Standards Program Committee (SPC) Training

Source: AMPP Global Center Program Committee Charter 01.01.2021
Training Scope

This training will provide participants with a basic understanding of the purpose and responsibilities of an AMPP Standards Program Committee (SPC) member.
Training Topics

- Scope of the SPC
- Meetings
- Voting and Membership
- Term Limits
- Officer Responsibilities
- Subcommittees & Task Forces
Learning Outcomes

• Identify the purpose of the Standards Program Committee
• Recognize SPC meeting and voting requirements
• Recognize and explain SPC term limits and officer responsibilities
Scope of the SPC Responsibilities

The AMPP SPC shall provide:

- Strategic direction for the AMPP Global Center’s (GC) standards program
- Ensure effective and efficient development of standards and procedural quality
- Maintain a robust new business development plan
- Develop recommendations for improving the Global Center’s standards program for the GC board’s consideration
Meetings

- The SPC shall meet as needed.
- Notice of a meeting shall be provided to the SPC members at least 10 days prior to the meeting.
- Minutes of the meeting shall be taken and distributed to all members of the SPC on a timely basis.
Quorum

A quorum to conduct business shall be a simple majority of the SPC’s voting members.
Membership

The SPC shall consist of a minimum of five and a maximum of 15 voting members.

Up to two non-voting members may be appointed by the SPC Chair, subject to SPC approval.

The GC Board shall elect the voting members and the Chair of the SPC.

The GC Board may assign a Board member to the SPC to provide strategic direction and serve as a non-voting member.

The Chair shall appoint the Vice Chair from among the voting members.
Term Limits for Voting and Non-Voting Members

- A voting member shall serve a term of three years, beginning July 1 and ending June 30.
- A voting member may serve up to two consecutive terms (six consecutive years) and may be reelected after one year has elapsed since the expiration of his or her last term.
- Non-voting members shall serve a term of one year and may serve an unlimited number of consecutive terms.
Term Limits for Officers

- The Chair shall serve a term of two years and may serve up to two consecutive terms (four consecutive years).
- The Vice Chair shall serve a term of one year and may serve up to six consecutive years.
SPC Chair Responsibilities

- The Chair shall be a current member of the Association for Materials Protection and Performance (the “Association”).
- The Chair is responsible for:
  - Scheduling meetings
  - Developing agendas
  - Overseeing preparation of draft minutes of meetings
  - Submitting recommendations and plans approved by the SPC to the Board.
SPC Vice Chair Responsibilities

- The Vice Chair shall fill the duties in the absence of the Chair.
- The Vice Chair shall be knowledgeable of the SPC’s activities and protocols, so the duties of the Chair can be assumed when necessary.
Subcommittees

- The Board may approve the creation or disbandment of a standing subcommittee(s) that advises the SPC on such matters as determined by the Board.
- The SPC shall elect the Chair of the subcommittee.
- The subcommittee Chair shall determine the number of voting members, not to exceed 15 voting members, and appoint the remaining members for such term as determined by the subcommittee Chair.
Task Forces

The SPC may approve the creation or disbandment of a task force that advises the SPC for a discrete purpose for a time period of up to **one year**, which may be extended, as necessary.

Notwithstanding the foregoing, the Board may disband any such task force at any time.

The SPC shall elect the Chair of such task force.

The task force Chair shall determine the number of voting members, not to exceed 15 voting members, and appoint the remaining members.
The purpose of the Standards Program Committee level ballot is to confirm adherence to AMPP policies and procedures.

The SPC may not comment on or alter the technical content of a standard.

The SPC level ballot is a 14-day ballot.

Standards for reaffirmation or stabilization do not require a second level of balloting of the SPC.
Members of the SPC are permitted to serve as an SC Voting Member or Observer.

The SC members shall review AMPP standards for technical and editorial content.

The voting members of an SC shall serve as the consensus body for all standards balloted by that SC.
SPC Level Ballot

- The SPC ballot shall be accompanied by a summary of any unresolved negative comments along with the SC’s position.
- 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 by the Staff Liaison.
  
  Examples:
  • No reballot occurred after negatives are addressed and not withdrawn
  • Negative comments not adjudicated
- If an SPC member changes their response from a negative to an affirmative, they must notify AMPP Staff.
Adding Ballot Comments

• Voting members must select a Ballot Option first, then comment if permitted.
• Voter comments are **REQUIRED** when voting “No” or "Negative"
• You may:
  • Add individual comments by selecting “Add a Comment” (opens a new tab).
Adding Ballot Comments Process

• Completely fill out all information in the “Add Comment” section for each comment.

• You may check the “Email Notifications” box to notify all members of the SPC before saving your comment.

• Click Save or Save and Add Another to submit your comment.

• When your comment is added and saved, the page will go blank.

• Close this tab in your browser. Return to the ballot tab and select the VOTE button if you have not already submitted your response.
Questions?

Email Standards@ampp.org