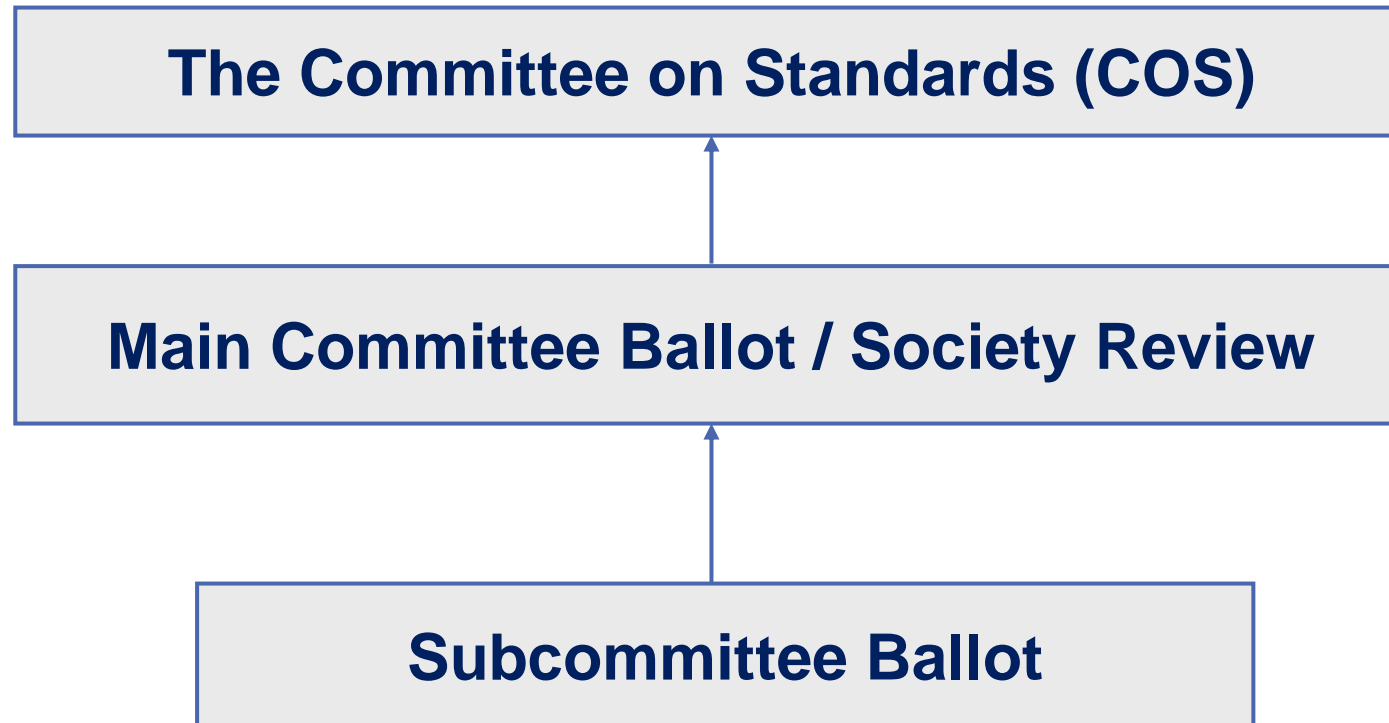




Balloting and Handling of Negative Votes

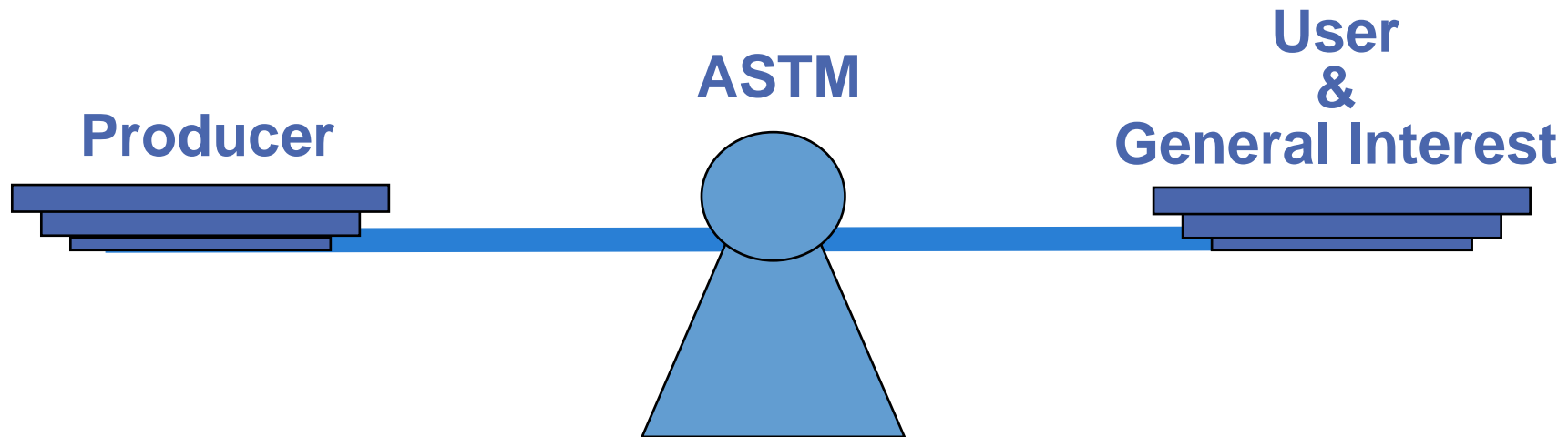


General Overview of Different Levels of Balloting



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
 - Revisions
- See Section 11.1 of ASTM Regulations on *Issuance of Subcommittee Ballot*

MyTools

Roster Maintenance **212**

Negative & Comments **276**

MyOutstanding Ballots **12**

MyNext Meetings **19**

MyWork Items

MyCollaboration Areas

Ballots & Work Items

Submit/Edit

Inactivity Reports

Launch Admin 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

 **ASTM INTERNATIONAL**
Helping our world work better

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.

Thank you for helping our world work better as an active ASTM International member!

Keep up with the latest ASTM news on [Facebook](#), [Twitter](#), and [LinkedIn](#)

Read the latest from Standardization News, including articles, interviews, case studies, tips, and more: <http://www.astm.org/standardization-news/>

Viewing a Ballot

MyCommittees

Committee E05 on Fire Standards					
Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking
Committee E54 on Homeland Security Applications					
Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking
Committee F17 on Plastic Piping Systems					
Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking
Committee F36 on Technology and Underground Utilities					
Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking

MyTools

Roster Maintenance **212**

MyOutstanding Ballots **12**

E05 (22-04) closes Oct 01

E05.22 (22-05) closes Oct 03

E54 (22-05) closes Sep 12

E54 (22-06) closes Sep 14

E54 (22-07) closes Oct 03

F17.10 (22-07) closes Sep 19

F17.25 (22-02) closes Sep 26

F17.40 (22-04) closes Sep 26

F17.40 (22-05) closes Oct 03

F17.61 (22-05) closes Oct 03

F17.62 (22-03) closes Oct 03

F17.65 (22-02) closes Sep 26

Indicates number of ballots that you need to return

ASTM Ballot F18.15 (21-01)

[VIEW CLOSED BALLOTS/CLOSING REPORTS](#)[RETURN TO MYBALLOTS](#)

Member#: 1802687

Sub Committee: F18.15

Krista Robbins

Letter Ballot: F18.15 (21-01)

krobbins@astm.org

Issue Date: Nov 24, 2021

ASTM International

Closing Date: Dec 24, 2021 (11:59 pm Eastern)

100 Barr Harbor Drive

Society Review:

West Conshohocken, Pennsylvania 19428

Staff Manager: Krista Robbins

E-Mail: krobbins@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 F0496-2020 Specification for In-Service Care of Insulating Gloves and Sleeves WK78617 PDF (149K) (SEE VOLUME 10.03) TECHNICAL CONTACT: Stephen P Mayfield Steve.Mayfield@totalsafety.com (925) 389-9747

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

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



My ASTM

MyCommittees

Committee E05 on Fire Standards					
Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking

Committee E54 on Homeland Security Applications					
Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking

Committee F17 on Plastic Piping Systems					
Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking

Committee F36 on Technology and Underground Utilities					
Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking

MyTools

Roster Maintenance **212**

[MyOutstanding Ballots](#) **12**

E05 (22-04) closes Oct 01
E05.22 (22-05) closes Oct 03
E54 (22-05) closes Sep 12
E54 (22-06) closes Sep 14
E54 (22-07) closes Oct 03
F17.10 (22-07) closes Sep 19
F17.25 (22-02) closes Sep 26
F17.40 (22-04) closes Sep 26
F17.40 (22-05) closes Oct 03
F17.61 (22-05) closes Oct 03
F17.62 (22-03) closes Oct 03
F17.65 (22-02) closes Sep 26

Indicates number of ballots that you need to return



My Ballots

Committee F18 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
F18	Electrical Protective Equipment for Workers
F18.15	Worker Personal Equipment

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

E05 Closed Ballots and Closing Reports

[RETURN TO MYBALLOTS](#)

To view the ballot items documents, click on the ballot designation link below. To view a Closing Report, click either Web View or PDF button.

Letter Ballot ↕	Closing Report	Issue Date ↕	Closing Report Posted ▾
E05.22 (22-04)	WEB VIEW PDF	July 29, 2022	August 30, 2022
E05.22 (22-02)	WEB VIEW PDF	July 21, 2022	August 23, 2022
E05.31 (22-01)	WEB VIEW PDF	July 20, 2022	August 23, 2022
E05.15 (22-01)	WEB VIEW PDF	July 19, 2022	August 22, 2022
E05.21 (22-03)	WEB VIEW PDF	July 19, 2022	August 22, 2022
E05.22 (22-01)	WEB VIEW PDF	July 19, 2022	August 22, 2022
E05.21 (22-02)	WEB VIEW PDF	April 28, 2022	June 01, 2022
E05 (22-03)	WEB VIEW PDF	April 19, 2022	May 23, 2022



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	Go
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
mailto:mtakou@concretepipes.org
[REDACTED]

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

File Attachment:

Statement:

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

	In the summary H<2 ft (with traffic perpendicular to span) Area of box section resising 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]

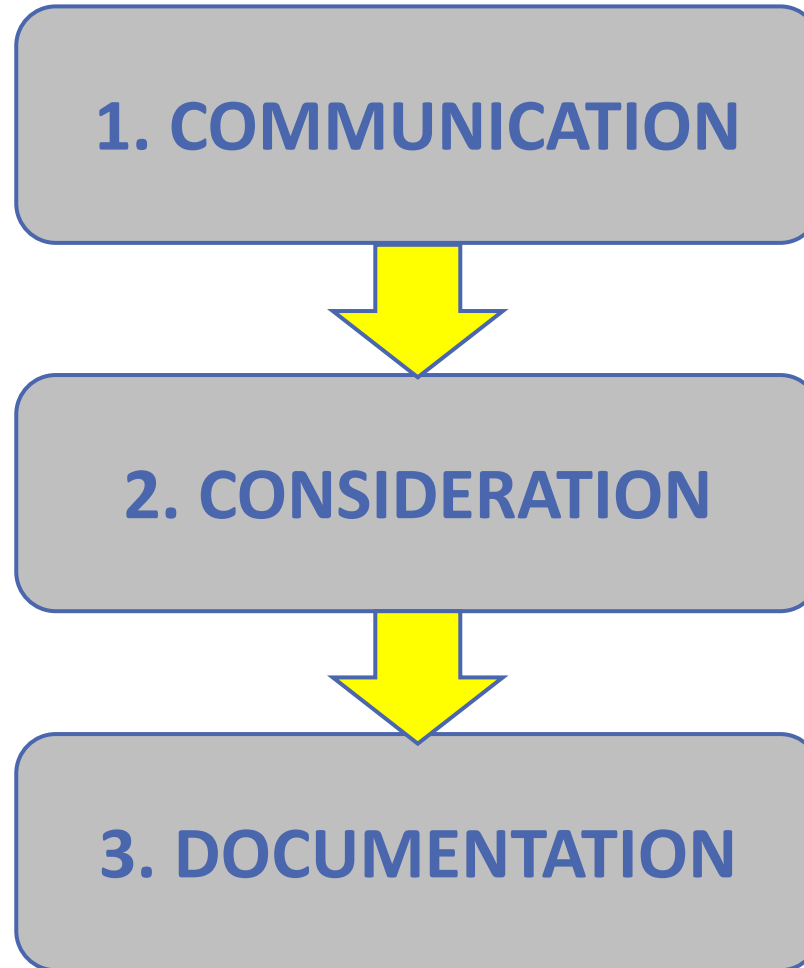
File Attachment:

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



Five Resolutions of a Negative Vote

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

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



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

December 2021

Deadline for Receipt: Must be received before January 1, 2022

[Download Ballot Actions](#)

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.

Society (Public) Review

Society (Public) Review of Main Committee Ballot Actions

December 2021

Deadline for Receipt: Must be Received Before January 1, 2022

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 (21-02)
- C17 (21-03)
- C18 (21-04)
- C24 (21-02)
- C27 (21-02)
- D01 (21-04)
- D02 (21-10)
- D04 (21-05)
- D07 (21-10)
- D08 (21-05)
- D09 (21-05)
- D10 (21-04)
- D14 (21-05)
- D16 (21-08)
- D18 (21-07)
- D20 (21-08)
- D35 (21-07)
- E06 (21-04)
- E37 (21-06)
- E41 (21-03)

Handling Negatives by Ballot

1. **Approval** – Subchair or by motion at a meeting.
For concurrent or main, subchair and main chair or motions at both meetings
2. **Process** –Work with your staff manager for the template and approach to documenting the response to the negative
3. **Requirements**– Ballot captures official voters (similar to a meeting) but allows entire Subcommittee or Main Committee input

Template for Ballot Item

The Regulations Governing ASTM Technical Committee Operations provide for actions on negative votes to be conducted either at a meeting or by ballot. This is a ballot to (find a negative not persuasive/not related or uphold the action of the subcommittee).

Before voting, please be clear as to what your vote means.

- **AFFIRMATIVE** – Indicates that you SUPPORT THE ACTION in ruling the negative vote (not persuasive/not related) and that you DO NOT AGREE WITH THE NEGATIVE VOTER
- **NEGATIVE** – Indicates that you DISAGREE in ruling the negative vote (not persuasive/not related) and that you AGREE WITH THE NEGATIVE VOTER. Negative votes do not include a written statement.
- **ABSTAIN** – indicates that you do not wish to vote to agree or not agree with the task group in ruling the negative vote not persuasive/not related. It is preferable to abstain if you have no interest in the ballot item.

Members who do not have an official vote can view this action and can vote, but are not counted as part of the official tally

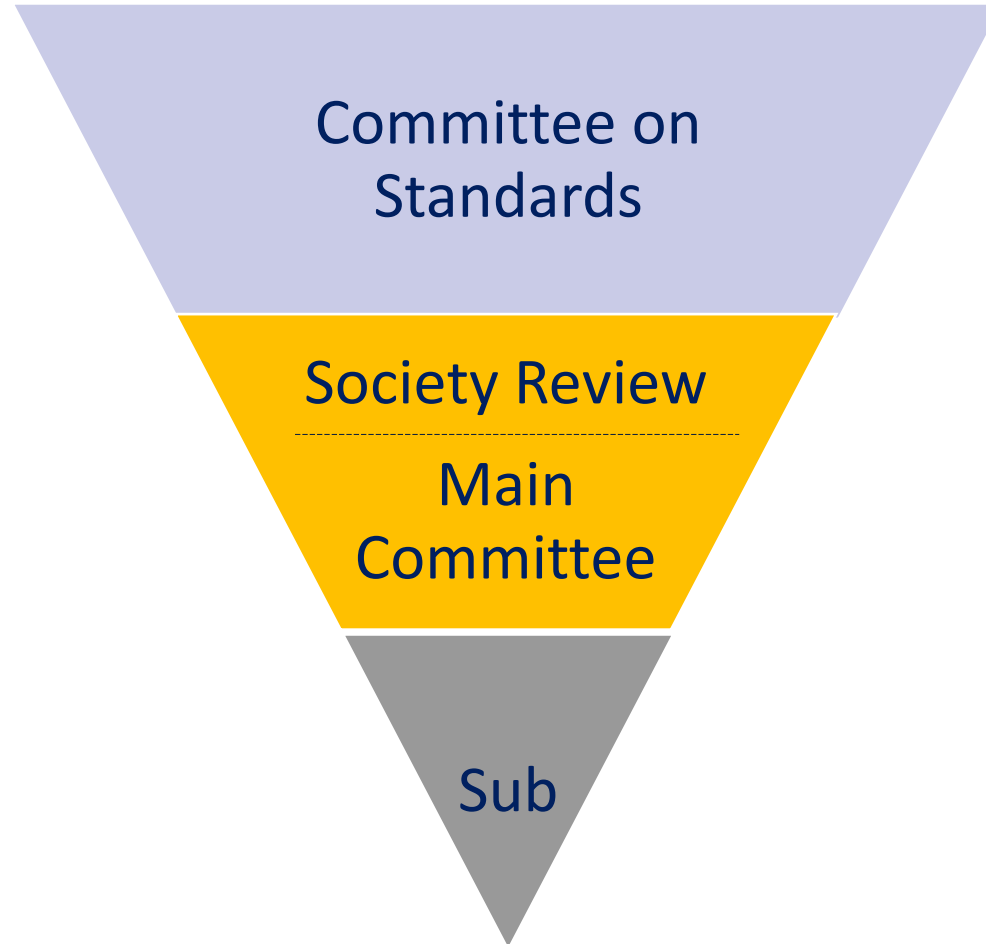
Background or summary on ballot history:



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 of Balloting



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

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



My Tools: Negatives

MyASTM / Membership / MyCommittees

MyCommittees

Committee E05 on Fire Standards					
Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking
Committee E54 on Homeland Security Applications					
Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking
Committee F17 on Plastic Piping Systems					
Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking
Committee F36 on Technology and Underground Utilities					
Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking

MyTools

Roster Maintenance 212
Negative & Comments 276
MyOutstanding Ballots 12
MyNext Meetings 19
MyWork Items
MyCollaboration Areas
Ballots & Work Items
Meetings, Minutes & Agendas
Additional Resources

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 checked="" 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 –
https://www.astm.org/media/pdf/regs_Regulations.pdf

- ASTM Form and Style Manual –
https://www.astm.org/FormStyle_for_ASTM_STDS.html

- ASTM Technical Committee Officer Handbook -
https://www.astm.org/media/pdf/Handbook_5-11-20.pdf



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Thank you for your attention!

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