



## **PHTA Standards Policy Committee Operating Guidelines**

(includes Standard Writing Committee Operating Guidelines)

Version 12 Revised 10/4/2022

### **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 Standards Policy Committee (SPC) shall be responsible for:

**PHTA Standards.** Coordinate the Standard Writing Committee (SWC) review of existing PHTA Standards and related projects and the development of new PHTA standards. Related projects may include the development and review of standard appendices, checklists, and worksheets. Coordinate submission of standards to the SCC and facilitate the movement of standards through the ANSI approval process. Create new and maintain existing SWCs. Submit proposed SWC member rosters to the Technical Advisory Council for approval. Recommend the discontinuance of a project to the TAC.

### **II. Qualifications:**

Members of the Standards Policy 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 standards-related expertise necessary to the functioning of the Committee.

### **III. Composition:**

The Standards Policy Committee (SPC) shall have no more than (5) five members, which include the Chair and Vice-Chair. Members of the SPC 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 Standards Policy Committee agenda.

### **IV. Standards Policy Committee Chair**

The Chair of the PHTA Board of Directors, in consultation with PHTA staff and the TAC, shall appoint the Chair of the Standards Policy Committee for a three (3) year term which may be renewable. Chairs shall serve a maximum of two consecutive terms. A Chair of the Standards Policy Committee may be removed at any time by the majority vote of the Board of Directors. If the SPC 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. Standards Policy Committee Vice-Chair**

The TAC will nominate a Vice-Chair to the Board of Directors for approval in consultation with the SPC Chair. The Chair of the PHTA Board of Directors, in consultation with PHTA staff, shall appoint the Vice-Chair of the Standards Policy 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 Standards Policy Committee may be removed at any time by the majority vote of the Board of Directors. If the SPC Vice-Chair resigns, 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 Standards Policy 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 Standards Policy 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 SPC Chair and PHTA staff.

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

The Standards Policy 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 Standards Policy 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 SPC Chair and PHTA staff. A majority of the Standards Policy Committee (51%) shall decide the lawful act of the Committee.

**XIII. Responsibility of Staff:**

- a. Maintain Standards Policy Committee membership roster including terms of office
- b. Consult with Standards Policy 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 Standards Policy Committee Chair in the preparation of the meeting agenda.
- f. Take and send draft minutes to the Standards Policy Committee Chair for approval; distribute minutes to the Standards Policy Committee and any other appropriate parties (the Committee will vote to approve the minutes at the next meeting).
- g. Arrange special communications to the Standards Policy Committee as requested by the SPC Chair or Committee.
- h. Assist the Standards Policy Committee Chair in maintaining order and compliance with these Guidelines.
- i. Monitor Standards Policy Committee progress on plans, decisions, items on the agenda, etc.

- j. Keep the Standards Policy Committee Chair informed on pertinent matters.
- k. Assist the Standards Policy Committee 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 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.

### **PHTA Standard Writing Committee Operating Guidelines**

#### **XVI. 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 American National Standards (ANS) and drafting responses to comments. SWC members may also create supplemental materials such as appendices, checklists and worksheets. All policy work is to be reviewed by the Standards Policy Committee (SPC) with oversight by the Technical Advisory Council (TAC) expeditiously before the final SWC ballot.

PHTA SWCs shall include, but are not limited to, the following committees:

- PHTA-1 Public Pool and Spa Design, Construction, and Installation
- PHTA-2 Public Pool and Spa Operations and Maintenance
- PHTA-3 Permanently Installed Residential Spas and Swim Spas
- PHTA-4 Aboveground/Onground Residential Swimming Pools
- PHTA-5 Residential Inground Swimming Pools
- PHTA-6 Residential Portable Spas and Swim Spas
- PHTA-7 Suction Entrapment Avoidance in Swimming Pools, Wading Pools, Spas, Hot

Tubs, and Catch Basins

PHTA-8 Model Barrier Code for Residential Swimming Pools, Spas, and Hot Tubs

PHTA-9 Aquatic Recreation Facilities

PHTA-10 Elevated Pools, Spas, and Other Aquatic Venues Integrated into a Building or Structure

PHTA-11 Water Quality in Public Pools and Spas

PHTA-12 Plastering of Swimming Pools and Spas

PHTA-13 Water Conservation Efficiency in Residential and Public Pools, Spas, Portable Spas and Swim Spas

PHTA-14 Portable Electric Spa Energy Efficiency

PHTA-15 Residential Swimming Pool and Spa Energy Efficiency

PHTA-16 Suction Outlet Fitting Assemblies (SOFA) for Use in Pools, Spas, Hot Tubs

PHTA-17 Safety Vacuum Release Systems (SVRS)

**XVII. Qualifications**

Members of a Standard Writing Committee shall be actively sought and fully considered to provide balanced representative views. Whenever possible, participants with the requisite technical knowledge shall be prioritized for selection. Members shall be selected in a manner designed to provide expertise necessary while actively seeking balance such that no one group represents more than 1/3 of the voting membership to the functioning of the SWC. Potential new members shall obtain and complete a committee membership application and return it to PHTA staff. The application shall include a section requesting information on the applicant's technical knowledge and qualifications appropriate to support the duties and scope of the SWC.

**XVIII. Composition**

The size of the committee shall be a minimum of 7 and a maximum of 21 voting members, which include the Chair and Vice-Chair. Members of an SWC shall be nominated by the SPC with final approval by the TAC, in consultation with PHTA staff. An effort will be made to provide diverse subject-area expertise and geographical representation necessary to meet the needs of the SWC.

**XIX. Standard Writing Committee Chair**

At the beginning of a new revision cycle for an PHTA standard, the TAC, in consultation with the SPC and PHTA staff, shall appoint the Chair of the Standard Writing Committee for a term of office which is considered one cycle to complete a revision of a standard. Chairs shall serve a maximum of two consecutive terms or two revision cycles and may serve longer at the discretion of the TAC. A Chair of an SWC may be removed at any time by the majority vote of the TAC. If the SWC Chair resigns or is removed, the Vice-Chair shall succeed as Chair. The SPC will recommend a Vice-Chair to the TAC for approval in consultation with the Chair.

The chair shall remain in place between revisions to facilitate any questions or interpretations on the standard.

**XX. Standard Writing Committee Vice-Chair**

The SPC will nominate a Vice-Chair to the TAC for approval in consultation with PHTA staff. The Chair of the TAC, in consultation with PHTA staff, shall appoint the Vice-Chair of an SWC for one term which may be renewable. Vice-Chairs shall serve a maximum of two consecutive terms. The Vice-Chair of an SWC may be removed at any time by the 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.

**XXI. Members/Staggered Terms**

Members of an SWC shall serve a term of one revision cycle which may be renewable. They shall serve a maximum of two consecutive terms or longer at the discretion of the TAC. After the first term, the TAC shall take a vote to assess if the sitting member, by their contributions and conduct, is eligible to serve for a second term. An attempt to stagger the Terms shall be instituted. Members will remain on the SWC in between revision cycles.

If an SWC 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 SPC Chair and PHTA staff.

If a member of an SWC 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 SPC Chair and PHTA staff, until approved by the TAC as a full member or another member is appointed.

If the committee is at maximum size, applications will be held until a voting vacancy occurs. New applications to a SWC will be held in abeyance until after the committee has completed its revision cycle and the standard published, so as not to interrupt/delay the standards committee's drafting progress. The Chair may ask the applicant to serve as an observer or guest during the interim. However, the final decision on appointment is made by the TAC in consultation with the SPC and PHTA staff.

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

**XXII. Quorum and Voting**

A majority (51%) of the voting members of an SWC 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 SWC. Voting shall be by simple majority vote. Each company or organization only gets one vote but is allowed to have a primary representative and an alternate. Proxies and proxy votes are not allowed outside the company.

**XXIII. 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 SWC in order to complete tasks.
- t. Notify PHTA staff of a violation of PHTA Policies

**XXIV. 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.



**XXV. Meeting Schedule**

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

The SWC 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.

**XXVI. 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. 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 including those outlined in the American National Standards Institute (ANSI)'s *Essential Requirements*.
- 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. Membership may be terminated if a member takes committee work, discussions or drafts outside of the committee without permission of the Chair.
- j. Abide by all provisions in these Guidelines.
- k. To be reappointed, members must adhere to responsibilities and conduct outlined herein.

**XXVII. Letter ballots and E mails:**

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

**XXVIII. Responsibilities of Staff:**

- 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, 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 (the Committee will vote to approve the minutes at the next meeting).
- 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.
- j. Monitor SWC progress on plans, decisions, items on the agenda, etc.
- k. Keep the SWC Chair informed on pertinent matters.
- l. Assist the SWC Chair in preparation of necessary reports, motions, and/or requests to the SPC or TAC.
- m. Provide information, where appropriate, for inclusion in PHTA publications as well as to the Marketing and Communications Department for potential press coverage.

**XXIX. Invited Guests**

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**XXX. Observers**

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