

STG and TG Officer Training for Standards and Report Development



Roles & Responsibilities STG Chair

- **Familiarity with TCC Manuals (Operating Manual and Publications Manual)**
- **Conduct STG meetings (at least once/year)**
 - STG-sponsored Technical Information Exchanges (TIE)
 - Reaffirmation of existing standards/reports *is no longer done in meetings, but by ballot only because of ANSI requirements*
- **Informally attend TG and TEG meetings**
- **Ensure succession of officers at STG, TG, TEG levels**
 - Appoint TG and TEG officers
 - **Staff must be informed of any changes in officers** (either appointments or inactive)
- **Standards must be revised in a timely manner: 1-2 years before due date.**
 - NACE staff maintains a current spreadsheet
 - Ensure TGs are formed to write or revise documents

So You Are a TG Officer

What Happens Next in Standards or
Report Development?

Getting Started

- Understand Basic Parliamentary Procedures
- Read and Follow the TCC and Technical Committees Operating Manual (TCOM)

<http://www.nace.org/uploadedFiles/Committees/TCOM%202014.pdf>

Read and Follow the Technical Committee Publications Manual (TCPM)

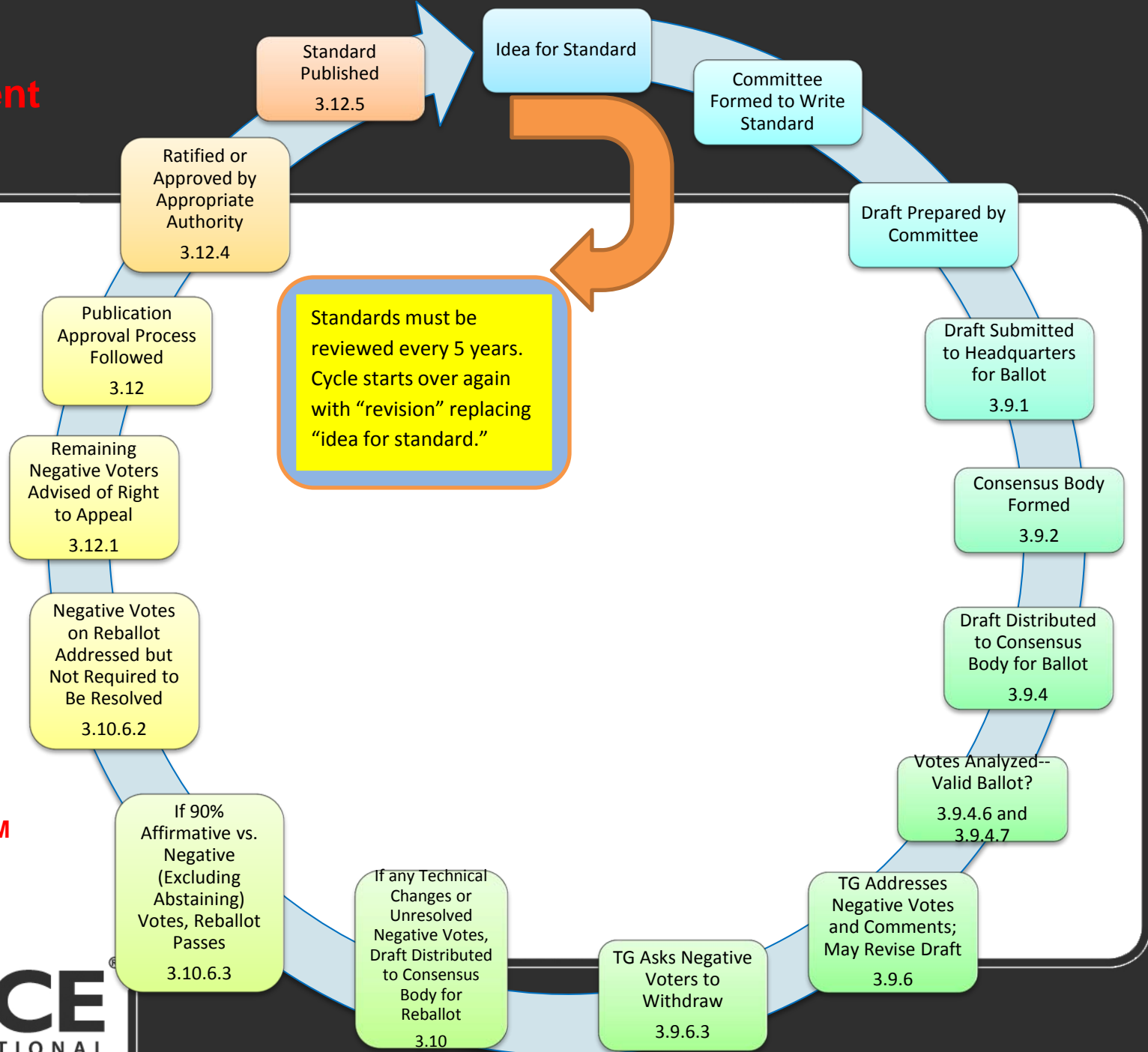
<http://www.nace.org/uploadedFiles/Committees/techCommPubSept2014.pdf>

KEEP A COPY OF BOTH WITH YOU AT THE MEETINGS. They can help you get out of a jam.

NACE Standards Development Staff Liaison & What NACE Staff Does

- Introduce yourself to the NACE Staff Liaison for your TG.
 - Understand how they can help you get started & avoid pitfalls
- What NACE staff does:
 - Advises committee officers on procedures
 - Edits drafts & sends standards out for ballot
 - Helps resolve and document handling of negative votes
 - Guides standards through approval and publication process

Standard Development Cycle



Numbers are TCPM Paragraphs

Getting Started

- **Do not be afraid to ask for help.** Who should I ask?
 - NACE staff liaison
 - Technology Coordinator, STG Chair, TG Chairs, TCC officers
- Chairs and vice chairs are only intended to be “facilitators.”
Do not come with an AGENDA.
- Get to know your vice chair, STG chair, and TG members
- **LACK OF COMMUNICATION with NACE staff** and/or TG members is one of the biggest pitfalls. Stay in constant touch.

Getting Started—Start-Up Pitfalls

- Be sure you understand the assignment of your group
 - Check out possible **overlaps** of the assignment with existing standards or reports. If an overlap exists, contact your staff liaison, STG chair, or Technology Coordinator.
 - Assignment does not match the problem: A TG was formed to write a Standard Practice (SP); it was later determined that it should be a Test Method (TM).
- TGs get **Off Track—do not let it drag on.**
 - Set progress benchmarks, completion date, delegate to TG members, respond to NACE staff.
 - Have Web meetings between Conference and CTW.

Getting Started—Scheduling Your Meeting

- Schedule a meeting at next Conference or CTW, or work with your staff liaison to set up a Web conference.
 - Review NACE-required timelines for requesting a meeting
 - Get appropriate signatures
 - **Avoid potential conflicts with other meetings** that members might also be interested in attending
 - **Get your request in early**
- Make sure you request a large-enough room

Getting Started—Your First Meeting

- Limit Number of Voting Members on the TG
 - It is your choice who is on committee
 - Pick members that will:
 - Provide good representation from industry
 - Provide good input and be knowledgeable
 - **Be responsible and responsive**
 - Be able to objectively handle controversial subjects
- AVOID imbalance of interest classifications of TG voting members
- It is extremely helpful to have a **working draft or outline prepared** and distributed to TG members for review before the meeting. This will keep you focused.
- Set Realistic Goals and Agendas

Meetings May Not Be Cancelled

A scheduled committee meeting cannot be cancelled. If a meeting has been scheduled and the chair cannot attend, make every attempt to have someone run the meeting, rather than a no-show; attendees are counting on us!!

Some attendees may travel to Conference/CTW specifically to attend your meeting!

The Meeting

- Check out the room well before the meeting to be sure all needed equipment is available.
- Start and end the meeting according to the Agenda.
 - Attendees do not want to miss another meeting!!!
- FOLLOW ROBERTS RULES OF ORDER
 - Chair and/or vice chair **MUST remain neutral on the proceedings**. Your positions are of facilitator and meeting documentation, respectively.
 - As the chair, do you want to be perceived as being fair, or having a personal agenda related to the outcome of the assigned task?
 - This is a consensus system, not 100% unanimous; so
 - Listen to and capture comments
 - Give everyone a chance to provide input!

Pitfalls for TGs—Meetings

- Failure to create an agenda for scheduled meeting
- Failure to follow agenda
- Inaccurate or missing minutes
- Room not large enough
- Chair/vice chair do not maintain control
- Meeting dominated by single person or group with “agenda.” If required, enforce time limits on speakers
- Lack of TG voting members at meetings
 - Contact voting members **before** meeting to see how many will be in attendance.
 - A quorum is not required.

Pitfalls for TGs—Creating Document

- Too much time:
 - To create 1st draft: Assign sections to different members, and/or [delegate the work some other way](#).
 - Between meetings: Work on drafts between meetings. Think about monthly Web meetings; this will reduce time to create document and maintain interest.
- Anticipate controversies
- Style inconsistent with Publications Style Manual
 - Be aware of Publications Style Manual requirements
<http://www.nace.org/uploadedFiles/Committees/StyleGuideall.pdf>
 - Check with NACE staff liaison or RPC about common mistakes in style, e.g., shall vs. should, etc.
- Definitions inconsistent with published definitions or related documents (NACE/ASTM G193)

Pitfalls for TGs—Interacting with Members

- Anticipate Leadership Needs and Succession of Officers
- Too much load on chair
 - Consider sharing assignments with vice chair, not only to balance workload but to be able to fill in when needed
- Members not responsive to assignments:
 - Re-delegate, and/or
 - Remove member from TG (with support of STG chair)
- TG does not have to meet in person to discuss changes
 - E-mails and conference calls can be extremely effective & timely
 - Contact your NACE staff liaison to set up conference calls

Preparation of Standards Development of Consensus Body

- Minimum of 50 members. If < 50 members in STG, members from other STGs must be identified.
- Canvass: NACE Staff distributes abstract and asks members if they wish to vote → 4 week response time.
- Respondents must indicate an **interest classification to avoid “dominance”** of any one classification in the consensus body.
 - **User/Consumer, Manufacturer/Producer, General Interest, Consultant, Contractor, Government/Military, R&D, and Testing**
- If there are > 50% in any one classification, more voters in other classifications must be solicited.
- If < 50 members respond affirmatively, administrative and sponsoring STG chair(s) shall be solicited for additional members.
- Consensus Body: STG members + TCC + Interested members. **List remains the same for all subsequent ballots**

Standards Procedures Overview

Handling Ballot Results

- After ballot, Task Group:
 - Attempts to resolve all negatives by E-mails, conference calls, or
 - Invites negative voters to TG meeting
- Administrative STG chair:
 - Ensures TG demonstrates due diligence

Pitfalls for TGs—Voting and Negatives

- Understand method for handling negative ballots. (Your NACE staff liaison, STG chair, or Technology Coordinator can help you).
- Discuss negatives with committee members prior to discussing with submitter.
- **Make sure you maintain written documentation of how the TG handled the negative vote and communicated with the negative voter, and whether it was resolved or not.**
- Cannot change anyone's vote without their permission (ANSI Rules)
- Know the difference between technical and editorial changes.
- Be aware of deadlines, e.g., if you want to review negatives at CTW, make sure the ballot is out and completed prior to CTW.

Standards Procedures Overview

Handling Negatives

- Negative votes **not pertaining to the proposal** need not be addressed
 - Recorded as “Negative Without Comment”
 - Comments will not be solicited
 - No response to voter necessary
 - Any unrelated comments on a draft standard shall be treated as a proposal for new work

Standards Procedures Overview

Handling Negatives

- Negative votes with **only editorial or philosophical** comments:
 - Recirculate to the sponsoring STG(s) with minutes from the TG meeting, or
 - STG meeting where negative was discussed
 - Minutes must document handling of vote
- All negative voters must receive written disposition of comments and reasons, even if vote resolved.

Standards Procedures Overview

Handling Negatives

- Reballot is required if unresolved negatives remain and/or technical changes are made
- Only those paragraphs that have been technically changed since the last ballot shall be distributed
- 90% affirmative, excluding abstentions, for reballot to pass
- Negatives must be addressed, but do not have to be resolved
- **Standard can proceed to publication with unresolved negatives as long as there are 90% affirmative votes**

Preparation of Standards Votes from Reballots

- If voters don't vote on reballot, their original vote stands.
- If voters didn't vote on first ballot, but vote on reballot, vote on reballot stands.
- Voters may change their vote on the reballot, and that vote stands.

Standard Procedures Overview

Reaffirmation, Revision

- Must be completed every five years
- Begin review 1-2 years before 5-year date
- Technology Coordinator and STG chair ensure review is initiated
- STG chair appoints ad hoc committee to review
 - If reaffirmation is recommended, vote is done via letter ballot (used to be able to reaffirm at STG meeting)
 - If revision recommended, TG formed (same procedures followed as for new standard)

Standards Procedures Overview

Withdrawal

- If withdrawal recommended, ballot is sent to administrative and sponsoring STG members
 - Affirmative vote of 2/3 of STG members with 50% return & <50% of any one classification required
- Automatic withdrawal may occur if:
 - Committee not showing measurable progress
 - Revision/reaffirmation not completed by year 7
 - **STG should consider ramifications to industry if document is withdrawn**

Procedures Overview

Preparation of Reports

- Reports have Review and Comment step before ballot
- **REPORTS CANNOT MAKE RECOMMENDATIONS**
- Development of consensus body and interest classifications are similar to those for standards
- All negatives do not have to be resolved, but must be addressed
 - Reballot is necessary if substance or intent of report altered in revised content

STG and TG Officer Training

Thanks for coming !

