



PHTA Technical Advisory Council (TAC) Operating Guidelines as a Committee of the Board of Directors

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1. Scope

The Technical Advisory Council (TAC) shall be responsible for providing scientific and technical guidance and support to the Pool and Hot Tub Alliance (PHTA) Board of Directors (Board). The TAC shall oversee the technical accuracy of all the technical, safety, and health affairs of the association, except revision or creation of standards by Standard Writing Committees under the PHTA Procedures for American National Standards, including the development of policy recommendations to the Board of Directors and, when approved, the implementation of such policies.

The TAC shall review consensus standards for technical accuracy; recommend and oversee appropriate scientific research; and oversee other technical, safety, and health activities as may be required by the Alliance and its councils and committees. Specific responsibilities of the Council include:

- a. Assist the Board of Directors in developing and implementing a technical vision and strategy for the Alliance.
- b. Oversee and coordinate the activities among the Standards Process Committee (SPC), Recreational Water and Air Quality Committee (RWAQC), Code Action Committee (CAC), Editorial Review Committee (ERC), and the Research and Grants Committee (RGC).
- c. Recommend the Chair and Vice-Chair of the SPC, RWAQC, CAC, ERC, and RGC to the Board of Directors for approval.
- d. Approve the membership of the SPC, RWAQC, CAC, ERC, and RGC.
- e. Recommend to the Board of Directors the development of a new PHTA standard or the withdrawal of an existing PHTA standard.
- f. Approve initiation of a revision or reaffirmation of an existing PHTA standard.
- g. Approve the membership of the Standard Writing Committees (SWCs) and appoint the SWC Chairs and Vice-Chairs.
- h. Approve revised PHTA Procedures for American National Standards to be submitted to the American National Standards Institute (ANSI) for approval.
- i. Oversee the review of all educational materials produced by PHTA, including, but not limited to, consumer safety brochures, fact sheets, PHTA educational course materials (such as manuals, online content, workbooks, CPO and Genesis course materials, and presentations), or other items as directed by the PHTA Board of Directors.
- j. Identify technical content writers for proposed educational materials.
- k. Provide technical support, as needed, to other committees.
- l. Maintain the consistency of the technical information presented to Alliance members.

- m. Form task force committees, as directed by the Board of Directors, to address specific technical issues or resolve technical differences that may arise within or between the standing committees reporting to the TAC.
- n. Respond to the immediate technical needs and demands of PHTA members, legislatures, and government and code officials.

A. Standing Committees

The following committees report to the TAC:

1. **Standards Process Committee (SPC).** This Committee is responsible for maintaining existing and developing new PHTA Standards and their associated appendices through either revision or reaffirmation.
2. **Code Action Committee (CAC).** This Committee is responsible for monitoring, reviewing, and commenting on issues or inquiries relating to model and adopted codes and external (non-PHTA) standards affecting the technical, safety and health affairs of the Alliance and developing proposals.
3. **Recreational Water and Air Quality Committee (RWAQC).**

This committee develops and maintains authoritative information regarding chemical products, processes and devices that affect water quality maintenance.

4. **Editorial Review Committee (ERC).** This committee is responsible for reviewing and editing all educational materials produced by PHTA, including, but not limited to, consumer safety brochures, fact sheets, PHTA educational course materials (such as manuals, online content, workbooks, CPO and Genesis course materials, and presentations)
5. **Research and Grants Committee (RGC).** TBD.
6. **PHTA Glossary Committee (PGC).** The PGC is responsible for producing a document or tool that helps to harmonize terminology and definitions used in PHTA publications, codes, and standards and in external codes and standards used in the pool and hot tub industry.

2. Membership

A. Qualifications:

Members of the TAC shall be PHTA members or employees of members in good standing of the association during their term of office. They shall be appointed by the Board of Directors in a manner designed to provide industry-related expertise necessary to the functioning of the Council.

B. Composition:

The TAC shall have a maximum of (9) nine members, which include the chairpersons of the Standards Process, Code Action, Recreational Water and Air Quality, Editorial Review, and Research & Grants Committees; and the chairperson of the International Hot Tub Association (IHTA) Engineering Committee. Other TAC members may include technical representatives from other industry stakeholders. Members of the TAC are appointed by the PHTA Board of Directors and shall be voting members. A TAC member may not be employed by the same organization or employed by a subsidiary of an organization of another TAC member unless specifically authorized by the PHTA Board of Directors.

The Chair of the PHTA Glossary Committee (PGC) shall attend TAC meetings as an ex-officio (non-voting) member and report progress to the TAC.

Observers and guests may participate in discussion only, and upon recognition of the TAC Chair.

C. TAC Chair

The PHTA Board of Directors, in consultation with PHTA staff, shall appoint the TAC Chair for a three (3) year term which may be renewable. The Chair shall serve a maximum of two consecutive terms. A member of the Board of Directors may serve as the Chair of the TAC. The TAC Chair may act on behalf of the full TAC should an immediate response or decision be required and a discussion by Council members is not possible.

The Chair of the TAC may be removed at any time by the majority vote of the Board of Directors. If a TAC Chair resigns or is removed, the TAC will make a recommendation for his or her successor in consultation with the Chair of the PHTA Board of Directors and PHTA staff.

D. Responsibilities of the TAC 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. 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.
13. Be composed and remain calm and objective.
14. Be precise, especially when stating a motion for voting.
15. Be available and willing to work with staff by phone, e-mail, or other written or electronic means.
16. Work with PHTA staff to ensure that the Council completes projects on time. At times, the Chair will be called upon to contact members of the TAC to complete goals.
17. Send PHTA staff a notification email which will serve as a trigger for a PINS form to be submitted to ANSI by the Secretariat.
18. Create subcommittees and working groups consistent with these Guidelines.
19. Notify PHTA staff of a violation of PHTA Policies.

E. TAC Vice-Chair

The PHTA Board of Directors, in consultation with PHTA staff, shall appoint the TAC Vice-Chair for a three (3) year term which may be renewable. The Vice-Chair shall serve a maximum of two consecutive terms. A member of the Board of Directors may serve as the Vice-Chair of the TAC. The Vice-Chair of the TAC may be removed at any time by the majority vote of the Board of Directors. If a TAC Vice-Chair resigns or is removed, the TAC will make a recommendation for his or her successor in consultation with the Chair of the PHTA Board of Directors and PHTA staff.

F. Responsibilities of the TAC 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 TAC shall be appointed to serve a three (3) year term and shall serve a maximum of two consecutive terms. Chairs of reporting committees shall serve as a member only so long as they are in that capacity. In the event such a member is replaced as Chair of one of the reporting committees, the new Committee Chair will take that person's place on the TAC subject to the remaining provisions in these Operating Guidelines.

Members will serve at the discretion of the PHTA Board of Directors. An attempt to stagger the Terms shall be instituted and does not apply to the members who are the Chair of a Committee reporting to the TAC.

If a member of the TAC resigns or is removed before the end of their term, a replacement will be appointed by the PHTA Board of Directors, in consultation with PHTA staff.

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

H. Vacancies

The TAC Chair and PHTA staff will receive and review TAC application forms. The TAC Chair shall get additional input and assessments on the candidates from members of the TAC. However, the final decision on appointment is made by the PHTA Board of Directors in consultation with PHTA staff.

I. Responsibilities of the TAC 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. Accept subgroup designations and assignments from TAC Chair and complete assignments in a timely fashion.
6. Review materials and promptly vote on new issues in between meetings by either letter ballot or email.
7. 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.
8. Abide by all provisions in these Guidelines.
9. To be reappointed, members must adhere to responsibilities and conduct outlined herein.

J. Responsibilities of Staff:

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

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. Quorum and Voting

A majority (51%) of the voting members of the TAC 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 Council. 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. All voting members may vote on all matters before the TAC.

B. Subcommittees or Working Groups

The TAC Chair may create ad-hoc subgroups to assist the TAC in addressing issues or subjects. Subgroups will review and address the issues assigned and report back to the TAC with a consensus or multiple recommendations. Non-TAC members may be appointed to a subgroup.

C. Meeting Schedule

The TAC shall meet at least annually and may schedule additional meetings as needed. Voting and other work of the TAC may also take place by e-mail, or other virtual means agreed upon by the TAC in consultation with PHTA staff. At the Chair's discretion, meetings can be recorded for internal PHTA staff use only. Recordings shall be saved until the minutes of the applicable meeting are approved by the TAC.

The TAC Chair will work closely with PHTA staff to keep the Council operating smoothly and review the size/structure to ensure it has the expertise to do its job effectively.

D. Letter Ballots and Emails:

Ballot actions by email, or other virtual means agreed upon by the TAC Chair and PHTA staff, may be taken on any subject when considered appropriate by the TAC Chair and PHTA staff. A majority of the TAC (51%) shall decide the lawful act of the Council. Results from ballot actions shall be recorded by staff and communicated out to the TAC.