



PHTA Recreational Water and Air Quality Committee (RWAQC) Operating Guidelines

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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 RWAQC is established by PHTA to produce products that will benefit the membership of PHTA. Specific assigned projects include, but are not limited to, the following:

The RWAQC shall:

1. Assist staff in developing and maintaining authoritative information regarding chemical products, processes and devices that affect water and air quality maintenance of swimming pools, hot tubs and spas.
2. Assist staff in developing and maintaining the water and air quality sections of the PHTA standards.
3. Respond to queries referred by staff.
4. Create and update Fact Sheets concerning water and air quality.
5. Assist PHTA in putting on technical education programs for the industry, public health, and other industry-related organizations/professions.
6. Assist PHTA, as needed, with media inquiries.
7. Assist in the review and selection of abstracts and presentations for the World Aquatic Health Conference (WAHC).
8. Give assistance to the Technical Advisory Council (TAC) when requested.
9. Advise the TAC, through the RWAQC Chair of issues of technical importance.

2. Membership

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

The size of the committee shall be a minimum of 7 and a maximum of 15 voting members (or their selected alternates), which include the Chair and Vice-Chair. Members of the RWAQC may not be employed by the same organization or employed by a subsidiary of an organization of another RWAQC member unless specifically authorized by the PHTA Board of Directors.

There may be additional attendees including potential candidates (applicants), subject matter experts, guests (individuals requesting to address a specific item before the Committee), and observers They shall adhere to PHTA's antitrust policy, PHTA's Volunteer Code of Conduct, and PHTA's Conflict of Interest Policy.

B. RWAQC Chair

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

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. Recognize alternate voting members as provided in this document.
6. Start meetings on time.
7. Be well organized and prepared for the meeting.
8. Insist that members complete and review assignments prior to the meeting.
9. Follow the agenda and complete all agenda items and goals for the meeting.
10. Be familiar with procedural rules, PHTA bylaws, and parliamentary procedures.
11. Be a teacher and keep the group working together by explaining procedure clearly and communicating the next order of business.
12. Control the floor and establish clear rules on how the meeting will be conducted.
13. Create sub-groups when necessary.
14. 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.
15. Be composed and remain calm and objective.
16. Be precise, especially when stating a motion for voting.
17. Must be available and willing to work with staff by phone, email, or other written or electronic means.
18. 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 RWQAC in order to complete tasks.
19. Notify PHTA staff of a violation of PHTA Policies.

C. RWAQC Vice-Chair

The TAC will nominate a Vice-Chair to the Board of Directors for approval in consultation with the RWAQC Chair. The Chair of the PHTA Board of Directors,

in consultation with PHTA staff, shall appoint the Vice-Chair of the RWAQC 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 RWAQC may be removed at any time by the majority vote of the Board of Directors. If the RWAQC Vice-Chair resigns, the TAC will recommend a Vice-Chair to the Board of Directors for approval in consultation with the Chair.

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.

D. Appointment

Members of the RWAQC 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 recreational water and air-related expertise necessary to the functioning of the Committee. Members shall be selected to provide expertise necessary for the work of the committee. Appointment shall be based on qualifications of the applicant. The membership of the committee should be appointed to maintain a balance of expertise and interests within the membership with no interest category dominating.

Voting alternates may be appointed by the TAC for purposes of participation. When an organization's voting member is absent from a meeting, the voting alternate may cast votes on their behalf.

An alternate attending RWAQC meetings when the voting member is also present will be classified as an Observer.

There is no requirement for prior attendance for the alternate. An alternate is allowed to submit an application for committee membership if the voting member resigns from the committee. There can only be one vote per company. In order for an alternate to be nominated as a full voting member, the alternate must be approved by the voting members of the committee. The vote for nomination to full membership may occur following one meeting but no later than three meetings of the committee. If nominated by the committee, staff will submit the individual's name to the TAC for appointment consideration. An alternate can vote before they have fulfilled the requirements for full membership.

Committee members shall be PHTA members in good standing. If a voting member changes employment, the individual has 90 days to submit an application to be considered as a voting member.

Each individual is appointed in light of experience, expertise, and contributions he or she can bring to the committee and willingness to meet the responsibilities of committee membership as outlined in these procedures. It is expected that new applicants will provide expertise needed for the committee's work that is not already provided by the current committee membership.

Potential new members shall submit a PHTA Recreational Water and Air Quality

Committee (RWAQC) Application Form, along with supporting documentation, for committee membership. PHTA staff and the RWAQC Chair shall initially review applications.

At the Chair's and staff's discretion, new applications may be reviewed by additional members of the committee. At the chair's discretion, new applicants may be invited to attend one or more meetings as a guest prior to nomination as a potential candidate. Appointment as a voting member by the TAC shall be made in accordance with the procedure detailed in the "Voting Members" Section below. If a new member is appointed after the first meeting of the year, that year will still be considered the first year of a 5-year term. If the committee is at maximum size, new applications will be held until a vacancy occurs.

E. Voting Members

At the discretion of the Chair, individuals may attend up to three committee meetings in order to be considered for full voting membership. Attending three consecutive meetings does not automatically gain membership to the committee. After the individual has attended three meetings, the voting members of the committee shall consider whether the applicant can become a voting member nominee based upon performance at the meeting and demonstrated knowledge. A 2/3 majority of the quorum must be attained to nominate a voting member or recommend to the TAC removal of a member before or at the end of their term. If a member has been removed before or at the end of their term, all alternates from their organization are also removed and are unable to serve as voting members, alternates, or non-voting members. The former voting member's organization will be given an opportunity to submit a potential applicant for consideration.

F. Term of Office

Each voting member shall serve for a five-year term. A voting member may be nominated by the committee to serve subsequent terms of office.

Responsibilities of Members:

1. Abide by the PHTA Antitrust Policy, PHTA Volunteer Code of Conduct, and PHTA Conflict of Interest Policy.
2. Should be available to serve as a member of the PHTA-11 SWC.
3. Committee members and consultants must provide rationale and use scientific data and research to support their recommendations.
4. Individuals who are interested in serving as a member or a consultant on the committee must complete a RWAQC Application Form, along with supporting documentation. When an individual leaves the committee and an alternate has not been previously named, membership on the committee does not automatically transfer to a new individual from that company or organization; the new individual must submit a new RWAQC Application Form for membership.
5. Meeting attendance is required. Members must not miss two (2) consecutive meetings unless excused by Chair. Members who miss two (2) consecutive meetings unless excused for good cause

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- by the Chair are considered to have tendered their resignations.
6. If it is necessary to cancel attendance for a meeting, members must communicate this to the committee's staff liaison and committee Chair.
 7. Members must contact the staff liaison and Chair of the committee if they would like to bring an alternate, invited guest, or observer to a meeting.
 8. Be willing to review materials and vote on new issues in-between meetings by letter ballot. Letter ballots are conducted via e-mail. Committee members must return ballots on time. Membership will be terminated if a member fails to respond to two consecutive ballot issues without notification to PHTA staff of justifiable cause, unless excused for good cause by the Chair.
 9. Return meeting notice responses on time even if not attending. (Staff will request responses to meeting notices within 10 business days.)
 10. Accept committee assignments and complete them in a timely fashion. Membership will be terminated if a member fails to complete two consecutive committee assignments unless excused for good cause by the Chair.
 11. Members should help the committee complete activities and projects. Committee membership will be terminated if a member continually disrupts the progress of the committee.
 12. Draft responses to comments submitted on standards and publications.
 13. To be reappointed, members must adhere to responsibilities outlined herein.
 14. Committee members are responsible for familiarizing themselves with the technical content developed by the committee and should have a working knowledge of the underlying reasoning in development of content. Members should familiarize themselves with the chemical sections of all PHTA standards, Chemical Operating Parameters Appendix ("Appendix A"), and the Fact Sheets.
 15. Participate in peer evaluations as necessary.

Responsibilities of Staff:

1. Maintain RWQAC membership roster including terms of office
2. Consult with RWQAC 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 RWQAC Chair in the preparation of the meeting agenda.
6. Take and send draft minutes to the RWQAC Chair for approval; distribute minutes to the RWQAC and any other appropriate parties (the Committee will vote to approve the minutes at the next meeting).
7. Arrange special communications to the RWQAC as requested by the RWQAC Chair or Committee.
8. Assist the RWQAC Chair in maintaining order and compliance with these Guidelines.
9. Monitor RWQAC progress on plans, decisions, items on the agenda, etc.

10. Keep the RWQAC Chair informed on pertinent matters.
11. Assist the RWQAC 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.

G. Appointed Subject-Matter Experts (SMEs)

SMEs may be appointed by the TAC, in consultation with the RWAQC Chair, to provide specialized expertise. They shall be governed by these Guidelines except they shall not vote.

The Chair, in consultation with the staff, has discretion to consider individuals for appointment as SMEs. SMEs are not expected to have the water chemistry experience and expertise required of voting members; however, individuals considered for appointment as SMEs shall provide specialized expertise related to the pool and spa industry that will be of benefit to the committee's work. SMEs are appointed based on filling a specific purpose or providing specialized expertise.

SMEs may vote at the task force level when they are members of a task force. SMEs do not vote on issues before the committee but may provide comments at meetings.

Individuals who wish to be considered for an appointment as an SME shall complete the PHTA RWAQC Application Form, along with supporting documentation.

H. 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.

I. 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.

3. Meetings

A. Work Processes

In performing committee functions, members endeavor to obtain verifiable science-based information, persuasive to a fair-minded scientific evaluation, utilizing the best research available. To the extent possible, the documents include the results of controlled studies, verifying claims and addressing all reasonable questions. The process of developing these documents includes collection of relevant materials, providing rationale for positions held.

B. Process for Debate

Meetings are designed to be as efficient as possible by following the agenda. During meetings, members are asked to refrain from informal debate not related to agenda items. To facilitate meetings, committee members are responsible for familiarizing themselves with the technical content developed by the committee and should have a working knowledge of the underlying reasoning in development of content.

Based on its domain and scope, the RWAQC will be called upon to evaluate new data and to make recommendations for chemical operating parameters based on new science and technology. Therefore, from time to time, the committee may need to discuss new and controversial topics.

When a member of the committee wishes to introduce or present a new or controversial topic to the committee, he or she should notify the Chair and the staff liaison. With the agreement of the Chair and staff, the topic will be placed on the next available meeting agenda. The committee member shall present verifiable or best available scientific data to the committee during consideration of the topic.

This process is to provide notice to members of the committee and to allow members to be prepared to have a meaningful discussion and to reach a reasonable decision about the topic. Committee members should contact the Chair and the staff liaison six weeks prior to a meeting if they wish to schedule time for an agenda item. This process also applies during development of publications and other committee projects.

C. Draft Documents

As stated above, the committee may need to discuss and develop draft documents on new and controversial topics. Since these draft documents have not been vetted by the entire committee, distribution should be limited to voting members, potential candidates under consideration for full voting membership, and consultants. Invited guests may receive and review draft documents related to the specific agenda items they wish to address with the committee. Draft documents should be indicated as such and not be distributed.

D. Task Forces and Subcommittees

The RWAQC Chair will create subgroups and appoint its members, as

necessary. Non-PHTA members may serve on a subgroup. Depending upon the content, when the full committee has approved a publication or work product, it may be forwarded to the TAC, other committees and/or councils for review. This review process is coordinated by the Chair of the committee and appropriate PHTA staff.

E. Meeting Schedule

The Recreational Water Quality Committee (RWAQC) meets at least three times a year. Additional meetings may be scheduled if necessary. Each member is encouraged to attend a meeting in-person at least once per year.

Staff in consultation with the Chair reserves the right to cancel meetings if there are insufficient topics to make up a full day's agenda for a meeting. Staff also reserves the right to cancel meetings if committee members do not submit committee assignments in a timely manner. Staff will confirm the meeting in advance to allow members to purchase tickets cost effectively. Committee members should not make travel arrangements until staff confirms a meeting.

F. Voting Criteria

1. Committee Meetings

A majority (51%) of the voting members of a committee constitutes a quorum. The act of a 2/3 majority (67%) of the members present at a meeting at which a quorum is present shall decide the lawful act of the committee for technical issues. A simple majority (51%) of the members present is sufficient for non-technical issues. 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 2/3 vote at a meeting of a quorum or by e-mail or other written or electronic means.

2. Electronic Ballots

Electronic 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.

If negative ballots must include the reason for the disapproval, must cite the specific sentence, paragraph, or provision for the objection, and should submit proposed corrective language that would satisfy the disapproval. Members are encouraged to support their rationales with scientific data and research in order to establish a persuasive technical argument.

G. Comment Period

A comment period may be established prior to letter ballots or votes at a committee meeting. The purpose of the comment period is to consider any issues that members of the committee want to raise, prior to balloting.

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If necessary, the staff liaison in consultation with the task force or subcommittee Chair may determine that a new draft needs to be prepared and circulated to the task force or subcommittee for more than one round of review/comment before presentation to the full committee.

The committee is empowered to send a publication back to the task force or work product back to the subcommittee after receipt, if the committee determines that the publication or work product is not ready for committee review. The committee should provide to the task force and subcommittee specific instructions for improvement.