



PHTA Code Action Committee (CAC) Operating Guidelines

Version 10 Revised 9/6/2022

I. Scope

Committees shall operate to assist the Pool and Hot Tub Alliance (PHTA) in performing functions of the organization. Committees shall function within the Committee Operating Guidelines. In accordance with the governance policies of the PHTA Board of Directors, all work is to be reviewed by the Technical Advisory Council (TAC) for technical accuracy.

The Code Action Committee (CAC) shall assist staff in developing and maintaining authoritative information regarding the International Pool and Spa Code (ISPSC) and other outside pool codes and external standards. The committee shall use authoritative scientific data and research and sound engineering practices in its development of all PHTA information, publications, and standards. Where appropriate, the committee shall evaluate research for technical accuracy.

The CAC is established to monitor the ISPSC, and other pool codes and external standards that will benefit the membership of PHTA. Specific assigned projects include, but are not limited to, the following:

- a. Review, create a report to be submitted to the TAC, and when appropriate work to revise pool codes and external standards. (ISPSC, IAPMO, MAHC etc.).
- b. Answer questions about the ISPSC.
- c. Review and update, as requested by the Editorial Review Committee, other publications, brochures, etc.
- d. Assist PHTA in answering industry technical questions about codes.
- e. Assist PHTA in putting on technical education programs for the industry, public health and other industry-related organizations/professions.
- f. Assist PHTA, as needed, with media inquiries.
- g. Assist in the review and selection of abstracts and presentations for the World Aquatic Health Conference (WAHC) addressing swimming pool code issues.

II. Qualifications

Members of the Code Action Committee shall be PHTA members or employees of members in good standing of the association during their term of office. They shall be selected in a manner designed to provide codes-related expertise necessary to the functioning of the Committee.

III. Composition

The size of the committee shall be a minimum of 7 and a maximum of 10 voting members, which include the Chair and Vice-Chair. Members of the CAC shall be approved by the TAC in consultation with PHTA staff. An effort will be made to provide diverse subject-area expertise necessary to meet the needs of the Code Action Committee agenda.

IV. Code Action Committee Chair

The Chair of the PHTA Board of Directors, in consultation with PHTA staff and the TAC, shall appoint the Chair of the Code Action Committee for a three (3) year term which may be renewable. Chairs shall serve a maximum of two consecutive terms. A Chair of the Code Action Committee may be removed at any time by the majority vote of the Board of Directors. If the CAC Chair resigns or is removed, the Vice-Chair shall succeed as Chair. The TAC will recommend a Vice-Chair to the Board of Directors for approval in consultation with the Chair.

V. Code Action Committee Vice-Chair

The TAC will nominate a Vice-Chair to the Board of Directors for approval in consultation with the CAC Chair. The Chair of the PHTA Board of Directors, in consultation with PHTA staff, shall appoint the Vice-Chair of the Code Action Committee for a three (3) year term which may be renewable. Vice-Chairs shall serve a maximum of two consecutive terms. The Vice-Chair of the Code Action Committee may be removed at any time by the majority vote of the Board of Directors. If the CAC Vice-Chair resigns or is removed, the TAC will recommend a Vice-Chair to the Board of Directors for approval in consultation with the Chair.

VI. Members/Staggered Terms

Members of the Code Action Committee shall serve a three (3) year term which may be renewable. Members shall serve a maximum of two consecutive terms. After the first three-year period, the TAC shall take a vote to assess if the sitting member, by their contributions and conduct, is eligible to serve for a second three-year term. An attempt to stagger the Terms shall be instituted.

If a Code Action Committee member misses two (2) consecutive meetings or fails to execute two consecutive voting actions without being excused by the Chair, he or she may be replaced by the TAC, in consultation with the CAC Chair and PHTA staff.

If a member of the Code Action Committee resigns or is replaced before the end of his or her term, an interim replacement will be appointed by the TAC, in consultation with the CAC Chair and PHTA staff, until approved by the TAC as a full member or another member is appointed.

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

VII. Quorum and Voting

A majority (51%) of the voting members of the Code Action Committee constitutes a quorum. The majority present at a meeting at which a quorum is present shall decide the lawful act of the Committee. When less than a quorum is present at a meeting, those present may take actions and adopt resolutions that must be subsequently ratified by a majority vote at a meeting of a quorum, or by e-mail or other means.

All voting members may vote on all matters before the Code Action Committee. Voting shall be by simple majority vote.

VIII. Responsibilities of the Chair:

- a. Abide by the PHTA Antitrust Policy, PHTA Volunteer Code of Conduct, and PHTA Conflict of Interest Policy.
- b. Be available to attend all meetings.
- c. Work with PHTA staff to create and circulate an agenda in advance of all meetings.
- d. Arrive or log on early to check on readiness of facility or electronic platform.
- e. Determine a quorum.
- f. Recognize or designate alternate voting members as provided above.
- g. Start meetings on time.
- h. Be well organized and prepared for the meeting.
- i. Insist that members complete, and review assignments prior to the meeting.
- j. Follow the agenda and complete all agenda items and goals for the meeting.
- k. Be familiar with procedural rules, PHTA bylaws, and parliamentary procedures.
- l. Be a teacher and keep the group working together by explaining procedure clearly and communicating the next order of business.
- m. Control the floor and establish clear rules on how the meeting will be conducted.
- n. Create sub-groups when necessary.
- o. 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.
- p. Be composed and remain calm and objective.
- q. Be precise, especially when stating a motion for voting.
- r. Must be available and willing to work with staff by phone, email, or other written or electronic means.
- s. 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 CAC in order to complete tasks.
- t. Notify PHTA staff of a violation of PHTA Policies.

IX. Responsibilities of the Vice-Chair

- a. Abide by the PHTA Antitrust Policy, PHTA Volunteer Code of Conduct, and PHTA Conflict of Interest Policy.
- b. Assist the Chair in the discharge of his or her duties.
- c. Assume the duties of the Chair when he/she is unavailable or unable to act.
- d. Carry out assignments made by the Chair.

X. Meeting Schedule

The Code Action Committee Chair shall work with staff to hold meetings as required. Voting and other work of the CAC may also take place by email or other means, absent a meeting.

The Code Action Committee Chair will work closely with PHTA staff to keep the Committee operating smoothly and review the size/structure to ensure it has the expertise to do its job effectively.

XI. Responsibilities of the Code Action 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. Return meetings notice responses on time, even if not attending the meeting.
- d. Not miss two (2) consecutive meetings unless excused by the Chair.
- e. Complete assignments in a timely fashion.
- f. Review materials and promptly vote on new issues in between meetings by either letter ballot, email, or other means.
- g. When coordinating the review of existing or the development of new PHTA standards, must adhere to timelines established for standards development and revision.
- h. Act in an orderly manner at all meetings. Await recognition by the Chair at meetings and refrain from interrupting or engaging in sidebar conversations while another member or guest has the floor.
- i. Abide by all provisions in these Guidelines.
- j. To be reappointed, members must adhere to responsibilities and conduct outlined herein.

XII. Letter ballots and E mails:

Ballot actions by email or other means may be taken on any subject when considered appropriate by the CAC Chair and PHTA staff. A majority of the Code Action Committee (51%) shall decide the lawful act of the Committee.

XIII. Responsibility of Staff:

- a. Maintain Code Action Committee membership roster including terms of office
- b. Consult with Code Action Committee 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, etc.).
- e. Assist the Code Action Committee Chair in the preparation of the meeting agenda.
- f. Take and send draft minutes to the Code Action Committee Chair for approval; distribute minutes to the Code Action Committee and any other appropriate parties (the Committee will vote to approve the minutes at the next meeting).
- g. Arrange special communications to the Code Action Committee as requested by the CAC Chair or Committee.
- h. Assist the Code Action Committee Chair in maintaining order and compliance with these Guidelines.
- i. Monitor Code Action Committee progress on plans, decisions, items on the agenda, etc.
- j. Keep the Code Action Committee Chair informed on pertinent matters.
- k. Assist the Code Action Committee Chair in preparation of necessary reports, motions, and/or requests to the TAC.

- I. Provide information, where appropriate, for inclusion in PHTA publications as well as to the Marketing and Communications Department for potential press coverage.

XIV. Invited Guests

PHTA committee meetings are open meetings. Potential guests shall notify staff in advance of their desire to attend a specific meeting and the agenda item(s) they wish to address and complete the PHTA Meeting Observer/Guest form. Guests will be invited by the chair of the committee, as appropriate, and will be able to make remarks to the committee in accordance with the protocol established by the chair of the committee.

XV. Observers

PHTA committee meetings are open meetings. Individuals who desire to observe a specific meeting shall notify staff in advance and complete the PHTA Meeting Observer/Guest form. Observers will be invited by the chair of the committee, as appropriate. The number of observers allowed to attend a specific meeting may vary and may be limited due to the size of the meeting room. Observers 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 of the committee.