

Accessing Standards Ballots

September 2021 version



Training Scope

- This training will provide participants with a basic understanding of how to access standards ballots via AMPP Workspace.

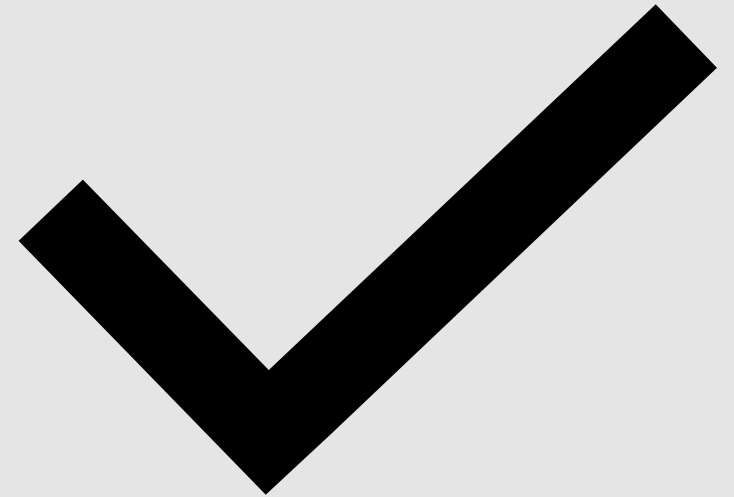
Learning Outcomes

- Identify how to access standards committee ballots via the AMPP Workspace.
- Identify how to vote and comment on a ballot.

Committee Level Ballot

4

- Approval by the Standards Committee (SC) with ownership of the document.
- The SC Voting Members and Observers will review a draft standard for technical and editorial content.



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 member's AMPP profile

Committee Level Ballot Voting and Commenting


- Observers are not able to vote, but may submit comments
- Voting Members must vote on all ballots and may submit additional 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)

Opening of a Ballot

Workspace sends a notification to all members of the SC.



Login to the website and (1) utilize the link provided or (2) login to the website and open the ballot from the AMPP website via Workspace.



The ballot will indicate the type of ballot and whether you are eligible to vote or ineligible.

All SC members may add comment(s).



Voting and commenting are completed separately within a Workspace ballot. Comments will open a new browser tab.

Access from the Ballot Notification Email Link

- Open the AMPP website:
<https://ampp.org/standards>
- Login with your username and password.
- Click on the link provided in the ballot notification email. This will open a new tab and access the ballot.



How to Open a Ballot Using Workspace

Open the AMPP website: <https://ampp.org/standards>

Login with your username and password.

Click on the “Standards” dropdown option from the top menu bar

From the dropdown menu, select “Workspace”. This will open the Workspace platform.

Click on the title of the SC that is issuing the ballot from your Communities List to open the SC homepage OR use the Community Navigator to search for the SC and click the title.

After accessing the SC, click the “Workspace” folder tab for the SC.

Click the Ballots option (from the menu list to the left side)

Click on the title of the ballot you wish to access

Committee Level Ballot Information

- Ballot includes:
 - Draft
 - Any required references



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



NOTE: 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

The background of the slide is a dense, overlapping collage of numerous small, rectangular sticky notes in various colors including yellow, pink, blue, green, and purple. The text is centered within a white rectangular border.

**Be sure to submit
comments before
selecting
the VOTE button to
submit your response.**


Examples of a Sample Ballot

Ballot

Ballot Question

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

Document for Approval

 TR01210 - Draft 1a for Ballot - (19 June 2021).pdf

Download

Options

<input type="radio"/> Affirmative	Comment Optional	1	100%
<input type="radio"/> Negative	Comment Required	0	0%
<input type="radio"/> 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

Ballot

Ballot Question

Do you approve the reaffirmation of SSPC-Paint 32?

Document for Approval

 Paint 32 5-4-23 for reaffirmation.pdf

Download


Options

<input type="radio"/> Affirmative	Comment Optional	12	100%
<input type="radio"/> Negative	Comment Required	0	0%
<input type="radio"/> Abstain	Comment Optional	13	

This ballot needs at least 75.01% Yes/Affirmative votes and at least 50.010% of votes returned to pass.

Comments

You are not eligible to vote on this ballot, but you may comment on the document.
Comments submitted: 0

 [Add a Comment](#) (opens in a new tab)

Ineligible

Adding Ballot Comments

- Voting members must select a Ballot Option first, then comment if permitted.
- It is mandatory to provide comments when voting "**Negative**"
- You may:
 - Add individual comments
 - A markup of the draft pdf will not be accepted
- To add a comment, click on "**Add a Comment**" which will open a new browser tab.

Adding Ballot Comments Process

- Completely fill out all information in the “Add Comment” section for **each** comment
- Select “+ Add Supporting File” for adding attachments to your comment
- **UNCHECK** the “Email Notifications” box before you save your comment so that all members of the SC are not notified that you have submitted a comment.
 - Comments are automatically recorded by Workspace 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 *

Source | [Image] | [Image] | B I U S | [List Icon] | [List Icon] | [Table Icon] | [Table Icon] | [Link Icon] | [Unlink Icon] | [Undo Icon] | [Redo Icon]

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




































N/A ▼

Item Description

Select the item and provide a description

Proposed Solution

Source





Questions?

Email
standards@ampp.org

