



PHTA Code Action Committee (CAC) Operating Guidelines

Version 15 Approved by the Technical Advisory Council (TAC) 6/13/2023

1. 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 except revision or creation of standards by Standard Writing Committees under the PHTA Procedures for American National Standards 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 benefit PHTA. Specific assigned projects include, but are not limited to, the following:

- a. Lead PHTA's review of pool codes and external standards (e.g., ISPSC, IAPMO, MAHC, NEC, ASHRAE, AHRI, etc.) and development of proposed industry supported revisions.
- b. Review and update, as requested by the Editorial Review Committee, other publications, brochures, etc.
- c. Assist PHTA in answering industry technical questions about codes.
- d. Assist PHTA in putting on technical education programs for the industry, public health, and other industry-related organizations/professions.
- e. Assist PHTA, as needed, with media inquiries.
- f. Assist in the review and selection of abstracts and presentations for the World Aquatic Health Conference (WAHC) addressing swimming pool code issues.

2. Membership

A. Qualifications

Members of the CAC 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 and standards-related expertise necessary to the functioning of the Committee.

B. Composition

The size of the committee shall be a minimum of 7 and a maximum of 10 voting members, including 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 CAC

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agenda. Members of the CAC may not be employed by the same organization or employed by a subsidiary of an organization of another CAC member unless specifically authorized by the PHTA Board of Directors.

C. CAC Chair

The Chair of the PHTA Board of Directors, in consultation with PHTA staff and the TAC, shall appoint the Chair of the CAC for a three (3) year term which may be renewable. Chairs shall serve a maximum of two consecutive terms. A Chair of the CAC 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.

D. Responsibilities of the Chair:

1. Be available to attend all meetings.
2. Work with PHTA staff to create and circulate an agenda in advance of all meetings.
3. Arrive or log on early to check on readiness of facility or electronic platform.
4. Determine a quorum.
5. Start meetings on time.
6. Be well organized and prepared for the meeting.
7. Insist that members complete and review assignments prior to the meeting.
8. Follow the agenda and complete all agenda items and goals for the meeting.
9. Be familiar with procedural rules, PHTA bylaws, and parliamentary procedures.
10. Be a teacher and keep the group working together by explaining procedure clearly and communicating the next order of business.
11. Control the floor and establish clear rules on how the meeting will be conducted.
12. Create sub-groups when necessary.
13. 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.
14. Be composed and remain calm and objective.
15. Be precise, especially when stating a motion for voting.
16. Must be available and willing to work with staff by phone, email, or other written or electronic means.
17. 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.
18. Notify PHTA staff of a violation of PHTA Policies.

E. CAC 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 CAC 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 CAC may be removed at any time by the

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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.

F. Responsibilities of the Vice-Chair

1. Assist the Chair in the discharge of his or her duties.
2. Assume the duties of the Chair when he/she is unavailable or unable to act.
3. Carry out assignments made by the Chair.

G. Members/Staggered Terms

Members of the CAC 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 CAC 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 CAC 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.

H. Responsibilities of the CAC Members:

1. Abide by the PHTA Antitrust Policy, PHTA Volunteer Code of Conduct, and PHTA Conflict of Interest Policy.
2. Attend meetings and be present on time.
3. Return meetings notice responses on time, even if not attending the meeting.
4. Not miss two (2) consecutive meetings unless excused by the Chair.
5. Complete assignments in a timely fashion.
6. Review materials and promptly vote on new issues in between meetings by either letter ballot, email, or other means.
7. When coordinating the review of existing or the development of new PHTA standards, must adhere to timelines established for standards development and revision.
8. 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.
9. Abide by all provisions in these Guidelines.
10. To be reappointed, members must adhere to responsibilities and conduct outlined herein.

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I. Responsibilities of Staff:

1. Maintain CAC membership roster including terms of office.
2. Consult with CAC Chair on appointments and other requests.
3. Coordinate and plan meeting arrangements.
4. Notify Committee members in a timely fashion about meeting arrangements (location, hotel, etc.).
5. Assist the CAC Chair in the preparation of the meeting agenda.
6. Take and send draft minutes to the CAC Chair for approval; distribute minutes to the CAC and any other appropriate parties (the Committee will vote to approve the minutes at the next meeting).
7. Arrange special communications to the CAC as requested by the CAC Chair or Committee.
8. Assist the CAC Chair in maintaining order and compliance with these Guidelines.
9. Monitor CAC progress on plans, decisions, items on the agenda, etc.
10. Keep the CAC Chair informed on pertinent matters.
11. Assist the CAC Chair in preparation of necessary reports, motions, and/or requests to the TAC.
12. Provide information, where appropriate, for inclusion in PHTA publications as well as to the Marketing and Communications Department for potential press coverage.

3. Meetings

A. Meeting Schedule

The CAC 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 CAC 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.

B. Quorum and Voting

A majority (51%) of the voting members of the CAC 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 CAC. Voting shall be by simple majority vote.

C. 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 CAC (51%) shall decide the lawful act of the Committee.

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D. 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.

E. 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.