

The Masonry Society's

Technical Committee Operations Manual
(TCOM)

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Prepared by the

TMS Technical Activities Committee

and Approved by the Board of Directors



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CHAPTER 1

ORGANIZING TECHNICAL COMMITTEES

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1.1 Establishing Committees and Missions

Technical Committees of The Masonry Society (TMS) are authorized by the TMS Board of Directors (Board) on recommendation of the TMS Technical Activities Committee (TAC). Technical Committees have specific goals and missions related to improvement of the design, construction, materials, and maintenance of masonry structures. Actions of TMS Technical Committees are subject to the review and approval of TAC and the Board.

Each Technical Committee's mission is established by the Board when the Committee is authorized. Changes in mission and scope may be proposed by the Committees and shall be referred to TAC and then to the Board for approval.

Technical Committees may be established as Joint Committees with other organizations. Prior to initiating work, Committees shall establish the procedures under which they will operate and conduct business. Committees shall receive approval from TMS TAC prior to the implementation of such operating procedures. When a Joint Committee is to develop a document requiring standardization, those procedures shall be in accordance with ANSI requirements for standards development. Formal communications with other organizations are initiated only by the Board, over the signature of the President, or on behalf of the Board over the signature of the TMS Executive Director (Executive Director).

New Technical Committees are formed, and existing Technical Committees discharged or reorganized, by TMS-TAC, subject to approval by the Board.

1.2 Appointment of Committee Chairs

TAC shall appoint the Chairs of Technical Committees.

Commentary

1.1 Establishing Committees and Missions

This section addresses establishing Technical Committees and their missions. TMS also has Administrative Committees, and the rules in this Manual do not apply to those Administrative Committees. For brevity, this manual uses the word "committee" in many locations, especially for terms such as Committee Chair, Committee Members, committee correspondence, and similar usage. In all of these instances, these terms apply to the Technical Committees addressed by this manual. Where specific reference to committees not addressed by this manual are made, such as to Committees of other organizations, those distinctions are specifically noted. Likewise, where there could be confusion with what is intended, the longer term "Technical Committees" is used for clarity, for example, as used earlier in this section. Because TMS and its Committees often work with other organizations, occasionally, the term "TMS Committees" is used to clearly identify that the intended group is a Committee of TMS.

Not all Technical Committees will have the same scope of work or duration of existence. While the procedures established by the TCOM may be used for any Technical Committee, there may be scenarios where circumstances warrant augmentation of the requirements established by the TCOM. When a Technical Committee is to develop a document requiring standardization, however, those operating rules must meet the requirement established by ANSI. This may be through TMS or a joint committee organization if that organization is ANSI accredited.

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1.3 Organizing the Committee

Technical committees shall consist of a Chair and shall have at least 5 Voting Members. The Chair has the responsibility of organizing the committee.

1.4 Technical Committee Membership

1.4.1 Officers

1.4.1.1 Chair

The Chair has primary responsibility for a technical committee's activities. Its success depends largely on the Chair's administrative and technical ability and initiative. Technical committee Chairs are appointed by TAC for specific terms, which shall default to three years, taking into consideration the update cycle(s) of the document(s) under a committee's maintenance. Terms generally expire at the end of the TMS Annual Meeting. For technical committees that are jointly sponsored by other societies, the Executive Director, with concurrence by the TAC Chair, shall coordinate term expiration dates with those societies. Technical committee Chairs shall be Members of TMS.

Chair appointments and re-appointments are among the most critical responsibilities of TAC. Many factors affect the selection of Chairs. There are no inflexible rules, but serious attention is given to matters such as:

- a) Rotation among all qualified Committee Members to keep committee output vigorous. TAC may reappoint the Chair beyond two terms.
- b) Since chairing a TMS technical committee requires a significant amount of time, an individual should not chair more than one TMS technical committee at a time.
- c) Overall distribution of technical committee Chairs should display balance. No one segment of the masonry industry should dominate committee Chairs.

Commentary

1.3 Organizing the Committee

In deciding on the proper size for a committee, the Chair should consider its mission, goals and immediate tasks; its balance of interests; and the geographical locations of Committee Members.

Large Committees may require a Vice-Chair, a Secretary, Subcommittees, Task Groups and a Steering Subcommittee or control group.

Subcommittees may be desirable when a Committee's activities can be subdivided into parts that can be worked on simultaneously. Task Groups usually have a limited scope and life.

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- d) A primary responsibility of a committee Chair is to ensure a viable chain of succession. In each technical committee's annual report, each Chair is asked to list at least three possible successors. Those individuals are considered by TAC when selecting Chairs.

1.4.1.2 Vice-Chair

Appointment of a Vice-Chair is at the Chair's discretion. The Vice-Chair does not necessarily become the next Chair. While TAC considers the advice of Chairs when appointing their successors, TAC is not required to follow that advice.

1.4.1.3 Secretary

Appointment of a Secretary is at the Chair's discretion.

1.4.2 Committee Members

Technical Committee Members are volunteers who offer their services to TMS and its technical committees. Each prospective Committee Member, regardless of membership category, must complete a TMS Committee Application Form available on the Society's website or from TMS Staff (Staff). Those applying for membership on a Committee must agree to TMS's Antitrust Policy and Privacy Policy posted on the Society's website. The Privacy Policy permits the sharing of the applicant's contact information and Committee Application Form with Committee Chairs and potentially with other Committee Members. This allows Chairs to consider the applicant's experience and interests so they can ascertain whether to appoint the applicant to the Committee, and if so, in what role. Sharing contact information allows effective communication on Committee business.

Committee membership is individual, and is not designated for a certain company or interest group.

Voting membership on a committee whose scope includes development of documents requiring standardization shall not be conditional upon membership in TMS.

Commentary

1.4.1.3 Secretary

A Secretary can be a great benefit to committee work by recording, preparing, and disseminating the minutes of meetings and by distributing ballots and correspondence. In order to expedite the flow of committee correspondence, a person working at the same place as the Chair is permitted to perform the Committee's secretarial duties. To avoid oversaturation of a Committee by members of a single firm (Section 1.5), the Secretary can be appointed as a "Nonvoting" Secretary (Associate Member) when the Chair or others from that firm are already Voting Members.

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1.4.2.1 Voting Members

Voting Members are selected by the Chair on the basis of technical expertise and experience. A Committee Member's professional affiliation may determine classification or voting interest, which shall be considered to achieve balance of interests on committees developing standards.

Voting Members vote on Committee ballots and have the right of the floor at Committee meetings. They are expected to participate actively in Committee work through contributions of technical information to promptly reply to correspondence, to return committee ballots, and to attend Committee meetings. For Standards Developing Committees, a Voting Member must attend at least half of the Committee meetings each year.

Chairs of Standards Development Committees may, after review and approval by TAC, impose additional requirements on Voting Members. Such rules shall be clearly communicated via written correspondence at the beginning of a Committee's work or revision cycle.

Proxy voting is not allowed.

1.4.2.2 Associate Members

TMS Members can be appointed by the Chair as Associate Members are not considered in determining the balance of voting interests on the Committee.

An applicant may be appointed as an Associate Member when appointment as a Voting Member would be precluded to preserve balance of voting interests or when a Committee document is actively being balloted. Associate Members will be terminated from all committees if they do not maintain their TMS membership.

Associate Members do not have to attend meetings, but do have the following rights and privileges:

- a) They regularly receive minutes, information on items being balloted, and correspondence distributed to Committee Members.
- b) They have the privilege of the floor at Committee meetings, but no vote.
- c) They are permitted to 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 shall be distributed to the Committee for consideration.

Commentary

1.4.2.1 Voting Members

Voting Members need to remain up to date on committee activities and discussions, especially since failure to vote can impact ballot passage. As part of the expectations of Voting Members, participation at meetings is needed. Meeting conflicts, job expectations, or personal obligations may prevent a Voting Member from participating in meetings. If such conflicts become routine, the Chair can terminate voting membership status.

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1.4.2.3 Consulting Members

A Consulting Member is appointed by the Chair because of special expertise or long-time association with the Committee or its work. A Consulting Member is not required to attend meetings or to participate by correspondence. Consulting Members are advised of committee activities and are welcome to participate, but have no vote.

1.4.2.4 TAC Contact

TAC shall assign a TAC Contact as a liaison to each Technical Committee. The TAC Contact may be a member of TAC or a designee of TAC. TAC, or the TAC Contact, shall notify the Technical Committee Chair who is serving in this role. The Technical Committee Chair, or their designee, shall then include the TAC Contact in Committee correspondence.

1.5 Appointments

Chairs of Technical Committees shall appoint Members to their Committees and notify TMS Staff (Staff) of appointments in writing. The Chair or Staff will then notify Committee Members of their appointments.

Anyone may apply to serve on a Technical Committee using The Masonry Society's Committee Application Form.

Formal appointment is made by the Committee Chair. Committee Members are appointed for unspecified terms.

A candidate applying for Voting Membership may be rejected to maintain balance of interests or committee size at a level consistent with effective operation, or at the discretion of the Chair. An applicant whose request for membership is denied has the right to appeal to TAC. Appeal should be made in writing to the Executive Director and will be forwarded to TAC. The applicant shall be permitted to attend the TAC meeting when the appeal is considered.

Appointment of more than one Voting Member from the same company/organization/entity of employment is discouraged, and requests for such appointment shall be justified to the TAC Chair prior to the initiation of balloting.

Commentary

1.4.2.4 TAC Contact

The TAC Contact is an individual or individuals designated by TAC to liaise with a Committee. The TAC Contact is typically a member of TAC, but TAC may designate others to serve in this role. The TAC Contact is to keep TAC advised of the activities of the Committee and provides advice and information to the Committee.

1.5 Appointments

Formal appointment is made by the Committee Chair. Committee Members are appointed for unspecified terms, although for some Committees, especially for those Committees writing mandatory language standards, terms may be for a defined revision cycle.

Chairs may need to reject requests for adding to the Voting Membership at certain times. In addition to issues related to Committee balance, a Chair should consider if the addition of a new Voting Member would significantly delay an ongoing balloting process by revisiting former Committee discussions that new applicants may be unaware previously occurred. Chairs rejecting requests for Voting Membership should consider the candidates for possible Associate or Consulting Membership

Applicants not being assigned to Voting Membership are encouraged to consider participation as Associate Members, and, if formed, as Subcommittee and Task Group Members.

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Commentary

1.6 Selection of Committee Members

1.6.1 Qualifications

Committee members should have the technical expertise, skills, time, and facilities necessary to contribute to the Committee's work.

1.6.2 Meetings

Committee meetings are generally held at the TMS meetings and other times convenient to the Committee. At these meetings, Committees discuss the issues, make most of their major decisions, and accomplish much of their work.

1.6.3 Balance

Requirements for balance of interests are mandatory for Committees producing documents requiring standardization. Balance of interests is desirable but not mandatory for Committees developing documents not requiring standardization and for Subcommittees or Task Groups reporting to Committees. Subcommittees and Task Groups are not permitted to develop documents requiring standardization.

1.6.3.1 Classification

A Voting Member of a Committee that prepares or has jurisdiction over documents requiring standardization shall be classified as Producer, User, or General Interest, unless specific interest classifications are added by the Committee with the approval of TAC. Classification of Committee Members by organizational and technical interest is needed to ensure fairness and balance among affected interests. Such classification may be the same or different on different committees

1.6.3.2 Producer Interest

A producer interest is an organization, trade association, or individual that produces, markets, or sells materials, products, or systems covered in the committee mission.

1.6.3.3 Producer

A Voting Member who represents a producer interest shall be classified as a Producer.

1.6.3.4 User Interest

A user interest is an organization, association, or individual that purchases or uses materials, products, or systems covered in the Committee mission.

1.6.3.1 Classification

When assigning a classification to a Committee Member, consideration should be given to that individual's background, expertise, representation, and the scope and mission of the Committee.

Specific interests, such as academics, building code officials, contractors, etc. can be added by a Committee, with TAC approval, but balance must be maintained.

TCOM

1.6.3.5 User

A Voting Member who represents a user interest shall be classified as a User, provided that the Member could not also be classified as a Producer.

1.6.3.6 General Interest

A Voting Member who is not classified as Producer or User (for example, an employee of a government agency or a university), shall be classified General Interest.

1.6.3.7 Consultants

A consultant retained by a producer interest or by a user interest under an indefinite continuous arrangement that includes representing the organization on a TMS Committee shall be classified Producer or User respectively. Consultants representing themselves or an employer not classified as a Producer or User Interest shall be classified as General Interest.

1.6.3.8 Balance of Interests

All Committees should have a broad-based membership to ensure balanced coverage. Ideally, the Voting Membership of each Committee should be comprised of approximately equal representation from each of the three Voting Membership Categories drawn from a representative geographical distribution to capture practices and opinions that may vary by location or market segment. Balance of interests in a Committee that prepares or has jurisdiction over documents requiring standardization requires that:

- a) the combined number of Voting Members classified as User and General Interest shall equal or exceed the number of Voting Members classified as Producer; and
- b) a single company/organization/entity shall have no more than one voting member for each 25 voting members of a committee.

Balance of interest is required for the Committee to ballot any action. Committees seeking exceptions to the requirements of this section may request reconsideration by TAC. Committees preparing documents not requiring standardization, such as guides and reports, are not required to conform to the requirements of this section, but should have broad-based membership, to ensure balanced coverage of the subject.

Commentary

1.6.3.8 Balance of Interests

The intent behind balancing interests on a committee is to strive for varied and representative input from all stakeholders. Hence, a diverse committee comprised of members classified as Users, General Interest, and Producers representing different geographical regions and capturing various local practices has a greater likelihood of generating documents that embody the broad views of the collective community it is intended to represent. Similarly, a committee should limit the number of voting individuals from a single company to strive for a diversity of input and perspectives, while recognizing that there are large companies and large committees where more than one voting member from a single company/organization/entity would not dilute or bias the work product of the committee.

TCOM

1.6.3.9 Annual Review

Each Committee that prepares or has jurisdiction over documents requiring standardization shall carry out an annual review of membership and include in the Annual Report a summary of Voting Member classification. Members may appeal their classification to the Committee Chair, and ultimately to TAC.

1.6.4 Geographical Location

TMS is an international organization, and its Technical Committee documents should reflect practices that are applicable over wide areas. Broad geographical distribution of Committee Members is important. TMS Technical Committees should represent the diverse views, opinions, and geographical areas of the stakeholders under the committee's scope of work. Such membership distribution guards against adoption of standards that reflect only local practices.

International members of TMS Members may find it difficult to attend Committee meetings, but can contribute valuable information by correspondence. For such Members, Associate Membership should be encouraged.

1.6.5 Overlapping Membership

Coordination of effort among TMS Committees is a continuing primary responsibility of TAC, and cross-representation between closely related Committees aids coordination. The Committee Chair should carefully review the missions of other Committees and develop overlapping membership where desirable.

1.7 Joint Committees with Other Organizations

Appointment of Committee Members to Joint Committees with other organizations follows the above guidelines with a few exceptions. Before the formal appointment letter can be sent, approval must be obtained from the co-sponsoring organization(s).

The Chair should simultaneously submit the appointment recommendations to TMS and to the co-sponsoring organization(s). When approvals are obtained, TMS usually sends out the formal appointment letter to TMS Members on behalf of all participating organization(s).

Documents requiring standardization that are developed by TMS in conjunction with one or more co-

Commentary

1.6.5 Overlapping Membership

It is sometimes necessary to use capable Voting Members in multiple assignments; membership on more than two Technical Committees should be discouraged, however.

TCOM

sponsoring organization(s) shall comply with the same requirements as documents requiring standardization developed solely by TMS, or shall be developed under the rules of one of the co-sponsoring organization(s) provided that they are an ANSI Accredited Standards Developer.

1.8 Terminations

The Chair should periodically review members' performance and take appropriate action regarding their classification and membership.

The Chair shall remove non-active Members from voting status by terminating their committee membership or by changing their membership status to Associate Member. A Voting Member shall be considered non-active if that Member does not respond to two consecutive ballots, does not attend at least one committee meeting every two years, or does not contribute to the production of committee documents.

Any Committee Member may appeal a classification or membership decision to TAC. The affected Committee Member may participate in discussions when the appeal is considered.

1.9 Resignations

Committee Members resign by notifying the Chair and Staff of such intent.

1.10 Rosters

Staff shall maintain a roster of committee membership and post a committee roster in a public access area of the Society's website which may list Committee Member names, membership status, and, in some cases, member classifications. Upon request, more complete rosters including Committee Member contact information and biographical information will be shared with Chairs and Committee Members to facilitate committee business consistent with the Society's Privacy Policy.

Commentary

CHAPTER 2

OPERATING TECHNICAL COMMITTEES

TCOM

2.1 Fulfilling the Mission

The overall goal of TMS Technical Committees is to disseminate technical knowledge through TMS publications and presentations to further TMS's overall mission "To advance masonry knowledge, its development and application". Wide latitude is given to the Chair in accomplishing that goal.

In developing technical committee documents, whether documents require standardization or not, protection of the public and the interest of the user must be the goal.

Official correspondence shall be in the English language.

2.2 Goals

In its annual report of activities, each Committee shall review its progress and identify future goals consistent with its mission. Those goals might include the following:

2.2.1 Standards

Prepare a proposed code, specification, or standard practice which, when adopted by the TMS Membership, becomes a TMS Standard.

2.2.2 Reports or Monographs

Prepare committee reports that discuss and summarize pertinent information, and include the Committee's recommendations.

2.2.3 Updating Documents

Maintain, update, or revise TMS documents in the Committee's field of interest.

2.2.4 Annual Meeting Sessions and Symposium Volumes

Sponsor symposia or sessions at TMS meeting or other forums and possible subsequent publication in a TMS periodical or as a TMS Special Publication. These technical sessions shall be technically balanced and non-commercial in nature.

Commentary

TCOM

2.2.5 Bibliographies

Prepare and publish annotated bibliographies.

2.2.6 Individually Authored Publications

Encourage or sponsor the preparation, presentation, and publication of technical documents authored by individuals who may be Committee Members. Encourage research necessary as a basis for such documents or for the Committee's mission.

2.2.7 Seminars

Cooperate with other Committees in the development of seminars or workshops in the Committee's area of technical expertise. This might include suggesting qualified speakers, pertinent topics, appropriate visual aids, or more direct cooperation. Prepare a proposed code, specification, or standard practice which, when adopted by the TMS Membership, becomes a TMS Standard.

2.3 Committee Meetings

Meetings shall be called by the Chair or by petition of five or more Voting Members of the Committee. Timely and adequate notice shall be provided. Meeting announcements and agenda topics shall be distributed by the Chair, the Committee Secretary, or by Staff.

If the Chair will not be able to attend a Committee meeting, an alternate shall be designated by the Chair so the Committee work can continue without interruption. If a scheduled meeting must be canceled, the Chair shall provide Committee Members and Staff timely and adequate notice of the cancellation.

TMS Technical Committee meetings shall be open, except that portions of such meetings devoted to personnel matters shall be permitted to be closed. The general topics discussed at closed portions of meetings (for example, consideration of Chairs for Technical Committees) shall be announced.

2.3.1 Quorum

While there are no requirements for a quorum, full attendance is encouraged at meetings of TMS Technical Committees. Committee votes related to the development of documents shall comply with the voting requirements of Chapter 4. In accordance with those requirements, such votes in a Committee meeting in effect require that the Committee meeting be attended by at least one-half the Voting Members of the Committee.

Commentary

2.3 Committee Meetings

The Chair presides over Committee meetings in a manner that encourages the Committee to work constructively toward its goals, that encourages open discussion, and that protects the rights of all Committee Members. Basic parliamentary procedures (such as Robert's Rules of Order) should be followed. Committee meetings may be held separately from the TMS Annual Meeting or other meeting, either in-person or virtually.

Timely and adequate notice of meetings is required to allow Committee Members and stakeholders the opportunity to arrange their schedules to permit attendance. 'Timely and adequate' notification can vary depending on the meeting logistics and circumstances. As general guidance, scheduling of in-person meetings should provide at least 45 days' notice; whereas scheduling of virtual meetings can be accomplished with as little as 14 days' notice.

Minutes provide a continuing record of past Committee work and prevent repeated discussion of the same subject. Minutes typically include: names of Committee Members and visitors present; the text of each motion, who made it; and the results of voting on the motion. Minutes may include a record of Members not present, reports made, or in some cases, actions taken after the meeting based on discussions at the meetings so that Committee Members are aware of the follow-up action. Minutes should generally follow the Agenda.

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2.3.2 Minutes

Minutes shall be prepared to record the deliberations and actions of TMS Technical Committees and Subcommittees. Minutes shall be circulated promptly to the Committee for information and guidance, and to ensure completeness and accuracy. Minutes shall be approved at the next Committee meeting or by correspondence. Copies of all Minutes shall be sent to the TAC Contact, and to Staff.

2.4 Distributing Correspondence

The Committee Chair or Secretary shall send copies of official Committee correspondence to Staff to ensure a complete record of Committee activities as official Committee records are maintained at the TMS Office. Official Committee correspondence includes materials such as meeting notices, agendas, minutes, ballots and ballot response reports, committee responses to TAC and public comments, and similar key documents related to the Committee's activities. Where necessary, Committee Members are required to respond to Committee correspondence within the allotted timeframe.

2.4.1 Within a Committee

Chairs (Committee, Subcommittee, and Task Group) shall be responsible for ensuring the timely distribution of official correspondence to their Committee. Committee Members shall be responsible for the conveyance of their individual opinions, ideas, and related supporting documentation, which may be accomplished formally through response to letter ballots or during meetings, or informally through communications between Committee Members.

2.4.2 Between TMS Committees

Correspondence between TMS Committees is usually between the Chairs, with copies to Staff and TAC Contact(s). If individual Committee Members correspond, copies should be sent to the Chairs of their respective Committees.

2.4.3 To TAC and the Executive Director

Annual Reports shall be forwarded to TAC in accordance with Section 2.6. Documents for review are to be forwarded to TAC in accordance with Section 5.1. Copies of important correspondence beyond these and other typical Committee correspondence shall be sent to the TAC Chair, TAC Contact(s), and to Executive Director.

Commentary

Minutes are to be circulated to the Committee soon after the meeting to ensure completeness and accuracy. Minutes must be approved by the Committee, oftentimes at the next Committee meeting, but this can be done also by correspondence. Copies of Minutes need to be sent to the TAC Contact so TAC remains apprised of the Committee work, and to Staff to update the official committee records.

2.4 Distributing Correspondence

Effective circulation of correspondence is vital to Committee activity and progress. When and how such information is to be distributed can be complicated. The goal, however, should be to ensure a Committee (or Subcommittee or Task Group) makes an informed decision on the topic at hand.

Chairs should do their due diligence in providing as much background and information to the Committee as possible in order for an informed decision to be made. Where possible/practical, Chairs should include dissenting opinions, alternative recommendations, or new information to the Committee. The Chair, however, has the final discretion as to what to include/not include. Individual Committee Members are responsible for the distribution of additional information or opinions separate from official Committee correspondence if they so choose.

Correspondence containing items such as proposals, criticisms, or new data should be sent to the entire Committee. This enables Committee Members to stay informed of developments, contribute to the work, and stay informed so that discussions will be more effective.

Chairs are reminded that Staff must be copied on official correspondence so they can keep official committee records, which are maintained at the Society office, current and updated.

Important correspondence beyond typical Committee Correspondence, Agendas, Minutes, and Ballots should be forwarded to the TAC Chair, TAC Contact(s) and the Executive Director so they are aware of them and can consider them to perhaps offer counsel or prepare response. A complete list of such items cannot be provided but types of important correspondence that should be forwarded include requests to change mission statements, requests to expand the scope of documents and/or committees, upcoming reviews that may be needed, and possible appeals that may be filed.

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If a Committee is joint with another organization, additional distribution is required in accordance with the other organization's requirements.

2.5 Coordination with Other Committees

Committees are often closely related; the work of one Committee may overlap with or affect the work of another Committee. Committee Chairs, and ultimately TAC, are responsible for avoiding conflicting requirements or recommendations in different TMS documents.

2.6 Annual Report to TAC

Each Technical Committee Chair shall submit an annual report of Committee activity that provides information on Committee progress and goals. The report shall be submitted at least 30 days prior to the Annual Meeting. Staff annually sends standard forms to each Committee Chair and sends copies of the completed forms to TAC (see Appendix A for a sample Committee Report).

When a Committee fails to submit an annual report, TAC can make changes in Committee organization or personnel to ensure the Committee's effectiveness.

2.7 Staff Assistance

A Chair may request technical, editorial, and secretarial assistance from Staff.

Commentary

2.7 Staff Assistance

Staff enjoy working with Committees and Chairs in completing assigned goals, and welcomes Chairs to contact them for possible guidance and assistance. While TMS's Staff is not large enough to provide a liaison member for each Committee, the Executive Director should be kept informed of Committee activities, and may be able to provide assistance to Committees in their assigned goals while also keeping them from infringing upon the work of others.

The quickest way to get material such as drafts or memos to Committee Members is by direct e-mail. Direct mail is also possible.

A Committee roster with Member contact information is available upon request from Staff, but should only be used for official Committee business.

Anything sent to Staff for processing by Committee Chairs, Secretaries or authorized representatives must be accompanied by instructions and a reasonable timeline for completion. Material received by Staff without

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Commentary

instructions is regarded as an information copy; its contents are noted and placed in the Committee file.

While Staff can assist with communications within a Committee, typically it is more effective for the Chair or their Secretary to do so directly. Staff should typically not be asked to serve as an intermediary with Committee Members; nor should Staff be tasked with expressing views and opinions of Committee Members. Committee Members should participate and express their own views and opinions. Asking Staff to do so is problematic as Staff could accidentally express inaccurate views.

2.8 Technical Committee Expenses and Special Funds

The Board budgets a maximum amount of money that may be used for Committee expenses upon request by Committee Chairs.

The Executive Director will honor requests from a committee Chair for reimbursement of expenses for postage, copying, and phone calls incurred in Committee work, and will supply stationery and envelopes upon request. Expenses in excess of budgeted amounts and other Committee expenses will not be assumed by TMS unless specifically authorized by the Board.

Requests for funding of TMS Technical Committee projects by governmental agencies and other organizations shall be reviewed by the Staff and submitted to TAC and the Board for approval before submission to the funding agency. TAC will determine who will contact the funding agency.

Special Committee funds, when their solicitation has been authorized by the Board, shall be deposited to the TMS account, through the Executive Director, and shall be disbursed on vouchers signed by the Chair of the Committee for whose work the fund was created.

CHAPTER 3

DEVELOPING COMMITTEE DOCUMENTS

TCOM

3.1 General Procedure

The mission of TMS is to advance the knowledge of masonry. One of its principal activities is to disseminate information pertaining to masonry. Principal sources of this information are documents prepared by TMS Technical Committees and published by TMS. Committees gather published information in their specific areas of expertise, correlate results of field and laboratory research, and share experience in design, construction, and manufacturing. Technical Committees synthesize this information into codes, specifications, reports, guides, other documents, and symposiums. TMS Committee documents shall be approved by the TMS consensus process, including review per Chapter 5.

3.2 Types of Documents and Levels of Review

Committee documents are classified as either those requiring standardization or those not requiring standardization. Standardization is the process used by TMS to develop certain documents which become standards. Standardization ensures the widest input and highest overall quality assurance for a document.

In deciding to develop a document, a Technical Committee must first decide whether it will be a document requiring standardization, or a document not requiring standardization. Documents requiring standardization generally take longer to produce and require a more complex consensus process for approval. Documents not requiring standardization are quicker and simpler to produce. Committees are encouraged to develop documents requiring standardization only when they are needed, and documents not requiring standardization in other cases. Before developing a document, a Technical Committee shall request and receive authorization from TAC.

Prior to their development, documents that will incur unbudgeted TMS expense require approval of the Board.

3.2.1 Documents Requiring Standardization

Documents requiring standardization include code requirements, specifications, and standards of practices and are termed standards. They shall be written in mandatory language, and shall cite only mandatory-

Commentary

3.2.1 Documents Requiring Standardization

A general flow chart of the process of developing a standard is shown in Commentary Figure 3.2.1

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language documents. Other documents may be cited in commentary to a mandatory-language document.

If authorized by TAC, the Committee Chair shall work with Staff to file PINS (Project Initiation Notification System) forms with ANSI at the initiation of new standards in accordance with Clause 2.5 of ANSI's Essential Requirements (ER).

3.2.2 Documents Not Requiring Standardization

Documents not requiring standardization include guides, reports, bibliographies, handbooks, manuals and monographs. They shall not be written in mandatory language.

3.2.2.1 *Procedures for Periodical-Type Documents Not Requiring Standardization*

TMS Journal, Conference Proceedings, and other types of periodical-type documents not requiring standardization shall be developed based on procedures proposed by the governing Committee and approved by TAC. Review of individual issues of such periodical type documents shall be completed by the governing Committee under the approved procedures.

3.3 Preparation of Committee Documents

In preparing a Committee document, a united effort by all Committee Members generally produces the best results. Individual committee members can be called upon to add to the draft where needed. The draft is then submitted to the entire Committee for review, comment, revision, and balloting, so that the final draft represents the consensus of the Committee.

Committee documents are expected to be of high technical and editorial quality.

Commentary

3.2.2.1 *Procedures for Periodical-Type Documents Not Requiring Standardization*

Operating rules may be created for Periodical-Type Documents Not Requiring Standardization, such as those used for TMS Journal and conference proceedings, rather than formally balloting each edition of such publications. Such procedures, typically requiring peer review, have a process for review, a process for possible acceptance, and a process for appeals. Those rules must be balloted by the governing Committee and be reviewed by TAC. Once such rules are approved, they govern the development of the periodicals, and require no Committee Balloting, nor review by TAC. The governing Committee however, is charged with ensuring the approved rules are followed.

3.3: Preparation of Committee Documents

The simplest, quickest, and most direct approach may be for a Task Group to prepare the first draft.

Commentary Figure 3.2.1: General Standards Development Process



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3.4 Editorial Changes to Committee Documents

Editorial changes are of two types:

- Type I – Type I editorial changes may be made at any time with the approval of the Committee Chair without balloting. Type I editorial changes shall not alter content, meaning, or intent.
- Type II – Type II editorial changes are limited to revisions that reduce ambiguity or clarify content without changing the meaning or intent of the information. Type II editorial changes may be made by one of three ways:
 - o Letter Ballot (standard procedure).
 - o 30 Day No-Protest Ballot
 - o Meeting Ballot

3.5 Circulating Draft Documents

A Committee document may undergo significant changes in format and technical content prior to final committee and TAC approvals. Therefore, drafts should be clearly marked “draft document, not for publication.” They should not be circulated outside of the committee membership, TAC, and Staff except on approval of the Committee Chair. Such approval should be given only to obtain expert technical advice not available in the Committee Membership or to ensure that all interested parties are given adequate opportunity to express their viewpoints. Committee documents, at any stage of development, must not be released for publication other than to TMS or to co-sponsors of joint committees, except on approval of TAC. Similar restrictions should be observed regarding test data or other unpublished technical information circulated within a Committee in connection with its work.

3.6 Coordination Procedures

TAC shall inform Committees if documents they are developing need to be shared with other Committees for coordination, while also informing the affected Chairs of Committees of possible needed coordination and review. The Chair of the authoring Committee should communicate directly with the Chairs of affected Committees to keep them apprised of the status and content within the affected document, with copies to Staff of relevant communications.

If TAC determines that coordination is needed, at a minimum, the document shall be shared with the affected Committee for consideration before submission of the document to TAC for review. In such cases, the committee draft document shall be sent by the Chair of the authoring

Commentary

3.4 Editorial Changes to Committee Documents

Minor errors or improvements to provisions are sometimes suggested. These are sometimes considered editorial by the proponent, and if they comply with Section 3.4, and are approved, are considered as approved editorial changes. Proposed editorial changes can be suggested by Affirmative with Comment votes and Negative votes on a ballot item, or may be brought up in a meeting or via email correspondence

Examples of Type I editorial changes include obvious or traceable errors or typos, formatting, changes in font or style, document flow or layout, updating of records, and similar changes that have no bearing on the meaning of the information being conveyed. When in doubt, a change must be considered as Type II.

3.6 Coordination Procedures

Coordination with other Technical Committees is an important part of processing documents. Such coordination reduces conflicts and overlaps between committee documents. Some reasons for coordination with other Committees are:

- Information being developed is incorporated or referenced in documents of other Committees
- The Committee depends on the work of another Committee
- Committees are developing documents with parallel or overlapping subjects

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Committee to the Chair of each affected Committee, with a copy to Staff, before the Committee letter ballot preceding the planned TAC review. A request for review and comment on the document in the areas affecting other committees will be made with a minimum of 30 calendar days for review. Comments must be considered by the authoring Committee before or on the ballot preceding the TAC review.

Comments from affected Committees, with the authoring Committee's disposition of them shall be furnished to TAC prior to the TAC review.

3.7 Independent-Author Publications

Independent-Author Publications must be proposed to a Committee, which may recommend development to TAC if they deem the document has merit. If so recommended by the Committee, TAC shall review the proposal. If TAC disagrees with the Committee recommendation to develop the document, TAC will notify the Author and the Committee with their decision. If they agree, the document will have merit, TAC will forward the proposal to Staff and the Board. Staff shall work with the Authors to develop a financial agreement, which shall then be forwarded with the proposal to the Board. The Board shall evaluate the Independent-Author Publication proposal to determine whether to proceed with entering into an agreement with the Authors. If the Board disagrees with the TAC recommendation to develop the document, the Board will notify the Author and TAC with their decision. If the Board agrees the document will have merit, they will notify the Author and Staff to enter into an agreement. Once the agreement is signed, development of the Independent-Author Publication shall proceed. Once drafted, the Publication shall be submitted to TAC for review.

TAC shall decide whether to review the Independent-Author Publication or whether to assign review to a Committee or group of members.

Commentary

TAC is responsible for identifying when coordination is required, although Chairs may do so if they wish input from others. When coordination is needed, the Chair of the authoring Committee may wish to offer membership on their Committees to the Chairs or critical members on the affected Committees to serve as liaisons between the Committees.

Communication between the Committees will help reduce possible conflicts and overlaps. Such communication can be done throughout the development of the document, but at a minimum the Chair of the developing Committee, or Staff on their behalf, is expected to send a copy of the committee draft document to the Chairs of each affected Committee before the final Committee letter ballot preceding the Chapter 5 review so that the authoring Committee can consider any comments or concerns prior to submission to TAC.

The other Technical Committees cannot change the document but can make constructive comments. Their comments and the Committee's disposition of them shall be furnished to TAC with the submission packet sent to TAC for review. In this way, TAC can monitor the coordination efforts and determine if conflicts may occur. If substantial conflicts or difficulties arise between two Committees, the matter will be arbitrated by TAC.

3.7 Independent-Author Publications

TMS encourages its members to create documents of interest to the masonry community, and to seek publication of those documents through TMS. A portion of the revenue from such Independent-Author Publications may be shared with the author after TMS covers expenses related to preparation, printing, promotion, and distribution. A contract is created to specify details of the agreement on each Independent-Author Publication.

Review procedures are covered in Section 5.2 and are intended to be consistent with a Level 2 Review. A general flow chart of the process from proposal of an Independent-Author Publication, to possible publication is shown in Commentary Figure 3.7.

Commentary Figure 3.7: General Process of Proposal to Possible Approval of an Independent-Author Publications



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3.8 Policy on SI Units

Publications prepared by and published by TMS shall use U.S. Customary Units (ft-lb) followed by Systeme Internationale (SI) units in parentheses, unless otherwise approved by TAC.

3.9 Translation of TMS Documents

Translation of a TMS document into a language other than English may be considered provided sufficient language experts are willing to translate and thoroughly review the translation on behalf of TAC. Those wishing to propose a translation must make a proposal to TAC with reasons and a listing of proposed translators and reviewers. TAC may assign additional reviewers. If approved, the translated document shall be published with the following translation disclaimer included.

3.9.1 Translation Disclaimer

“The official version of a TMS document is the English version. A translation of a TMS document is for the convenience of users. While care has been taken to ensure that the translation is correct, TMS does not guarantee its accuracy. Official interpretation of a TMS document shall be based only on the English version.”

Commentary

CHAPTER 4

BALLOTING COMMITTEE DOCUMENTS

TCOM

4.0 Introduction

To ensure that it represents the consensus of its originating Committee, each TMS committee document, and the rules developed governing the acceptance of periodical-type documents not requiring standardization, shall meet the balloting requirements of this Chapter, and be reviewed and approved per Chapter 5.

After approval by TAC to initiate a document or to establish rules governing the development of periodical-type documents, the document or rules shall be balloted by the Committee with Letter Ballots, and as permitted, with Editorial Ballots and Meeting Ballots. Letter Ballots must comply with Section 4.1 and 4.2. Editorial Ballots must comply with Sections 4.1 and 4.3. Meeting Ballots must comply with Sections 4.1 and 4.4.

The completed document must be balloted before submission to TAC. If consideration of approval of the completed document is included on the Committee Agenda in advance of a Committee Meeting, this approval may be taken using a Meeting Ballot. Otherwise, approval of the document must be done by a Letter Ballot.

Ballots shall be permitted to be divided into parts, called Ballot Items, and voting for those Ballot Items shall be unique to that specific item. Failure of one Ballot Item, unless stated specifically within the Ballot Item, shall not affect the outcome of other ballot items. Discussion of Ballots throughout this document shall also apply to Ballot Items.

4.1 Who Receives a Ballot and Who Votes

All persons listed as Members on the official committee roster maintained by Staff shall be sent copies of letter ballots and Committee correspondence, including Agendas and Minutes. Minutes shall include a report of results of letter ballots and votes taken in committee meetings (Meeting Ballots).

Only those members listed as Voting Members shall be permitted to vote. Proxy votes shall not be permitted.

While Meeting Ballots are permitted for scheduled meetings, as much as possible, Agendas should identify known topics that may be considered using meeting

Commentary

4.0 Introduction

While administrative ballots following Roberts Rules of Order are permitted for some Committee Business such as approval of agendas and approval of minutes, balloting in accordance with Chapter 4 of the manual is required to gain consensus on the resulting documents, or in accordance with the rules used to develop periodical-type documents, such as TMS Journal and Conference Proceedings. External review per Chapter 5 is required by those outside the Committee to try to verify the documents and rules are technically correct, reasonable, and are not in conflict with other TMS documents and positions

As noted, larger ballots are often broken into parts, identified as Ballot Items. Unless specifically noted within a ballot item, the passage of one item typically does not affect the outcome of another item. However, in some cases, a committee may wish the outcome of a series of items to be contingent on the outcome of one or all of the items, and as such, they are permitted to ballot them accordingly.

4.1 Who Receives a Ballot and Who Votes

Persons listed as Members on the official committee roster must be kept informed of the Committee's business including balloting of documents. Staff maintains an official roster of the Committee which can be provided to Chairs and Secretaries to send letter ballots, no protest ballots, and other Committee correspondence, such as Agendas and Minutes. Alternately, upon request, Staff can send these materials to Committee Members.

To ensure Committee Members are kept apprised of balloting activities, Minutes must include a report of results of letter ballot, no protest ballots, and votes taken in committee meetings (meeting ballot).

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ballots. Meeting ballots are subject to the limitations of Section 4.4.

4.2 Committee Letter Ballot

Committee documents shall be approved by letter ballot. A letter ballot is defined as a written communication by e-mail, fax, the US Postal Service, or express mail service. The signature on a ballot may be a typed electronic signature via the TMS website, e-mail communications, a fax signature, or a “hard copy” signature on a mailed ballot.

Letter ballots shall be conducted on an entire document or on specific sections of it to gain approval of the Committee. When changing an existing document, changes to only portions of the document may be letter balloted, although the entire document shall be approved per Section 4.0 before sending it to TAC.

A letter ballot is required whenever a Committee wishes to:

- Approve portions of a new document
- Reaffirm or withdraw an existing document
- Make substantive changes to an existing document. Substantive changes might be proposed by the Committee, be in response to persuasive votes, or be in response to comments received based on the Chapter 5 review.

A letter ballot may also be used to approve a complete document before it sending to TAC for review.

4.2.1 Initiation

A letter ballot may be initiated by a Committee Chair or by a motion from a Voting Member at a Committee meeting that is approved by the majority of the Committee.

Commentary

Committee membership is individual, not designated for a certain company or interest group.

While Meeting Ballots are permitted for scheduled meetings, as much as possible, Agendas should identify known topics that may be considered using meeting ballots so that Members are aware of this prior to the meeting. Meeting ballots are subject to the limitations of Section 4.4.

4.2 Committee Letter Ballot

Committee documents are approved by letter ballot to ensure the resulting document represents the consensus of the Committee. Typically letter ballots are posted to the TMS Ballot Portal, and an email notification is sent to Committee Members announcing the opening of Ballots. Letter Ballots may however be sent by email, mail, fax, or other means. As contact information can change for Committee Members, and as security measures can restrict emails and other communication methods, Committee Members should work with Chairs, Secretaries and Staff to confirm they are receiving committee correspondence. The responsibility falls on the Committee Member to notify Staff and the Chair if their contact information changes.

Letter ballots can be conducted on an entire document or on specific sections of it. When changing an existing document, it is appropriate to letter-ballot individual changes, although eventually the entire document will need to be considered by the Committee to ensure smaller changes do not create conflicts with other portions of the document. Similarly, when preparing a long document that is divided into chapters or logical segments, a Committee can ballot individual items or parts of the document to bring out objections and crystallize opinions. A final ballot on the complete document must be taken before submission to TAC.

Letter ballots permit Committee members to express their views. Whenever possible, however, efforts should be made to resolve differences before submitting a document to letter ballot. If the opinions of one or two Members differ from those of the majority, however, this should not unduly delay the document. Those differing opinions, if expressed in the form of Negative votes, should be resolved as described later in this section.

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4.2.2 Ballot Format and Ballot Period

A letter ballot shall show proposed text, or proposed revisions, for either the complete document or an independent part of a document. Independent ballot items shall be permitted on a ballot to address discrete, independent parts of the document. Each ballot item or the entire Ballot shall be accompanied by supporting rationale. Appendix B provides a sample ballot.

Letter ballots shall have a voting period not shorter than 30 calendar days after distribution date. A shorter voting period is permitted in rare cases with TAC approval. Letter ballots may be closed prior to the end date if notification of a minimum voting period is distributed at the ballot initiation, and if votes from all Voting Members are received.

4.2.3 Voting

There are four acceptable votes on a ballot item:

- 1(a). Affirmative (“I approve”)
- 2(a). Affirmative with comment (“I approve, with comments”)
- 3(a). Negative (“I do not approve”). Negative votes on items not addressing the resolution of a previous Negative vote shall be accompanied by a reason for the Negative vote. It is requested that the Negative vote be accompanied by wording or solution that would satisfy the Voter’s concern. However, when a Negative Vote is received on an item to address the resolution of a previous Negative vote, it need not be accompanied by a reason, as the vote is simply against the recommendation being presented.
- 4(a). Abstention (“I abstain”)

The Committee shall review all votes and shall respond to each vote in one of the following ways:

- 1(b). Affirmative: no response required
- 2(b). Affirmative with Comment: respond per Section 4.2.6
- 3(b). Negative: respond per Section 4.2.7. except that Negative votes not accompanied by a reason do not require a Committee response or resolution
- 4(b). Abstain: no response required

Commentary

4.2.2 Ballot Format and Ballot Period

A letter ballot may address a complete document or independent parts of the document, often with individual ballot items. A supporting rationale is important to inform Committee members of what is being proposed and why.

Letter ballots are typically open for a voting period not shorter than 30 calendar days. To expedite ballots, especially on non-controversial items, shorter voting periods are sometimes permitted by TAC. Likewise, for minor items likely not to be opposed, a ballot can be closed once votes are received from all voting members provided notice of an early ballot close possibility is announced with the initiation of the ballot. The intent of allowing a letter ballot to close early is to allow more rapid action by a Committee if Members of the Committee are notified during the ballot initiation and Voting Members are in agreement

4.2.3 Voting

In considering votes, Chairs should monitor abstentions by Voting Members as well as frequent comments submitted by Associate Members. Voting Members who routinely abstain, may not be engaged in the Committee work. Abstentions can prevent ballot passage through failure to receive adequate Affirmative/Negative votes to meet Section 4.2.4, Item 2. Comments by Associate Members indicate their interest in the Committee’s work, and a Chair may wish to consider whether the Associate Member should be elevated to a Voting Member.

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4.2.4 Requirements for Passage

After the ballot period has closed, votes on letter ballots shall be tallied by the Chair or their designate to determine whether the ballot has passed. The requirements for passage are:

1. Affirmative votes from at least 1/2 of all Voting Members; and
2. Affirmative votes from at least 2/3 of the non-abstention votes.

4.2.5 Comments by Associate Members, Consulting Members, and Non-Members of the Committee

Comments from non-voting members of the Committee and from non-members of the Committee shall be distributed to the Committee for consideration, but shall not be counted in the final ballot tally nor affect the outcome of a ballot item.

4.2.6 Affirmative Votes with Comments

The Committee shall consider all comments, including an Affirmative Vote with Comment. Any substantive change to the document shall be submitted to letter ballot.

4.2.7 Resolution of Negative Votes

The Committee shall consider all Negative votes and attempt to resolve the Negatives. To complete a ballot item, Negative votes shall be resolved by the Committee, either at a committee meeting or by letter ballot. Resolution of each Negative vote shall be documented as follows:

If a Negative vote is resolved by letter ballot, ballot results shall be reported (Affirmatives, Negatives, Abstentions, and Voting Members not voting).

If a Negative vote is resolved at a Committee meeting with a meeting ballot, the voting results shall be reported

Commentary

4.2.4 Requirements for Passage

Once the designated ballot period closes, the Chair or their designate tallies the votes to determine whether the ballot has passed. Ballots posted to the TMS's Ballot Portal are automatically tallied after the ballot close date.

4.2.5 Comments by Associate Members, Consulting Members, and Non-Members of the Committee

Associate Members and Consulting Members of the Committee receive ballot items for comment. In addition, as most ballots are public and posted on the TMS's portal, non-members of committees occasionally comment on a ballot. In addition, when trying to coordinate between committees, ballots are sometimes shared with other Committees. Such sharing of ballots garners additional views, and hopefully reduces conflicts.

Comments from non-voting members of a Committee and from non-members of the Committee are to be shared with the Committee for consideration. Any votes by them, however, are not counted in the final ballot tally nor do they affect the outcome of a ballot item

4.2.6 Affirmative Votes with Comments

Comments received with Affirmative Votes must be considered by the Committee but do not require resolution. Substantive changes proposed to the document as a result of consideration of such comments are required to be to letter balloted; the same as all substantive changes. Editorial changes as a result of consideration of the comments may be meeting balloted or no protest editorially balloted as outlined in Section 3.4.

4.2.7 Resolution of Negative Votes

Negative votes shall be resolved by the Committee, either at a committee meeting or by letter ballot. Resolution of each Negative vote shall be documented. If a Negative vote is resolved by letter ballot, ballot results shall be reported (Affirmatives, Negatives, Abstentions, and Voting Members not voting). If a Negative vote is resolved at a Committee meeting, the voting results shall be reported (Affirmatives, Negatives, Abstentions, and the total number of Voting Members) in the Committee Minutes.

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(Affirmatives, Negatives, Abstentions, and the total number of Voting Members) in the Committee Minutes.

Negatives votes comprised of several reasons can have those reasons addressed individually, with separate resolution of the reasons permitted. If any reason is found persuasive, the entire item must be reballoted or withdrawn. Negatives votes shall be resolved in accordance with Sections 4.2.7.1, 4.2.7.2, 4.2.7.3 or 4.2.7.4.

Ballot items that generate Negative votes that cannot be successfully resolved by Committee votes in accordance with Sections 4.2.7.1, 4.2.7.2, 4.2.7.3, or 4.2.7.4 shall be considered as ballot items with unresolved Negatives. At the time of submission of the document to TAC, ballot items with unresolved Negatives shall be so identified, the ballot item shall be considered as not approved, and future action to try to resolve the Negative votes on that Item shall not be permitted. If TAC directs further consideration of the provisions or issues addressed by ballot items with unresolved Negatives, a new ballot shall be initiated by the Committee providing background on the previous item, the unresolved Negative, and TAC views in the rationale.

4.2.7.1 Withdrawn

A Negative vote can be withdrawn at the request of the Negative voter. The Negative voter's request must be recorded in the meeting minutes if the Negative voter was present, or shall be submitted to the Chair in writing if the voter was not present, and added to the Committee's official records. Any withdrawals must be made prior to submission of that item to TAC.

4.2.7.2 Unrelated

To find a Negative vote unrelated, the Committee shall provide a justification to propose the Negative vote as unrelated, and approval requires the following:

Commentary

Negatives comprised of several reasons can have those reasons addressed individually, with separate resolution of the reasons permitted. If any reason is found persuasive, the entire item must be reballoted or withdrawn. Negatives shall be resolved into one of the following categories:

4.2.7.1 Withdrawn

Individuals submitting a Negative vote can withdraw their Negative vote up until the time the document is submitted to TAC for review. Oftentimes, following a letter ballot, a Chair or key members of a Committee may contact Negative voters to discuss their concerns. At other times, there can be discussion on the Negative vote during a meeting. If those discussions show a Voter that they have missed a nuance on the ballot, or show that concerns the Negative voter expressed have been addressed by other items or in other ways, the voter can withdraw their Negative. In such cases, the Negative voter may note the withdrawal of their Negative vote to the Chair in writing (often by email) with a copy to Staff or they may do this at meeting.

A time restriction on the withdrawal of a Negative is imposed to coincide with the submission of the document to TAC. This ensures that a Negative on a Ballot Item with unresolved Negatives does not become "approved" by a late withdrawal that could then change the document in a way that should be reviewed by TAC.

4.2.7.2 Unrelated

It is somewhat rare when a Negative vote is considered unrelated. However, on occasion, a voter may bring up issues that the Committee believes are not related to what is being proposed. In this case, the Committee can find the Negative Vote as Unrelated and

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1. Affirmative votes from at least 1/2 of all Voting Members; and
2. Affirmative votes from at least 2/3 of the non-abstention votes.

Negative votes to find the initial Negative vote unrelated do not need to be resolved. The issues identified in Negative votes found unrelated will be added as new business for consideration by the Committee.

4.2.7.3 Related but Non-persuasive

A Negative vote that is considered related can be found non-persuasive. To find a Negative vote non-persuasive, the Committee shall provide a justification to propose the Negative vote as non-persuasive, and approval requires the following:

1. Affirmative votes from at least 1/2 of all Voting Members; and
2. Affirmative votes from at least 2/3 of the non-abstention votes.

Negative votes to find the initial Negative vote non-persuasive do not need to be resolved.

4.2.7.4 Related and Persuasive

A Negative vote that is considered related can be found persuasive. To find a Negative vote persuasive, the Committee shall vote to find the Negative vote persuasive, and approval requires the following:

1. Affirmative votes from at least 1/2 of all Voting Members; and
2. . Affirmative votes from at least 2/3 of the non-abstention votes.

Negative votes to find the initial Negative vote persuasive do not need to be resolved.

If the initial Negative vote is related to the ballot item, and the Committee finds that Negative vote to be persuasive, the Chair must determine whether the required change is editorial or substantive.

If the required change is editorial, the change shall be made.

If the required change is substantive, the ballot item is disapproved because of the persuasive Negative vote.

Commentary

those issues do not need to be formally resolved. However, the issues brought up in a Negative vote considered unrelated must be added as new business for consideration by the Committee to see, for example, if the issues brought up may require other changes.

4.2.7.3 Related but Non-persuasive

A statement of the Committee's reasons for considering the Negative Vote non-persuasive must accompany the action (included in the ballot to find a Negative vote non-persuasive; or be included in the discussion/motion (to be recorded in the minutes) for a meeting ballot.

4.2.7.4 Related and Persuasive

If the Negative is related to the ballot item, and the Committee finds the justification to be persuasive, it must determine whether the required change is editorial or substantive.

If the required change is editorial, the change shall be made, and the Negative vote withdrawn with the consent of the voter and recorded as an Affirmative after the change is made. The committee Chair rules on what is an editorial change. This ruling must be circulated to the Committee and ratified on a 30-calendar day no-protest basis. If a Committee member protests the ruling, the change shall be treated as substantive.

If the required change is substantive, the change must be approved by letter ballot. Requirements for passage, and for resolution of Negatives, are as previously discussed.

If it finds a Negative persuasive, the Committee can also withdraw the ballot item, in which case no further action is required.

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New ballot items to attempt approval of similar provisions, with consideration of the persuasive Negative vote, may be initiated.

4.3 Meeting Ballots

A meeting ballot is a vote taken at a scheduled meeting, in response to a motion made by a Voting Member. A meeting ballot is an official action of the Committee, and may be used to resolve Negative votes submitted on a previous letter ballot, approve the Committee response to the Chapter 5 review comments. A meeting ballot may also be used to approve sending a new document or new revisions to a document to TAC for review, provided such possible action is announced on the Agenda.

The 1/2 and 2/3 rules (Section 4.2.4) must be satisfied for an item to pass by meeting ballot. The results of meeting ballots must be reported in the minutes of the meeting.

Commentary

4.3 Meeting Ballots

A meeting ballot is a vote taken at a meeting, in response to a motion made by a voting member. A meeting ballot is an official action of the committee, and may only be used to resolve Negative votes submitted on a previous letter ballot, approve the committee response to TAC review comments, or approve the committee response to a public comment. A meeting ballot shall not be used to ballot a new document or new revisions to a document, or to reapprove or withdraw an existing document.

CHAPTER 5

REVIEW, STANDARDIZATION, AND PUBLICATION OF COMMITTEE DOCUMENTS

TCOM

5.1 Submitting Documents to TAC

After successful Committee balloting, with all Negative votes either resolved, or identified as unresolved, the Chair or their designee shall forward the document to TAC for review.

Independent-Author publications shall be sent to TAC and reviewed as noted in Section 5.2.2.3.

Documents prepared or sponsored by joint committees are subject to the review procedures of the sponsoring organizations and shall be submitted simultaneously to those organizations.

With the submission of Committee documents, the Chair shall:

- a) State the results of the Committee's coordinating action with related committees and with previous Committee documents
- b) Inform TAC of conflicts with documents of other TMS committees with an explanation of the conflicts.
- c) State that the Committee wants the document considered as a document requiring standardization, and if so, the Committee's recommendation on whether the TAC and Public Review periods should be conducted concurrently or separately.
- d) Recommend a revision period for future revisions of the document or a proposed life of the document for possible withdrawal by TMS.
- e) Report the following:
 1. total number of eligible Voting Members;
 2. number of Affirmative votes;
 3. number of Negative voters, names of Negative voters, the reasons for each Negative, and the resolution of each Negative;
 4. names of those abstaining; and
 5. names of those not returning ballots.

Commentary

5.1 Submitting Documents to TAC

TMS documents, whether developed by a Committee, or as an Independent-Author publication, require review, which is overseen by TAC. Documents that are mandatory language standards require a public comment period as well. Reviews of other publications may be assigned by TAC to others.

The Committee can submit the document for review once balloting is complete, or they can continue to try to refine the document or consider additional issues before submission to TAC. Before submission to TAC, Negatives must be resolved, or at a minimum, identified as "unresolved Negatives" if the Committee is unable to resolve a Negative. As required by Section 4.2.7, ballot items having unresolved Negatives at the time of submission to TAC are considered to have failed.

Documents are normally not submitted to TAC in pieces, but only as complete documents. Exceptions to this, which require approval by TAC, are certain large guides or textbooks where discrete portions or Chapters can be reviewed separately without affecting portions that are not ready for review.

Submission requirements are intended to allow both the Committee and TAC to verify that the rules in this manual are followed, to track balloted items, to confirm acceptable passage, and to determine who may not be actively participating in Committee business.

As part of the submission packet, Chairs should state the recommended revision period for the publication consistent with the requirement in Section 5.6 which require a 5-year revision cycle for American National Standards (ANS) and an 8-year revisions cycle for other TMS Standards. There are no defined revision requirements for documents not requiring standardization but if the Committee is intending to develop future revisions of such documents (such as a guide or a report), the Chair should so note this in their report to TAC so that Staff and TAC are aware of these date targets to remind Committees of possible needed revisions in the future. Likewise, some publications, such as TMS Journal, may be developed with no intent of revision. Again, that should be noted to TAC so that TAC

TCOM

Once a document, or a portion of a document, is submitted to TAC for review, the originating Committee shall withhold further revisions of those topics until after that review is completed. Following the review, if the committee introduces new content that TAC has not reviewed, that content, and other portions of the document that may be affected by that content, shall be subject to another review.

Commentary

and Staff are advised of the useful life of these publications.

Documents requiring standardization are required to undergo both a TAC Review as well as a Public Comment Period. Documents not intended to be published as standards are only required to undergo a Review which is overseen by TAC.

For documents requiring standardization, the TAC review may, where appropriate, be conducted concurrently with the solicitation of comments from the public. Factors to consider in permitting a concurrent TAC Review and Public Comment Period include:

Whether the document requiring standardization is a new document or an update to an existing standard. Reviews are typically conducted separately for new standards.

For proposed revisions to existing standards, the scope, number, and complexity of the updates with more substantive revisions possibly warranting separate reviews.

The Committee's workload and anticipated number of comments, recognizing that larger standards and updates to existing standards are likely to draw more comments from TAC and the Public.

Documents being reviewed should not be revised during the review, otherwise, a re-review will be needed. If a Committee, or a Committee Member, believes the submitted document is in error, or needs enhancements during this time, they can reach out to TAC Members to make their case. However, the decision whether to submit a Comment related to that issue is entirely up to that TAC Member, and TAC has the authority to delete, add, or revise comments. The practice of suggesting comments to TAC by a Committee Chair (sometimes referred to as "seeding comments") is encouraged for issues that arise during the last steps of receiving Committee approval. Doing so, allows TAC to consider the issues, and then, if supported, send a comment back to the Committee for consideration. This practice allows not only consideration of the issue by both TAC and the Committee, but it expedites the process, while likely improving the resulting document.

TCOM

5.2 Review of Documents

Once TAC receives the document for review, TAC shall determine if the document should be reviewed by other Committees for conflicts. Staff shall provide the documents to those Committees for review. For documents requiring standardization, TAC shall determine whether the TAC Review and the Public Comment Period may be conducted concurrently.

TAC shall appoint a Review Coordinator for all documents submitted for review. The Review Coordinator shall:

- Suggest if a document requires review by other Committees for conflicts.
- Review completeness of the Committee submission, including voting records, if appropriate.
- Suggest if outside reviewers should be engaged for review.
- Recommend, when requested, whether a revision to a document requiring standardization should be reviewed concurrently by TAC and the public.
- Notify TAC if the suggested revision cycle is appropriate and should be approved.

When outside reviewers are engaged to supplement TAC's review, they shall be selected by TAC based on their knowledge and expertise, and they should not have been part of the document development.

After a defined review period, comments received from reviewers shall be compiled and arranged by the Review Coordinator and presented to TAC. Based on a recommendation from the Review Chief, TAC may submit the comments as received, or may, after consideration, edit comments and remove comments before sending a final set to the Committee. At a minimum, TAC shall consider Primary Comments on reviews of standards to determine if they support the comments. Such consideration of Primary Comments is not required when the standard is being developed under a joint committee and the co-sponsoring organization is deemed the lead sponsor, and that co-sponsor will be vetting comments received.

Consideration of comments by TAC may be by discussion, electronic communication or by ballot. When discussion of compiled comments occurs, representatives of the document's sponsoring Committee may be invited to attend.

Commentary

5.2 Review of Documents

Review of technical documents is required to try to ensure the document is ready for publication. Review tries to ensure the document is technically accurate, complete, and reasonable. TAC is assigned oversight of the review process.

Once a document is deemed ready for publication by the Committee or Authors, it is transmitted to TAC and, in certain circumstances, to outside reviewers. Outside reviewers are selected for their subject matter expertise and are not connected to the development of the document. The decision to conduct a concurrent TAC Review and Public Comment Period is solely TAC's with input from the sponsoring Committee. Whether these reviews are conducted concurrently or separately, the same processes and procedures are applied as delineated in 5.2 and 5.3.

Review Coordinators assist TAC in leading the review and are generally responsible for keeping the review process moving forward. The Review Coordinator may be someone who does not serve on TAC if TAC believes they are capable of serving in this role. Review Coordinators should instruct reviewers on the review process through clear instructions to confirm review comments are constructive and professional. Sample Review Instructions are included in Appendix C.

When review comments are minor or editorial, there is no need for TAC to consider the comments, and the Review Chief may so recommend that to TAC. Comments can then be quickly forwarded to the sponsoring committee as submitted. However, when the Review Chief has questions or concern over the comments received, or for important standards and documents, consideration of the comments by TAC is warranted. In addition, for standards, review of Primary Comments is important to ensure TAC supports these comments. As noted, such review of comments is not required when a co-sponsoring organization will be conducting such a review of comments. Consideration can be by emails between TAC members, an official ballot, or through a discussion. When discussion occurs, it is appropriate to invite representatives of the Committee to attend, to assist in ensuring comments are clear and do not conflict with other review comments. Duplicate comments may be deleted and comments may be revised to change tone, or to be clearer. Comments that conflict with other comments, or are felt to be inappropriate or inconsistent may be deleted by TAC before a final set of comments is sent to the Committee. The Review Coordinator and the TAC Chair will determine if discussion is needed after compiling the comments.

TCOM

TAC shall synthesize an official response that can include comments received or an edited list of comments.

5.2.1 Classification of Review Comments

Review comments shall be classified as follows:

- Primary - Substantive in nature, and requiring compliance or a statement of justification for noncompliance.
- Secondary - Substantive in nature, but able to be treated as new business by the Committee.
- Editorial - Editorial in nature, and able to be made without changing technical content.
- Layout – Editorial in nature and can be made without changing technical content. Examples include font style and text layout. Layout changes may be initiated by Staff and are reviewed by the Committee Chair. The Committee Chair shall determine that the layout change does not change technical content.

Commentary

5.2.1 Classification of Review Comments

Review comments are classified to differentiate comments requiring immediate considerations/resolution (Primary, Editorial and Layout Comments) from those that may need additional time or future research to address (Secondary Comments). In addition, by classifying comments as Layout, such comments can often be addressed by Staff rather than the full Committee. Similarly, by classifying comments as Editorial, those may be more easily addressed than more substantive comments.

Secondary comments sometimes create confusion. In short, Secondary comments are considered as “suggestions”. Secondary comments can also alert the Committee of things they may wish to consider in the future, but which should not “hold up” the publication of the document under review. For example, if there could be a conflict with another document under development, TAC may suggest that the documents be coordinated, meaning that once the other document under development is completed, there should be coordination, which may require revision to the document under review in a future edition. The Committee need not wait to do that if it is uncertain when the other document under development will be completed. Similar issues may be identified by TAC for needed or upcoming research and for other items that may need considerable discussion by the Committee such as a reorganization of the document or a change in basis (for example, changing a design example to be based on strength design rather than allowable stress design). Fundamentally, secondary comments identify issues to be considered that may strengthen or clarify the document, but if they are not immediately resolved, do not affect the overall accuracy and appropriateness of the document under review.

However, while Secondary comments are permitted to be considered as new business, the Committee (or Author of an Independent-Author publication) should try to provide a reasonable response to TAC about how these issues will be resolved. This is especially requested when further editions of the document under review are not planned. For example, if a Committee (or an author developing an Independent-Author publication) has no plans to develop further editions of the document under review, Secondary comments should be considered carefully and responded to as fully as possible.

If a Committee does forward Secondary comments to new business, further consideration of those comments should be recorded in Committee minutes and provided to TAC when review of those future editions is requested of TAC, so that TAC can verify consideration of them.

TCOM

5.2.2 Levels of Review

5.2.2.1 Level 1 Review

In a Level 1 Review, TAC reviews the sponsoring committee's procedures for compliance with the TCOM. TAC does not address the technical content of the document. Procedures for reviewing Journal papers, conference proceedings, technical responses in TMS Responds, Sustainability e-news, and similar publications and papers shall receive a Level 1 review.

In a Level 1 review, the sponsoring Committee of the document shall submit an operating guide for TAC approval. When a document is submitted, the Committee shall include documentation showing that its operating guide has been followed. This documentation shall include:

- Names of persons preparing the document
- Names of reviewers
- Schedule of committee review activities

Commentary

Regardless of the classification of the comment, each comment must be responded to by the Committee (not by just the Chair, or a member of the Committee). Responses should in general be in past tense, meaning the actions noted in the response have been completed. That is, if a comment requests changing "is" to "are" in a location, an appropriate response can be as simple as "Done" if the change has been balloted and approved to be changed, rather than "Will be done" which implies it has not yet been done (in which case TAC cannot confirm that it has been balloted and approved and completed). Exceptions to this may be responses to Secondary comments or some other comments indicating that things will be done in the future such as, for example, "reconsideration of an issue if additional research becomes available".

Responses can be as short or long as needed to address the comment. In general, when something is done consistent with a comment, a short response such as "Done" or "Done consistent with the Comment" is all that is needed for the response.

When a comment requests action that is incorrect, or inconsistent with the intent of the Committee, an acceptable response may be to respectfully disagree with the comment and then to provide reasons why. TAC and external reviewers provide comments because something may be confusing to them, seems unclear, or seems incorrect. In most cases however, TAC expects the Committee to be the experts on the topic. As such, they will typically accept a response of "disagree with the comment" if a sound reason is provided.

5.2.2 Levels of Review

Depending on what is being reviewed, different levels and rigor are offered by TAC and/or external reviewers on behalf of TAC. TMS strives to have all information it disseminates to be sound and technically justifiable. However, it also recognizes some topics are controversial, or not entirely clear. In addition, some information can be disseminated as an author's opinion, rather than a TMS opinion. Despite this, TMS aims to have review of all technical content it disseminates to reduce unsubstantiated opinion and to avoid errors and oversights wherever possible. For work offered by an author or a small group of authors through journal papers, proceedings, or newsletters, rules governing the review by independent experts are in turn reviewed by TAC so that those journal, proceedings, and newsletters can be expediently developed by groups (typically Committees) without direct review by TAC itself. The rules and procedures receive a Level 1 Review by TAC, and once approved by TAC and the Board of Directors, allow the sponsoring group to proceed without further oversight by

TCOM

The designated Review Coordinator shall verify that the sponsoring Committee adhered to its procedures, and shall report to TAC. After TAC deliberation, the TAC consensus shall be communicated to the sponsoring Committee.

5.2.2.2 Level 2 Review

In a Level 2 review, TAC reviews the operating procedures of the sponsoring Committee for compliance with the TCOM, offers review comments on the document, and recommends acceptance or rejection.

A Level 2 review shall be applied to documents not specifically assigned Review Level 1 in Section 5.2.2.1. These documents include committee documents, whether requiring standardization or not, and materials offered for distribution under a TMS logo.

The sponsoring Committee of a Level 2 document shall submit the document to TAC according to the requirements of this TCOM. TAC shall determine whether those requirements have been met. Members of TAC will be assigned to each Level 2 Review, and all members of TAC shall be assigned to review documents requiring standardization.

The document Review Coordinator shall compile the comments, present them to TAC at its next meeting, and when they are complete, return comments to the sponsoring Committee.

5.2.2.3 Review of Independent-Author Publications

Independent-Author publications shall be reviewed by TAC or by a Committee assigned by TAC to review the document consistent with a Level 2 review. After authors have responded to comments, the Review Coordinator shall review responses and revisions made as a result of those comments, and based on that review, will recommend to TAC whether to accept revisions and responses. Based on the Review Coordinator's recommendation, TAC will decide whether to recommend publication.

Commentary

TAC and the Board. Instead, those review procedures/rules govern the review of documents that may be submitted for consideration in future journals, proceedings, or newsletters.

5.2.2.2 Level 2 Review

“Stand alone” publications, guides, standards, and books are published more infrequently, and typically are intended to be mostly “self-contained” with the intent of offering the opinions and views of TMS, the Sponsoring Committee, or the sponsoring authors. These publications require a more rigorous review, typically by TAC with/or without external subject matter experts. In the past, this TCOM identified several varied levels of review for these publications, but in practice, the rules of the most rigorous level were followed. This edition of the TCOM thus has only one level, designated as Level 2, for all “TMS” developed technical publications other than those specially assigned a Level 1 review. These documents include committee documents, whether requiring standardization or not, and materials offered for distribution under a TMS logo.

A general flow chart of the process of developing a standard is shown in Commentary Figure 3.2.1.

5.2.2.3 TAC Review of Independent-Author Publications

TMS encourages the publication of Independent-author publications. While these publications are not “authored” by TMS, they are published by TMS, and carry a TMS logo, inferring that TMS finds the content reasonable and technically sound. To ensure this, review of such Independent-author publications is required to be consistent with a level 2 review. Authors have more flexibility in responding to comments. But to ensure that they have considered the comments, and made what would be considered as “needed revisions”, TAC review responses and revisions made as a result of those comments. Assuming the responses and revisions are acceptable, TAC will then recommend publication to the Board of Directors.

To ease the workload on TAC and to utilize outside expertise into the review process, TAC may use external reviewers. In addition, for Independent-author publication, assigning the initial review to a Technical Committee is common. A general flow chart of the process from proposal of an Independent-Author Publication, to possible publication is shown in Commentary Figure 3.7.

TCOM

5.2.3 Possible Outcomes of TAC Review

5.2.3.1 Approval

If a document is approved by TAC, it proceeds without further TAC input. Editorial and layout issues that may be identified during the review may be considered by the Committee and Staff.

5.2.3.2 Approval Subject to Addressing Comments

If a document is approved by TAC subject to addressing comments, it is returned to the Committee. The Committee shall address each Primary and Editorial comment, and either change the document to comply with the intent of the comment, or provide a justification for not changing the document. The Committee need not address Secondary comments, if those comments will be considered as new business.

Response to TAC comments must be approved by the committee by either letter ballot or by meeting ballot. Committee responses shall be submitted to Staff in writing.

After the document has been modified in response to Primary and Editorial comments, and to Secondary comments not assigned to new business, the Committee shall submit it to Staff for verification of compliance.

Staff shall perform a procedural review of the responses and make a recommendation to the Review Coordinator and TAC that responses are or are not appropriate. The Review Coordinator and TAC shall then review responses and changes to document and make a recommendation on approval.

5.2.3.3 Return to the Committee for Redrafting, Re-ballot and Re-submittal

If a document is returned to the Committee for re-drafting, re-balloting and re-submittal, the Committee must begin again. TAC will provide general guidance for the Committee in this task.

Commentary

5.2.3 Possible Outcomes of TAC Review

5.2.3.1 Approval

TAC approval of a set of review rules (that were reviewed under a Level 1 Review), or a document (that was reviewed under a “Level 2 Review” or a review of an Independent-author publication) completes TAC’s technical review of the rules/document. Rules and non-standardized documents may then be considered by the Board of Directors for approval. Standardized documents must be offered for public comment as required in Section 5.3.

Approval of new sets of review procedures/rules and of new documents is generally a rare initial outcome because it means that the rules/publications are essentially flawless. Instead, Approval Subject to Addressing Comments is more common.

5.2.3.2 Approval Subject to Addressing Comments

If a document is approved by TAC subject to addressing comments, it is returned to the Committee. The Committee is required to consider and address each Primary and Editorial comment, and either change the document to comply with the intent of the comment, or provide a justification for not changing the document. The Committee need not immediately address Secondary comments, but may consider them under new business, and in some cases as future business for later editions of the publication. However, the Committee must inform TAC of its intent by providing a response to the comment.

While it is common for an individual or Task Group to draft responses to Review comments, final responses to Review Comments are required to be approved by the Committee using either letter ballot or by meeting ballot to ensure the response is supported by the Committee. Responses to comments must be submitted to TAC in writing.

After the document has been modified in response to comments, the Committee shall submit it to Staff for verification of compliance. TMS Staff shall consult with TAC if necessary.

Approval subject to addressing comments is a relatively common outcome for a Level 2 review, in which case it means that the document can be modified to meet the required technical and editorial standards.

5.2.3.3 Return to the Committee for Redrafting, Re-ballot and Re-submittal

In rare cases, a document is returned to the Committee for re-drafting, re-balloting, and resubmittal, because the document is considered so fundamentally flawed that it cannot be made acceptable by individual

TCOM

The document must be re-drafted, re-balloted, and re-submitted to TAC, as if it were a new document.

5.3 Public Comment Period for Documents Requiring Standardization

After review and approval of review comment responses by TAC, a document requiring standardization shall undergo a minimum 45-day public comment period. A notice of its availability (either in hard copy or on the TMS website) shall be published by TMS. The sponsoring Committee shall respond to all comments received.

If a change to the document is required in response to a public comment, the Committee shall ballot the change. The Committee is not required to re-approve provisions that have already been approved by the Committee.

The resolution of comments received during the public review period shall be reported and sent to TAC for review. Based on the extent of revisions made by the Committee in response to public comments, TAC may invoke a second public comment period. If TAC approves the resolution of comments and changes made by the Committee in response to the Public Comments, those responses, revisions, and other supporting documentation, will form the approved closure, which shall be published by TMS. A written copy of the approved closure shall be forwarded to the individual submitting the public comment.

5.4 Board Approval of Documents

The TMS Board shall consider the publication of TMS technical documents and rules to develop such documents based on the recommendations of TAC. If approved, the document/rules shall be published.

For a document requiring standardization, the Board will determine if the consensus procedures required for publication were properly followed. If so, the document shall become a TMS Standard.

Commentary

technical or editorial changes. This may occur, especially for new documents, when a number of individuals drafted the document so that varied and perhaps conflicting text is included, or when a Committee fails to communicate its intentions properly to TAC during the document development (for example, writing a mandatory language document, when TAC was told that it would be a guide). It can also occur if a controversial topic is addressed, but, in TAC's opinion, is not adequately covered to present fair coverage of the various issues being addressed.

If a document is required to be re-drafted, re-balloted, and re-submitted to TAC, as if it were a new document, TAC will provide general guidance for the Committee in this task.

Public Comment Period for Documents Requiring Standardization

A public comment period allows those within TMS and outside of TMS to consider all documents requiring standardization. The public may comment on the proposed provisions, and the Committee is required to consider each comment submitted, and to respond to the comments. If a comment identifies an issue that requires a change to the document, the Committee can make the change by balloting it.

5.4 Board Approval of Document

Based on recommendations from TAC, the Board of Directors is tasked with consideration of whether to publish proposed technical documents and rules to develop such documents (i.e. rules for Journal Reviews, etc.). The Board consideration is not intended to be a review of the document technically. That is the role of TAC. Rather the Board should confirm TAC's recommendations that rules and procedures were properly followed in the development of the document/rules, and that there are no new issues that

TCOM

5.5 Publication

After the above procedures have been completed, the document becomes a TMS publication, and is available to the public. The sponsoring Committee shall provide Staff with a hard copy and an electronic version in a format acceptable to Staff.

5.6 Appeals

Any person may appeal an action or inaction by a Technical Committee by writing to the President of TMS at the TMS Headquarters address. All appeals shall be first considered by TAC which in turn forwards its recommended resolution of the appeal to the Board. The Board is the final authority on all matters pertaining to TMS documents.

Appeals shall be considered as expeditiously as possible, considering normal meeting schedules and the nature of the appeal. When an appeal is received, an item is placed on the agenda for the next scheduled TAC meeting. Each appeal shall be considered 'complete and whole' at the time of submission. Additional information supplied by an appellant after the initial appeal submission shall be considered at the discretion of TAC.

If an appeal is sustained, the affected document shall be returned to the sponsoring Committee for resolution.

Commentary

might discourage approval/publication (such as appeals). The Board may also consider the manner a document is to be published (printed, electronic, both) and how the document is to be offered (free to all, free for TMS Members only with a fee for non-members, fee for anyone to access, etc.).

5.6 Appeals

Every individual is afforded the opportunity to submit an appeal, even those who actively participated in the development of a committee document from which the appeal is based. Appeals may be technical, e.g., based on the content of a document; may be procedural, e.g., based on the process by which a Committee arrived at a decision; may be based on inaction by a Committee; or any potential combination.

Appeals should be as comprehensive and complete as possible. To avoid the potential of TAC considering 'moving appeals', information provided by the appellant following the initial submission is to be considered by TAC at their discretion. TAC's responsibility is to maintain the integrity of the process and the quality of the documents developed by TMS Technical Committees. TAC is not required to advocate on behalf of an appellant or supplement an appellant's supporting documentation. TAC may request that an appellant attend a TAC meeting, however, an appellant does not have the 'right' to address TAC not otherwise permitted under normal meeting operating procedures.

The TAC Chair may establish an ad hoc Task Group to conduct the initial review of the appeal and provide recommendations to TAC. Such Task Groups may be created due to the complexity of the appeal, overlap between existing TAC members and the Technical Committee from which the appeal stems, or for logistical purposes to provide an expedient consideration of the appeal. Task Group members need not be members of TAC, but should be selected based on their familiarity with the topic in question and ability to objectively weigh the merits of the appeal.

If an appeal is upheld and returned to a Committee for resolution, where possible TAC will provide guidance to the Committee regarding issues/topics/processes that the Committee should consider in resolving the appeal.

TCOM

5.7 Updating Documents

Committees shall regularly review published committee documents within the time period recommended by them during their review submission to TAC (Section 5.1(d)) unless TAC has specified another review period to ensure the documents remain technically correct and applicable. At a minimum, Committees shall revise, re-approve, or withdraw American National Standards within five years from the date of publication. For other TMS standards, Committees shall revise, re-approve, or withdraw documents within eight years from the date of publication.

Standards referenced in TMS documents requiring standardization must have been published and a specific edition or date associated with them must be referenced. When updating documents requiring standardization, the most recent edition of those referenced standards must be reviewed and, if acceptable, used as the reference. If the most recent edition is not acceptable the reference may be omitted or an earlier edition referenced.

Revision, re-approval, or withdrawal of an existing document shall use the same consensus requirements that apply to the development of a new document as provided in this TCOM. A ballot item to re-approve should be accompanied by a statement to the effect that technological progress to that point does not require revision of the document. A ballot item for withdrawal should include a statement that in the judgment of the Committee, the document is no longer useful.

If the Committee does not revise, ballot re-approval, or ballot withdrawal (Section 5.7.3) of a standard within the 8-year period, TAC may reapprove or withdraw it without Committee action.

5.7.1 Re-approval

The Committee may ballot to reapprove a standard because the information in an existing standard, while not new, is still valid. The first re-approval of a standard is for 5 years. The second and subsequent reapprovals (if any) are for 3 years. The Committee is required to letter ballot the re-approval. The reapproval may include updating referenced standards and minor editorial improvements of notation, terminology, metrication, or other similar items. A re-approval must not include technical changes.

The Committee must submit its recommendation for re-approval of the standard to TAC for approval. A statement that technological progress at this point does not require revision, or that the document is currently

Commentary

5.7 Updating Documents

TMS needs to maintain current, relevant and accurate standards and publications for the benefit of the industry and the public. Section 5.1(d) asks Chairs to notify TAC when they believe a publication may need to be updated once published. For most TMS documents, this is simply to inform TAC of the Committees plans whether to simply publish a single edition of a document that is not intended to be updated in the future, or whether the document is intended to be routinely updated and maintained.

Updating Standards is typical, and is expected every 5 years for American National Standards or every 8 years for other TMS Standards. Committees need to routinely examine their standards to ensure they remain relevant and accurate based on changes to products, design techniques, construction techniques, and application, and based on changes to related referenced standards. This section outlines three alternatives once a document nears the end of its revision period - reapproval, revision, or withdrawal. As noted, re-approval does allow the Committee to make editorial revisions while updating referenced standards. More extensive and substantive changes will require revision of the standard. Standards that are no longer relevant, should be withdrawn.

This section was written around updating standards – however if a non-standardized document such as a Guide or Committee Report is to be frequently updated, the guidance provided can be applied to those documents as well.

As noted in the Commentary to Section 5.1, some documents are not intended to be updated and if so approved by TAC, this section would not apply to such documents.

TCOM

being revised but the revision is not complete should be included in the Letter from the Committee Chair to TAC. Once reapproved, the document is subject to the appropriate reviews previously described in this operating manual. If editorial and other minor updates including updating of referenced standards were made, a summary of the updates must be submitted to TAC.

A re-approval does not change the year of adoption but the note “Reapproved” with the year of reapproval is added to the document number.

5.7.2 Revision

The Committee should revise a standard when the information in the standard needs to be updated. Committees must consider “carry over” TAC Comments, public comments (where applicable) and “new business” items from the previous revision cycle.

The Committee must letter ballot revisions according to Chapter 4 and submit the document to TAC for review. Upon adoption of a revised standard, the existing version is marked historical and no Committee action is required. (A standard is designated historical when it has been superseded by a revision.) The revised standard’s number receives the new year of adoption.

Upon revision, the document is subject to the appropriate reviews previously described in this operating manual.

5.7.3 Withdrawal

The Committee should ballot for withdrawal of the standard when the Committee determines that the information it contains is obsolete and should not be revised. A letter ballot of the Committee is required.

The recommendation for withdrawal should include a statement that, in the judgment of the Committee, the standard is no longer useful or amenable to updating. The Committee’s recommendation and related ballot summary must be submitted to TAC for review.

Upon TAC’s approval of the recommendation, the document is no longer included in the listing of TMS current standards, though it can still be maintained in TMS’s Bookstore as a historical standard.

Commentary

TCOM

5.8 American National Standard

After the Board has approved a document as a TMS standard, the Board may authorize the Staff to submit the document to the American National Standards Institute (ANSI) for approval as an American National Standard following the then current ANSI procedures including all of the normative administrative policies and procedures contained in the Essential Requirements of ANSI for consensus documents, including ANSI's patent policy and commercial terms and conditions policy.

Commentary

APPENDIX A: ANNUAL REPORT FOR TMS TECHNICAL COMMITTEES

2xxx ANNUAL REPORT OF TMS COMMITTEE ACTIVITIES

COMMITTEE:

CHAIR:

DATE:

1. COMMITTEE WORK (What did the Committee produce in the past calendar year?)

2. COMMITTEE PLANS (What does the Committee plan to produce in the next calendar year?)

3. OTHER COMMENTS

4. SUGGESTED SUCCESSORS FOR TECHNICAL COMMITTEE CHAIR

| Suggested Candidates | Administrative Skills | Time and Support | Technical Knowledge | Meeting Skills | Personal Attributes | Total |
|----------------------|-----------------------|------------------|---------------------|----------------|---------------------|-------|
| Maximum Rating | 5 | 4 | 4 | 4 | 3 | 20 |
| | | | | | | |
| | | | | | | |
| | | | | | | |

APPENDIX B: SAMPLE BALLOT FOR TMS TECHNICAL COMMITTEES

Date of Mailing: January xx, 20xx

PLEASE RETURN BY: February xx, 20xx

TMS xx COMMITTEE BALLOT

Guide to , reported by TMS Committee xx (Masonry . . .)

- I approve the above document
- * I approve, with comment, the above document
- ** I do not approve the above document
- I abstain

COMMENTS:

- * This approval should not be contingent upon eCommittee adoption of the editorial comments.
- ** Negative votes must be accompanied by a statement of reason and should also have suggested changes which, if adopted, would satisfy the objection.

RETURN TO:

Name of Committee Chair
Address of Committee Chair

Phone:
FAX:
e-mail:

Signature

Name (typed or printed)

Date

APPENDIX C: SAMPLE REVIEW INSTRUCTIONS

Notes and Instructions for Reviewers

Thank you for agreeing to review **DOCUMENT NAME. BACKGROUND ON THE POSSIBLE IMPORTANCE OF THE DOCUMENT**. Your review is appreciated and will help make sure that the information being distributed is technically excellent, helpful, and well presented. The following provides a brief list of instructions and notes to reviewers.

Reviewers are typically experts on the subject matter, or on writing in general, who are asked to critically read and provide detailed reviews to ascertain the technical accuracy of a document and, where needed, to try to offer helpful comments to improve the document. Comments can be substantive in nature or editorial.

Editors, or TMS TAC, will review comments submitted by you and others, and will provide a summary to the authors. If comments are similar or identical to others received, duplications may be deleted or consolidated for brevity. Conflicting or unclear comments may be discussed with reviewers before submission. The editors and TAC reserve the right to delete comments that may be harsh or inappropriate.

As always, remember that authors are also volunteers and that they may have differing views, opinions, skills, or knowledge. So please be respectful in your comments.

- **Use the Review Form.** It is essential that you use the provided **table review form** (*Review Coordinator to acquire from Staff*) to enter your comments into, rather than marking up the pdf or a print out.
- **Be clear and concise in your comments.** Shorter is typically better. But always be clear.
- **Focus on technical content.** Pay attention to technical content to ensure it is correct, clear, unbiased, and supported.
- **Editorial/Style Review also needed.** Where available (TMS Journal, NAMC Papers, etc.) review the style guide or template and note when revisions to the document under review are needed to comply. This may include the use of “units” (SI or Imperial), basic terminology, notation, abbreviations, and styles. Offer other needed editorial corrections.
- **Identify Poor Content.** If the document is poorly written, it is appropriate to give that opinion, and offer helpful suggestions to improve. You do not, however, need to “rewrite” the document. Fortunately, most Committee-written documents tend to be fairly well written because the process of balloting and re-balloting tends to identify and resolve most editorial and technical issues. However, if something is unclear, or technically incorrect, offer such comments.
- **Avoid harsh and inappropriate comments.** Comments can tend to get harsher as you review, especially if the document is lacking. Be aware of comment tone and always keep comments cordial and professional. Likewise, avoid offering “funny” comments, as this often does not translate well in writing, and could be interpreted by some that the reviewer is not taking the document seriously.
- **Re-review your comments.** Before submission, review your comments to ensure they are reasonable, fair, and clear. Send only comments you would be comfortable receiving.
- **Ask questions.** Contact Staff or the Review Coordinator if you have major concerns related to the document under review, questions related to the purpose of the document, or if you feel you have a conflict of interest. It is also OK to ask questions of the authors in your review comments.
- **Meet review deadlines.** Due to critical scheduling, late reviews may not be accepted.

