



ADVANCING STANDARDS
TRANSFORMING MARKETS

WELCOME

Thank you for joining the session. The session will start shortly. Due to the number of participants, all attendees have been muted upon entry. If you have any questions, please use the chat feature and your questions will be addressed at the end of the presentation. Any questions not addressed by the close of the program will be collected and addressed by email.

Thank you!



ADVANCING STANDARDS
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Task Group Chair & Technical Contact Responsibilities

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Objective

At the end of this module, you will be able to serve effectively as a Task Group Chair and Technical Contact by:

- Handling administrative responsibilities
- Conducting an effective task group meeting
- Preparing items for Sub and Main Committee ballots
- Resolving negative votes on the website
- Utilizing available resources at ASTM Headquarters



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Being an Effective Task Group Chair / Technical Contact

What is a Task Group?

Task Groups are formed for:

- Technical Discussions
 - ✓ Creating new standards
 - ✓ Reviewing and revising existing standards
- Administrative Work
 - ✓ Promote membership/publicize activities
 - ✓ Plan a symposium



Responsibilities of Task Group Chair

- Establish missions and goals of task group
- Assign a small working group with experience and expertise
 - ✓ Ensure key players of industry are involved
- Assign tasks with deadlines
- Organize meetings
 - ✓ Use face to face or virtual meetings
- Coordinate task group reports at subcommittee meetings
- Create an inclusive environment for participation

Scheduling a Virtual Meeting

- Easy scheduling through your staff manager or MyASTM
- Virtual meetings and conference calls in between face-to-face meetings help accelerate the standards development process





Scheduling a Virtual Meeting

MyASTM / Membership / MyCommittees

- MyAccount
- Membership
 - MyCommittees**
 - Manage Committees
 - Change Of Employment
 - Committee Profile
 - Invite a Colleague
 - Membership Info
 - Recent Activity
- Orders
- Compass
- Tracker

MyCommittees

Committee C01 on Cement					
Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking
Committee C07 on Lime and Limestone					
Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking
Committee C15 on Masonry - Manufactured Masonry Units, Mortars and Grouts					
Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking
Committee D05 on Coal and Coke					
Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking
Committee D07 on Wood					
Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking
Committee D30 on Composite Materials					

MyTools

- Roster Maintenance **423**
- Negative & Comments **87**
- MyOutstanding Ballots **3**
- MyNext Meetings **3**
- MyWork Items
- MyCollaboration Areas
- Ballots & Work Items
- Meetings, Minutes & Agendas
- Interlaboratory Study (ILS)
- Terminology Dictionary
- Plan Online Mtg/Conf** ←
- [Member Training](#)

Preparing for an Effective Meeting



Before the Meeting:

- Prepare agenda/presentation/TG report
 - ✓ Include ballot results, if any
- Review ballot results, correspondence with negative voters, any action items from previous meeting
- For subcommittee meetings, contact subcommittee chair with meeting requirements
- Review the task group roster and invite all the key contributors; including the negative voters

Running an Effective Meeting

During the Meeting:

- Start on time
- If using virtual meeting tools, ensure all attendees know how to log in and use meeting tools
- Review the agenda and revise as necessary
- Recognize new members and guest
- Open the discussions and encourage team member contributions including different perspectives and opinions
- Maintain Order

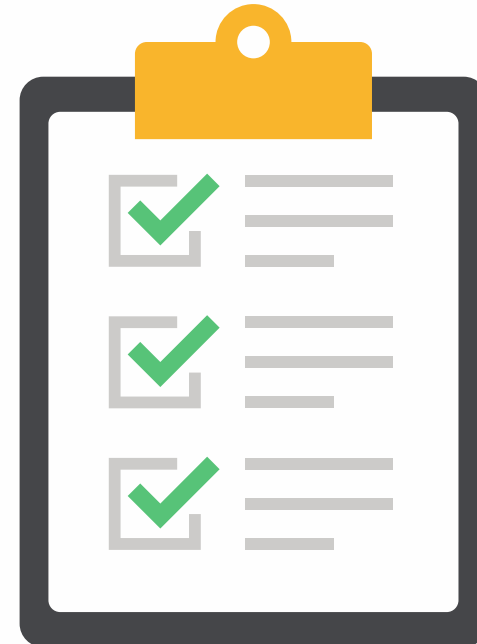


Task Group Reports

Written report to be included in subcommittee meeting minutes

➤ Report(s) should include:

- ✓ The status of the project, including projected timeline for milestones
- ✓ A recommendation on items for ballot
- ✓ A recommendation for disposition of negative votes
- ✓ Requests for data, review or assistance from ILS





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Responsibilities of the Technical Contact

- Some Task Group Chairs are the Technical Contacts
- Technical Contact is the primary author of a new draft standard or revision
- Practice good communication skills
- May be asked to address technical questions about the standard, but cannot provide official interpretations (covered on next slide)
- Consider revisions needed based on inquiries



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Responding to Inquiries on Standards

- ASTM membership and staff are prohibited from offering official interpretation of standards, standards speak for themselves
- Official responses must follow Section 16 of the ASTM Regulations
- Inquiries may be handled informally by Subchairs and Technical Contacts
- Be clear that the response is a personal opinion
- Do not use ASTM stationery for the response



Leading the Standard Development Activity

- Gain approval of subcommittee chair for work item registration

- Register work item via MyASTM

- ASTM requires the following items for registration:
 - ✓ Rationale for the activity
 - ✓ Scope, keywords, target ballot date

- Write the draft standard or revision

- Submit draft to ballot online with rationale/cover letter



Registering a Work Item

MyAccount

Membership

MyCommittees

Manage Committees

Change Of Employment

Committee Profile

Invite a Colleague

Membership Info

Recent Activity

Orders

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Account#: 1802687
Krista Robbins
krobbins@astm.org
ASTM International

MyCommittees

Committee C01 on Cement					
Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking


Committee C07 on Lime and Limestone					
Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking

Committee C12 on Mortars and Grouts for Unit Masonry					
Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking

Committee C15 on Manufactured Masonry Units					
Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking

Committee D05 on Coal and Coke					
Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking

MyTools

Roster Maintenance 423
Negative & Comments 123
MyOutstanding Ballots 17
MyNext Meetings 5
MyWork Items
MyCollaboration Areas
Ballots & Work Items 
Submit/Edit
Inactivity Reports
Launch Admin Collaboration Area
Meetings, Minutes & Agendas



[MyASTM](#) / [Membership](#) / [MyCommittees](#) / [Ballots & Work Items](#)

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ASTM Work Item Registration Area and Ballot Item Submittal

Choose from the following options:

I need to register a Work Item for a Revision or New Standard.

Work Item registration is not required to submit a Reapproval, Withdrawal or Reinstatement action to ballot; go to [Option 2 - Ballot Item Submittal](#)

I need to Submit an Item to Ballot.

For Revisions and New Standards, please have a Work Item number. Go To [Option 1 - Work Item Registration](#) if WK registration is needed.

I need to Edit an existing Work Item or Update the Target Date.

[Continue](#)

Account#: 1802687
Krista Robbins
krobbins@astm.org
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All

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 - [Committee Profile](#)
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 - [Recent Activity](#)
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Type > Copyright > Target > Data > Summary > Confirm

Work Item registration is required for New Standards and Revisions to Existing Standards.

* What type of Work Item are you submitting?

- Proposed New ASTM Standard
 Revision(s) to an Existing ASTM Standard

Note: To submit a ballot item for re-approvals, withdrawals, or reinstatements go to "[Submission of Ballot Items](#)". Work Item Registration not required.

* Select the Main Committee and Subcommittee sponsoring the Work Item:

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krobbins@astm.org



All

MyASTM / Membership / MyCommittees / Ballots & Work Items

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krobbins@astm.org

Type > **Copyright** > Target > Data > Summary > Confirm

Work Item Registration

Note that the following choices refer to new additional material in your proposed revision and the choices do not apply to currently published ASTM standards.

Please select one of the following choices regarding this Work Item.

- I am submitting original material (i.e. it is not copyrighted, patented, pending patent, or published elsewhere)
- I am not submitting original material (i.e. it is copyrighted, patented, pending patent, or published elsewhere), but I am authorized to and agree to release copyright.
- The material I am submitting is not original and I am not authorized to release copyright.

I have read and will comply with ASTM International's Intellectual Property Policy. I hereby grant and assign to ASTM International all and full intellectual property rights, including copyright, in the proposed draft standard/text and any contributions I make to ASTM International in connection with this proposal. I understand that I will have no rights in any publication of ASTM International in which the proposed draft standard in this or similar form is used. To the best of my knowledge the proposed draft standard/text is not subject to copyright of any other person or entity. I agree not to reproduce or circulate or quote, in whole or in part, this document outside of ASTM Committee/Society activities or submit it to any other organization or standards bodies (whether national, international, or other) except with the approval of the Chair of the Committee having jurisdiction and the written authorization of the President of the Society.



Registering a Work Item

All

MyASTM / Membership / MyCommittees / Ballots & Work Items

- MyAccount
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- Subscriptions
- Tracker

Type > Copyright > **Target** > Data > Summary > Confirm

Work Item Registration - C15.03

* What is the target date for Subcommittee or Concurrent Ballot?

Select month

* Was this Work Item authorized at a Subcommittee meeting, or by the Subcommittee Chair?

Yes No

* Select authorization date:

12

* Does this Work Item respond to an emergency situation, regulatory requirement or other special circumstance?

Yes No

* Does this Work Item include a patented or pending patent material, product, system or service?

Yes No

* What is the expected target date for approval of the Work Item?

3 - 6 months

* Who will be the Technical Contact for this Work Item?

I will A Member of Committee C15 will.



Registering a Work Item

All Search topic, title, author, A53

- MyAccount
- Membership
 - MyCommittees
 - Manage Committees
 - Change Of Employment
 - Committee Profile
 - Invite a Colleague
 - Membership Info
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MyASTM / Membership / MyCommittees / Ballots & Work Items

Type > Copyright > Target > **Data** > Summary

Work Item Registration - Revision - C15.03

The contents of these fields will serve as the posted Work Item on the web and as a Word version of the existing standard from ASTM International for preparation of a ballot.

Note: Fields marked with an asterisk are required.

* Which C15.03 Standard are you revising?

* Rationale for Revision
 Note: All revisions for this standard being considered by this Task Group shall require the judgement when registering separate Work Items for revisions to different parts of this Work Item into separate ballot items when you Submit Item to Ballot.

List other ASTM Committees or key outside organizations that you feel should be involved in the development of this Work Item.


Select Work Item


Done

- Search
- C55-23 Standard Specification for Concrete Building Brick
 - C73-23 Standard Specification for Calcium Silicate Brick (Sand-Lime Brick)
 - C90-24 Standard Specification for Loadbearing Concrete Masonry Units
 - C129-23 Standard Specification for Nonloadbearing Concrete Masonry Units
 - C139-23 Standard Specification for Concrete Masonry Units for Construction of Catch Basins and Manholes
 - C140/C140M-24 Standard Test Methods for Sampling and Testing Concrete Masonry Units and Related Units
 - C426-23 Standard Test Method for Linear Drying Shrinkage of Concrete Masonry Units
 - C744-21 Standard Specification for Prefaced Concrete and Calcium Silicate Masonry Units
 - C936/C936M-24 Standard Specification for Solid Concrete Interlocking Paving Units



Registering a Work Item

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Type > Copyright > Target > Data > **Summary** > Confirm [Print](#)

MyAccount

Membership

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- Membership Info

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Krista Robbins
krobbins@astm.org

Work Item Registration - Revision - C15.03

* Do you want to open an online collaboration area for this work item so members may collaborate online?
 Yes No (What is a Collaboration Area?)

Work Item Type:
Revision

Copyright:
Yes, authorized to submit original material

Revised Standard:
C55-23 Standard Specification for Concrete Building Brick

Sponsoring Subcommittee:
C15.03

Technical Contact:
Michael Brown - mibrown@strongtie.com

Target Ballot Date:
03/2026

Authorization Date:
12/2024

Emergency Response:
No

Target Completion Date:
03/2025 to 06/2025

Rationale:
test

Notify Other:

By submitting this form, I acknowledge that all copyrights to this document, as a draft and an approved ASTM standard, are the sole and exclusive property of ASTM, in accordance with the Intellectual Property policies of the Society.

Please review the Data Summary and print or save this screen for your personal records. Click **Submit** to register the new Work Item for C15.03. The Work Item will be posted on the ASTM website within five business days.

Collaboration Area





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ASTM Collaboration Area

Collaboration area features include:

- A central location for draft documents
 - ✓ Add comments, start a new discussion
- File repository
 - ✓ Add related files, images, tables, etc.
- Task group member list
 - ✓ Easily send email to individuals or entire task group
- History
 - ✓ See actions taken over the life of the collaboration area

Collaboration area can be established as part of the work item registration process or at a later date.



All

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Membership

Welcome Krista Robbins

Please Select:

- MyCommittees
- MyCollaboration Areas
- Compass
- MyStandards Tracker
- MyJournals Tracker

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krobbins@astm.org
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Committee D07 on Wood					
Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking

MyTools

- Roster Maintenance **363**
- Negative & Comments **407**
- MyOutstanding Ballots **8**
- MyNext Meetings **1**
- MyWork Items
- MyCollaboration Areas**
- Launch Admin Collaboration Area
- Create Work Item Collaboration
- undefined-ASTM F1506 Issue List
- undefined-ASTM F1506 Mass Retail Website Discussion on FR...
- undefined-ASTM G01 Standard Inquiries
- undefined-B07.03- G01.05 Task Group
- undefined-Batman
- undefined-C12.98/C15.98 Strategic Planning



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My Collaboration Area



Help [Home](#) [Krista](#)

Email Settings

ASTM International Collaboration Area

Current Collaboration Area 80198 - WK88182 - Revision of G85-19 Sta...

80198 - WK88182 - Revision of G85-19 Standard Practice for Modified Salt Spray (Fog) Testing

Collaboration Area Drafts Polls Discussions Files

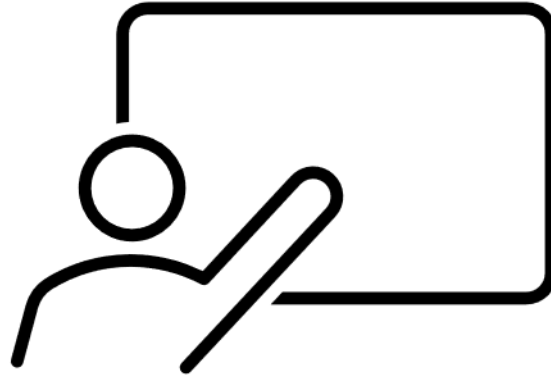
Overview Members History Edit Collaboration Area Schedule Online Meeting

WK88182 - Revision of G85-19 Standard Practice for Modified Salt Spray (Fog) Testing

WorkItem Creation Date: 10/18/2023
Ballot Target Date: 01/2025
Work Item Status: Draft Under Development
Status: Draft Under Development

[Submit Item For Ballot](#) [Edit Work Item](#)

Submitting an item for ballot



Submitting an Item for ballot

- Authorization of Subcommittee Ballots
 - ✓ sub chair
 - ✓ Motion at Meeting (simple majority)

- Submit draft to ballot online with rationale/cover letter

- Ballot Open for Minimum of 30 Days.

- Qualifications for Valid Subcommittee Ballot – 60% return and 2/3 affirmative



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Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking

MyTools

- Roster Maintenance **382**
- Negative & Comments **121**
- MyOutstanding Ballots **2**
- MyNext Meetings **3**
- Ballots & Workitems
- Submit/Edit 
- Inactivity Reports
- Meetings, Minutes & Agendas
- Additional Resources



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ASTM Work Item Registration Area and Ballot Item Submittal

Choose from the following options:

- I need to register a Work Item for a Revision or New Standard.
Work Item registration is not required to submit a Reapproval, Withdrawal or Reinstatement action to ballot; go to Option 2 - [Ballot Item Submittal](#)
- I need to Submit an Item to Ballot.
For Revisions and New Standards, please have a Work Item number. Go To Option 1 - [Work Item Registration](#) if WK registration is needed.
- I need to Edit an existing Work Item or Update the Target Date.



[Continue](#)



Submitting a Ballot Item

MyASTM / Ballot & WorkItems

- MyChoices
- MyCommittees
- MyAccount
- Invite A Colleague
- Join Additional Committees
- Drop Subcommittees
- FAQs/Help

ASTM International Dashboard

- Co-Workers
- Ballots
- Meetings
- Work Items



To ballot a new standard, revision or reapproval with editorial change you will be required to upload a document, including a ballot rationale statement, at the end of the submittal process. Please have your item ready before you proceed.

Select the Main Committee and Subcommittee sponsoring the Ballot Item:

Please Select a Committee

Please Select a Subcommittee...

Select an action:

- New Standard
- Revision
- Reapproval
- Withdrawal
- Reinstatement

What Ballot Level are you submitting?

- Subcommittee Ballot
- Concurrent Subcommittee/Main Committee/Society Review

Has the Ballot Item been authorized at a Subcommittee meeting or by the Subcommittee Chairman?

- Yes
- No

CONTINUE



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[Author](#) > [Data](#) > **[Attach](#)** > [Submit](#) > [Confirm](#)

Submission of Ballot Item - Revision - Concurrent Subcommittee/Main Committee/Society Review

Use the features below to post a file attachment for this Ballot Item.

The contents of your ballot item must include:

- Rationale for Ballot Item
- Contents of ballot item (using MS WordTrack Changes feature when possible to identify changes from published version)
- Any Related Figures

The formatting requirements for ballot item submission are:

- MS Word Documents (.DOC)
- Only a single file can be uploaded
- If you have multiple files for this item .ZIP file with all materials included OR append all information into a single MS Word (.DOC) file and attach or email online submittal and email documents directly to staff.

Upload Attachment:

Click browse to select an attachment from your computer for **WK13973** (full path and file name required e.g. C:\Data\test.doc)

Please do not click the Upload Attachment button more than once. Uploading may take some time depending on the size of the file and connection speed. When the upload is complete, a page will appear where you can review and approve the submission to be sent to ASTM HQ.



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While the Item is on Ballot

- Email notification will be sent when a negative vote or comment has been received
- Ability to monitor ballot input when received
- Can view, print and download negatives and comments
- Communicate with negative voters and commenters



After the Ballot Closes

- Review ballot results, comments and negatives
- Contact negative voter(s) prior to task group/subcommittee meeting
- Communicate with subcommittee chair to determine if a virtual meeting, time during the subcommittee meeting, or both are needed to address ballot results
- Inform negative voters of the outcome of vote consideration

Reviewing Ballot Results and Resolving Negative Votes





Reviewing Negatives & Comments



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Committee D07 on Wood

MyTools

Roster Maintenance **379**

Negative & Comments **121**

MyOutstanding Ballots **1**

MyNext Meetings **1**

Ballots & Workitems

Meetings, Minutes & Agendas

Additional Resources

Interlaboratory Study (ILS)

Terminology Dictionary

Plan Online Mtg/Conf

Member Training



[My Committees](#) / **Ballot Negatives and Comments**



KRISTA ROBBINS

The ballots listed below contain items for which you are the technical contact, subcommittee chair or section chair.

The ballots displayed are either

- Currently open for voting
- Closed for voting but individual items on the ballot remain open due to either unresolved negative votes, an open Society Review, or a dependency on another ballot item. Note: For convenient reference, resolved items will continue to appear for a period of 12 months.

[C07 \(24-01\)](#) Closing April 25, 2024

[C07 \(24-02\)](#) **8** Closing November 4, 2024

[C07.02 \(24-01\)](#) Closing February 26, 2024

[C07.05 \(24-01\)](#) **2** Closing February 26, 2024

[C07.08 \(24-01\)](#) Closing September 16, 2024

[C12 \(23-03\)](#) Closing November 2, 2023

[C12.02 \(23-02\)](#) Closing September 15, 2023

[C12.03 \(23-02\)](#) Closing September 18, 2023

[C15 \(23-05\)](#) Closing November 6, 2023

[C15 \(23-06\)](#) Closing November 13, 2023

[C15 \(24-01\)](#) Closing April 26, 2024

[C15 \(24-02\)](#) **12** Closing November 4, 2024

[C15 \(24-03\)](#) Closing November 14, 2024

[C15.02 \(24-01\)](#) Closing May 23, 2024

[C15.02 \(24-02\)](#) **4** Closing September 20, 2024

[C15.03 \(23-01\)](#) Closing February 27, 2023



Reviewing Negatives & Comments

ITEM	SUB	ACTION
001	01	Revision Of D1079-2020 Terminology Relating to Roofing and Waterproofing

TECHNICAL CONTACT:
Jason A Aspin

WORK ITEM: WK70263

	Main	Sub
Affirmative	133	36
Negative	2	1
Abstain	105	16
%Affirmative	98.51	97.29

NEGATIVE VOTERS: (all ASTM member negatives must be considered)

- * [Felicia A Reid](#) [Enter Disposition](#)
- [Lewis S Ripps](#) [Enter Disposition](#)
- [Sidney I Dinwiddie](#) [Enter Disposition](#)
- * [Stephen J Condren](#) [Enter Disposition](#)
- * [Thomas L Smith](#) [Enter Disposition](#)

NON-OFFICIAL VOTING MEMBER: # INDICATES SUB; * INDICATES MAIN

COMMENTS:

- [James Carlson](#)
- [Jeffrey Levine](#)



Negative

Ballot Number: C27 (20-03) Close Date: SEPTEMBER 18, 2023)
Item Number: 004 Revision Of C1247-2020 Specification for Precast Concrete Septic Tanks
WK74020
(SEE VOLUME 04.05)(CONCURRENT WITH .3000)
TECHNICAL CONTACT: Kayla Hanson
khanson@precast.org
(800) 366-7731

Member's Name: Sam J Lines
Address: Concrete Sealants, Inc.
9325 SR 201
TIPP CITY OH 45371

Phone Nr: 9378458776 Fax Nr:
Email Address: slines@conseal.com
File Attachment:
Statement:

Section	Statement
---------	-----------

By stating 8" in any direction, it could cause an undue burden for a manufacturer. This is a ridiculous example, but it is to make my point: a slot of 1" x 8 1/8" would require a secondary safety apparatus as defined in 7.6.9.



Resolving Negatives & Comments

ITEM	SUB	ACTION
001	01	Revision Of D1079-2020 Terminology Relating to Roofing and Waterproofing

TECHNICAL CONTACT:
Jason A Aspin

WORK ITEM: WK70263

	Main	Sub
Affirmative	133	36
Negative	2	1
Abstain	105	16
%Affirmative	98.51	97.29

NEGATIVE VOTERS: (all ASTM member negatives must be considered)

- * [Felicia A Reid](#) [Enter Disposition](#)
- [Lewis S Ripps](#) [Enter Disposition](#)
- [Sidney I Dinwiddie](#) [Enter Disposition](#)
- * [Stephen J Condren](#) [Enter Disposition](#)
- * [Thomas L Smith](#) [Enter Disposition](#)



NON-OFFICIAL VOTING MEMBER: # INDICATES SUB; * INDICATES MAIN

COMMENTS:

- [James Carlson](#)
- [Jeffrey Levine](#)



Resolving Negatives & Comments

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MAIN COMMITTEE BALLOT C01 (11-03) ITEM 001 - REVISION OF C0150/C0150M-2011

Submit disposition of **Paul D Tennis** negative vote. Click [here](#) to view negative.

<input type="radio"/>	PERSUASIVE - (Any part of the negative vote was found persuasive; Item removed from ballot)
<input type="radio"/>	WITHDRAWN (Entire negative vote was withdrawn without editorial changes)
<input type="radio"/>	WITHDRAWN WITH EDITORIAL CHANGES (Entire negative vote was withdrawn with editorial changes) Clearly distinguish editorial changes from the ballot item using "track changes" or provide in a separate list format (attach below). Please do not provide a clean copy of the document. Submission may be made in separate document. <input type="text"/> <input type="button" value="Browse..."/>
<input type="radio"/>	NOT PERSUASIVE (Entire negative vote was found not persuasive or there is a combination of not persuasive and withdrawn dispositions)
<input type="radio"/>	NOT RELATED (Entire negative vote was found not related or there is a combination of not related and withdrawn dispositions)



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Resolving Negative Votes Online



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MAIN COMMITTEE BALLOT C13 (24-03)
ITEM 003 - WITHDRAW REPLACE BY OF C0497M-2020A

Shawn R Coombs

Was there a single vote to find this negative Not Persuasive or Not Related?

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My Committees / Ballot Negatives and Comments / Single Ruling



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MAIN COMMITTEE BALLOT C13 (24-03)
ITEM 003 - WITHDRAW REPLACE BY OF C0497M-2020A

Submit disposition of **Shawn R Coombs** negative vote. Click [here](#) to view negative.

Provide rationale, vote count (affirmative, negative, abstaining) and date of action.

Rationale

Subcommittee vote

A vote Of (For) And (Against)
And (Abstain) Subcommittee Meeting Date

Main Committee vote

A vote Of (For) And (Against)
And (Abstain) Main Committee Meeting Date

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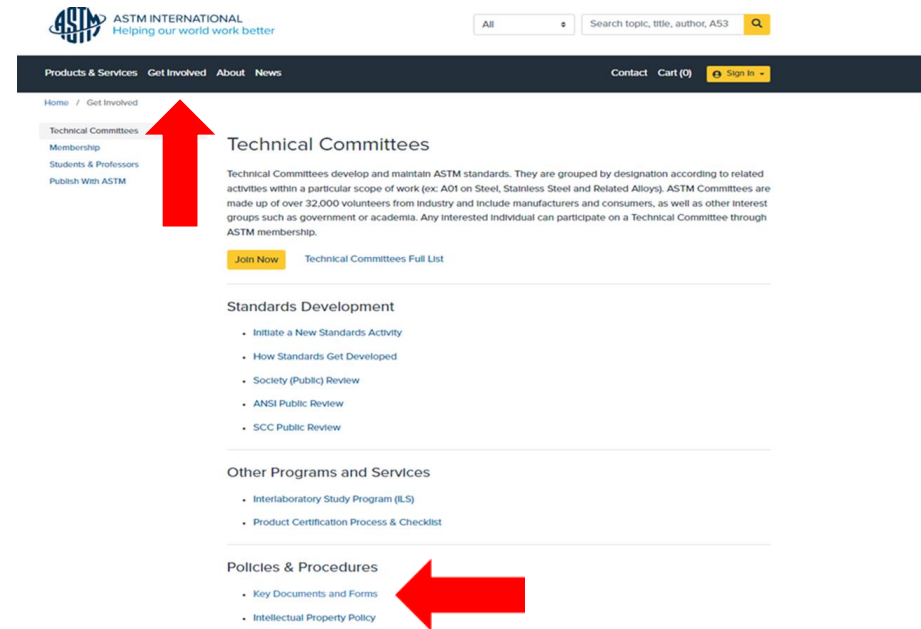
Review

- Handling Administrative Responsibilities
- Conducting an Effective Meeting
- Preparing Items for Committee Ballots
- Resolving Negatives on the Website
- Communicate with Sub Chair, TG Chair (if technical contact) and TG members
- Utilizing resources from ASTM and the Committee

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- [Form & Style](#)
- [ASTM Regulations/standard development process](#)
- [Interlaboratory Studies Program \(ILS\)](#)
- Editorial Assistance
- [Symposium & workshop](#)
- Administrative Assistance
- [Setting up Webex meetings](#)
- [Collaboration Areas](#)



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- Key Documents and Forms
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Questions?



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Thank you for your attention!
