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2021 Officers' Training Workshop





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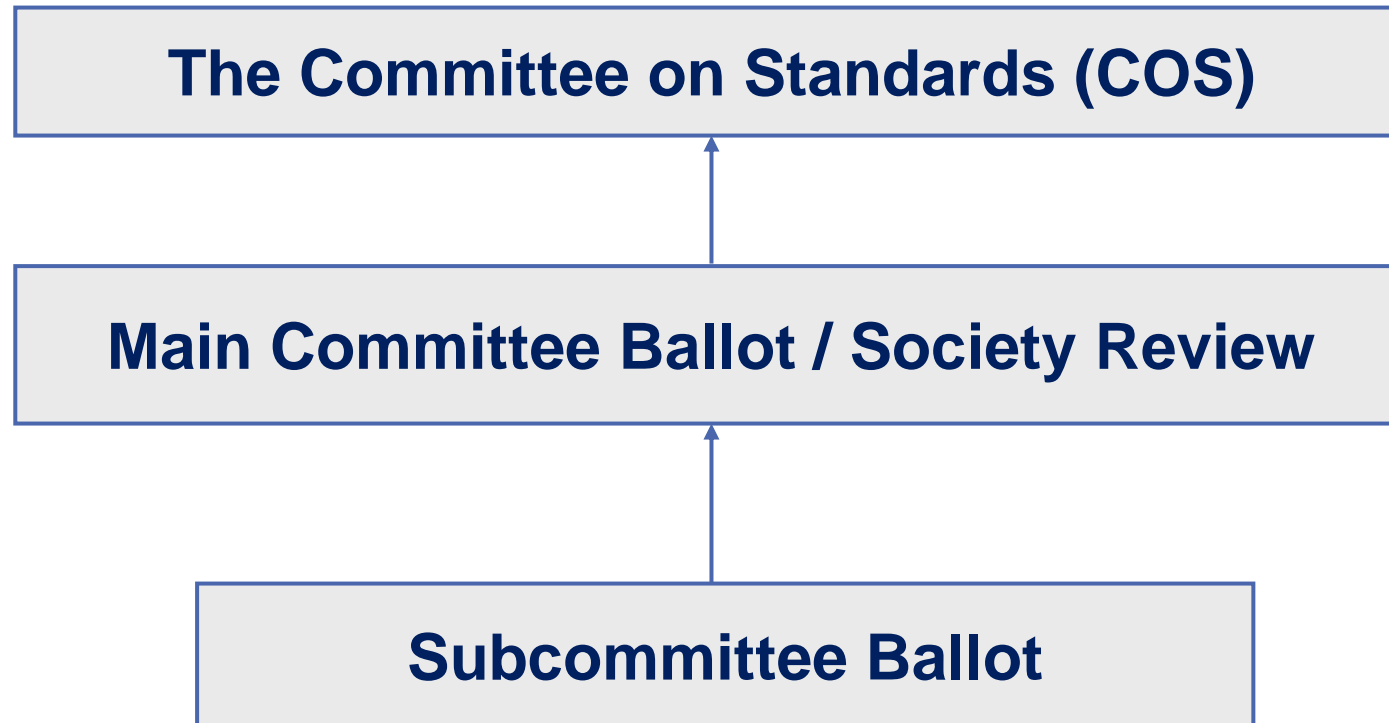
Balloting & Handling Negative Votes

September 2021

Pat Picariello and Nora Nimmerichter

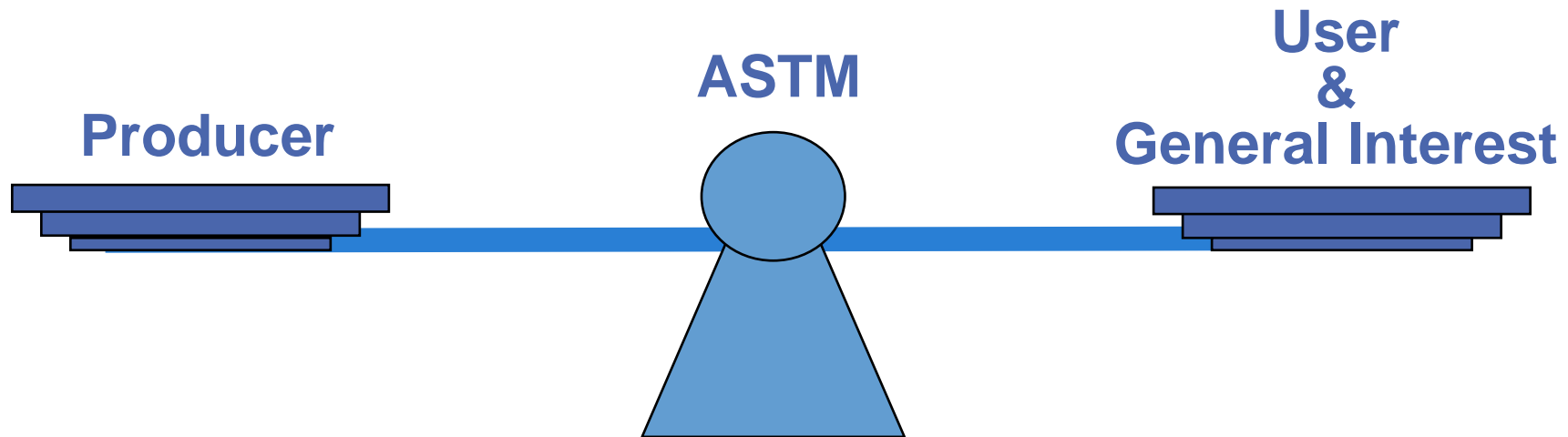
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General Overview of Different Levels of Balloting



Balance and Voting vs. Non-Voting

Balance of Interest



Classified technical committees are required to be balanced.
Voting producers cannot out weight the combined voting user and general interest.

Voting Rights: Voting vs. Non-Voting



- 1 official vote per interest (company)
- All are welcome to participate in technical discussions
- All members receive a ballot and are eligible to vote on technical issues
- All negatives are considered the same way
- However, Non-official voting negatives are not included in the requirements for a valid ballot
- Voting members can lose their vote for failure to return ballots (Inactivity)

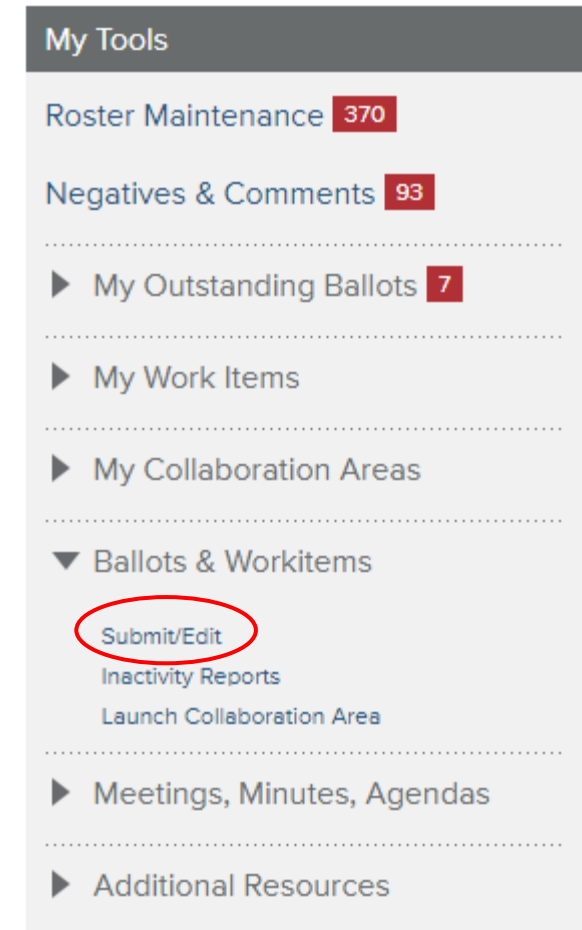
*All = Voting and Non-Voting Members.



The Subcommittee Ballot

Subcommittee Ballot

- Purpose of Subcommittee Ballot
 - New Standards
 - Major Revisions
- See Section 11.1 of ASTM Regulations on *Issuance of Subcommittee Ballot*



My Tools


- Roster Maintenance 370
- Negatives & Comments 93
- ▶ My Outstanding Ballots 7
- ▶ My Work Items
- ▶ My Collaboration Areas
- ▼ Ballots & Workitems
 - Submit/Edit
 - Inactivity Reports
 - Launch Collaboration Area
- ▶ Meetings, Minutes, Agendas
- ▶ Additional Resources

Subcommittee Ballot Qualifications


- Authorization of Subcommittee Ballots
 - Sub chair
 - Motion at Meeting (simple majority)
- Ballot Open for Minimum of 30 Days.
- Qualifications for Valid Subcommittee Ballot – **60% return and 2/3 affirmative**



Sub Ballot Notification Email

 Wed 7/11/2018 10:35 AM
comserv@astm.org
ASTM C13.07 (18-01) Opening Ballot Notification (Open JUL 11, 2018 - Closes AUG 13, 2018)

To Farrell, James

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Subcommittee Ballot for Acceptance Specifications and Precast Concrete Box Sections - C13.07 (18-01)

To access the ballot to submit your vote, go to [C13.07 \(18-01\)](#) (ASTM login is required). The ballot will be open and available on the web from JUL 11, 2018 to AUG 13, 2018.

All voting members are required to return ballots. Your ballot response is important to the committee in obtaining the required 60% return for a valid ballot. Failure to return ballots may affect your voting status.

Please add comserv@astm.org to your address book to ensure delivery of ballot notifications and reminders. Do not reply to this automated email. For web support, contact support@astm.org.

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Viewing a Ballot

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[Committee B08 on Metallic and Inorganic Coatings](#)

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[Committee C13 on Concrete Pipe](#)

[Ballots](#) [Minutes](#) [Rosters](#) [Meetings & Symposia](#) [Agendas](#) [Committee Standards & DocumentsTracking](#)

My Tools

Roster Maintenance **272**

Negatives & Comments **40**

▼ My Outstanding Ballots **8**

- B08 (18-02) closes Jul 16
- C04 (18-01) closes Aug 13
- C13 (18-01) closes Jul 23
- C13.02 (18-01) closes Aug 13
- C13.05 (18-01) closes Aug 13
- C13.07 (18-01) closes Aug 13**
- F02 (18-03) closes Jul 23
- F36 (18-02) closes Jul 16

▶ My Next Meetings **2**

▶ My Work Items

▶ My Collaboration Areas

▶ Ballots & Workitems



ASTM Ballot C13.07 (18-01)

[VIEW CLOSED BALLOTS / CLOSING REPORTS](#)

[RETURN TO MYBALLOTS](#)

Member#: 1951828

Sub Committee: C13.07

Jimmy Farrell

Letter Ballot: C13.07 (18-01)

jfarrell@astm.org

Issue Date: Jul 11, 2018

ASTM International

Closing Date: Aug 13, 2018 (11:59pm Eastern)

100 Barr Harbor Drive

Society Review:

West Conshohocken, PA 19428

Staff Manager: Jimmy E Farrell

E-Mail: jfarrell@astm.org

Individual Documents: Click on the item description on the ballot below.

All Documents: To download all supporting documents (ZIP file), click [ALL DOCUMENTS](#) (Need help with a ZIP file? Click [here](#).)

About Voting: [EXPAND](#)

Note: Any negative vote shall be given consideration by the Subcommittee in accordance with ASTM Regulations. It is expected that negative votes will be considered in conjunction with the next meeting of the Committee, unless handled by ballot or if a Special subcommittee meeting is called. Negative voters may wish to confirm the exact date and time for discussion with the Staff Manager or on the posted meeting schedule on the ASTM website. For a list of all ASTM Committee meetings, click [meetings](#).

For Troubleshooting and Technical Assistance, [Click here](#).

[SUBMIT BALLOT TO ASTM](#)

[SAVE AND RETURN LATER](#)

[CLEAR](#)

- Affirmative all items, except as marked below Abstain all items, except as marked below

Item No.	Sub No.	Item
1		Revision Of C1433-2016B Specification for Precast Reinforced Concrete Monolithic Box Sections for Culverts, Storm Drains, and Sewers WK63960 PDF (232K) (SEE VOLUME 04.05) TECHNICAL CONTACT: George W Hodge wayne.hodge@rtnkerpipe.com (832) 590-5368

Affirmative Affirm with Comment Negative with Statement Abstain Abstain with Comment [Deselect](#)



Item No.	Sub No.	Item
1		Revision Of C1433-2016B Specification for Precast Reinforced Concrete Monolithic Box Sections for Culverts, Storm Drains, and Sewers WK63960 PDF (232K) (SEE VOLUME 04.05) TECHNICAL CONTACT: George W Hodge wayne.hodge@rinkerpipe.com (832) 590-5368

Affirmative Affirm with Comment Negative with Statement Abstain Abstain with Comment

Negative with Statement

Negatives are acted upon at a meeting or by ballot. If your negative is handled by ballot, only your written statement will be included. It is important to submit a complete statement identifying the applicable section(s) of the ballot item, the reason(s) for your negative vote, and if possible, alternate wording to satisfy your negative.

Enter Section #

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾



Font Family ▾ Font Sizes ▾

Enter Statement (no images)

Subcommittee Ballot Results

- Ballot Results Summary
 - Negatives and Comments are posted online within 24 hour
 - Closing Report includes links to all the comments and negatives after the ballot closes



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Account#: 1951828
Jimmy E. Farrell
jfarrell@astm.org
ASTM International

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[Committee C13 on Concrete Pipe](#)

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[Committee C28 on Advanced Ceramics](#)

[Ballots](#) [Minutes](#) [Rosters](#) [Meetings & Symposia](#) [Agendas](#) [Committee Standards DocumentsTracking](#)

My Tools

Roster Maintenance **272**
Negatives & Comments **40**

▶ My Outstanding Ballots **8**
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My Ballots

Committee C13 Ballots

[ALL BALLOTS](#)

[VIEW CLOSED BALLOTS / CLOSING REPORTS](#)

[VIEW BALLOT QUEUE](#)

You are an Officer or Technical Contact of the committee and/or subcommittees listed under the 'Ballot Queue' column, below. To access a listing of items that have been submitted for the next ballot, click on the ballot link.

Ballot Queue	Committee Description
C13	Concrete Pipe
C13.02	Reinforced Sewer and Culvert Pipe
C13.05	Special Projects
C13.07	Acceptance Specifications and Precast Concrete Box Sections


You are a member of the committee and/or subcommittees listed under the 'Ballot' column, below. To access a complete list of all open ballots, click on 'All Ballots', above.

To Vote: Select a ballot below. You can review the items within it and select options to approve, disapprove or abstain. [Click here](#) for information on saving, reviewing and submitting votes, as well as for reviewing closed ballots and the input received on them.

Ballot item documents are not ASTM standards, and shall not be reproduced or recirculated in whole or in part without written authorization from ASTM. [Review ASTM's Working Document Caveat Here.](#)



Closed Ballots/Closing Report

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C13 Closed Ballots and Closing Reports

[RETURN TO MYBALLOTS](#) [SUBSCRIBE TO CLOSING REPORTS TRACKER](#)

To view the ballot items documents, click on the ballot designation link, below. To view a Closing Report (PDF format) for a ballot, depress the adjacent "Closing Report" button. Closed Ballot Items are available for e-ballots only.

- ASTM International Dashboard**
- Co-Workers
- Ballots
- Meetings
- Work Items

Letter Ballot	Closing Report	Issue Date	Closing Report Posted ↓
C13 (17-07)	WEB VIEW PDF	November 13, 2017	December 15, 2017
C13 (17-06)	WEB VIEW PDF	August 16, 2017	September 18, 2017
C13.02 (17-02)	WEB VIEW PDF	July 13, 2017	August 15, 2017
C13.07 (17-01)	WEB VIEW PDF	July 13, 2017	August 15, 2017
C13 (17-05)	WEB VIEW PDF	June 22, 2017	July 31, 2017



Closing Report

MyASTM / Ballot Negatives and Comments

[Support Desk](#) | [Return to List of Ballots](#) | [Return to MyCommittees](#)

SUB COMMITTEE BALLOT C13.07 (17-01)

CLOSING DATE: August 15, 2017

Filter Ballot Item(s) View:

All Ballot Items
001

To print or download individual negative votes and comments click the Item number. Scroll to the bottom of the page to download more than one item at a time. Click [here](#) to download all negative votes/comments(PDF file).

Ballot Statistics :

Committee	Sent	Returned	% Returned
C13.0700	40	31	77.50%

Click [here](#) for information on ballot items without negatives or those with comments only.

ITEM	SUB	ACTION
001	07	Revision Of C1786-2018 Specification for Segmental Precast Reinforced Concrete Box Sections for Culverts, Storm Drains, and Sewers Designed According to AASHTO LRFD

TECHNICAL CONTACT:
Margarita Takou

WORK ITEM: WK59589

Affirmative	22
Negative	1
Abstain	8
%Affirmative	95.65

NEGATIVE VOTERS: (all subcommittee member negatives must be considered)

[Steve DelloRusso](#)

COMMENTS:

[James A Nystrom](#)

Negative(s)

Negative

Ballot Number: C13.07 (17-01) Close Date: AUGUST 14, 2017
Item Number: 001 Revision Of C1786-2016 Specification for Segmental Precast Reinforced Concrete Box Sections for Culverts, Storm Drains, and Sewers Designed According to AASHTO LRFD WK59589 (SEE VOLUME 4 .5)
TECHNICAL CONTACT: Margarita Takou
[REDACTED]
[REDACTED]

Member's Name: Steve DelloRusso
Address: [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
Phone Nr: [REDACTED] Fax Nr:
Email Address: [REDACTED]

File Attachment:

Statement:

Section	Statement
---------	-----------

	In the summary H<2 ft (with traffic perpendicular to span) Area of box section resisting a truck WHEEL load (not axle) Clarification needs to be added that there are two wheels (one axle) per loaded lane and depending on the box geometry multiple loaded lanes (i.e. multiple wheels/axles) must be considered. The existing wording is too simplistic. Perhaps a figure is in needed.
--	---

	regardless the first sentence of X1.2.4 needs to be corrected to be perpendicular and not parallel
--	--

Affirmative with Comment(s)

Affirmative with Comment

Ballot Number: C13.07 (17-01) Close Date: AUGUST 14, 2017
Item Number: 001 Revision Of C1786-2016 Specification for Segmental Precast Reinforced Concrete Box Sections for Culverts, Storm Drains, and Sewers Designed According to AASHTO LRFD WK59589 (SEE VOLUME 4 .5)
TECHNICAL CONTACT: Margarita Takou
[REDACTED]

Member's Name: James A Nystrom
Address: [REDACTED]
Phone Nr: [REDACTED] Fax Nr: [REDACTED]
Email Address: [REDACTED]

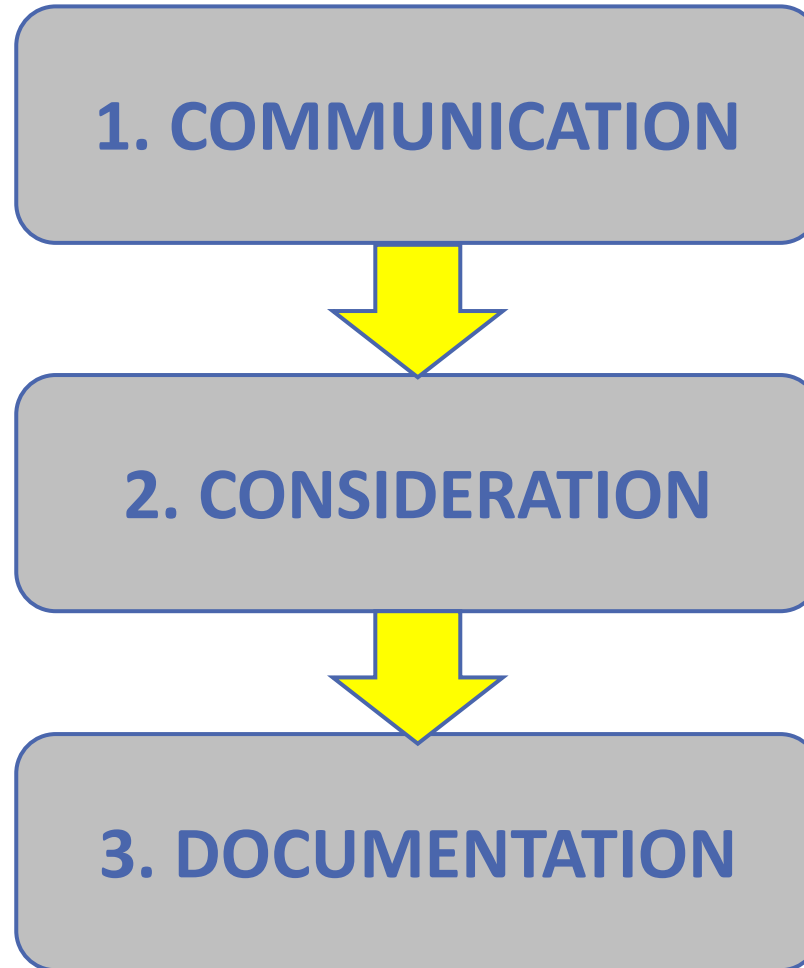
File Attachment:

Statement:

Section	Statement
---------	-----------

	In paragraph X1.2.3, last sentence, the word "consideration" connotes, in my understanding, that the use or value of the MPF is an option. I think a stronger word should be used.
--	--

The Three-Step Approach to Handling Negative Votes



Six Resolutions of a Negative Vote

- Persuasive
- Withdrawn
- Withdrawn with Editorial Change(s)
- Not Related
- Not Persuasive
- Previously Considered

Persuasive

- General Agreement
- Lack of a “not persuasive” motion
- A “not persuasive” motion fails (does not achieve a 2/3 affirmative)
- Item is removed from ballot for further consideration

Withdrawn

- Withdrawn by the voter
- May withdraw negative at any time
- Ballot item moves forward

Withdrawn with Editorial Change

- Withdrawn by the voter/agreed as editorial
- Editorial change introduces no change in technical content, but corrects typos or reduces ambiguity

If editorial changes are involved, please include
for next level of balloting

Not Persuasive and Not Related

- Motion/Second/Rationale
- 2/3 affirmative vote at a meeting or via ballot
- Negatives that are determined Not Related must be addressed as items of new business

Previously Considered

- Note that the option is not presented systematically.
- Vote count and rationale need to be provided.



The Main Committee Ballot

Initiation of Main Committee Ballots

- Submittal Requirements:
 - For items that had Not Persuasive/ Not Related negatives on the subcommittee ballot, you must include the following:
 - Name and affiliation of negative voters
 - Negative voter's statements
 - Resolution, vote count, and rationale
 - Numerical results of the subcommittee ballot
 - Open for 30 Days
 - Simultaneous with Society Review

Concurrent Ballots

- Balloting Subcommittee & Main Committee simultaneously
- Used for revisions, withdrawals, or new standards that have undergone at least one subcommittee ballot.
- Note- Reapprovals are balloted at Main Only.
- No sub-ballot required.
- Same requirements as Main Committee Ballot
- Simultaneous with Society Review
- Authorization

Qualifications for Valid Main Committee / Concurrent Ballots



- **90%** Affirmative of Combined Affirmative & Negative Votes
- **60%** Return
- Late Ballot Returns
- Closing Reports
- Final Ballot Results
- Disposition of Negatives
- Affirmative Votes w/ Comments

Society Review

- In Tandem with Main Committee Ballot
- Notifications posted on ASTM Website
- Requirements
- Disposition of All Negatives

Society Review

Society (Public) Review

Society (Public) Review of Main Committee Ballot Actions

July 2018

Deadline for Receipt: Must be Received Before August 1, 2018

.....
The items listed are currently being balloted by the corresponding main committee and are submitted here for review. To request copies of proposed new standards and revisions of standards for review and voting purposes only, please email socrev@astm.org and provide the following information:

- Your name
- Your member number
- The designation and title of the main committee of interest (e.g., A04 on Iron Castings)
- The designation of the ballot (e.g., #00-01)
- The specific item(s) (e.g., Item 22)

After receiving the items you've requested, if you would like to comment or vote negative you may submit additional correspondence to ASTM Headquarters. All comments and negatives submitted by Society members will be considered by the originating subcommittee and main committee.

[A04 \(18-02\)](#)

[B07 \(18-02\)](#)

[B08 \(18-02\)](#)

[C14 \(18-02\)](#)

[C24 \(18-02\)](#)

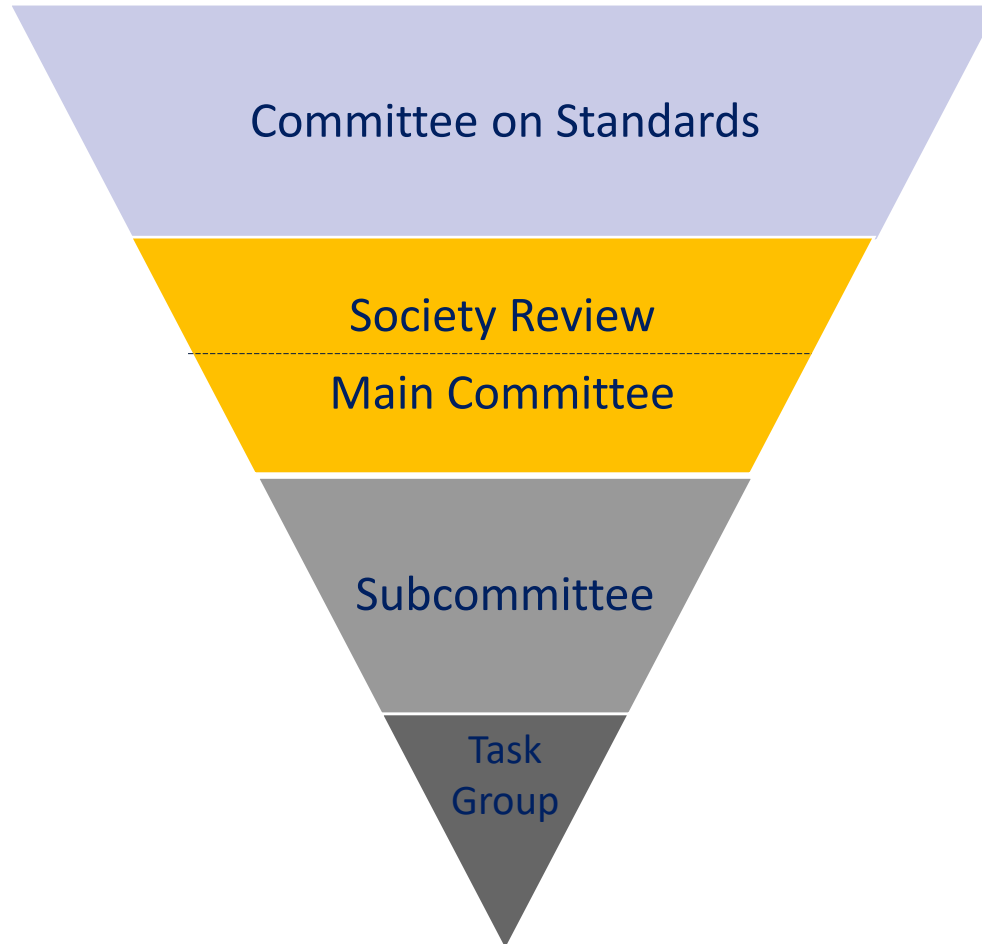
[D07 \(18-03\)](#)



Committee on Standards (COS)

- 9 Member Group Representing ASTM Committees
- Due Process
- Appeals Based on Procedural Matters (NOT Technical)
- COS Ballot Procedures
- Final Approval

Summary



Final Review and Approval of Procedures
(9 Member Group)

Society Review

NO % Return Required
NO % Affirmative Required

Main Committee

60% Return Required
90% Affirmative Required

Subcommittee

60% Return Required
2/3 Affirmative Required

Task Group

Membership Not Required

Communication/Consideration/ Documentation



1. **Communication** – Meeting agendas, correspondence, direct contact between member & negative voter and other documentation
2. **Consideration** – Both subcommittee and main committee at a meeting or via ballot
3. **Documentation** – Online negative resolution tool, minutes, correspondence



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[Committee C13 on Concrete Pipe](#)

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Jimmy E. Farrell
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Negatives and Comments

ITEM	SUB	ACTION
001	02	Revision Of C0076-2018 Specification for Reinforced Concrete Culvert, Storm Drain, and Sewer Pipe

TECHNICAL CONTACT:
Ryan Pelter

WORK ITEM: WK60751

	Main	Sub
Affirmative	55	30
Negative	2	1
Abstain	13	6
%Affirmative	96.49	96.77

NEGATIVE VOTERS: (all ASTM member negatives must be considered)

New! [Timothy J McGrath](#) [Enter Disposition](#)

[William E Washabaugh](#) [Enter Disposition](#)

COMMENTS:

New! [Tyson H Hicks](#)

Resolution Options

MAIN COMMITTEE BALLOT C13 (17-07)
ITEM 001 - REVISION OF C0076-2016

Submit disposition of **Timothy J McGrath** negative vote. Click [here](#) to view negative.

<input type="radio"/>	FAIL - (Item failed percent affirmative requirement)
<input type="radio"/>	REMOVED FOR REBALLOT (Item removed from ballot by TC and SC - Attach next ballot file required) <input type="button" value="Choose File"/> No file chosen
<input type="radio"/>	PERSUASIVE - (Any part of the negative vote was found persuasive; Item removed from ballot)
<input type="radio"/>	WITHDRAWN (Entire negative vote was withdrawn without editorial changes)
<input type="radio"/>	WITHDRAWN WITH EDITORIAL CHANGES (Entire negative vote was withdrawn with editorial changes) Clearly distinguish editorial changes from the ballot item using "track changes" or provide in a separate list format (attach below). Please do not provide a clean copy of the document. Submission may be made in separate document. <input type="button" value="Choose File"/> No file chosen
<input type="radio"/>	NOT PERSUASIVE (Entire negative vote was found not persuasive or there is a combination of not persuasive and not related or withdrawn dispositions)
<input type="radio"/>	NOT RELATED (Entire negative vote was found not related or there is a combination of not related and withdrawn dispositions)



Not Persuasive Ruling

MAIN COMMITTEE BALLOT C13 (17-07)
ITEM 001 - REVISION OF C0076-2016

Submit Disposition of **Timothy J McGrath** negative vote.
Click [here](#), to view Negative Vote.

Subcommittee Meeting Date:  Main Committee Meeting Date: 

Or Via

Or Via

Ballot - enter data as in MCS, e.g. F150109 Item - enter using three places, e.g. 001

If there are multiple resolutions by ballot indicate the ballot item number in the ruling rationale.

Ballot: Item: Ballot: Item:

	Ruling	Ruling Rationale	Subcommittee Vote Count			Main Committee Vote Count			
			For	Against	Abs	For	Against	Abs	
1	*Choose Ruling* ▼	* Enter Rationale * <input type="text"/> <input type="button" value="Edit"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Helpful Hints

- Ballot controversial sections individually
- Use good judgment when balloting sections separately
- Provide clear and informative cover letter for ballot item(s)
- Try to contact the negative voter before the meeting

More Hints

- Address each portion of the negative vote
- Provide editorially revised document when resolving a negative vote as withdrawn with editorial changes
- Comments are intended for editorial issues or technical items of new business

Resources

- ASTM Regulations –
<http://www.astm.org/COMMIT/Regs.pdf>
- ASTM Form and Style Manual –
https://www.astm.org/FormStyle_for_ASTM_STDS.html
- ASTM Technical Committee Officer Handbook -
https://www.astm.org/TechCommitteeOfficer_Handbook.html
- Where to download the ppt presentation:
https://www.astm.org/TRAIN/virt_officers_index.html



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