



PHTA Editorial Review Committee Operating Guidelines

Version 5 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.

Technical Review and Editing. The Editorial Review Committee (ERC) is responsible for reviewing and editing all educational materials produced by PHTA, including, but not limited to, consumer safety brochures, fact sheets, PHTA and Genesis course materials (such as manuals, online content, workbooks, and presentations.)

II. Qualifications:

Members of the Editorial Review Committee shall be PHTA members or employees of members in good standing of the alliance during their term of office. They shall have technical expertise in one or more subject areas of the pool and hot tub industry. They must have the ability to work with others to accomplish editorial goals necessary to the functioning of the Committee.

III. Composition:

The Editorial Review Committee (ERC) shall have no more than (7) seven members, which include the Chair and Vice-Chair. Members of the ERC 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 Editorial Review Committee agenda. Proxy votes are not permitted. Guests may also be invited to attend ERC meetings in a non-voting capacity. Observers and guests may participate in discussion only, and upon recognition of either the Chair or Vice-Chair.

IV. Editorial Review Committee Chair

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

V. Editorial Review Committee Vice-Chair

The TAC will nominate a Vice Chair to the Board of Directors for approval in consultation with the ERC Chair. The Chair of the PHTA Board of Directors, in consultation with PHTA staff, shall appoint the Vice-Chair of the Editorial Review 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 Editorial Review Committee may be removed at any time by a majority vote of the Board of Directors. If the ERC Vice-Chair resigns or is removed, the TAC will recommend a new Vice-Chair to the Board of Directors for approval in consultation with the Chair.

VI. Members/Staggered Terms

Members of the Editorial Review 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 Technical Advisory Council shall take a vote to assess if a 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 as a goal.

If an Editorial Review 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 ERC Chair and PHTA staff.

If a member of the Editorial Review 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 ERC 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 ERC 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 Editorial Review 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 ERC. 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 ERC 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 Editorial Review Committee Chair shall work with staff to hold meetings as required. Voting and other work of the ERC may also take place by email or other means, absent a meeting.

The Editorial Review 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 Editorial Review Committee Members:

- a. Abide by the PHTA Antitrust Policy, Volunteer Code of Conduct and 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 technical materials, must adhere to timelines established for the material's 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. 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 ERC Chair and PHTA staff. A majority of the Editorial Review Committee (51%) shall decide the lawful act of the Committee.

XIII. Responsibility of Staff:

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