Standards Balloting

Source: Standards Committees Operating Manual 04.08.2021
Training Scope

• This training will provide participants with a basic understanding of the AMPP standards balloting process and procedures.
Training Topics

- Types of Ballots
- Balloting Process
- Voting and Commenting on a Ballot
Learning Outcomes

• Identify the different types of AMPP ballots.
• Recognize the different between a SC level ballot versus a SPC level ballot.
• Identify how to vote and making comments on a ballot.
AMPP Ballot Levels

• There are two levels of required balloting (SCOM 6.3.3):
  • Committee Level Ballot – Approval by the Standards Committee (SC) with ownership of the document. The SC members review the draft standard for technical and editorial content
  • Standards Program Committee (SPC) Level Ballot – SPC members confirm adherence to AMPP policies and ensure due process was followed during the development of the document
Committee Level Ballot

- Approval by the Standards Committee (SC) with ownership of the document.
- The SC members will review the draft standard for technical and editorial content.
Committee Level Ballot: DPM Responsibilities

- The Document Project Manager (DPM):
  - Decides when a draft standard is ready to be balloted at the SC level
  - Provides the draft to the assigned AMPP staff liaison, who then prepares and distributes the ballot via Workspace
Committee Level Ballot Announcement

- The ballot announcement will be automatically emailed to all SC members.
- It will have a link to the ballot page in Workspace.
- Email will be sent to primary address in voter’s AMPP profile.
Committee Level Ballot Information

• Ballot includes:
  • Draft
  • AMPP comment form
  • Any required references
• The first ballot will be a 28-day ballot
Committee Level Ballot Voting and Commenting

• Voting Members must vote on all ballots and may submit additional comments
• Observers are not able to vote, but may submit comments
• Comments may be submitted via form fields in the ballot page or by uploading a comment form
• **All comments** must be adjudicated by the DPM after the ballot closes (See Adjudication of Ballot Comments training)
Approval of Committee Level Ballot

• A **successful** ballot must:
  • Meet response requirement to be valid
    • **>50%** of the Voting Members of the SC must cast affirmative, negative, or abstaining votes
  • Of the votes cast (not including abstentions), **>75%** must be affirmative for the ballot to pass
  • After a valid ballot closes, the DPM must then adjudicate all negative votes and comments
    • (See Adjudication of Ballot Comments training)
Committee Level Reballots

• After negative ballots and voter comments are adjudicated, a reballot will be required if:
  • There are any unresolved negatives
  • Technical changes have been made to the draft to resolve comments
  • There are non-trivial editorial changes
Types of Reballots

• Two types of reballots:
  
  • 28-day reballot (for >5 technical changes)
  
  • 14-day affirmation ballot (for ≤ 5 technical or editorial changes only)
Committee Level Reballot Information

- Voting Members may vote on all reballots but are **not required** to vote
  - If a Voting Member **does not vote** on a reballot, their previous vote will carry forward
- Comments on reballots **are limited to**:
  - Parts of the draft that were changed after the previous ballot
  - Parts of the draft that pertain to unresolved negatives
Opening of a Ballot

Workspace sends a notification to all members of the SC.

Click the link provided to login and access the ballot, or open the ballot from the AMPP website.

The ballot will indicate whether you are eligible to vote or ineligible.

Voting and Commenting are completed separately within a Workspace ballot.
Voting on a ballot

• Open the Ballot and review the ballot description
• Download the “Document for Approval” and review the document
• Select a Ballot option of **Affirmative**, **Negative**, or **Abstain**
• You are not required to select an interest classification on the ballot.
  • If you select an interest classification on the ballot, it will not be considered
Be sure to submit comments before selecting the VOTE button to submit your response.
Example of a Sample Ballot

Ballot

Ballot Question
Should TR01210 - Draft 1a for Ballot - (19 June 2021).pdf be approved?

Document for Approval

Options

- Affirmative
  - Comment Optional
  - 1 100%
- Negative
  - Comment Required
  - 0 0%
- Abstain
  - Comment Optional
  - 1

You must choose exactly 1 option. You may change your vote at a later time, as long as the ballot is open.
The results of your vote will be listed below and viewable by members of SC 12 - Concrete Infrastructure.

Comments

Select a Ballot Option first, then comment if permitted.
- Voter comments are REQUIRED when voting "Negative"
- Voter comments are OPTIONAL when voting "Affirmative" or "Abstain"
- Comments submitted: 0

Vote
Adding Ballot Comments

• Voting members must select a Ballot Option first, then comment if permitted.
• Voter comments are **REQUIRED** when voting "Negative"
• You may:
  • Add individual comments
  or
  • Download the Ballot Comment Form.docx from the “Referenced Items” section and attach the completed form to your comment
    • A markup of the draft pdf **will not** be accepted
• Select “Add a Comment” (opens a new tab).
Adding Ballot Comments Process

• Completely fill out all information in the “Add Comment” section for each comment (or once if adding the “Ballot Comment Form”)

• Select “+ Add Supporting File” for adding attachments to your comment

• **UNCHECK** the “Email Notifications” box to notify all members of the SC before saving your comment.
  • Comments are automatically attached to the ballot and an email notification to all members is not encouraged. ☑

• 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.
Ballot Comment Fields

Add Comment

Use this form to attach a comment to this document.

* denotes required fields

**Subject**

Provide a subject or short summary for your comment

**Summary**

Expand upon your subject/summary with the full details of your comment (maximum of 7500 characters).

**Category**

N/A

Indicate whether this comment is editorial or substantive in nature. If you are unsure how to classify your comment, you may use 'N/A'.

**Section:**

**Page:**

**Line:**

Provide the section, page, or line number to which your comment applies.

**Item**

**Item Description**

Select the item and provide a description

Include a proposed solution (maximum of 7500 characters) to the issue identified in your comment.

- **Email Notifications**

  - Notify all members of SC 12 - Concrete Infrastructure
  - Notify the Document Submitter (Rick Southard)
  - Notify the Technical Contact (No Technical Contact has been assigned)

- **Save and Add Another**
- **Save**
- **Cancel**
• 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
Questions?

Email
standards@ampp.org