



ADVANCING STANDARDS  
TRANSFORMING MARKETS

# Subcommittee Chair Duties and Responsibilities

A blurred background image showing a group of people from diverse backgrounds and ethnicities, all with their hands raised. This imagery represents a diverse committee or group of experts working together.

## Objectives

---

- **At the end of this module, you will be able to serve effectively as a Subcommittee Chair by:**
  - ✓ Handling administrative responsibilities
  - ✓ Conducting an effective subcommittee meeting
  - ✓ Preparing items for Sub and Main Committee ballots
  - ✓ Resolving negative votes effectively
  - ✓ Utilizing available resources at ASTM Headquarters



ADVANCING STANDARDS  
TRANSFORMING MARKETS

---

# Being an Effective Subcommittee Chair

# Roles of the Subcommittee Chair

---

**You serve as a:**

- Leader
- Communicator
- Administrator
- Organizer

# Roles of the Subcommittee Chair

-  [Conduct effective and inclusive meetings](#)
-  [Record/Submit the meeting minutes](#)
-  [Prepare items for ballot/submit ballot resolutions](#)
-  [Handle inquiries on standards](#)
-  [Roster Maintenance](#)
-  [Act in an impartial manner in the performance of their duties](#)
-  [Consistent in conducting meetings in a professional manner and with respecting the participation from both members and attendees](#)

[Principles of the WTO Technical Barrier to Trade Principles](#)  
[Appendix B: ASTM International Responsibilities of Membership](#)



ADVANCING STANDARDS  
TRANSFORMING MARKETS

---

# Delegation of Responsibilities

## The Subcommittee Vice Chair

- Conducts meetings in Sub Chair's absence
- Assigns projects to task group leader and follows up on deadlines
- Answers correspondence
- Assumes responsibilities as delegated by the Sub Chair
- Proxy for the Sub Chair at the Executive Subcommittee Meeting and Main Committee Meeting

## The Secretary

- Takes minutes
- Collects task group reports
- Distributes attendance lists
- Assumes responsibilities as delegated by the Sub Chair

## **Subcommittee Chair Administrative Duties**

# Administrative Duties

---



- Report to main committee on subcommittee actions
- Manage, where applicable
  - ✓ Roster Maintenance
  - ✓ Negative Resolutions
  - ✓ Minutes and Agendas
- Provide meeting room requirements and virtual meeting needs, if necessary, for the next meeting to staff manager
- Respond to inquiries on standards

# Inquiries on Standards



ASTM membership and staff are prohibited from offering official interpretation of standards

**1**

Inquiries can be handled informally by subcommittee chairs and technical contacts

**2**

Official responses must follow Section 16 of the ASTM Regulations

**3**

Ensure you are following the ASTM International Logo and Letterhead Policies

**4**

# Inquiries on Standards cont'd



- Be clear that the response is a personal opinion and does not represent that of the committee or ASTM International

ASTM does not provide interpretations of standards. While an ASTM member may offer a personal opinion in this regard, the only action a committee or subcommittee may take is to introduce a revision to the standard to further clarify its intent. If you feel that a revision to this standard would clarify the technical content, I encourage you to provide the subcommittee with that information.

I have provided your inquiry by copy to the Subcommittee Chairman for his consideration as a possible item of new business for the subcommittee. He may offer you his personal opinion on this matter. His response is his opinion and unless otherwise stated does not represent that of the committee or ASTM. I would invite you to consider joining in the work of this committee. You will find more information and an application for membership on our web site at [www.astm.org](http://www.astm.org).

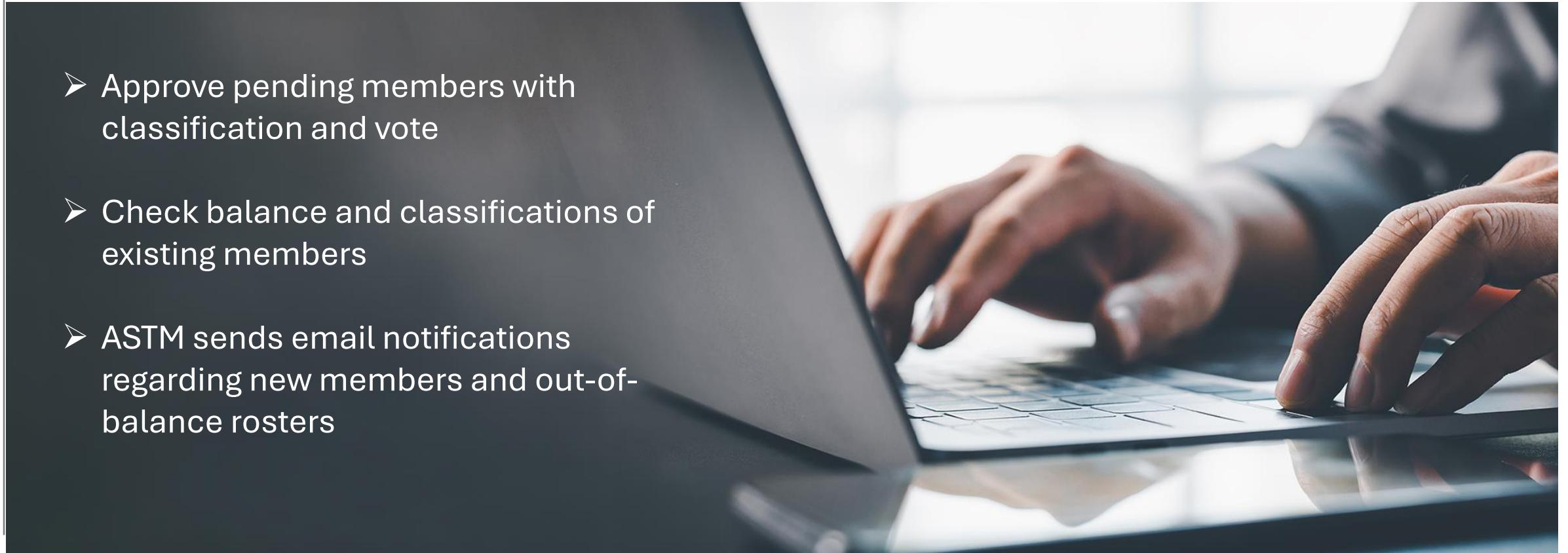
Please let me know if I may be of further service in this regard.

Sincerely,

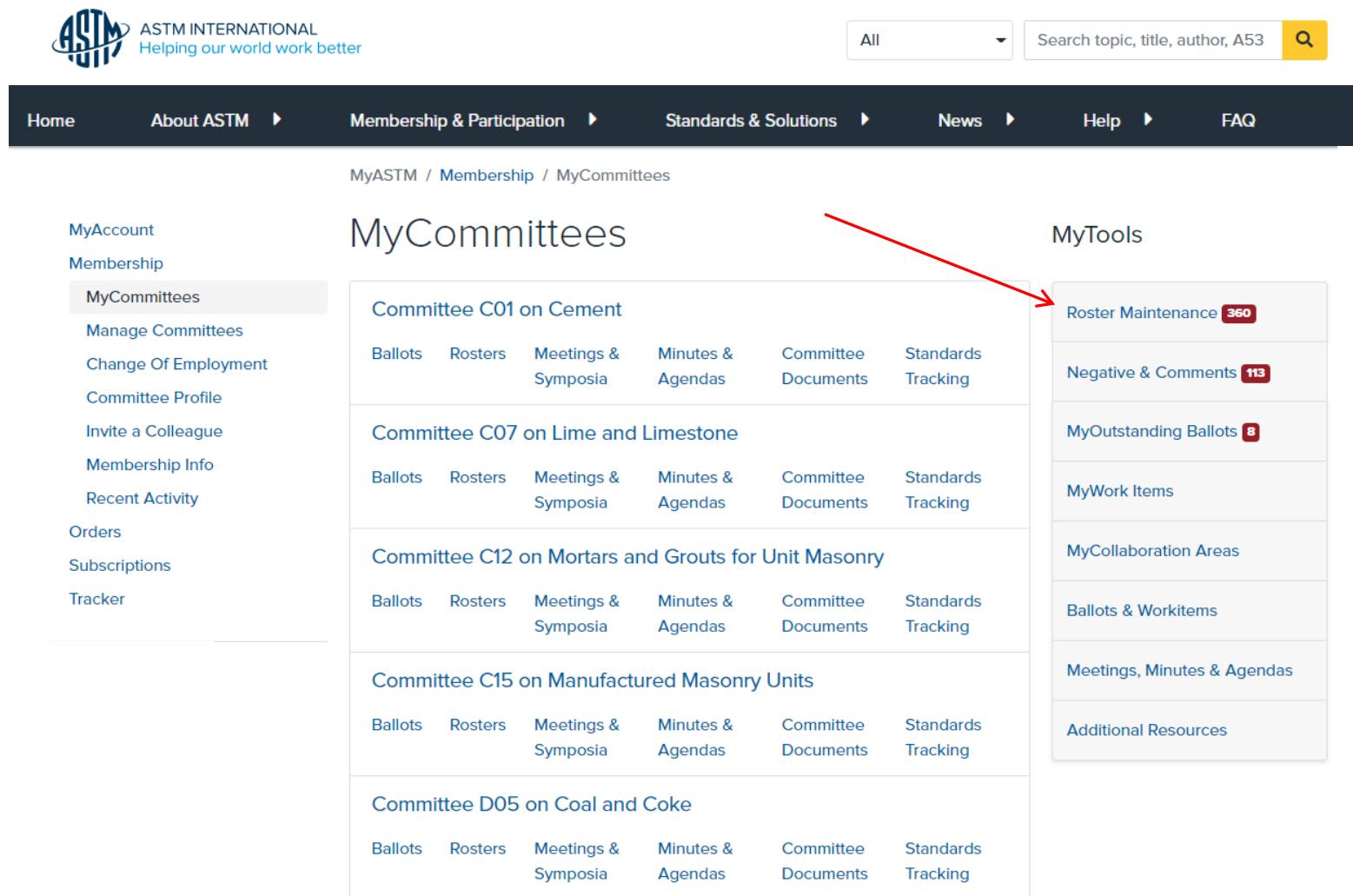
xxx

# Roster Maintenance

- Approve pending members with classification and vote
- Check balance and classifications of existing members
- ASTM sends email notifications regarding new members and out-of-balance rosters



# Roster Maintenance continued



The screenshot shows the ASTM International website's 'MyCommittees' page. The left sidebar, titled 'MyAccount' and 'Membership', has 'MyCommittees' selected, which is highlighted with a grey background. The main content area displays five committees: 'Committee C01 on Cement', 'Committee C07 on Lime and Limestone', 'Committee C12 on Mortars and Grouts for Unit Masonry', 'Committee C15 on Manufactured Masonry Units', and 'Committee D05 on Coal and Coke'. Each committee row contains links for 'Ballots', 'Rosters', 'Meetings & Symposia', 'Minutes & Agendas', 'Committee Documents', and 'Standards Tracking'. To the right of the main content is a 'MyTools' sidebar. A red arrow points from the 'MyTools' title towards the 'Roster Maintenance' link, which is the second item in the list. The 'Roster Maintenance' link is preceded by a red box containing the number '360'.

ASTM INTERNATIONAL  
Helping our world work better

All

Home About ASTM Membership & Participation Standards & Solutions News Help FAQ

MyASTM / Membership / MyCommittees

MyAccount

Membership

MyCommittees

Manage Committees

Change Of Employment

Committee Profile

Invite a Colleague

Membership Info

Recent Activity

Orders

Subscriptions

Tracker

MyCommittees

Committee C01 on Cement

Ballots Rosters Meetings & Symposia Minutes & Agendas Committee Documents Standards Tracking

Committee C07 on Lime and Limestone

Ballots Rosters Meetings & Symposia Minutes & Agendas Committee Documents Standards Tracking

Committee C12 on Mortars and Grouts for Unit Masonry

Ballots Rosters Meetings & Symposia Minutes & Agendas Committee Documents Standards Tracking

Committee C15 on Manufactured Masonry Units

Ballots Rosters Meetings & Symposia Minutes & Agendas Committee Documents Standards Tracking

Committee D05 on Coal and Coke

Ballots Rosters Meetings & Symposia Minutes & Agendas Committee Documents Standards Tracking

MyTools

Roster Maintenance 360

Negative & Comments 13

MyOutstanding Ballots 8

MyWork Items

MyCollaboration Areas

Ballots & Workitems

Meetings, Minutes & Agendas

Additional Resources

# Roster Maintenance continued

ASTM INTERNATIONAL  
Helping our world work better

All  Search topic, title, author, A53

Products & Services Get Involved About News Contact Cart  Len

## Roster Maintenance

Total Pending Applications 1967  Select Committee A04

[Roster](#) [Roster Reports](#)

All Classifications  All Votes  Search    

Name	Organization	Join Date	Classification	Official Vote
Murra, Abraham abraham.murra@...	Abraham Murra Consulting	07/11/2011	<input type="button"/> Unclassified <input type="button"/>	<input type="button"/> No-Non Voter <input type="button"/>
D'Souza, Adrian andsel@yopmail.c...	Standards New Zealand	05/13/2021	<input type="button"/> User <input type="button"/>	<input type="button"/> No-Wait List <input type="button"/>
Participating ... ak23june@participati...	ak23june@participati...ng Organization	06/23/2021	<input type="button"/> Unclassified <input type="button"/>	<input type="button"/> No-Pending <input type="button"/>
Kupfer, Alan alan.kupfer@yo...	Westlake Chemicals	03/17/2021	<input type="button"/> Unclassified <input type="button"/>	<input type="button"/> No-Pending <input type="button"/>
Pense, Alan awp0@yopmail.c...	Test Org	03/17/2021	<input type="button"/> Unclassified <input type="button"/>	<input type="button"/> No-Pending <input type="button"/>
Norris, Alfred bnorris@yopmail...	Metals Usa-I-Solutions	03/17/2021	<input type="button"/> Unclassified <input type="button"/>	<input type="button"/> No-Pending <input type="button"/>
Desjarlais, And... desjarlais@yo...	Oak Ridge National Laboratory	03/17/2021	<input type="button"/> Unclassified <input type="button"/>	<input type="button"/> No-Pending <input type="button"/>
Slifka, Andrew slifka@nist.gov	NIST	05/13/2021	<input type="button"/> General Interest <input type="button"/>	<input type="button"/> No-Changed <input type="button"/>

Pending Applications 335  Producer Wait List 24

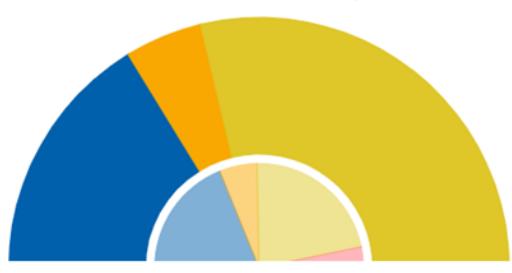
Name	Organization
Nousak, Matt 10/01/1979	Globex Corporation
Simmons, Gregory 06/07/1994	CHARLOTTE PIPE & FOUNDRY...
Schroeder, Thomas 05/28/1998	Sintercast Inc
Mitra, Debaloyti	

# Roster Maintenance continued

## Roster Maintenance

Total Pending Applications 360 Select Committee C07

**Committee Summary**



Producer Votes Available: 14

40 Total Official Voters    77 Total Members    37 Total Non Official Voters

[More](#)

Pending Applications 2 Producer Wait List 0

Name	Organization	Join Date	Classification	Official Vote
Olajide, Aderem...	Green Point Ready aderemi_olajid...	05/15/2014	User	No-Inactive
Degruchy, Andre...	Degruchy Masonry gogreen@limewo...	11/26/2003	Producer	No-Redundant Interest
Hita, Anthony	LimeWorks.us	01/06/2021	Producer	Yes
Bicer-Simsir, B...	Getty Conservation bbicersimsir@g...	12/12/2007	General Interest	Yes
Kjorlien, Bill	ARGOS USA	12/06/2011	User	Yes
Bergman, Bobby	Huber Engineered bergman@h...	10/21/2014	Producer	Yes
Well, Caitlin...	ASTM International	03/16/2006	Unclassified	No-Non Voter



ADVANCING STANDARDS  
TRANSFORMING MARKETS

---

# Preparing and Conducting an Effective Meeting

# Preparing for a Meeting

- Review ballot results
- Review correspondence
- Review minutes and action items from previous meeting
- Review status of the subcommittee's standards
- Update committee roster/print attendance report
- Contact task group leader(s)
- Contact staff manager
- Adhere to committee-specific virtual meeting policies, if applicable
- Subcommittee Chair Checklist



# Why is an agenda important?

---



- Prepares chair
- Prepares attendees
- Travel approval
- Creates an interest and defines clear objectives
- Serves as a valuable organizational tool

# The agenda includes

---

- Meeting date, time, and location
- Agenda/minutes approvals
- Items with background/goals
- Old/New business
- Utilize the Create My Agenda tool
- Member Website Tools



# Creating an Agenda

MyASTM / Membership / MyCommittees

MyAccount

Membership

MyCommittees

Manage Committees

Change Of Employment

Committee Profile

Invite a Colleague

Membership Info

Recent Activity

Orders

Subscriptions

Tracker

Account#: 1802687

Krista Robbins

krobbins@astm.org

ASTM International

## MyCommittees

MyTools

### Committee C01 on Cement

Ballots Rosters Meetings & Symposia Minutes & Agendas Committee Documents Standards Tracking

### Committee C07 on Lime and Limestone

Ballots Rosters Meetings & Symposia Minutes & Agendas Committee Documents Standards Tracking

### Committee C12 on Mortars and Grouts for Unit Masonry

Ballots Rosters Meetings & Symposia Minutes & Agendas Committee Documents Standards Tracking

### Committee C15 on Manufactured Masonry Units

Ballots Rosters Meetings & Symposia Minutes & Agendas Committee Documents Standards Tracking

### Committee D05 on Coal and Coke

Ballots Rosters Meetings & Symposia Minutes & Agendas Committee Documents Standards Tracking

Roster Maintenance 360

Negative & Comments 113

MyOutstanding Ballots 8

MyWork Items

MyCollaboration Areas

Ballots & Workitems

Meetings, Minutes & Agendas

Create MyAgenda

Create MySchedule

Create MyMeeting Materials

Submit Minutes & Agendas

Agendas/Minutes/Closing Reports tracker

February 3, 2026

20

# Create my Agenda continued

MyASTM / Membership / MyCommittees / MyAgenda

## Create MyAgenda

A subcommittee meeting agenda should be prepared and posted to the “MyCommittees” website in advance of an ASTM meeting. This enables the subcommittee members to attend the meeting prepared to make decisions on specific actions. In addition, an agenda creates a specific interest in attending the meeting.

### Create your Subcommittee Meeting Agenda

\* Subcommittee or Section

Select Subcommittee

\* Meeting Date

MM/DD/YYYY

\* Meeting Location 

alphanumeric, separated by

\* Start Time

Hour

Minutes

AM

PM

\* Meeting Duration

Hour

Minutes

Create agenda

Clear

### Documentation

For guidance on Preparing an Agenda, download [Handbook](#)

Templates : [Main Committee](#) , [Executive Subcommittee](#)

The following item topics will automatically be added to your Subcommittee Agenda. If desired, you can remove any of these items after Agenda creation.

- Call to order and introduction of attendees
- Approval of Agenda
- Approval of Previous Meeting Minutes
- Membership Updates
- Ballot Results (ballots closed since last meeting)
- Outstanding Negatives Needing Resolution (prior to last meeting)
- Standards Requiring Review
- New Standard and Reinstatement Work Items (Not Currently on Ballot)
- Revision and Withdrawal Work Items (Not Currently on Ballot)
- Task Group Reports (Other than work items)
- Liaison Reports
- Old business
- New business
- Administrative Deadlines
- Future Meetings
- Meeting Adjournment

# Create my Agenda continued



## Meeting Agenda C15.20 on Research for Mortars and Grouts

Subcommittee Chair: Thompson, Jeffrey  
Date and Time: February 03, 2026 9:00 AM - 10:00 AM  
Place: Atlanta, GA

1. Call to order and introduction of attendees
2. The meeting will be conducted in accordance with ASTM Policies on Antitrust, Recording of Meetings and Responsibilities of Membership - (Read Statements on Antitrust, No Recordings policy and Responsibilities of Membership at the end of the agenda).
3. Approval of Agenda
4. Approval of Previous Meeting Minutes
5. Membership Updates

### Balance Report As of 01/05/2026 02:50 PM Producer Votes Available: 16

	Producer	User	Consumer	General Interest	Unclassified	Total
Official Voting Member	22	18	0	20	0	60
Non Official Voting Member	7	7	0	7	6	27
<b>TOTAL</b>	<b>29</b>	<b>25</b>	<b>0</b>	<b>27</b>	<b>6</b>	<b>87</b>

### 6. Ballot Results (since last meeting)

1. Main/Concurrent Items  
\*\*\*None\*\*\*
2. Subcommittee Items  
\*\*\*None\*\*\*

### 7. Outstanding Negatives Needing Resolution (prior to last meeting)

1. Main/Concurrent Items
  - C15 (25-02) 1 Items  
[C15 \(25-02\) ITEM 028](#) WK93434 REVISION of C1019 Technical Contact: Moody, Thor L  
Negatives  
[McCarthy, John B.](#)
2. Subcommittee Items
  - C15.20 (25-01) 1 Items  
[C15.20 \(25-01\) ITEM 002](#) WK93433 REVISION of C1019 Technical Contact: Moody, Thor L  
Negatives  
[Fried, Cortney](#)  
[Grumski, Scott](#)  
[Harvey, Donald W](#)  
[Lang, Nicholas](#)  
[Moody, Gregory D](#)



- C15.20 (25-02) 1 Items  
[C15.20 \(25-02\) ITEM 001](#) WK96057 REVISION of C0780 Technical Contact: Parker-Spitzer, Robert  
Negatives  
[Henderson, Ray B](#)

### 8. Standards Requiring Review

- C1403-2022A Test Method for Rate of Water Absorption of Masonry Mortars Status: Review for Ballot

### 9. New Standard and Reinstatement Work Items (Not Currently on Ballot)

\*\*\*None\*\*\*

### 10. Revision and Withdrawal Work Items (Not Currently on Ballot)

\*\*\*None\*\*\*

### 11. Task Group Reports (Other than Work Items)

12. Liaison Reports
13. Old Business
14. New Business/Committee Correspondence
15. Administrative Deadlines
16. Future Meetings

### Event Name: December 2026 Committee Week

Dates: Tuesday December 08, 2026 - Thursday December 10, 2026 Location: Hyatt Regency Jacksonville Riverfront, 225 East Coastline Drive, Jacksonville, Florida, United States

### Event Name: June 2027 Committee Week

Dates: Tuesday June 08, 2027 - Thursday June 10, 2027 Location: Hyatt Regency O'Hare, 9300 Bryn Mawr Ave, Rosemont, Illinois, United States

### 17. Meeting Adjournment

**Antitrust Statement** - ASTM International is a not-for-profit organization and developer of voluntary consensus standards. ASTM's leadership in international standards development is driven by the contributions of its members: more than 30,000 technical experts and business professionals representing 135 countries.

The purpose of antitrust laws is to preserve economic competition in the marketplace by prohibiting, among other things, unreasonable restraints of trade. In ASTM activities, it is important to recognize that participants often represent competitive interests. Antitrust laws require that all competition be open and unrestricted.

It is ASTM's policy, and the policy of each of its committees and subcommittees, to conduct all business and activity in full compliance with international, federal and state antitrust and competition laws. The ASTM Board of Directors has adopted an antitrust policy which is found in Section 19 of ASTM Regulations Governing Technical Committees. All members need to be aware of and compliant with this policy.

# Running an Effective Meeting

## During the Meeting:

- Start on time
- If using virtual meeting tools, ensure all attendees know how to log in and use meeting tools
- Open the discussions and encourage member contributions including different perspectives and opinions
- Review the agenda and revise as necessary
- Recognize new members and guests
- Maintain order by using the agenda effectively



## Opening a Meeting

- Delegate the task of taking minutes if you don't have a subcommittee secretary
- Review ASTM's Antitrust Statement (included in the agenda, & in section 19 of the ASTM Regulations)
- Announce that recording of any kind (audio or video) is not allowed in ASTM meetings (See Section 9.7 of the ASTM regulations)
- Review the agenda/obtain agreement on the meetings objectives and goals
- Revise agenda if necessary



# During the Meeting

---

- Use ASTM Regulations
- Use Robert's Rules of Order
- Use time efficiently
- Use members effectively



# How to Make a Motion

- Motion made
- Motion seconded
- Chair calls for discussion of the motion
- Chair calls for vote on the motion
- Officer Handbook (Red book)
  - ✓ Refer to section: Use of Motions at ASTM Meetings



# Role of the Subcommittee Chair

---



- Remain neutral
- Recognize attendees who wish to speak
- Maintain order

# Close the Meeting

- State conclusions reached
- Summarize assignments
- Review requirements for next meeting



# Submitting Meeting Minutes



MyASTM / Membership / MyCommittees

MyAccount

Membership

MyCommittees

Manage Committees

Change Of Employment

Committee Profile

Invite a Colleague

Membership Info

Recent Activity

Orders

Subscriptions

Tracker

## MyCommittees

### Committee C01 on Cement

Ballots Rosters Meetings & Minutes & Committee Standards  
Symposia Agendas Documents Tracking

### Committee C07 on Lime and Limestone

Ballots Rosters Meetings & Minutes & Committee Standards  
Symposia Agendas Documents Tracking

### Committee C12 on Mortars and Grouts for Unit Masonry

Ballots Rosters Meetings & Minutes & Committee Standards  
Symposia Agendas Documents Tracking

### Committee C15 on Manufactured Masonry Units

Ballots Rosters Meetings & Minutes & Committee Standards  
Symposia Agendas Documents Tracking

### Committee D05 on Coal and Coke

Ballots Rosters Meetings & Minutes & Committee Standards  
Symposia Agendas Documents Tracking

## MyTools

Roster Maintenance 360

Negative & Comments 113

MyOutstanding Ballots 8

MyWork Items

MyCollaboration Areas

Ballots & Workitems

[Meetings, Minutes & Agendas](#)

Create MyAgenda

Create MySchedule

Create MyMeeting Materials

Submit Minutes & Agendas

Agendas/Minutes/Closing Reports  
tracker

# Entering Negative Disposition from Meeting

MyASTM / Membership / MyCommittees

MyAccount  
Membership  
MyCommittees  
Manage Committees  
Change Of Employment  
Committee Profile  
Invite a Colleague  
Membership Info  
Recent Activity  
Orders  
Subscriptions  
Tracker

## MyCommittees

Committee C01 on Cement

Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking
---------	---------	---------------------	-------------------	---------------------	--------------------

Committee C07 on Lime and Limestone

Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking
---------	---------	---------------------	-------------------	---------------------	--------------------

Committee C12 on Mortars and Grouts for Unit Masonry

Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking
---------	---------	---------------------	-------------------	---------------------	--------------------

Committee C15 on Manufactured Masonry Units

Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking
---------	---------	---------------------	-------------------	---------------------	--------------------

Committee D05 on Coal and Coke

Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking
---------	---------	---------------------	-------------------	---------------------	--------------------

Committee D07 on Wood

MyTools

Roster Maintenance 360

Negative & Comments 113 

MyOutstanding Ballots 8

MyWork Items

MyCollaboration Areas

Ballots & Workitems

Meetings, Minutes & Agendas

Create MyAgenda

Create MySchedule

Create MyMeeting Materials

Submit Minutes & Agendas

Agendas/Minutes/Closing Reports tracker

Additional Resources



ADVANCING STANDARDS  
TRANSFORMING MARKETS

---

## Preparing Items for Ballot

# Registering and Monitoring New Work Items



## Registering Work Items

- Required to register upon initiation of work on new standards or revision to existing standards
- No work item registration is needed for reapprovals, withdrawals or reinstatement

## Monitor Work Items

- Establish procedures for who will register work items within the subcommittee
- Review content and authorize the posting of the work item to the web
- Keep active work items current and delete dropped projects

# Why Work Items?

Promote Activity

**1**

Provide visibility

**2**

Serve as tracking  
number

**3**

Initiate the  
“Standards Tracker”  
function

**4**

# Registering a Work Item

MyASTM / Membership / MyCommittees

MyAccount

Membership

MyCommittees

Manage Committees

Change Of Employment

Committee Profile

Invite a Colleague

Membership Info

Recent Activity

Orders

Subscriptions

Tracker

## MyCommittees

### Committee C01 on Cement

Ballots Rosters Meetings & Symposia Minutes & Agendas Committee Documents Standards Tracking

### Committee C07 on Lime and Limestone

Ballots Rosters Meetings & Symposia Minutes & Agendas Committee Documents Standards Tracking

### Committee C12 on Mortars and Grouts for Unit Masonry

Ballots Rosters Meetings & Symposia Minutes & Agendas Committee Documents Standards Tracking

### Committee C15 on Manufactured Masonry Units

Ballots Rosters Meetings & Symposia Minutes & Agendas Committee Documents Standards Tracking

### Committee D05 on Coal and Coke

Ballots Rosters Meetings & Symposia Minutes & Agendas Committee Documents Standards Tracking

### Committee D07 on Wood

## MyTools

Roster Maintenance 360

Negative & Comments 113

MyOutstanding Ballots 8

MyWork Items

MyCollaboration Areas

Ballots & Workitems

Submit/Edit

Inactivity Reports

Launch Admin Collaboration Area

Meetings, Minutes & Agendas

Additional Resources

# Registering a Work Item continued



MyASTM / Membership / MyCommittees / Ballots & Work Items

MyAccount

Membership

MyCommittees

Manage Committees

Change Of Employment

Committee Profile

Invite a Colleague

Membership Info

Recent Activity

Orders

Subscriptions

Tracker

## ASTM Work Item Registration Area and Ballot Item Submittal

Choose from the following options:

I need to register a Work Item for a Revision or New Standard.

Work Item registration is not required to submit a Reapproval, Withdrawal or Reinstatement action to ballot; go to Option 2 - Ballot Item Submittal

I need to Submit an Item to Ballot.

For Revisions and New Standards, please have a Work Item number. Go To Option 1 - [Work Item Registration](#) if WK registration is needed.

I need to Edit an existing Work Item or Update the Target Date.

**Continue**

# Preparing New Drafts & Preparing Revisions for Ballot



## New Drafts

- Use the standard templates
- Use the Form and Style Guide for:
  - ✓ Proper format of Test Methods, Specifications, Classification, Practices, Guides, and Terminology
- “Upfront” editing available via Headquarters

## Revisions

- Register a work item
- A link to the Word document will be provided to the technical contact via webmaster.org
- A link to instructions on how to prepare the work item for ballot will also be provided
- Track Changes appear in the margin of the document
- Submitting entire standard is not necessary, only revised sections

# Preparing a Rationale for Ballot

- Short, concise explanation for balloting the item
- Previous ballot history
- Changes made due to negative votes or comments
- Include all contact information





ADVANCING STANDARDS  
TRANSFORMING MARKETS

---

## Issuing a Ballot

## Subcommittee Ballot

### Subcommittee Ballot (section 11 of ASTM Regulations)

- Subcommittee Chair or their designees are authorized to initiate a subcommittee ballot
- Motion passed at a subcommittee meeting
- Rationale required for each ballot item
- Proposed new standards undergoing its initial round of balloting
- Revisions to an existing standard that subcommittee members believe warrant a subcommittee ballot

## Main/Concurrent Ballot

### Concurrent Ballot (section 11 of ASTM Regulations)

- Revisions to an existing standard or new standards that have undergone at least one subcommittee ballot can be issued concurrently
- Concurrent ballots need to be approved by the main committee chair and the subcommittee chair
- Rationale required for each ballot item
- Handling Negatives Votes

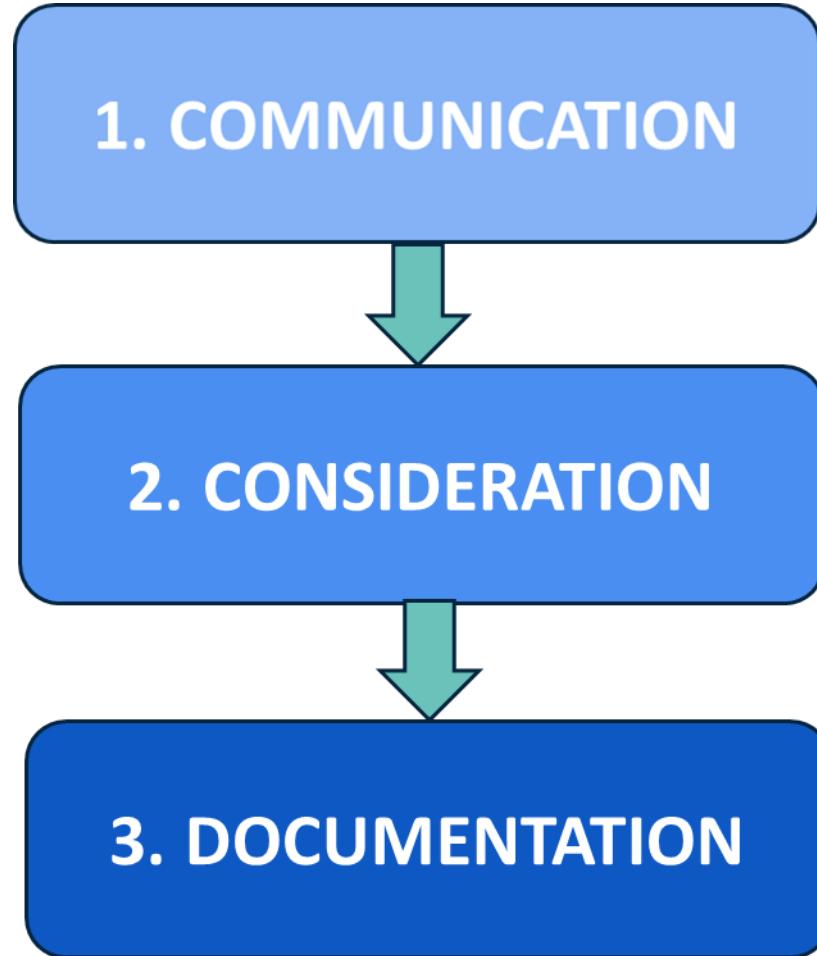


ADVANCING STANDARDS  
TRANSFORMING MARKETS

---

# Resolving Negatives

# Resolving Negatives Effectively



# There are several ways to resolve negatives

## Communication

- Contact the negative voter:
  - ✓ Before the ballot closes
  - ✓ Before the meeting
  - ✓ After the meeting

## Consideration

- Discussion at subcommittee meeting to determine the resolution of the negative
- Resolutions can also be determined via admin ballot

## Documentation

- Document motions, vote count, and rationale in minutes
- Respond to negative voter
- Resolving the negative online
- Additional training is provided on Balloting and Handling Negative Votes

# Disposition of Negative



- Persuasive
- Withdrawn
- Withdrawn with editorial change(s)
- Not related
- Not persuasive



ADVANCING STANDARDS  
TRANSFORMING MARKETS

---

## Utilization of Available Resources

# Tools & Resources

---



- [Form and Style Guide- Editorial \(Blue Book\)](#)
- [ASTM Regulations \(Green Book\)](#)
- [Officer Handbook \(Red Book\)](#)
- Committee Bylaws (refer to individual committees)
- [Virtual Classroom for Members](#)
- [Standard Templates](#)
- Professional Development
- [WebEx/Conference Call](#)
- [Standards Tracking](#)
- Products and Services/[updates](#)
- [Publicity \(Standardization News/Press Releases\)](#)

# Finding Resources Online

[Home](#)[About ASTM](#)[Membership & Participation](#)[Standards & Solutions](#)[News](#)

[Home](#) / [Membership & Participati...](#) / [Technical Committees](#) / [Key Documents and Forms](#)

## Overview

## Membership

[Member Types](#)[Participating Members](#)[Organizational Members](#)[Informational Members](#)[Student Members](#)[Renew or Reinstate  
Membership](#)

## Technical Committees

[View All Technical  
Committees](#)

# Key Documents and Forms

- Form and Style Manual for ASTM Standards or "Blue Book"
- Regulations Governing ASTM Technical Committees or "Green Book"
- Draft Standard Templates
- ASTM Technical Committee Officer Handbook or "Red Book"
- Strategic Planning Manual (PDF)
- Proxy Form — For Voting (PDF)
- 2025 Certificate of Attendance
- Symposium Proposal Form

# Review of Objectives

---



- Handling administrative responsibilities
- Conducting an effective and inclusive meeting
- Preparing items for sub and main committee ballot
- Resolving negatives effectively
- Utilizing ASTM resources

# Additional Classroom for Member Trainings



- New Member Orientation & Training
- Balloting & Handling Negatives Votes
- WebEx Training
- Roster Maintenance
- Process of Developing & Revising a Standard
- Task Group Chair & Technical Contact Responsibilities
- Subcommittee Chair's Duties and Responsibilities
- Interlaboratory Studies Program
- Planning Symposia & Workshops
- Collaboration Area Training



ASTM INTERNATIONAL  
Helping our world work better

**Good luck  
in your  
important role!**



ADVANCING STANDARDS  
TRANSFORMING MARKETS

---

# QUESTIONS?



ADVANCING STANDARDS  
TRANSFORMING MARKETS

Thank you.  
Questions?

[go.astm.org](http://go.astm.org)