems, or services, other than for household use and would not also be classified as a Producer.

• **Producer:**
  • Technical views are drawn from an organization that produces or sells materials, products, systems, or services.

• **General Interest:**
  • Technical views are drawn from an organization that cannot be classified as either a Producer or a User.
Balancing SC Voting Membership

- Principal tenet of consensus process.
- SC Chair maintains equitable balance among interest classifications. SC Member Report is available from your staff liaison.
- Strive to have no interest classification with more than 50% of total SC voting membership
- No more than 10% of the voting membership may be from one organization. Additional members from an organization may participate as Observers.
Voting Member Requirements

• Participation requirements to maintain Voting Membership:
  • Vote on all ballots submitted to the SC.
    • If three consecutive ballots are missed, may be reassigned as an Observer
  • Attend SC meetings
    • If three consecutive SC meetings are missed, may be reassigned as an Observer.
    • Virtual attendance counts toward participation.
  • SC Chair may make exceptions for extenuating circumstances.
SC Officer Selection
SC Chair Selection Process

Chair’s Term concludes

• Vice Chair becomes Chair
• Requires approval by simple majority vote of SC voting members

Vice Chair unable to serve

• Replacement candidates are nominated by SC members

Approval of Vice Chair elect

• Nominees are balloted to the SC.
• The candidate receiving the most nomination ballot votes then requires approval by a simple majority vote of SC voting members to be elected.
• Elected candidate is presented to SPC for approval
Vice Chair Selection

- Employer supported
- Minimum 1 year SC member
- Different organization than SC Chair

Appointed by SC Chair
Thank you for your contributions and support!

Questions?

Email standards@ampp.org