



PHTA Standards Process Committee (SPC) Operating Guidelines

Version 18 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.

The Standards Process 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.

2. Membership

A. Qualifications:

Members of the SPC 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.

B. Composition:

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

C. SPC Chair

The Chair of the PHTA Board of Directors, in consultation with PHTA staff and the TAC, shall appoint the Chair of the SPC for a three (3) year term which may be renewable. Chairs shall serve a maximum of two consecutive terms. A Chair of the SPC 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 new SPC 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 SPC in order to complete tasks.
18. Notify PHTA staff of a violation of PHTA Policies.

E. SPC 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 SPC 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 SPC 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 SPC 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 SPC 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 SPC 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 SPC 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.

H. Responsibilities of the SPC 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 remain in good standing, members must adhere to responsibilities and conduct outlined herein.

I. Responsibilities of Staff:

1. Maintain SPC membership roster including terms of office.
2. Consult with SPC 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 SPC Chair in the preparation of the meeting agenda.

6. Take and send draft minutes to the SPC Chair for approval; distribute minutes to the SPC and any other appropriate parties (the Committee will vote to approve the minutes at the next meeting).
7. Arrange special communications to the SPC as requested by the SPC Chair or Committee.
8. Assist the SPC Chair in maintaining order and compliance with these Guidelines.
9. Monitor SPC progress on plans, decisions, items on the agenda, etc.
10. Keep the SPC Chair informed on pertinent matters.
11. Assist the SPC 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 SPC 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 SPC 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 SPC 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 SPC. 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 SPC Chair and PHTA staff. A majority of the SPC (51%) shall decide the lawful act of the Committee.

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.