



## **PHTA Standard Writing Committee (SWC) Operating Guidelines** **Version 5 Approved by the Technical Advisory Council (TAC) 5/9/2023**

### **1. Scope**

PHTA Standard Writing Committees (SWCs) shall function in accordance with the governance policies of the PHTA Board of Directors. An SWC is responsible for developing and drafting the content of an American National Standard (ANS) and drafting responses to comments. All revisions shall be accompanied by a reason statement produced by the SWC. Following approval by the SWC, the PHTA Standards Consensus Committee (SCC) is responsible for approving each new or revised PHTA ANS. Requests for formal interpretations will be considered by the SWC Chair in consultation with PHTA staff. The Technical Advisory Council (TAC) may direct SWC members to create supplemental materials such as appendices, checklists and worksheets.

### **2. Membership**

Members of an SWC shall be sought with the objective of achieving a balance of representative views and effort will be made to provide diverse subject-area expertise and geographical representation to meet the needs of the SWC. When possible, participants with the requisite technical knowledge shall be prioritized. Members of the SPC are encouraged to attend SWC meetings as an observer as appropriate.

#### **a. Application Process**

Potential members shall complete a committee membership application and submit it to PHTA staff. The form shall include a section requesting information on the applicant's technical knowledge, organization, any parent or subsidiary organization affiliation, and qualifications appropriate to support the duties and scope of the SWC.

Members of an SWC shall be nominated by the Standards Process Committee (SPC) with final approval by the TAC, in consultation with PHTA staff.

#### **b. Composition, Member Appointments and Terms**

The size of the committee shall be a minimum of 11 and a maximum of 21 voting members, including the Chair and Vice-Chair.

At the beginning of development of a new PHTA standard or revision of an existing PHTA standard, the SPC, in consultation with PHTA staff, will nominate the SWC Chair, Vice-Chair, Voting Members, Voting Alternates, and Non-Voting Government Members. The TAC, in consultation with PHTA staff, will appoint these individuals for a term of office considered to be one cycle to complete a new standard or a revision of an existing standard, which may be renewable.

Each company or organization only gets one vote but is allowed to have a voting member and a voting alternate.

**i. SWC Chair**

The SWC Chair shall serve a maximum of two consecutive terms or two revision cycles and may serve longer at the discretion of the TAC. He or she shall remain in place between revisions to facilitate any questions or interpretations on the standard. The Chair may be removed at any time by a majority vote of the TAC.

If the SWC Chair resigns or is removed, the Vice-Chair shall succeed as Chair.

**Responsibilities of the Chair:**

- a. Work with PHTA staff to create and circulate an agenda in advance of all meetings. Follow and complete all agenda items and goals for the meeting.
- b. Arrive or log on early to check on readiness of facility or electronic platform.
- c. Be well organized and prepared for the meeting.
- d. Start meetings on time.
- e. Determine a quorum.
- f. Recognize voting alternates as provided above.
- g. Be familiar with procedural rules, PHTA bylaws, and parliamentary procedures including Robert's Rules of Order.
- h. Be a teacher and keep the group working together by explaining procedure clearly and communicating the next order of business.
- i. Control the floor and establish clear rules on how the meeting will be conducted.
- j. Create sub-groups when necessary.
- k. Insist that members complete and review assignments prior to the meeting.
- l. Be impartial and a good facilitator. The Chair should provide opportunities for members on all sides of any issue to speak and show respect for members' opinions.
- m. Be composed and remain calm and objective.
- n. Be precise, especially when stating a motion for voting.
- o. Must be available and willing to work with staff by phone, email, or other written or electronic means.
- p. Work with PHTA staff to ensure that the Committee completes projects on time. At times, the Chair will be called upon to contact members of the SWC in order to complete tasks.
- q. Notify PHTA staff, the SPC Chair, and the TAC Chair of a violation of PHTA Policies, including but not limited to the PHTA Antitrust Policy, PHTA Volunteer Code of Conduct, and PHTA Conflict of Interest Policy.
- r. Notify the Chair of the TAC, through the SPC Chair or staff, if additional technical resources are required by the SWC.

## **ii. SWC Vice-Chair**

Vice-Chairs shall serve a maximum of two consecutive terms or two revision cycles and may serve longer at the discretion of the TAC. The Vice-Chair may be removed at any time by a majority vote of the TAC.

If the SWC Vice-Chair resigns or is removed, the SPC will recommend a Vice-Chair to the TAC for approval in consultation with the Chair.

### **Responsibilities of the Vice-Chair:**

- a. Assist the Chair in the discharge of his or her duties.
- b. Assume the duties of the Chair when he/she is unavailable or unable to act.
- c. Carry out assignments made by the Chair.

## **iii. Voting Members**

Voting Members shall serve a maximum of two consecutive terms, or longer at the discretion of the TAC. After each term, the TAC shall assess the contributions and conduct of a sitting member to determine whether he or she is eligible to serve an additional term.

A voting member shall cast all ballots related to voting actions outside the live meetings they do not attend, including the final SWC vote approving submission of the completed new standard or revised standard to the SPC for transmission to the SCC.

Voting members may be asked by the SWC Chair to address any of the specific functions stated within the Scope.

## **iv. Voting Alternates**

Voting alternates may be appointed by the TAC for purposes of standard development participation. When an organization's voting member is absent from a meeting, the voting alternate may cast votes on their behalf.

An Alternate attending SWC meetings when the voting member is also present will be classified as an Observer.

## **v. Non-Voting Government Members**

Members of government entities may include, but are not limited to, federal government representatives who choose not to seek voting membership (e.g., U.S. Consumer Product Safety Commission) and others so appointed by the TAC. Members nominated as Non-Voting Government Members shall not vote.

### **Responsibilities of the Standard Writing Committee Members:**

- a. Abide by the PHTA Antitrust Policy, PHTA Volunteer Code of Conduct, and PHTA Conflict of Interest Policy.
  - b. Attend meetings and be present on time.
  - c. Develop proposed American National Standards within the scope of the committee.
  - d. Return meetings notice responses on time, even if not attending the meeting.
  - e. Not miss two (2) consecutive meetings unless excused by the Chair.
  - f. Complete assignments in a timely fashion.
  - g. Review materials and promptly vote on new issues in between meetings by letter ballot, email, or other means.
  - h. When reviewing existing or developing new PHTA standards, must adhere to timelines established for standards development and revision including those outlined in the American National Standards Institute (ANSI)'s *Essential Requirements*.
  - i. Act in an orderly manner at all meetings. Understand and follow parliamentary procedure and Roberts Rules of Order. Await recognition by the Chair at meetings and refrain from interrupting or engaging in sidebar conversations while another member or guest has the floor.
  - j. Abide by all provisions in these Guidelines.
  - k. To remain in good standing, members must adhere to responsibilities and conduct outlined herein.
- c. Removal/Resignation of Members:** If an SWC voting member misses two (2) consecutive meetings or fails to execute two (2) consecutive voting actions or a combination of missed meetings and inactions without being excused by the Chair, he or she may be removed by the TAC, in consultation with the SWC Chair and Vice-Chair and PHTA staff. Membership may be terminated if a member takes committee work, discussions or drafts outside of the committee, without permission of the Chair. If a member of an SWC resigns or is removed before the end of his or her term, an interim replacement may be appointed by the TAC, in consultation with the SWC Chair and Vice-Chair and PHTA staff. If the committee is at maximum size, applications will be held until a voting vacancy occurs. In consultation with the TAC, the SWC Chair may ask an applicant to serve as an observer or guest.

### **Staff Responsibilities:**

- a. Maintain SWC membership roster including terms of office.
- b. Consult with SWC Chair on appointments and other requests.
- c. Coordinate and plan meeting arrangements.
- d. Notify Committee members in a timely fashion about meeting arrangements (location, hotel, online login, etc.).
- e. Assist the SWC Chair in the preparation of the meeting agenda.
- f. Take and send draft minutes to the SWC Chair for approval; distribute minutes to the SWC and any other appropriate parties.

- g. Prepare timelines for SWCs.
- h. Arrange special communications to the SWC as requested by the SWC Chair or Committee.
- i. Assist the SWC Chair in maintaining order and compliance with these Guidelines. Act as the committee's parliamentarian in the event of a committee member request for an interpretation of a motion or a ruling on parliamentary procedure.
- j. Keep the SWC Chair informed on pertinent matters.
- k. Assist the SWC Chair in preparation of necessary reports, motions, and/or requests to the SPC or TAC.
- l. Provide information, where appropriate, for inclusion in PHTA publications as well as to the Marketing and Development Department for potential press coverage.
- m. Monitor SWC progress on plans, decisions, items on the agenda, etc.

**d. Meeting Participation by Other Interested Parties (Non-Member)**

PHTA committee meetings are open meetings. Interested parties must abide by the PHTA Antitrust Policy and PHTA Volunteer Code of Conduct. They may include, but are not limited to:

**i. Appointed Subject-Matter Experts (SMEs)**

SMEs may be appointed by the TAC, in consultation with the SWC Chair, to assist in standards development by providing specialized expertise. These individuals may provide comments at the discretion of the Chair. They shall be governed by these Guidelines except they shall not vote.

**ii. Observers/Invited Guests**

Observers who desire to attend a specific meeting shall notify staff in advance. They are not permitted to make remarks to the committee, unless they have properly informed the chair prior to the meeting of their desire to do so, and only when specifically recognized by the Chair. The number of observers allowed to attend a specific meeting may vary and may be limited due to meeting capacity. They shall complete and submit the PHTA Meeting Observer/Guest form.

Guests who request to address a specific item will be invited by the Chair, as appropriate, and will be able to make remarks to the committee in accordance with the protocol established by the Chair. They shall complete and submit the PHTA Meeting Observer/Guest form.

In an in-person meeting, Observers and Guests would sit along the perimeter of the room, space permitting. In a virtual meeting, Observers and Guests will be on Mute mode and will speak only if recognized by the Chair.

### **3. Meetings**

The SWC Chair shall work with PHTA staff to hold meetings as required, as well as keep the Committee operating smoothly. A review of the committee size and structure to ensure it has the expertise to do its job effectively will be conducted. Voting and other work of the SWC may also take place by email or other means, absent a meeting. At the discretion of the Chair, meetings may be recorded for internal PHTA staff use only and shall follow PHTA record retention policies. The Chair shall conduct SWC meetings using general rules of parliamentary procedure. Any member can request formal adherence to Robert's Rules of Order.

#### **a. Voting Procedures**

All voting members may vote on all matters before the SWC.

##### **i. Committee Meetings**

A majority (51%) of the voting members present at an SWC meeting constitutes a quorum. When a quorum is established, the majority of voting members present may take actions and adopt resolutions. All proposed revisions to a standard must be subsequently ratified by a majority vote of all voting members by electronic ballot or by other means.

##### **ii. Electronic Ballots**

Ballot actions by electronic or other means may be taken on any subject when considered appropriate by the SWC Chair and PHTA staff. All proposed revisions to a standard shall be balloted. A majority (51%) of SWC voting members shall decide the lawful act of the Committee, including the final vote approving the submission of a completed new standard or revision of an existing standard to the SCC.

#### **b. Subgroups Created by the SWC**

The SWC Chair may create ad-hoc subgroups (subcommittees, task forces, working groups, etc.) to assist the SWC and delegate a scope and duties to them. They will review assigned issues or subjects and report back to the SWC with a consensus or multiple recommendations. A Chair of the subgroup will be appointed. Non-SWC members may be appointed to a subgroup.