

## **AREMA C&S Technical Committee Manual Part Handling and Approval Process**

Revised November 19, 2002

The following is a detailed step-by-step process to be used by all AREMA C&S Technical Committees concerning the handling and approval process for C&S Manual of Recommended Practices, Manual Parts. Where Manual Parts are mentioned, they shall also refer to Assignments, where applicable. Where “revised” Manual Parts are mentioned, they shall include Manual Parts, which are new, revised, or eliminated.

Process type questions are to be raised to the Functional Group Board. Any technical issues with execution of the process should be raised to AREMA headquarters to the Director of Committees and Technical Services.

The process is in accordance with the document entitled “Regulations Governing AREMA Committees”. The process is an all-electronic one, and should be handled via e-mail, whenever possible.

### **Manual Parts for Review**

All Manual Parts are to be reviewed on a five-year basis. AREMA headquarters has all Manual Parts in electronic form (MS Word), and are available to the Technical Committees for review via e-mail. The following steps are to be followed:

1. Committee Chairman, Secretary, or Subcommittee Chairman or Secretary (requestor) shall contact the Director of Committees and Technical Services by e-mail or phone requesting e-mail attachments for each of the Manual Parts to be reviewed.
2. The Director of Committees and Technical Services will forward via e-mail the attachments to the requestor.
3. The requestor will then forward the appropriate manual parts to the various Committee or Subcommittee members for review.
4. The Subcommittee Chair, Secretary or designated member shall incorporate all comments into one MS Word document.
5. Comments will continue to be received and incorporated into one document until the Committee is ready for a vote. This document will be a “red line copy” showing the edits required.
6. A second “clean copy” document will also be developed with all edit changes incorporated.
7. Manual Parts which are being “Reaffirmed” need not be sent for balloting. A list of reaffirmed Manual Parts will be read at the full Technical Committee meeting, and the list will then be sent via e-mail to the Director of Committees and Technical Services for information purposes. Reaffirmed Manual Parts with “Date” change only will be sent to the Director of Committees and Technical Services.
8. The same process above for Reaffirmed Manual Parts will also be used for “Extended” Manual Parts, except that there will be no need to send Extended Manual Parts to the Director of Committees and Technical Services.

## **Balloting Process**

When Manual Parts are ready to be voted on by the Full Committee, there will be a two- step balloting procedure: Meeting Ballots , and mailed Letter Ballots. Most Manual Part votes take place in either the Fall or Spring meetings. It is important to remember that every Technical Committee member must have a chance to vote on all Manual Parts.

The Balloting procedure requires a ballot number. The ballot number shall include the Committee number (2 digits), the Year (2 digits), as well as the sequential Ballot number (2 digits). An example would be: Ballot number: 37-01-02. This would be the second Ballot for Committee 37 in the year 2001.

## **Meeting Ballots**

Due to the volume of Manual Part changes each year, a Meeting Ballot will be taken at Full Committee meetings for Manual Parts which are ready for approval. The results of the Meeting Ballot are not to be considered as conclusive of the vote's outcome, as mailed Letter Ballots will be required for some members. The Meeting Ballots will be conducted using a prepared "Letter Ballot Form", one for each member present, and the vote results will be recorded on the AREMA "Manual Part Voting Summary Form" by the Committee Secretary or Chairman. The steps to be taken are as follows:

1. The Technical Committee Chairman or Secretary shall pass out the Letter Ballots and conduct the Meeting Ballot. Each Manual Part for approval will be listed and voted on separately.
2. Those members attending the meeting who either wish to vote by e-mail or by mailed hard copy Letter Ballot must not vote in the Meeting Ballot.
3. Once all voting is complete, the Chairman or Secretary will collect the Letter Ballots, ensuring each voting member has signed their Ballot.
4. A Manual Part Voting Summary Form will be prepared which lists all members eligible for voting, a listing of all the Manual Parts up for vote, and a record of each vote (Yes, No, Abstain) received at the meeting.
5. The completed PRELIMINARY Manual Part Voting Summary Form must be sent to the Director of Committees and Technical Services by e-mail. The Committee Chairman or Secretary shall keep a copy of this Form for their records and for completion once all members have voted.
6. An electronic "clean copy" and "red line copy" of each revised Manual Part and a copy of the prepared "Letter Ballot Form" will be sent via e-mail to the Director of Committees and Technical Services for further handling with copies to each of the C&S functional group board members.

## **Letter Ballot**

Once a Meeting Ballot is taken, and the appropriate materials have been forwarded to the Director of Committees and Technical Services, the remaining Technical Committee Members, who either did not attend the meeting or who had elected not to participate in the Meeting Ballot, shall now be sent a Letter Ballot. The following steps are to be followed for issuance of a Letter Ballot:

1. The Director of Committees and Technical Services will review the Committee roster on file with the Preliminary Manual Part Voting Summary Form names. Any discrepancies should be quickly resolved with the Committee Chairman.
2. The Director of Committees and Technical Services will e-mail, fax or mail the Letter Ballot and “red line copies” to those members who were either not present for the vote or elected not to participate in the Meeting Ballot. Only members who have requested paper copies from the Director of Committees and Technical Services will be sent a hard copy package by mail or fax. All other member will receive e-mail copies. **All emailed ballot materials will be sent using some form of receipt acknowledgement to ensure the recipient actually received the ballot materials.**
3. The Director of Committees and Technical Services will send out the voting documents **two business** days after receipt of the revised Manual Parts and the prepared Letter Ballot from the Technical Committee.
4. The members will be given **three weeks** from date of sending to respond. (Votes received after the three-week period will not count toward the vote and will be handled as per section 4.5.2 Late Ballots, found in the Regulations Governing AREMA Committees)
5. The member must print and sign the Letter Ballot Form, and fax or mail it with any comments to the Technical Committee Chairman or Secretary whose name and address appears on the bottom of the Form. (An electronic response is not acceptable at this time).

## **Ballot Review**

Three weeks after the Letter Ballots are mailed; the Committee Chairman or Secretary will review, handle, and record the received Letter Ballots per Sections 4.5 through 4.11 of the “Regulations Governing AREMA Committees”.

1. The Committee Chairman or Secretary will complete the final listing of all votes on the “Manual Part Voting Summary Form”. This FINAL listing **must clearly state for each manual part whether that part has been approved by the committee or has negative votes pending that need to be resolved at the next meeting.**
2. All written statements related to the ballot shall be considered and appropriate response made to the commentators.
3. If minor editorial changes have been made to the revised Manual Parts as a result of comments through the balloting procedure, then a new revised “red line copy” and a new “clean copy” approved final version shall be sent via e-mail to the committee members, the Director of Committees and Technical Services, and the C&S functional group board members.
4. The FINAL “Manual Part Voting Summary Form” shall be e-mailed to the Director of Committees and Technical Services and the C&S Functional Group Board members.
5. The Director of Committees and Technical Services will immediately remove any Manual Parts with pending negative votes from AREMA HQ files or listings of Manual Parts pending board action and/or publication.
6. The actual signed Letter Ballot Forms received shall be sent to the Director of Committees and Technical Services for storage. Length of storage time is to be determined by AREMA headquarters.
7. The “red line copy” Manual Parts shall be saved by the Director of Committees and Technical Services for one year, and shall be used for the Publication Review Committee Meeting in June for comparison purposes.
8. All “Manual Part Voting Summary Forms” and “clean copy” committee approved Manual Parts must be received by the Director of Committees and Technical Services by no later than **May 1** each year to ensure publication in the August time frame for the C&S Manual of Recommended Practices.

### **Web Posting**

All revised Manual Parts sent to AREMA headquarters for balloting will be posted on the AREMA Web Page by the Director of Committees and Technical Services within two business days of receipt from the Technical Committee. The reason for the posting is to allow the general public, other Committees, and the Functional Group Board a chance to review and comment. General public and other Committees' comments do not need to be responded to, but are for the Technical Committee's consideration only. The posting will be listed under the appropriate Technical Committee on the AREMA Web Page for **four weeks or until formally approved by the Board of Directors**. The Web Page listing will include new and red-lined Manual Parts and the Letter Ballot Form (which contains the name, address, fax number, and e-mail address of the Technical Committee Chairman or Secretary). All comments are to be e-mailed, mailed or faxed to the Committee representative listed on the posted Letter Ballot Form.

### **Board Approval**

Once the Technical Committees have approved Manual Part revisions, they will require the AREMA Functional Group and full Board approvals. The following steps shall be taken:

1. The Technical Committee approved and final "clean copy" Manual Parts shall be e-mailed to the Director of Committees and Technical Services, only if they differ from the version previously sent for Letter Ballot purposes.
2. The Functional Group Board shall review the revised Manual Parts sent to them, as well as the completed Manual Part Voting Summary Form, and approve the revised Manual Parts, or have them sent back to the Technical Committee, if there are concerns.
3. Once approved by the Functional Group Board, the VP of the Functional Group shall submit to the AREMA full Board the slate of revised Manual Parts for board approval and adoption into the C&S Manual of Recommended Practices. This may be done either at an AREMA full Board meeting, or through an e-mail or fax ballot to the full Board.
4. Approval from the AREMA full Board must be completed in June for printing of Manual Part revisions in that fiscal year.

### **Publication Review Committee**

Once final AREMA full Board approval has been received, a Publication Review Committee meeting will be held to review the C&S Manual of Recommended Practices, specifically checking the revised Manual Parts for consistency, etc. This meeting will be held in June, and will usually be in conjunction with the June AREMA full Board meeting. Comparison of "clean copies" and "red line copies" will be performed at the Publication Review meeting. Any errors of a serious nature will cause the Manual Part(s) to be sent back to the Technical Committee for further review. The Publication Review Committee can make minor editorial changes, as long as the changes do not affect the meaning or technical content of the revised Manual Parts. Once the Publication Review Committee process is complete, the Manual Parts are now ready for publication in the August time frame.