



Guidelines for PHTA Standard Writing & Subject Matter Industry Committees

I. Scope

PHTA Standard Writing Committees (SWCs) and Subject Matter Industry (SMI) Committees shall function in accordance with these guidelines in accordance with the governance policies of the PHTA Board of Directors. All work is to be reviewed by the Technical Committee for technical accuracy.

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

- PHTA-1 public pools
- PHTA-2 public spas
- PHTA-3 permanently installed residential spas and swim spas
- PHTA-4 aboveground/onground residential pools
- PHTA-5 residential inground pools
- PHTA-6 portable spas & swim spas
- PHTA-7 suction entrapment avoidance
- PHTA-8 model barrier code
- PHTA-9 aquatic recreation facilities
- PHTA-11 water quality for public pools and spas
- APAP-12 plastering of swimming pools and spas
- PHTA-13 water conservation efficiency in 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 fittings for pools and spas
- PHTA-17 safety vacuum release systems

Subject Matter Industry Committees

Recreational Water Quality Committee (RWQC)
 [The RWQC has its own Committee Operating Guidelines.]
 Workmanship Committee

II. Committee Size; PHTA Membership

Members of the SWCs or SMIs, including the chair, shall be PHTA members in good standing. Exception: Public health officials and others, on a case by case basis, may be selected to participate without being an PHTA member based upon the need for their expertise. The maximum size of the writing committee shall not exceed 15 voting members. The committee may vote to expand the number of voting members. These committees do not necessarily need to be balanced as their work product will be reviewed by the appropriate council or business segment.

III. Committee Chairs - Appointment, Terms of Office, Responsibilities Chair, Standard Writing Committees

At the beginning of a new revision cycle for an PHTA standard, a chairman is appointed or reappointed. Staff will consult with the current chair and solicit committee member views prior to making the appointment. Any member who is interested in serving as a chairperson should express to staff a desire to serve. Staff will seek other nominations from the committee. The term of office is considered to be one cycle to complete revision of a standard. The chair shall remain in place between revisions to facilitate any questions or inquiries on the standard. The committee chair may serve a maximum of two consecutive terms of office or two revision cycles and may serve longer based upon committee agreement.

Chair, Other SMI Committees

PHTA staff appoints the committee chair. Staff will consult with the current chair and solicit committee member views prior to making the appointment. Any member who is interested in serving as a committee chair should express to staff a willingness to serve at the end of the three-year term of the chairman. The chair serves for a term of three years. At the end of his or her three-year term, the chair can be reappointed for an additional term of one year by the committee.

Chair Responsibilities

- Be available to attend all meetings in person or by electronic means.
- Start the meeting on time (the chair should arrive early to check on readiness of room and determine a quorum).
- Be well organized and prepared for the meeting.
- The chair must insist that members complete and review their homework prior to the meeting.
- Follow the agenda and complete all agenda items and goals for the meeting.
- Be familiar with PHTA's antitrust policy, Robert's Rules of Orders, PHTA bylaws, and parliamentary procedures.
- Keep the group working together and moving forward by explaining procedures clearly and communicating the next order of business.
- Control the floor and establish clear rules on how the meeting will be conducted. The chair should "assign" the floor by recognizing those members who wish to speak and if necessary, rule members out of order for interruptions, side conversations, etc.
- Be impartial and a good facilitator. The chair should provide opportunities for both sides of an issue be heard and maintain respect for members' opinions.
- Be composed and remain calm and objective (patience and a sense of humor helps).
- Be precise (for example, ask for clarification during discussions if necessary and restate the motion before a vote).
- Be available and willing to work with staff by phone and email.
- It is the joint responsibility of the committee chair and the staff liaison to prepare the agenda. The chair identifies items for the agenda; staff prepares and distributes the agenda.
- Work with staff to ensure that the committee completes projects on time. At times, the chair will be called upon to contact members of the committee in order to complete tasks.
- Create and assign work to task forces as necessary.

IV. Committee Membership - Appointment, Terms of Office, Responsibilities

Committee members shall be selected to provide expertise necessary for the work of the committee. Entities outside the industry are allowed to be members of standards writing committees without being members of PHTA such as public health and building code officials. Potential new members shall obtain and complete a committee membership application from PHTA staff and return it to PHTA staff for its review in consultation with the committee chairman. Submittal of an application does not necessarily guarantee a voting seat on the committee.

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" during the interim. At the chair's and staff's discretion, new applications may be reviewed by additional members of the committee. However, the final decision on appointment is made by the chair in consultation with the committee and PHTA staff. At the chair's discretion, new applicants may be invited to attend one or more meetings as a guest prior to appointment. If a new member is appointed to an SMI after the first meeting of the year, that year will still be considered the first year of a three-year term.

Voting Members

Each company or organization gets only one vote but is allowed to have a primary representative and an alternate. Proxies and proxy votes are not allowed outside the company. An observer category is allowed for non-voting members and experts who provide input on a specific subject matter topic.

Term of Office

Each member shall be appointed for the SWC cycle necessary to complete the revision or development of a standard. Members may be reappointed for a second consecutive term or revision cycle. Extensions may be granted on an as needed basis at the discretion of the chair.

Responsibilities of Committee Members

- Return meeting notice responses on time even if not attending (Staff will request responses to meeting notices within 10 business days).
- Meeting attendance is required. Members must not miss two (2) consecutive meetings held either face-to-face or remotely. Members who miss two consecutive meetings unless excused for good cause by the chairman are considered to have tendered their resignation and will be administratively removed from the committee without warning.
- Review materials and vote on new issues in between meetings by letter ballot. Letter ballots may be conducted via email, fax, or regular mail.
- Committee members must return ballots on time.
- Membership will be terminated if a member fails to respond to two consecutive ballots or request for action issues without notification to the secretariat of justifiable cause.
- Accept homework assignments and complete them in a timely fashion.

- Membership may be terminated if a member fails to complete two consecutive homework assignments, or takes committee work, discussions or drafts outside of the committee without permission of the Chair.
- Standards writing committees are responsible for drafting all or parts of the designated standard and drafting responses to comments.
- To maintain good standing and to be reappointed, members must adhere to PHTA's Volunteer Code of Conduct.

V. Meeting Schedule

- The Chair is to work with staff to hold meetings, either face to face or remotely, as frequently as the volume and complexity of work dictates and to meet deadlines.
- SWCs must adhere to timelines established by the ANSI Essential Requirements for standards revision and development.
- SMI Committees will meet as necessary.

VI. Voting

A majority (51%) of the voting members of a committee constitutes a quorum. The act of a majority (51%) of the members 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 mail, e-mail, fax, or other written or electronic means.

Paper & Electronic Ballots

Voting ballots may be taken at the committee level on any subject when considered desirable by the committee chair and PHTA staff. Ballots are helpful in eliminating the need for a meeting on noncontroversial matters or for revealing areas of controversy at an early stage in a project, making it possible to at least identify, if not resolve, differences before the next meeting of the committee involved. A majority of the committee (51%) shall decide the lawful act of the committee. Letter ballots may be conducted via email, fax, or regular mail.

VII. Responsibilities of Staff

- Maintain committee membership roster including terms of office.
- Consult with committee chair on appointments.
- Coordinate and plan meeting arrangements.
- Notify committee members in a timely fashion about meeting arrangements (location, hotel, etc.).
- Assist the chairman in the preparation of the meeting agenda.
- Assist the chairman in managing the mood of committee discussions.
- Prepare minutes and send draft to chairman for approval; distribute minutes to the committee and any other appropriate parties (the committee will vote to approve the minutes at the next meeting).
- Keep committee chairman informed on pertinent matters.
- Assist the committee chairman in preparation of necessary reports, motions, and/or requests to other PHTA committees or councils.
- Arrange special mailings to the committee as requested by the chairman or committee.

- Prepare timelines for standards writing committees.
- Track committee progress on plans, decisions, items on the agenda, etc.
- Provide information, where appropriate, for inclusion in PHTA publications as well as to the Communications Department for potential press coverage.
- Arrange for appropriate badges, etc.

VIII. PHTA Committee Code of Conduct

PHTA committees are intended as forums that will promote positive, productive discourse. It is a forum that will facilitate a free flow of information and positive interaction among and between member volunteers and paid staff. Rude, disrespectful, or abusive conduct is counterproductive to the purpose of the committee and the larger mission of PHTA and will not be tolerated. The following Code of Conduct is intended to ensure that member volunteers and paid staff operate in just such a forum. Accordingly, each member of the committee agrees that:

1. We adhere to PHTA's antitrust policy and PHTA's Volunteer Code of Conduct. We will treat each other respectfully. We will communicate with each other, whether orally or in writing, civilly. We will maintain decorum at all meetings. Emotional outbursts, personal attacks, threats, insults or abusive conduct of any form are strictly prohibited, and any person who engages in the same will be immediately excused from the meeting. Offenders will be brought before the committee for handling and resolution. The committee may elect to vote an offender off the committee pursuant to Article VI.
2. Committee work, discussions and drafts are not allowed to be released outside of the committee without permission by the chair person. Repeat offenders will be asked to leave the committee and/or PHTA.
3. We will not denigrate or disparage the products or services of any other business, whether or not that business happens to be an PHTA member.
4. We will make decisions based solely on the best interests of the committee's work and the organization.
5. We will strive for fairness in all decision-making.
6. Once decisions are made by the group, we will support those decisions. We recognize that some decisions are very difficult. We recognize that some decisions in retrospect, may have been less than optimal. In such cases, we will work together to make appropriate corrections. We will not waste our valuable time by pointing fingers and assigning blame.
7. We will not engage in back-room politics. Rather, we will address issues openly in the context of our meetings. We will be skeptical about any information not shared with the group as a whole.
8. Many decisions will become public information. However, we will keep confidential the nature of the deliberations that result in such decisions.
9. We will be positive. We will be solutions-oriented, not problem-oriented. If at all possible, persons raising new problems will be prepared to suggest solutions to those problems. Committee Members will not be allowed to continually disrupt the progress of the committee by returning to previously approved committee actions and discussions unless new information or research is provided.
10. We will be truthful and honest in all dealings with one another at all times.