

Certification Committee Manual

PREPARED BY THE
PTI CERTIFICATION ADVISORY BOARD



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PTI Certification Committee Manual

1.0 — ORGANIZING CERTIFICATION COMMITTEES

1.1 — ESTABLISHING COMMITTEES AND MISSIONS

PTI certification committees shall be established as stated in the PTI By-laws and shall be authorized by the Certification Advisory Board (CAB) in accordance with policies established by the Board of Directors. Actions of all certification committees are subject to the review and approval of CAB. Article VI of the PTI By-Laws shall override any conflicting clause stated herein.

The mission of each certification committee (2.1) is established by CAB when the committee is authorized. Changes in mission and scope may be proposed by the committee and shall be referred to CAB for approval.

1.2 — CAB LIAISON MEMBER

A member of CAB is assigned liaison responsibilities with each certification committee and is designated as the CAB liaison member. These assignments are made to keep CAB abreast of the activities of the various committees. The committee chair shall keep the designated CAB liaison members fully aware of committee activities and progress, and should feel free to consult with them for advice or information (2.4.3).

1.3 — ORGANIZING THE COMMITTEE

Committee members shall be appointed as per PTI By-Laws. Unless otherwise specified in the PTI By-Laws, the Chair is responsible for organizing the committee to accomplish its mission and goals (2.2). This may determine the size of the committee. Several factors shall be considered when organizing a committee: scope of the mission (2.1), balance of interest (1.6.3), geographical location of the committee members (1.6.4), and the currently assigned task. For new committees, the Chair may initially recommend to CAB the appointment of three to five key voting members who could help identify other prospective committee members.

Large committees may require a Vice Chair, a Secretary, subcommittees, and task groups.

1.3.1 — Subcommittees and task groups

Subcommittees may be desirable when a committee can subdivide its activities into parts that can be worked on simultaneously. Task groups should be used if the work is of limited scope and will last for a short period of time. Establishment of subcommittees needs CAB approval, whereas the setting up of task groups is at the discretion of the committee Chair.

Members of subcommittees and task groups must be members of the main committee. In special cases, with CAB permission, subcommittee or task group members may be appointed from outside the main committee.

1.4 — CERTIFICATION COMMITTEE MEMBERSHIP

1.4.1 — Committee officers

1.4.1.1 — Chair

Each certification committee shall have a Chair and a CAB liaison member. The Chair is a voting member of the committee. All other committee officer positions are established at the Chair's discretion. The Chair is responsible for leading the committee to accomplish its mission and goals. The Chair has many specific responsibilities, including:

- Initiating membership actions, including recruitment, appointment, evaluation, changes of status, and discharge;

- 1 • Dedicating time and effort to perform the work;
- 2 • Attending committee meetings and Web meetings;
- 3 • Scheduling committee meetings;
- 4 • Preparation and timely distribution of meeting agenda and minutes;
- 5 • Conducting committee meetings;
- 6 • Establishing subcommittees and task groups as needed;
- 7 • Initiation of committee letter ballots;
- 8 • Producing letter ballot summaries;
- 9 • Submission of committee documents to CAB;
- 10 • Submission of reports of committee activities to CAB after each PTI Technical Conference & Exhibition;
- 11 • Providing leadership training for possible successors;
- 12 • Attending the PTI Chair Workshop at the PTI Technical Conference & Exhibition;

13 Chair appointments are among CAB's most critical responsibilities. CAB appoints chairs for a 3-year term, which
14 usually expires in the spring at the PTI Technical Conference. A Chair may be reappointed for one additional 3-year
15 term. The success of any committee effort depends largely on the skills of the chair. Chairs must have the ability to
16 dedicate sufficient time to the committee work and possess the following strengths:

- 17 • Demonstrated ability and knowledge in the field covered by the committee;
- 18 • Demonstrated leadership ability; and
- 19 • Administrative ability and initiative.

20 Active and well-organized committees will always have ongoing projects and can undergo normal leadership
21 transitions without disrupting vital committee activities. Chairs are responsible for having a number of individuals
22 prepared to assume committee leadership at all times.

23 A Chair of a PTI certification committee must be a member of PTI in good standing. Prior service as Vice Chair or
24 Secretary and voting membership on the committee augment the candidate's experience. Many factors affect the
25 selection of a committee Chair and serious attention is given to:

- 26 • Rotation among qualified committee members to keep committee output vigorous. Unusual circumstances are
27 required to justify Chair reappointments beyond two terms.
- 28 • An individual should not chair more than one PTI Certification committee at a time because being a Chair
29 requires a significant amount of effort.
- 30 • No one segment of the PT industry should dominate committee activities. Therefore, distribution of the
31 certification committee chairs (or Chair positions) should be balanced.

32 **1.4.1.2 — Vice Chair**

33 The Chair may wish to appoint a Vice Chair. Appointment does not imply that the Vice Chair will become the next
34 Chair. CAB requests and considers the advice of chairs when appointing their successors, but chair appointments are
35 made exclusively by CAB.

1.4.1.3 — Secretary

A Secretary can assist the committee Chair by recording, preparing, and distributing minutes of meetings (2.3.5), ballots, and correspondence. Appointment of a Secretary is at the Chair's discretion.

1.4.2 — Committee members

PTI certification committees can have two categories of members: voting members and associate members. Certification committee members are volunteers who offer their services to PTI and specific certification committees. Each prospective member is to complete a personal data sheet (Appendix A.1, Committee Application).

The Chair is to notify the PTI_Certification Director of all recommended membership actions to be taken: appointments (regardless of category), resignations, or terminations. Membership actions are subject to staff verification of committee balance and CAB approval. These actions become official when PTI staff acts on the Chair's recommendations by sending an official appointment or termination letter to the applicant or member.

1.4.2.1 — Voting members

Voting members are selected because of their personal knowledge and expertise related to the committee's mission. PTI membership is required. Voting members must vote on all committee letter ballots (4.2) and have the privilege of the floor at all meetings (2.3). Members are required to actively participate in committee work through contributions of technical information, prompt return of committee ballots and reply to correspondence, participation in Web meetings, and attendance at a minimum of one committee meeting per year. Some committees may have special attendance requirements. Voting members who do not participate in the committee work compromise the goals of the committee; the Chair is to notify the PTI_Certification Director and recommend a change in the membership status of the voting member to associate member.

1.4.2.2 — Associate members

Associate members are selected because of their personal knowledge and expertise related to the committee mission. PTI membership is required unless waived by CAB or otherwise permitted under the By-Laws.

Associate members are required to contribute to the work of the committee by returning committee ballots, expressing negative viewpoints (with reasons), and replying to correspondence. These ballots and negative viewpoints are not counted in the final ballot tally and do not affect the outcome of a ballot item, but must be distributed to the committee for consideration. Associate members are encouraged to attend meetings. They have the privilege of the floor, but do not vote. A person applying for voting membership may be appointed as an associate member for a variety of reasons, including maintaining a balance of interests within the committee or limiting membership during the balloting of a committee document. If associate members do not participate in the committee work, the Chair is to notify the PTI_Certification Director and recommend removal of the associate member from the committee membership.

1.5 — APPOINTMENTS

In general, certification chairs are urged to add new members. Certification committees should have sufficient turnover so that new ideas are constantly brought in. Some certification committees (e.g. the Unbonded Tendon Plant Certification Committee) may have membership requirements that are prescribed by the PTI By-Laws. Membership on these certification committees is limited and by appointment only.

After approving a prospective member's committee application (Appendix A.1), the Chair shall forward it to the PTI Certification Director with appointment recommendation. Staff verifies committee balance issues and forwards the application for CAB approval. After CAB approval, the PTI_Certification Director sends a formal appointment letter. Committee members are appointed for unspecified terms.

1.6 — SELECTION OF VOTING MEMBERS

1.6.1 — Qualifications

Members should be able to complete objectives related to the committee work. They should have the training, knowledge, and experience, as well as time and facilities to perform the work.

1.6.2 — Meeting attendance

Every effort shall be made to have committees meet twice annually (refer to Section 2.3), but at least once at the annual PTI Technical Conference & Exhibition. At these meetings, the committee makes most of its major decisions, resolves problems, and accomplishes much of its work. A voting member is required to attend and actively participate in at least one committee meeting a year. If the applicant cannot attend these meetings, an associate membership is the only membership option.

Meeting schedule conflicts are difficult to avoid because of the number of PTI committees and subcommittees and the varied interest of the members. Selecting members who already serve on more than two other PTI committees/subcommittees is discouraged.

1.6.3 — Balance of interest

Committees should have sufficiently broad-based membership to ensure balanced representation of interested stakeholders and coverage of the subject. The appointment of more than two voting members from the same organization is not permitted.

1.6.4 — Geographical location

PTI is an international organization and committee documents should reflect practices that are applicable over wide areas. Broad geographical distribution of committee members is important to guard against development of documents that reflect local practices. Some international members may find it difficult to attend committee meetings but can contribute valuable information by correspondence; associate committee membership should be encouraged.

1.7 — COMMITTEE REORGANIZATION

On occasion, it may be necessary for CAB to reorganize certification committees. The reasons for total reorganization of the committee may include:

- The committee has completed its assigned mission and only a small committee is needed to maintain committee documents.
- The mission and direction of the committee has changed sufficiently to require complete reorganization.
- The membership and organization of the committee is such that the prospect of accomplishing the assigned mission is remote.

Upon reorganization, CAB may decide to appoint a new chair and discharge all members or appoint a new chair who is responsible for reviewing current membership.

1.7.1 — Reorganization with discharge of members

If CAB discharges the committee membership upon appointment of a new chair, all committee members will be notified of the reasons for the discharge and given an explanation of future plans. Former committee members have the opportunity to apply for appointment to the new committee.

1.7.2 — Committee reorganization with retention of Chair and members

If the present membership is to be retained, subject to review, the Chair must:

- Review the activity of the committee members and recommend dropping those who have not demonstrated adequate activity (1.8).
- Review the overall committee composition and recommend additions or deletions of committee members to ensure balanced interest (1.6.3) and maintain a reasonable size to accomplish tasks. The Chair is urged to add new committee members who are knowledgeable in the committee's field and will provide vitality to the committee (1.5).

The Chair may request a written statement from committee members stating they wish to continue to serve. If an affirmative response is not received within 2 months, the Chair should consider it a lack of interest and notify the PTI Certification Director to terminate the committee member. A questionnaire may be used to ask the committee members if they wish to continue as active members, change their membership status, or resign (Appendix A.2, Committee Membership Questionnaire).

1.8 — TERMINATIONS

The Chair shall periodically review the members' performance. A member, who does not regularly attend meetings, answer correspondence, and especially who does not return letter ballots, is to be encouraged to become more active. A member, who does not return ballots may prevent a committee from successfully balloting a document.

If the members' participation does not improve, the Chair is to notify the PTI Certification Director of the recommended change of their membership status to associate member. If these members do not resume their committee work, the Chair is to notify the PTI Certification Director of the recommended removal of such a member from the committee membership, making room for willing and active members. The Chair may want to use the membership questionnaire to help assess committee interest. Members can evaluate their actual participation and may request a change in committee membership status (Appendix A.2, Committee Membership Questionnaire).

1.8.1 — Termination to achieve balance

Upon the Chair's recommendation, members can be terminated to achieve balance (1.6.3). This will be done only after the Chair has shown that a substantial effort has been made to obtain balance by adding new members.

1.8.2 — Appeal of termination

Any committee member may appeal a termination decision to CAB in writing to the CAB Secretary within 3 months of the termination letter. The discharged committee member may appear in person at the CAB meeting where the appeal is being considered. CAB ruling on appeals is final.

1.9 — RESIGNATIONS

Committee members may resign by notifying the Chair and the PTI Certification Director of such intent.

2.0 — OPERATING CERTIFICATION COMMITTEES

2.1 — FULFILLING THE MISSION

The main goal of PTI Certification committees is to develop, implement and oversee PTI certification programs as established and approved by the Board of Directors. CAB gives the Chair considerable autonomy to accomplish the

1 committee mission (1.1). The protection of the public interest and ultimate consumer must dominate in all committee
2 work.

3 **2.2 — GOALS**

4 Committee Chairs shall prepare the goals for their committees to be accomplished during their Chair term. Each
5 committee shall annually review the specific goals that will result in the completion of the committee mission. The goals
6 are submitted in the committee's annual report (2.6).

7 **2.3 — COMMITTEE MEETINGS**

8 PTI committees meet at the PTI Technical Conference & Exhibition in the spring and PTI Committee Days in the fall.
9 Meetings at other events or at separate venues need prior CAB approval. Chairs work with staff to schedule meetings. Chairs
10 are responsible for calling committee meetings (1.6.2) and must give members adequate notice. If the Chair cannot chair the
11 meeting, he/she must select a substitute Chair so that the work of the committee can continue without interruption. The PTI
12 Certification Director must be notified at least 2 months in advance if a scheduled in-person meeting or at least two weeks
13 in advance if a scheduled web meeting is to be canceled. Short notice meeting cancellations are unacceptable.

14 Committee Chairs are expected to bring the PTI Antitrust Policy to the members' attention in the beginning of the meeting
15 to exercise control and to assure orderly discussion. The use of Robert's Rules of Order is advised. This is particularly
16 important in large committees.

17 **2.3.1 — Web meetings**

18 Chairs may call Web meetings at any time with sufficient notice to committee members, considering member and staff
19 availability and the committee work load. PTI staff facilitates Web meetings through PTI's Web meeting system and must
20 be present during all Web meetings. A quorum is required to take action. Web meetings are usually used to review and
21 coordinate comments from ballots and to resolve negative votes on ballots.

22 Web meetings must have agenda and minutes or Web meeting notes to document committee progress and to record
23 actions. Web meetings cannot accommodate visitors.

24 **2.3.2 — Open meetings**

25 PTI certification meetings are open to all members and other interested stakeholders. A closed meeting is permitted only
26 in the event that closing the meeting is necessary to protect the confidentiality of a certification program participant. A
27 closed meeting may only be held with PTI's Legal Counsel present.

28 **2.3.3 — Visitors**

29 All Certification committee meetings are open to visitors. Because committee work is of interest to Institute members and
30 attendance is encouraged, the Chair must keep the visitors in mind without interfering with the committee work. The
31 Chair is encouraged to give a brief introduction of the committee work and periodically summarize progress during the
32 meeting. Web meetings cannot accommodate visitors.

33 **2.3.4 — Agenda**

34 An agenda shall be prepared in advance of the meeting and sent to all committee members, the CAB Chair, the CAB
35 liaison member, and to the PTI_Certification Director a minimum of 2 weeks before the meeting. A timely agenda
36 distribution allows committee members to prepare for the meeting. Extra copies should be available at the meeting for the
37 committee members and visitors.

2.3.5 — Minutes

Minutes must be prepared to record important deliberations and decisions of committee meetings. Minutes provide a continuing record of past committee work and help prevent repeated discussion of the same subject.

In addition to recording motions and voting results, the minutes shall include the names of committee members and visitors present and members not present. Minutes shall be circulated within 30 days of the meeting for information and reminder of action items, for guidance, and to assure completeness and accuracy. Minutes shall always be approved at the next committee meeting or by correspondence. Copies of all minutes shall be sent to the CAB Chair, the CAB liaison member, and to the PTI Certification Director (2.4.3).

2.3.6 — Quorum

The quorum requirements for committee meetings depend on the actions to be taken during the meeting. In case of conducting any meeting ballots, at least 40% of all voting members on the committee roster must be present. Further consideration of the voting procedures is necessary as the 40% and 2/3 rules must be met (4.1). A smaller attendance at a committee meeting limits the scope of the meeting to general discussion, drafting of documents, preparing a session, or any other business not requiring meeting ballots. Meeting minutes are required even if no voting quorum was achieved.

2.4 — DISTRIBUTING CORRESPONDENCE

Effective circulation of correspondence is vital to committee activity and progress. To ensure a smooth flow of committee work, concise correspondence with prompt attention and reply by members is necessary. The use of e-mail is the typical means of committee correspondence. As most correspondence and documents are in an electronic format, committee agenda, minutes, drafts, and other documents shall be uploaded to the committee Web site and referred to in the e-mail correspondence. This ensures proper documentation of the committee work.

2.4.1 — Distributing correspondence within a committee

Correspondence containing proposals, opposing opinions, and new data shall be sent to the entire committee and the PTI Certification Director. When one committee member writes to another, it is desirable to send copies to all committee members so they can keep abreast of developments and will be able to contribute to the work. This also allows the members to be up-to-date before meetings so discussions will be more effective.

Correspondence within a subcommittee should be sent to the main committee officers so that they are aware of the work and are able to coordinate the total committee effort.

2.4.2 — Distributing correspondence between committees

Correspondence between committees is usually between the chairs, with copies to the PTI Certification Director. If committee members correspond, copies should be sent to the chairs of the respective committees and to the PTI Certification Director.

2.4.3 — Distributing correspondence to CAB and PTI staff

The committee files at PTI are the official files. Electronic copies of all important correspondence, agendas and minutes, membership lists, complete record of ballots (4.3), and resolution of negative comments (4.5.1) must be sent to the PTI Certification Director.

Copies of all important correspondence and draft documents must be sent to the CAB Secretary (PTI_Certification Director) and the CAB liaison member (1.2). These two names shall be placed on the committee roster to receive copies of correspondence; however, they are not committee members and do not vote or return ballots.

2.5 — COORDINATION WITH OTHER COMMITTEES

Committees are often closely related and overlaps may occur or the work of one committee may affect another. Chairs must be aware of their committee's work in relation to other Certification committees to avoid conflicting requirements or recommendations in PTI documents (1.6.6, 3.7).

2.6 — ANNUAL REPORT OF COMMITTEE ACTIVITIES

Each Chair must submit an annual report of committee activity that provides information on committee progress and goals (2.2). An example is in Appendix A.3. Annually, after the Spring PTI Technical Conference & Exhibition, staff sends standard forms to committee Chairs and Chairs send copies of the completed forms to their CAB liaison members and the PTI Certification Director.

When a committee fails to submit an Annual Report within 30 days of request, staff notifies CAB. CAB then reviews the need for possible changes in organization or personnel to make the committee more effective.

2.7 — QUESTIONNAIRES

Committees may find it useful to gather information by using questionnaires (Appendix A.2). These should be carefully designed to elicit accurate responses. Send a copy to the PTI Certification Director as well as a summary of the results or other appropriate information. The summary should be sent to all the respondents.

2.8 — STAFF ASSISTANCE

Although the PTI staff is not large enough to provide a liaison for each committee, it can assist with coordination. By being informed of committee activities, staff can help with the committee's assigned goals and prevent infringing on the work of other committees. When requested, the PTI Certification Director may be able to assist a chair who requires assistance.

2.9 — CERTIFICATION COMMITTEE EXPENSES

Committee expenses, such as costs of meetings outside the PTI Technical Conference & Exhibition in the spring and PTI Committee Days in the fall, will not be assumed by the Institute unless previously specifically authorized by the Board of Directors.

3.0 — DEVELOPING COMMITTEE DOCUMENTS

3.1 — GENERAL PROCEDURE

The purpose of PTI is to represent a community of businesses and professionals dedicated to expanding post-tensioning applications through marketing, education, research, teamwork, and code development while advancing the quality, safety, efficiency, profitability, and use of post-tensioning systems. A primary means for fulfilling this purpose is the development and implementation of industry certification programs to ensure quality design, construction, installation, inspection and manufacturing for post-tensioned concrete. Principal sources of this information are documents prepared by committees and published by PTI. Committees gather information on their specific subjects—correlating results of field and laboratory research—and experience in design, construction, and manufacturing. Information comes from a comprehensive review of literature, personal experience of committee members, CAB members, and other authorities in the field of the committee mission. These reviews of current thinking are condensed by the committees into certification standards and criteria, policies and procedures, training aids or other documents.

Documents are developed in a three-step process:

- Preparation of draft document or revision of existing document;

- 1 • Letter balloting of draft document or revision; and
- 2 • Submission of approved document or revision to CAB for review.

3 It is not the intent of PTI to duplicate work. Where satisfactory consensus standard specifications for materials and test
4 methods for materials exist—such as in ASTM—reference should be made to the specifications and test methods rather
5 than writing them into PTI documents. It is the responsibility of CAB to recommend the publication methods and modes
6 judged most appropriate for specific documents.

7 **3.2 — PREPARATION OF COMMITTEE DOCUMENTS**

8 In preparing committee documents, a united effort by all members generally produces the best results. Where a committee
9 Chair, subcommittee Chair, or another member is qualified to prepare the document or a particular chapter or section,
10 however, sometimes the simplest, quickest, and most direct approach is for that person to prepare the first draft.
11 Individuals can be called upon to add to the draft where needed. The draft is submitted to the entire committee for review,
12 comment, and revision. Prepare all documents, whether a first draft or a revision of an existing document, so that the
13 committee and other reviewers can easily read them. If the document is not legible, it cannot be adequately reviewed. The
14 final draft shall represent the consensus of the committee.

15 The document shall be submitted as an electronic file in MS-Word or similar. Graphics should be prepared and submitted
16 in accordance with the following and assembled at the end of the document:

- 17 • Black and white or color photographs are acceptable.
- 18 • Glossy photographic prints or 35-mm slides or digital files are required for the best printing reproduction. Color
19 inkjet printouts and color copies of photos are unacceptable.
- 20 • Original electronic files are preferable for line art. High-quality glossy laser printouts are also acceptable only for
21 black and white and color line art, but not for photographs. Do not use grayscale, or gray tone in line art.
- 22 • If it is necessary to submit digital images, high-resolution files are needed. Submit photographs in TIF format at
23 300 dpi minimum, sized at 4 x 6 in.; line art should be TIF, JPEG, or EPS files at 400 dpi, same size as originals.
24 Electronic image files should be submitted on a CD.
- 25 • Do not use embedded graphics in the submitted document unless the images are 300 dpi minimum, sized at 4 x 6
26 in.

27 **3.2.1 — Style**

28 Terminology used in PTI Certification documents should be consistent with the latest edition of the Post-Tensioning
29 Manual, the ACI Concrete Terminology (refer to the ACI Web site), or Webster's Dictionary, in descending order of
30 preference.

31 **3.2.2 — Title page and committee roster**

32 The inside title page shall include the document title and number, the committee name, and the roster. On new documents
33 and major revisions, list the voting members of the current committee. On minor revisions, list both the originating and
34 the revising committee members. The roster shall list only the voting members at the time of final committee letter ballot.
35 The ballot result totals shall agree with the number of members listed. If individuals other than voting members contribute
36 to the document and should receive recognition, the Chair should inform the PTI Certification Director.

37 **3.2.3 — Table of Contents**

38 Each document shall have a Table of Contents, which lists all chapters, sections, and subsections.

3.2.4 — References

Reference existing documents instead of duplicating their text. List only those items that will be useful to the reader.

PTI documents use references to other documents for three different purposes:

- Specify compliance (specified references);
- Recommend compliance (recommended references); and
- Indicate sources of information (cited references)

In PTI documents, where compliance to ACI, ASTM, AASHTO, or other documents is specified or recommended, include only the alpha/numeric designation in the text, such as ASTM C33. Committees are not to include the years and titles of references within the text of their documents.

If a specific edition of a document is intentionally referenced, it should be treated as a cited reference.

Do not include private communications as they are not available to general public and, therefore, of no use to the reader. Material not yet published shall not appear in the reference list. When the committee document is revised or updated, references shall also be updated; however, do not update references unless the committee is sure that the document's text is in accordance with the revised reference.

References cited in the text may be cited either by superscript number or by author's name and date. If superscripts are used, the sequence will be the order in which they are cited and the list will be numerical. If authors' names and dates are used, the listing will be alphabetical. Listing by superscripts uses less space in the text. Listing by authors' names and dates provides the reader with information in the text, permits additions to and deletions from reference lists without renumbering, and allows the list to be used as an authors' index. References shall be placed in a separate chapter at the end of the document.

3.2.5 — Units of measurement

It is the PTI policy to present units of measurement in both inch-pound and SI units following the conventions established by the International System of Measurement (SI). Conversion of inch-pound units shall be in accordance with the soft conversion procedures defined in ASTM E380. SI equivalents derived in this manner are shown in parenthesis—for example, 12 in. (305 mm): 12 in. = 304.80 mm, soft converted and rounded to 305 mm (beam width).

CAB may approve exceptions to this policy when hard conversions are required to conform to prevailing usage. "Hard" SI conversions are shown in brackets—for example, 12 in. [300 mm]: 12 in. = 304.80 mm, hard converted to 300 mm (beam width).

3.3 — EDITORIAL REVIEW

Prior to final committee letter ballot, a document must be thoroughly edited by the committee. Editorial changes may be made at any time without requirement of letter ballot, except as a result of a negative, in which case confirmation is required. Editorial changes are of two types:

- Those that introduce no change in technical content, but correct typographical errors, modify editorial style, change nontechnical information, or reduce ambiguity; and
- Those that correct typographical errors in substance (essential information that could be misused).

The committee should review for document structure, sentence structure, grammar, redundancy, spelling, and typographical errors. Because many documents are written in sections by different people, it is essential that the committee review the separate sections for consistency in style and format.

3.4 — CIRCULATING DRAFT DOCUMENTS

A committee document may undergo significant changes in technical content and format prior to final committee and CAB approvals. Therefore, drafts shall be clearly marked “draft document, not for publication.” The Chair may approve circulating the draft outside the committee, CAB, and PTI staff to obtain expert technical advice not available in the committee or to ensure that all interested parties are given an opportunity to express viewpoints (refer to 3.7 for coordinating with other committees).

Committee documents, at any stage of development, must not be released for publication other than to the Institute, except on approval of CAB. Similar restrictions apply to test data or unpublished technical information circulated in a committee.

3.5 — COORDINATION WITH OTHER CERTIFICATION COMMITTEES

Coordination with other certification committees is an important part of processing documents (1.6.6, 2.5). It helps prevent conflicts and overlaps between committee documents. Some reasons for coordination with other committees might include:

- Information being developed is incorporated or referenced in documents of other committees;
- The work of one committee depends on the work of another committee; and
- Committees are developing documents with parallel or overlapping subjects.

A copy of the draft shall be sent to the coordinating committee Chair at the time of letter ballot, with a request to review and comment on the areas affecting the coordinating committee. The reviewing certification committees do not have veto power but can make constructive comments. If substantial difficulties arise between two committees, the matter will be referred to CAB for arbitration.

4.0 — BALLOTING COMMITTEE DOCUMENTS

4.1 — VOTING METHODS AND RULES

Two methods of voting are used to prepare new documents and to revise, reapprove, or withdraw existing documents:

1. Letter ballots consist of one or several items. Each item may include as much information as desired: an entire document, a chapter, a section, several sections, a paragraph, a sentence, or other information. In case of multiple items, each item passes or fails separately.
2. Meeting ballots consist of one item. This one item may include as much information as desired: resolution to all, several, or one negative vote; responses to all, several, or one CAB comment; or other information. This one item passes or fails. Meeting ballots allow for flexibility in separating information that causes the ballot to fail, reorganizing information included in the ballot item, and immediately rebalotting information that has consensus.

PTI’s consensus process consists of three rules applicable to letter and meeting ballots:

Rule	Description	Use
The 1/2 rule	At least 1/2 of all eligible voting members* must cast an affirmative vote	Letter ballots
The 40% rule	At least 40% of all eligible voting members* must cast an affirmative vote	Meeting ballots

The 2/3 rule	The number of affirmative votes must be at least twice the number of negative votes	Letter and meeting ballots
*Eligible voting members are all voting members on the committee roster, not only the number of members who voted.		

4.2 — COMMITTEE LETTER BALLOT

A letter ballot is required for proposed new documents, for revisions, and re-approvals or withdrawals of existing committee documents. Letter ballots permit all committee members to express their views. Efforts shall be made to resolve differences before submitting a document to letter ballot. Instances where the opinions of one or two members differ from those of the majority should not be allowed to unduly delay the document. Procedures for resolving negative votes allow differing opinions to be addressed without stopping progress on a document.

Following the final letter ballot and resolution of all negatives, the committee chair shall submit the document for CAB review (5.1).

4.3 — LETTER BALLOT PROCEDURES

The following explains who may initiate a letter ballot, its contents, ways to deal with negative votes, and what portion(s) of a document a letter ballot might take:

- Letter ballots are conducted by e-mail or by Web ballot at the committee Web page of the PTI Web site.
- A committee chair may initiate a letter ballot or a member may seek to order a ballot by a motion at a meeting.
- A letter ballot may be taken on a complete document or on each independent part of a document, or a revision of a document.
- Letter ballots should generally follow the sample in Appendix A.4, Committee Letter Ballot, and must include all of the requested information.
- The ballot must contain a closing date. The closing date should not be less than 30 days after the ballot start date. A shorter period may require a canvass of all voting members by telephone or special approval by the CAB liaison member or CAB Chair.
- All members eligible to vote shall receive a letter ballot. Associate members shall be sent the item being balloted for comment. These nonvoting members may express negative viewpoints, with reasons, on letter ballot items. These negative viewpoints are not counted in the final ballot tally and do not affect the outcome of a ballot item, but must be distributed to the committee for consideration. Copies of the item being balloted and the letter ballot shall be sent to the CAB Secretary (PTI Certification Director) and the CAB liaison member.
- A negative vote on a letter ballot must be explained in writing to receive committee consideration (4.5.1), otherwise it is recorded as an abstention. The negative voter must provide wording that would satisfy the voter's concern. If such wording is not provided, the vote may be recorded as an abstention and the concern taken up as new business. Resolution or disposition of every negative vote on a letter ballot must be documented (5.1), unless the ballot is issued as noted in Section 4.5.
- A letter ballot summary (Appendix A.5) is to be completed and sent to the PTI Certification Director for each letter ballot. This will allow a complete ballot history to be created and maintained at staff during a document's formation, even though Chairs and their record keeping might change.

4.4 — ANALYSIS OF BALLOT RESULTS

Once a ballot has closed and the summary is prepared, the committee chair must determine whether an item has passed according to PTI procedures. If a prohibitive number of negatives has been received, the chair may decide that rather than resolve the negatives individually, the committee will rewrite and reballot the document.

4.5 — PASSAGE OF AN ITEM

Passage of a document requires a letter ballot on the document and resolution of negative votes by letter ballot or at a committee meeting. Passage of a newly proposed or revised document requires that both of the following rules be met:

- The 1/2 Rule—At least 1/2 of the voting members vote affirmatively.
- The 2/3 Rule—At least 2/3 of the yes and no votes cast are affirmative.

Example 1—On one letter ballot for a 33-member committee, 24 ballots are returned. There are 20 yes votes, two are no votes, and two are abstentions. More than 1/2 of the voting members voted affirmatively, and more than 2/3 of the yes and no votes cast were affirmative, so the ballot meets the 1/2 rule and the 2/3 rule. Once the negatives are resolved (4.5.1), the ballot will pass.

Example 2—On another letter ballot of the same 33-member committee, 22 ballots are returned. There are 16 yes votes, four are no votes, and two are abstentions. The ballot fails because it does not meet the 1/2 rule; at least 17 of the eligible voters needed to vote affirmatively.

Example 3—On another letter ballot of the same 33-member committee, 30 ballots are returned. There are 17 yes votes, 10 no votes, and three abstentions. The ballot meets the 1/2 rule, but fails because it does not meet the 2/3 rule; of the 27 yes and no votes cast, at least 18 needed to be affirmative.

4.5.1 — Resolution of negative votes

Consensus procedures require that all negative votes from voting members must be resolved by the committee either at a committee meeting or by letter ballot. To be able to find negative voters nonpersuasive at a committee meeting, it is necessary to have at least 40% of the voting members in attendance. Results of the ballots and resolutions of any negatives must be recorded in the minutes of the meeting. A negative voter found unrelated or nonpersuasive must be notified in writing of the right to appeal this finding to CAB.

For reporting the actions used to resolve negative votes taken at committee meetings, the number of affirmative and negative votes and total number of eligible voting members on the committee shall be recorded in the committee minutes.

Negative ballots can be resolved as follows:

Step 1, negative withdrawn—Determine whether the negative voter is willing to withdraw the negative. Many negative votes are the result of a misunderstanding or misinterpretation of the document being balloted. A discussion with the negative voter may lead to an agreement to withdraw the negative. If the negative is withdrawn, record the ballot as affirmative or abstention in accordance with the negative voter's wishes, which must be recorded in the meeting minutes if the negative voter was present or submitted to the Chair in writing if the voter was not present.

Step 2, related versus unrelated—A negative vote is deemed to be related to the balloted item unless a voting member initiates a ballot to find the negative vote unrelated. The committee may find that the stated reason for the negative vote is unrelated to the item being balloted. Affirmative votes from at least 2/3 of the yes and no votes are required to find an item unrelated. Negatives on this action do not have to be resolved. If the stated reason is found unrelated, the item becomes new business for the committee. Any further action requires a letter ballot. The negative is recorded as an abstention.

1 Step 3, (Related): Persuasive versus nonpersuasive—A related negative vote is deemed to be persuasive unless a voting
2 member initiates a ballot to find the negative vote nonpersuasive. If the committee disagrees with the reason given for a
3 negative vote, the committee must find the voter nonpersuasive at a meeting or by letter ballot. Affirmative votes from at
4 least 1/2 of the voting members in a letter ballot and 40% in a meeting ballot are required, and at least 2/3 of the yes and
5 no votes cast must be affirmative to find a negative vote unrelated. Negative votes on this action do not need to be
6 resolved.

7 If a negative vote is found to be nonpersuasive, report that the negative was found nonpersuasive and give the vote count
8 and the committee's reasons for the finding in the minutes of the meeting.

9 Step 4, (Related) Persuasive: Editorial versus Substantive Change—Determine if the resolution of a persuasive negative
10 vote requires an editorial or substantive change. Editorial changes are defined in Section 3.4. Determination of whether a
11 proposed change is editorial or substantive is somewhat a judgment call on the part of the Chair. If there is any doubt, or if
12 there is an objection by a committee voting member, the proposal must be treated as a substantive change. If the change is
13 made by correspondence, the Chair may rule it editorial if there is no objection in 30 days.

14 If the change is determined to be editorial and the negative voter is satisfied with the change, make the change in the
15 document and report in the minutes that the negative was withdrawn after an editorial change. The negative may now be
16 recorded as an affirmative. If the voter was not present at the meeting, the negative voter's withdrawal and agreement with
17 the editorial change shall be submitted in writing to the Chair. The full committee must be notified in writing (usually in
18 the committee's minutes) of all changes and given 30 days to object. If a member objects to a change noted in the
19 minutes, this objection will be handled as new business.

20 Step 5, (Related) Persuasive: Substantive Change—If a substantive change is required to satisfy the negative voter, the
21 change must be approved by vote at a meeting or by letter ballot. Affirmative vote requirements for approving a
22 substantive change are the same as those for approving any new action: passage requires that at least 1/2 of the voting
23 members vote affirmatively in a letter ballot and 40% in a meeting ballot and that at least 2/3 of the yes and no votes cast
24 be affirmative. Negative votes on this action must be resolved.

25 If the vote to satisfy a persuasive negative with a substantive change is unanimous, including an affirmative vote from the
26 original negative voter, the original negative is recorded as an affirmative. The full committee must be notified in writing
27 (usually in the committee's minutes) of all changes and given 30 days to object. If a member objects to a change noted in
28 the minutes, this objection will be handled as new business.

29 Example 4—On one letter ballot for a 33-member committee, 22 ballots are returned. There are 16 yes votes, four no
30 votes, and two abstentions. They needed 17 yes votes, so the ballot initially fails because it does not meet the 1/2 rule of
31 eligible voters (4.4).

32 At a committee meeting with 18 members present, three of the no votes are withdrawn after editorial revisions to the
33 document. The three votes are now recorded as affirmatives (Step 1), bringing the total to 19 yes, 1 no, and 2 abstentions.
34 The remaining negative is found nonpersuasive by a 17 to 1 vote (Step 3). The document now passes, meeting both the
35 40% rule and the 2/3 rule for a meeting ballot finding a vote nonpersuasive.

36 Example 5—The same 33-member committee letter ballots another item and 22 ballots are returned. There are 15 yes,
37 three no, and four abstentions. They needed 17 yes votes, so this ballot also initially fails because it does not meet the 1/2
38 rule of eligible voters (4.4).

39 At the committee meeting with 18 members present, one negative is successfully found unrelated by a vote of 14 yes, two
40 no, and two abstentions (meeting ballot passes with 40% yes votes and 2/3 rule). The negative is recorded as an abstention
41 (Step 2). The Chair rules that the second negative is persuasive and can be resolved by an editorial change. No committee

1 member objects. The negative is recorded as an affirmative (Step 4). The Chair takes a vote to find the third negative
2 nonpersuasive, which fails by a vote of 1 yes and 17 no, so the negative is persuasive. The Chair rules it substantive and
3 the committee votes on making the recommended change. The vote is 17 yes, 1 no. A second vote must be taken to find
4 this latest negative nonpersuasive. It succeeds with 17 yes and 1 no. The original negative is still recorded as a negative
5 because the vote to find it persuasive/substantive was not unanimous (Step 5). The total is now 16 yes, one no, and five
6 abstentions. The ballot still fails and the item must be rebaloted, presumably after revisions.

7 Example 6—On one letter ballot for a 20-member committee, 19 ballots are returned. There are 18 yes votes, one no vote
8 (Smith), and zero abstentions. The ballot passes, but the negative must be resolved.

9 At their next meeting with 18 members present, the Chair takes a vote to find Smith's negative nonpersuasive, which fails
10 with zero yes, and 18 no. The Chair rules Smith's recommended change substantive. Per Step 5 listed previously, the
11 committee votes to make the change by a vote of 17 yes and 1 no (Johnson). Johnson's negative must be resolved.
12 Johnson states his reasons for voting negative; he agrees a change must be made but argues for a different change. The
13 committee finds him persuasive with 17 yes and 1 no (Smith). As essentially a new action, they must now find Smith
14 nonpersuasive, which they do with a vote of 17 yes and 1 no (Smith). The negative is now resolved, and the ballot passes.
15 The action must be recorded in the committee's minutes.

16 **4.5.2 — Affirmative votes with comments**

17 The PTI ballot form (Appendix A.4) allows for affirmative votes with editorial comment. Many times, a committee-voting
18 member may make comments that are clearly beyond editorial. These comments need to be resolved by the committee.

19 If the change recommended is clearly editorial, then the committee Chair should make the change and no further action is
20 required. If the change recommended is substantive or if there is any doubt the vote is recorded as a negative, then the
21 vote must be resolved following the steps outlined in Section 4.5.1. Alternatively, if the voter agrees, the item can be
22 taken up as new business.

23 **4.6 — PROXY VOTES**

24 Proxy voting is not allowed.

25 **5.0 — PUBLISHING COMMITTEE DOCUMENTS**

26 **5.1 — SUBMITTING DOCUMENTS FOR CAB REVIEW**

27 All required materials for document submittal to CAB for review shall be sent to the PTI Certification Director. With the
28 submittal, the Chair shall:

- 29 • State the results of the committee's coordinating action (3.7) with related committees and with earlier documents;
- 30 • Inform CAB of conflicts with documents of other PTI committees with an explanation of the conflicts.

31 For each letter ballot on a new or revised document, the following must be reported:

- 32 1. Total number of eligible voting members;
- 33 2. Number of affirmative votes;
- 34 3. Names of eligible voting members who abstained; and
- 35 4. Names of eligible voting members who did not return ballots.

36 For all negatives that have not been withdrawn, the chair shall submit to CAB:

- 1 1. Statements prepared by the negative voters giving specific reasons for voting negatively;
- 2 2. If found nonpersuasive, the committee's reason for considering the negative nonpersuasive, and the vote of the
3 committee to consider the negative nonpersuasive including the number of affirmatives and negatives plus the total
4 number of votes in the committee (4.1).
- 5 3. If a change is made as a result of the negative, documentation of the change and a summary of related letter or
6 meeting ballots results.

7 Committees proposing revisions to existing documents must give technical reasons for the proposed changes and identify
8 additions or deletions to the text.

9 **5.2 — REVIEW OF DOCUMENTS**

10 One of the most important functions of CAB is the review of certification documents. CAB reviews documents for (a)
11 technical correctness; (b) conflicts with other PTI documents; (c) compliance with ANSI/ISO and PTI certification
12 standards and procedures; and (d) clarity of expression. CAB's technical review is limited to ensuring that certification
13 documents are technically correct and consistent with industry practice and applicable codes and standards. CAB shall not
14 be responsible for the development of certification criteria for each of PTI's certification programs. This shall be the
15 responsibility of each respective certification committee (e.g. the Unbonded Tendon Plant Certification Committee.)

16 A document submitted for publication is sent to CAB and coordinating committees, if any. Reviewers classify each of
17 their comments, as explained in Section 5.2.1.

18 **5.2.1 — Classification of review comments**

19 *General and specific comments*—Reviewers are asked to indicate whether a comment is general or specific, and provide
20 the page and line number reference for specific comments. General comments are applicable to the entire document, or
21 many places in a document. Reviewers are strongly encouraged to avoid providing repeated specific comments where a
22 general comment has been provided. Specific comments apply to a particular element of the document. Specific
23 comments are classified further as technical, secondary, or editorial:

24 *Technical comment (T)*—Identifies a primary technical issue. The committee must consider the comment and take action.
25 Typically, the committee either accepts the comment as stated and makes the change or disagrees with the comment and
26 provides a rationale for this disagreement. In some cases, the committee may disagree with the comment as stated but
27 realize that the text of the document has been misinterpreted and make editorial changes to clarify the text. The committee
28 must provide a written rationale if the CAB comment is not incorporated. T comments identify:

- 29 • Errors;
- 30 • Omissions;
- 31 • Conflicts;
- 32 • Serious deficiencies;
- 33 • Missing tables, figures, or other information; and
- 34 • MUST suggest a means of resolution.

35 *Secondary comment (S)*—Identifies a secondary technical or editorial issue where the committee has latitude. The
36 committee is expected to consider and take action, but the committee need not document the response. S comments
37 include:

- 38 • Suggestions for technical or editorial improvement;

- 1 • Questions that do not require an answer; and
- 2 • Comments that do not suggest a means of resolution.

3 Following this definition, a comment submitted by a reviewer as T is changed to an S by the CAB review group if a
4 means of resolution is not provided by the reviewer (analogous to changing a negative to an abstention if no reason
5 statement and proposed change are provided).

6 *Editorial comment (E)*—Identifies a specific or general editorial issue that the committee must correct before publication
7 of the document. When the comment is a suggestion or simply reinforces a reviewer’s preferences (such as “when in
8 doubt, leave the comma out”), the comment is classified S, not E. Compliance with Editorial Comments are expected
9 unless the meaning would be changed if the comment were followed. Committees are expected to document the handling
10 of E comments only where they take exception to the comment. E comments include:

- 11 • Style and grammar corrections;
- 12 • Repetitive issues;
- 13 • Inconsistency;
- 14 • Missing reference information;
- 15 • Reference format;
- 16 • Punctuation errors;
- 17 • Spelling or typographical errors;
- 18 • Transposed words; and
- 19 • Tense agreement.

20 **5.2.2 — CAB review procedure**

21 All comments received from CAB members, staff, and chairs of related committees are assembled by the CAB Chair and
22 considered by CAB at a web meeting. During its evaluation of the comments, the group may eliminate duplications and
23 delete incorrect statements. Based on this review, CAB shall decide whether the document should be approved; approved
24 with comments; or returned to the certification committee for revision, reballot, and resubmission.

25 The Chair of the committee that submitted the document is invited to participate in the web meeting with CAB.

26 Staff notifies the committee of the CAB action and sends any CAB comments to the committee for its consideration.

27 If the document is approved or approved with comments, the committee shall act promptly to:

- 28 • Prepare a revised document;
- 29 • Prepare a response to each technical comment; and
- 30 • Prepare a response to each editorial comment, if the editorial change is not made.

31 The responses to CAB comments and the changes made to the document in response to CAB comments shall be approved
32 by the committee in a letter ballot.

33 After the document has been revised in response to CAB comments and approved by the committee membership, the
34 following shall be submitted to the CAB Chair:

- 35 • The revised document;

- 1 • The committee responds to the CAB comments; and
- 2 • A report on the handling of all committee objections to the changes.

3 CAB checks the document for compliance with the comments. If the committee disagrees with a technical comment, a
4 technical reason for noncompliance must accompany the document.

5 If the document is not approved but CAB considers publication desirable, the committee is expected to revise, reballot,
6 and resubmit the document to CAB. The decision not to approve is usually the result of major deficiencies in the
7 document. Therefore, CAB expects a major effort by the committee before the document is resubmitted. When a
8 document is not approved, the committee receives the following guidance from CAB:

- 9 • General guidance on what CAB believes is necessary to improve the document;
- 10 • A set of comments compiled by the review group. These comments represent significant problems that the
11 reviewers have identified in the document. Although CAB expects the committee to address these comments
12 during revision of the document, there is no requirement to respond individually to each of these comments; and
- 13 • The committee may also receive additional comments with or without CAB classification and a marked-up copy
14 of the document containing editorial corrections. These items are provided for the committee's use in revising the
15 document for resubmission.

16 **5.3 — PUBLIC COMMENT**

17 When CAB determines that the committee has complied with the comments and applicable standards, the document is
18 published for public comment. Proposed certification documents will be available to the general public for review and
19 comment at the PTI Web site. Discussions are open for 45 days.

20 In addition, PTI will distribute proposed documents to interested stakeholders for review and comment. PTI will maintain
21 a database of interested parties for review distribution. Any person interested in being included on this distribution list,
22 may contact PTI at any time.

23 Comments returned to PTI staff within the discussion period must be considered by the committee for closure (refer to
24 Appendix A.7, Flow Chart for Processing Documents).

25 **5.4 — DISCUSSION AND COMMITTEE CLOSURE**

26 The committee closure should respond to issues raised in discussion, where possible. Issues beyond the scope of the
27 committee document, discussions of points considered and rejected by committee action, and issues that are too complex
28 to consider within the allotted time need not be addressed. In these cases, an acknowledgment and a short explanation are
29 appropriate.

30 The committee Chair shall send the discussion and closure to the committee for letter ballot. Any changes in the document
31 proposed by the committee document in response to discussion are subject to approval by CAB.

32 **5.5 — FINAL PUBLICATION**

33 After all of the aforementioned procedures have been completed and all approvals have been obtained, the documents
34 become official Institute publications. All committee documents are published in a separate final format and are available
35 to the public.

5.6 — APPEALS**5.6.1 — Appeal of PTI certification committee documents**

Any person may appeal actions on committee documents in progress or provisions of existing committee documents. Appeals on actions or on existing documents shall be heard by CAB. All such appeals shall be heard as expeditiously as possible considering normal meeting schedules. CAB decisions on appeals are final.

If an appeal on an action is sustained, the document shall be processed no further. If the appeal is technical in nature, the action shall be returned to the originating committee by CAB. If the appeal is procedural in nature, the action shall be returned to the step in the procedure where the error occurred.

If an appeal on an existing document is sustained, CAB will return the action to the originating committee for correction if the appeal is technical in nature or to the step in the procedure where the error occurred if it is procedural in nature. The document shall be corrected within the time limit established by CAB or it shall be rescinded.

5.6.2 — Appeal of CAB committee decisions

Any committee chair and/or other interested committee members, who wish to discuss or appeal previously transmitted CAB comments and actions on their committee document, should notify the PTI Certification Director. An item will be placed on the agenda for the next scheduled CAB meeting and the person will be invited to attend the session when the item is to be discussed. CAB decisions on appeals are final.

5.6.3 — Appeal of PTI certification actions

Where provided for in a respective PTI Certification program (e.g. PTI's Unbonded Tendon Plant Certification), an applicant may appeal or dispute a particular certification action in accordance with procedures and requirements approved for the program at the time. CAB shall be responsible for overseeing and deciding the appeal. CAB's decision on the appeal shall be final.