



ADVANCING STANDARDS
TRANSFORMING MARKETS

Balloting and Handling Negative Votes

Helping Our World Work Better®

Objectives

- Have a better understanding of the ASTM balloting process
- Subcommittee and Main Committee Balloting
- Official and Non-Official Voting Members
- Overview of Closing Reports
- The Three-Step Approach to Handling Negative Votes
- Negative Resolutions

Balloting

- Documents are drafted and revised in the task group
- New standards are required to be balloted at the subcommittee level at least once (approval required by subcommittee chair)
- After subcommittee approval, the main committee & entire Society





New Standards vs Revising a Standard

New Standard

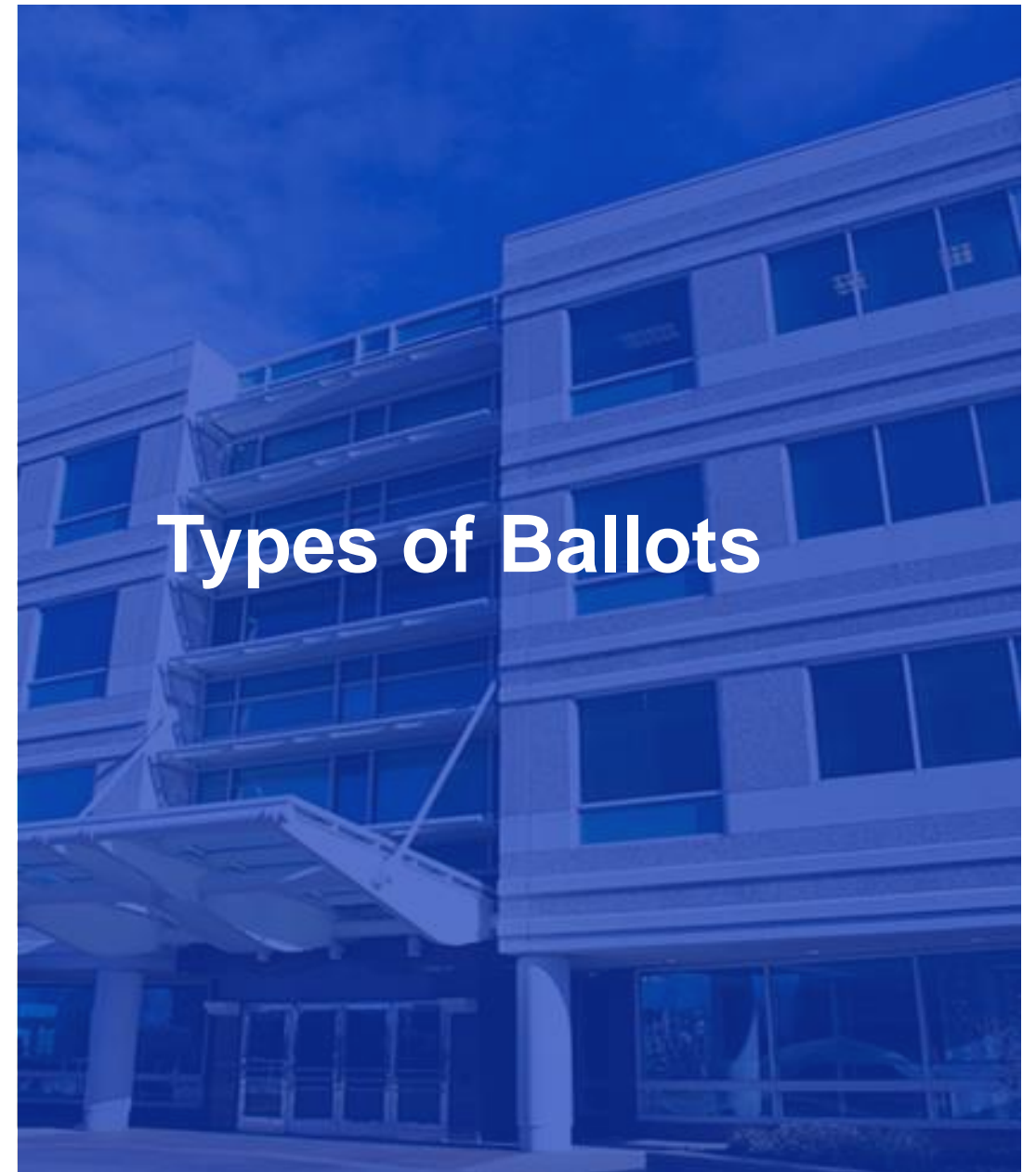
- Proposed at anytime (must be approved to start activity)
- Must be balloted in entirety at subcommittee level at least once

Existing Standard

- Required to review in entirety every 5 years
- Section revisions – you do not have to ballot the entire standard to gain approval for a new year date

Refer to [ASTM Regulations](#) Section 10.6 Review of Standards

- ✓ New Standard
- ✓ Revisions
- ✓ Reapproval
- ✓ Withdrawal
- ✓ Reinstatement
- ✓ Not Persuasive/Not Related
- ✓ Administrative



Ballot Authorization

Subcommittee Ballot

- Subcommittee chair or their designee
or
- Motion passed at a meeting by a majority of official voting members at a subcommittee meeting

Main/Concurrent Ballot

- Approved by the main committee chair or by a majority of the main committee members either at a main committee meeting or by ballot
and
- Approved by the subcommittee chair or by a majority of the subcommittee members either at a subcommittee meeting or by ballot



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Ballot Opening Notification



Subcommittee Ballot for Quality Management Systems - D37.02 (23-04)

To access the ballot to submit your vote, go to [D37.02 \(23-04\)](#) (ASTM login is required). The ballot will be open and available on the web from OCT 11, 2023 to NOV 13, 2023.

All voting members are required to return ballots. Your ballot response is important to the committee in obtaining the required 60% return for a valid ballot. Failure to return ballots may affect your voting status.

Please add comserv@astm.org to your address book to ensure delivery of ballot notifications and reminders. Do not reply to this automated email. For web support, contact <https://www.astm.org/contact>.

Thank you for helping our world work better as an active ASTM International member!

Keep up with the latest ASTM news on [Facebook](#), [Twitter](#), and [LinkedIn](#)

Read the latest from Standardization News, including articles, interviews, case studies, tips, and more: <https://sn.astm.org/>



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Accessing a Ballot

MyCommittees

Committee E05 on Fire Standards					
Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking

Committee E54 on Homeland Security Applications

Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking
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Committee F17 on Plastic Piping Systems

Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking
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Committee F36 on Technology and Underground Utilities

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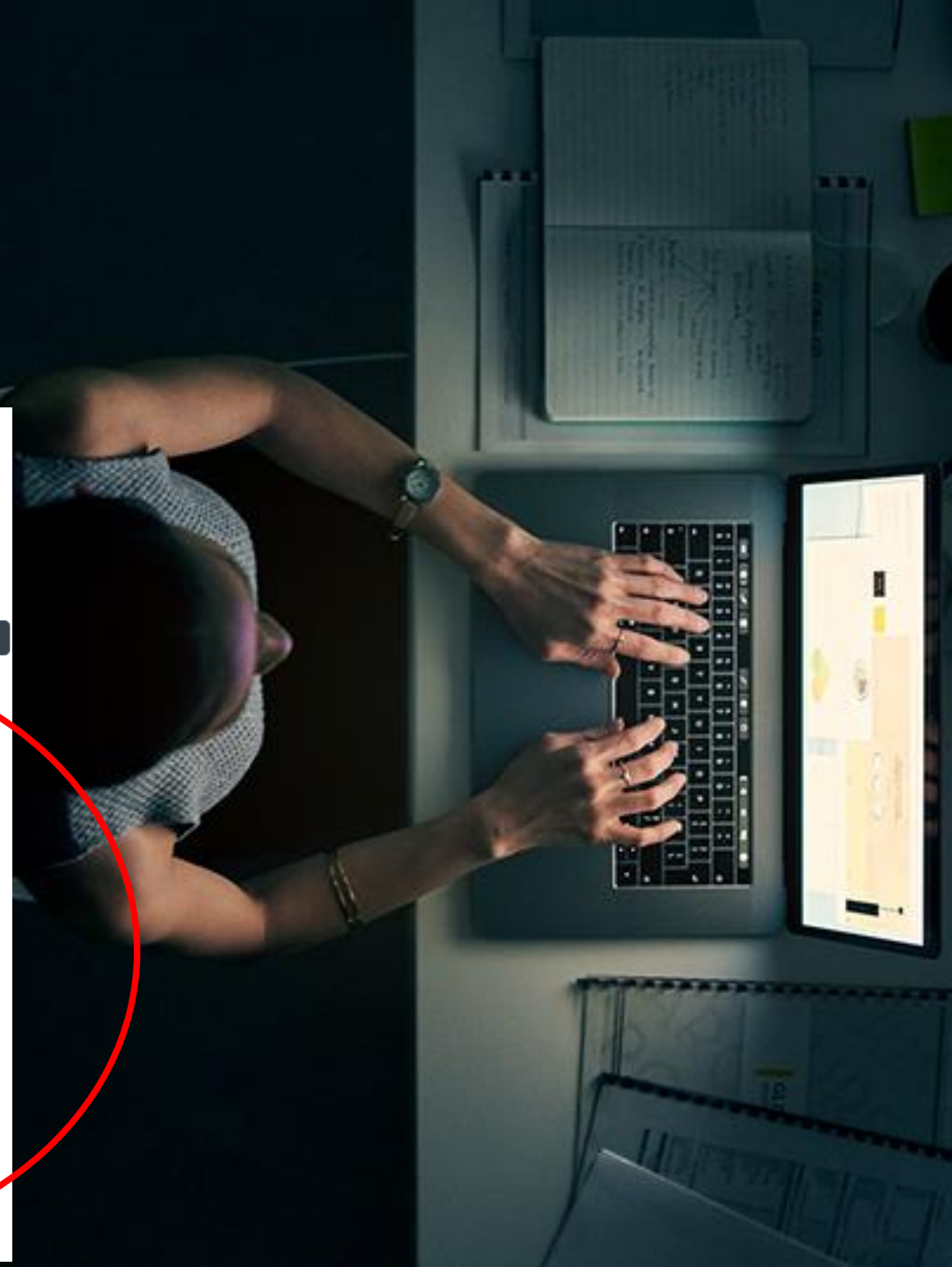
MyTools

[Roster Maintenance](#) **212**

[MyOutstanding Ballots](#) **12**

Indicates number of ballots that you need to return

- E05 (22-04) closes Oct 01
- E05.22 (22-05) closes Oct 03
- E54 (22-05) closes Sep 12
- E54 (22-06) closes Sep 14
- E54 (22-07) closes Oct 03
- F17.10 (22-07) closes Sep 19
- F17.25 (22-02) closes Sep 26
- F17.40 (22-04) closes Sep 26
- F17.40 (22-05) closes Oct 03
- F17.61 (22-05) closes Oct 03
- F17.62 (22-03) closes Oct 03
- F17.65 (22-02) closes Sep 26





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Accessing a Ballot

ASTM Ballot C15.03 (25-01)

[VIEW CLOSED BALLOTS/CLOSING REPORTS](#)

[RETURN TO MYBALLOTS](#)

Member#: 1802687

Sub Committee: C15.03

Krista Robbins

Letter Ballot: C15.03 (25-01)

krobbins@astm.org

Issue Date: Feb 03, 2025

ASTM International

Closing Date: Mar 05, 2025 (11:59 pm Eastern)

100 Barr Harbor Dr

Society Review:

Conshohocken, Pennsylvania 19428

Staff Manager: Krista Robbins

E-Mail: krobbins@astm.org

Individual Documents: Click on the item description on the ballot below.

All Documents: To download all supporting documents (ZIP file), click [ALL DOCUMENTS](#) (Need help with a ZIP file? [Click here.](#))

About Voting: [Expand](#)

Note: Any negative vote shall be given consideration by the Subcommittee in accordance with ASTM Regulations. It is expected that negative votes will be considered in conjunction with the next meeting of the Committee, unless handled by ballot or if a Special subcommittee meeting is called. Negative voters may wish to confirm the exact date and time for discussion with the Staff Manager or on the posted meeting schedule on the ASTM website. For a list of all ASTM Committee meetings, click [meetings](#). Student Members who belong to committees are not required to vote, but may submit comments for consideration.

For Troubleshooting and Technical Assistance, [Click here.](#)

[SUBMIT BALLOT TO ASTM](#)

[SAVE AND RETURN LATER](#)

[CLEAR](#)

Affirmative all items, except as marked below

Abstain all items, except as marked below

Item No. ^	Sub No.	Item
1		<p>Revision With Title Change to C0055-2023 Specification for Concrete Building Brick WK93594 See Attached Document for Revised Title(SEE VOLUME 04.05) TECHNICAL CONTACT: Keneth Pinera kpintera@krete.com (800) -77-7-95</p>

Affirmative Affirm with Comment Negative with Statement Abstain Abstain with Comment [DESELECT](#)



ADVANCING STANDARDS
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Voting on a Ballot

- ✓ **Affirmative** – you agree with the ballot item, no changes necessary.
- ✓ **Affirmative with Comment** – you agree with the document as balloted but found editorial changes or helpful suggestions for a future ballot. These suggestions are changes you can live without if they are not incorporated.
- ✓ **Negative with Statement** – you do not agree with the document as balloted. If you see something within the ballot item that you believe to be technically incorrect, or have strong feeling against something in the document, then voting negative is the best thing to do. This requires a supporting statement on why the item should not proceed in the balloting process.

Note: Once you vote negative, it stops the ballot item from moving forward and the technical contact of the ballot item must consider the content of your negative. To be an effective negative voter, consider providing information or suggested revisions that would satisfy your concerns. You may also find it worthwhile to reach out to the technical contact to discuss your negative! As the negative voter, you can withdraw your negative at any time. Negatives on ballot items are handled in accordance with Regulations Governing ASTM Technical Committees (here).

- ✓ **Abstain** – you have the option to abstain on any ballot item if you do not think you know enough about the issue at hand to make an informed decision. This option still fulfills your requirement to vote on all ballots.
- ✓ **Abstain with Comment** – this is a way to abstain but provide editorial feedback, or opinions, or to offer suggestion(s) for future ballot activity.

Voting Negative on a Ballot

Item No.	Sub No.	Item
1		<p>Revision Of C1433-2016B Specification for Precast Reinforced Concrete Monolithic Box Sections for Culverts, Storm Drains, and Sewers WK63960 PDF (232K) (SEE VOLUME 04.05) TECHNICAL CONTACT: George W Hodge</p>

Affirmative Affirm with Comment Negative with Statement Abstain Abstain with Comment

Negative with Statement

Negatives are acted upon at a meeting or by ballot. If your negative is handled by ballot, only your written statement will be included. It is important to submit a complete statement identifying the applicable section(s) of the ballot item, the reason(s) for your negative vote, and if possible, alternate wording to satisfy your negative.

Enter Section #

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

↶ ↷ **B** *I* U ~~S~~ [List Icons] [Print Icon] [Eye Icon] **A** ▾ **A** ▾

Font Family ▾ Font Sizes ▾ [Dropdown]

Enter Statement (no images)

Upload a File 📎



ADVANCING STANDARDS
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Ballot Results & Closing Report



ADVANCING STANDARDS
TRANSFORMING MARKETS



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While Ballot is Open

All ballots are open for a minimum of 30 days or until it meets the 60% return requirement.

- Notification email: negative and affirmative with comments casted
- My Committees/Negatives & Comments: technical contact/subcommittee chair have access to view ballot results/comments

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

KRISTA ROBBINS

The ballots listed below contain items for which you are the

The ballots displayed are either

- Currently open for voting
- Closed for voting but individual items on the ballot Review, or a dependency on another ballot item. No period of 12 months.

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

[C07 \(24-02\)](#)**1**Closing November 4, 2024

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

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

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

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



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Valid Ballot Qualifications

Subcommittee Ballot

To proceed to next level

- ✓ 60% return required
- ✓ **2/3 affirmative of the combined affirmative and negative votes cast by voting members**
- ✓ All negative votes considered and resolved via ASTM online negative resolutions system
- ✓ None of the negative votes were considered persuasive

Subcommittee ballot items found not persuasive or not related are included in the next main committee ballot

Main/Concurrent Ballot

To proceed to next level

- ✓ 60% return required
- ✓ **90% combined affirmative and negative votes by voting members on each item**
- ✓ All negative votes considered and resolved via ASTM online negative resolutions system
- ✓ None of the negative votes were considered persuasive

All Main Committee ballot items found not persuasive or not related go to the Committee on Standards (COS)



ADVANCING STANDARDS
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Society Review

- In Tandem with Main Committee Ballot
- Notifications posted on ASTM Website
- Requirements
- Disposition of All Negatives

The screenshot shows the ASTM website's navigation menu and a section for standards development. The navigation menu includes 'Products & Services', 'Get Involved', 'About', and 'News'. A dropdown menu for 'Get Involved' lists 'MEMBERSHIP & MEETINGS', 'Technical Committees', 'Membership', 'Meetings & Symposia', 'Students & Professors', 'Publish With ASTM', and 'Consumer Participation'. Below the menu is a photo of four people in a meeting. The text 'ASTM membership.' is followed by a yellow 'Join Now' button and a link for 'Technical Committees Full List'. The 'Standards Development' section contains a list of links, with 'Society (Public) Review' circled in red.

Products & Services Get Involved About News

Home / Get Involved

MEMBERSHIP & MEETINGS

Technical Committees

Membership

Meetings & Symposia

Students & Professors

Publish With ASTM

Consumer Participation ▶

ASTM membership.

[Join Now](#) [Technical Committees Full List](#)

Standards Development

- [Work Items Full List](#)
- [Initiate a New Standards Activity](#)
- [How Standards Get Developed](#)
- [Society \(Public\) Review](#)
- [ANSI Public Review](#)
- [SCC Public Review](#)
- [Media /Publicity Request Form](#)

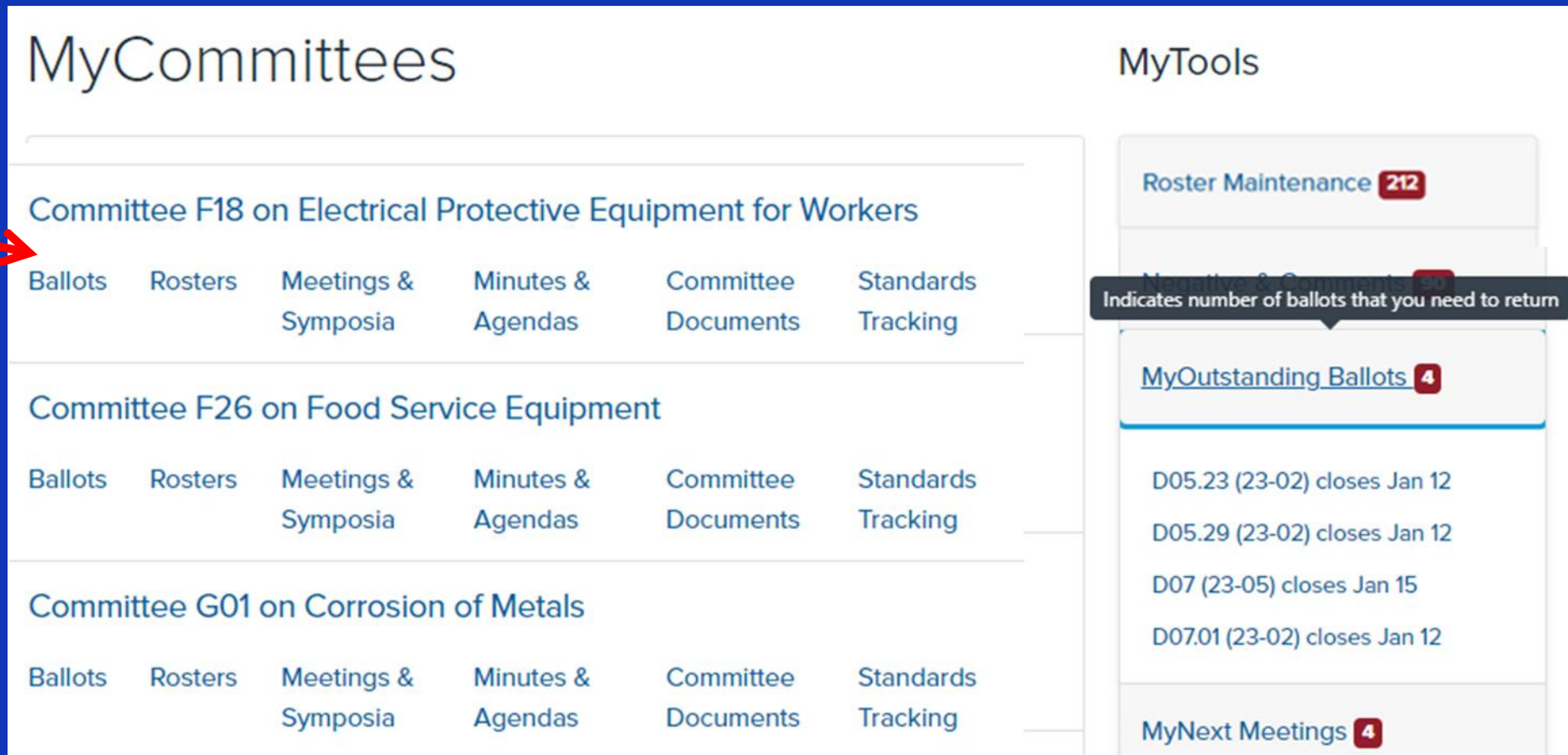


ADVANCING STANDARDS
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Ballot Results

- Ballot Results Summary
- Negatives and Comments are posted online within 24 hour
- Closing Report includes links to all the comments and negatives after the ballot closes

My ASTM - Ballots



MyCommittees

Committee F18 on Electrical Protective Equipment for Workers

[Ballots](#) [Rosters](#) [Meetings & Symposia](#) [Minutes & Agendas](#) [Committee Documents](#) [Standards Tracking](#)

Committee F26 on Food Service Equipment

[Ballots](#) [Rosters](#) [Meetings & Symposia](#) [Minutes & Agendas](#) [Committee Documents](#) [Standards Tracking](#)

Committee G01 on Corrosion of Metals

[Ballots](#) [Rosters](#) [Meetings & Symposia](#) [Minutes & Agendas](#) [Committee Documents](#) [Standards Tracking](#)

MyTools

Roster Maintenance **212**

MyOutstanding Ballots **4**

D05.23 (23-02) closes Jan 12
D05.29 (23-02) closes Jan 12
D07 (23-05) closes Jan 15
D07.01 (23-02) closes Jan 12

MyNext Meetings **4**

Indicates number of ballots that you need to return



My Ballots

Committee F18 Ballots

ALL BALLOTS

VIEW CLOSED BALLOTS/CLOSING REPORTS

VIEW BALLOT QUEUE

You are an Officer or Technical Contact of the committee and/or subcommittees listed under the 'Ballot Queue' column, below. To access a listing of items that have been submitted for the next ballot, click on the ballot link.

Ballot Queue	Committee Description
F18	Electrical Protective Equipment for Workers
F18.15	Worker Personal Equipment

You are a member of the committee and/or subcommittees listed under the 'Ballot' column, below. To access a complete list of all open ballots, click on 'All Ballots', above.

To Vote: Select a ballot below. You can review the items within it and select options to approve, disapprove or abstain. [Click here](#) for information on saving, reviewing and submitting votes, as well as for reviewing closed ballots and the input received on them.

Ballot item documents are not ASTM standards, and shall not be reproduced or recirculated in whole or in part without written authorization from ASTM. [Review ASTM's Working Document Caveat Here.](#)



F18 Closed Ballots and Closing Reports

[RETURN TO MYBALLOTS](#)

To view the ballot items documents, click on the ballot designation link below. To view a Closing Report, click either Web View or PDF button.

Letter Ballot ↕	Closing Report	Issue Date ↕	Closing Report Posted ▼
F18 (23-06)	WEB VIEW PDF	November 20, 2023	December 21, 2023
F18 (23-05)	WEB VIEW PDF	September 11, 2023	October 12, 2023
F18 (23-04)	WEB VIEW PDF	August 24, 2023	September 26, 2023



Closing Report

My Committees / Ballot Negatives and Comments

Print

[Return to List of Ballots](#)

MAIN COMMITTEE BALLOT F18 (23-06)

CLOSING DATE: December 21, 2023

Filter Ballot Item(s) View:

Web View

All Ballot Items
001
002
003
004

To print or download individual negative votes and comments click the Item number. Scroll to the bottom of the page to download more than one item at a time. Click [here](#) to download all negative votes/comments(PDF file).

Ballot Statistics :

Committee	Sent	Returned	% Returned
F18	181	138	76.24%
F18.2500	86	66	76.74%
F18.4500	70	49	70.00%
F18.6500	109	83	76.15%

Click [here](#) for information on ballot items without negatives or those with comments only.

ITEM	SUB	ACTION
001	25	Revision Of D1048-2022 Specification for Rubber Insulating Blankets

TECHNICAL CONTACT:
Michael Harbaugh

	Main	Sub
Affirmative	69	47
Negative	1	0
Abstain	68	19
%Affirmative	98.57	100.00

WORK ITEM: WK84286

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

New! # [Paul Gelinas](#)

Unresolved

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

COMMENTS:

New! [Michael Wright](#)

New! [Terry C Bast](#)

Date: 12/21/2023

Main Committee Ballot Report F18 (23-06)

Page: 1

Ballot Issue Date: 11/20/2023

PDF View

Closing Date: 12/20/2023

Staff Manager: Krista Robbins

Next Committee Meeting Is 04/07/24 In Philadelphia, Pa
These Items Appear On December 2023 Society Review

COMMITTEE OFFICERS:

CHAIR		Samuel B Stonerock
1ST V-C		Terry C. Bast
2ND V-C		Mark M Green
SECRETARY		Heather K Bevins
M/S SEC		Richard A Rivkin
SUB CHAIR	(1500)	Stephen P Mayfield
	(2500)	Michael Harbaugh
	(4500)	Lewis Shaw
	(6500)	Randall J Wade SR

BALLOT STATISTICS:

Committee	Sent	Returned	% Returned
F18	181	138	76.24
F18.25	86	66	76.74
F18.45	70	49	70.00
F18.65	109	83	76.14

Item	Sub	Action	Committee	AFF	NEG	ABST	PCNT
001	25	REVISION D1048-2022 Specification for Rubber Insulating Blankets	F18	69.00	1.00	68.00	98.57
		TECHNICAL CONTACT: Michael Harbaugh	F18.25	47.00	0.00	19.00	100.00
		WORK ITEM: WK84286					
		Revision of D1048 Addition of 2 Items					

Negative Voters:

(Main/Sub) # Paul Gelinas

Comments:

(Main/Sub) Terry C. Bast
(Main/Sub) Michael Wright



Subcommittee vs. Main/Concurrent Ballot

Ballot Statistics :

Committee	Sent	Returned	% Returned
C07.0500	28	21	75.00%

Subcommittee Ballot

Click [here](#) for information on ballot items without negatives or those with comments only.

ITEM	SUB	ACTION
001	05	New Standard Test Method for X-ray Spectrometric Analysis of Lime and Dispersive instruments

TECHNICAL CONTACT:
Robert J Fairhurst

WORK ITEM: WK77263

Affirmative	13
Negative	2
Abstain	6
%Affirmative	86.66

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

- New!** [Jared i Leikam](#) [Enter Disposition](#)
- New!** [Kory Mueller](#) [Enter Disposition](#)

- COMMENTS:**
- New!** [Melanie S Houghton](#)
 - New!** [Michael Kroc](#)
 - New!** [Robin E Graves](#)

Ballot Statistics :

Committee	Sent	Returned	% Returned
C07	43	27	62.79%
C07.0200	31	20	64.52%
C07.0600	28	17	60.71%

Main/Concurrent Committee Ballot

Click [here](#) for information on ballot items without negatives or those with comments only.

ITEM	SUB	ACTION
001	02	Revision Of C0005-2024 Specification for Quicklime for Structural Purposes
		*** Item Approved ***

TECHNICAL CONTACT:
Kory Mueller

WORK ITEM: WK84618

	Main	Sub
Affirmative	17	12
Negative	0	0
Abstain	10	8
%Affirmative	100.00	100.00

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

COMMENTS:

002	02	Revision Of C0207-2024 Specification for Hydrated Lime for Masonry Purposes
		*** Item Approved ***

TECHNICAL CONTACT:
Melanie S Houghton

WORK ITEM: WK87414

Affirmative	17
Negative	0
Abstain	10
%Affirmative	100.00

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

COMMENTS:

Tally for item balloted Concurrent



ADVANCING STANDARDS
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Handling Negatives and Comments

Viewing the Ballot (Negatives & Comments)

MyTools

- Roster Maintenance **720**
- Negative & Comments 46**
- MyOutstanding Ballots **9**
- MyNext Meetings **4**
- MyWork Items
- MyCollaboration Areas
- Ballots & Work Items
- Meetings, Minutes & Agendas
- Interlaboratory Study (ILS)

ITEM	SUB	ACTION
001	07	Revision Of C1433M-2022 Specification for Precast Reinforced Concrete Monolithic Box Sections for Culverts, Storm Drains, and Sewers (Metric)

TECHNICAL CONTACT:
Anthony M Sorcic

	Main	Sub
Affirmative	30	15
Negative	4	2
Abstain	30	13
%Affirmative	88.23	88.23

WORK ITEM: WK83449

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

- [Edward C Page](#) [Enter Disposition](#)
- [George W Hodge](#) [Enter Disposition](#)
- * # [Jaakko Jyrkama](#) [Enter Disposition](#)
- * # [Jeremy Yoder](#) [Enter Disposition](#)
- [Neal S Berke](#) [Enter Disposition](#)
- [William E Washabaugh](#) [Enter Disposition](#)

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

COMMENTS:

- New!** [Bobby Bergman](#)
- New!** [Eric A Carleton](#)
- New!** [Jennifer Schaff](#)
- New!** [Rachael L Barbour](#)
- New!** [Roman J Selig, III](#)



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Voting Rights: Voting vs. Non-Voting

- 1 official vote per interest (company)
 - ✓ All are welcome to participate in technical discussions
 - ✓ All members receive a ballot and are eligible to vote on technical issues
 - ✓ All negatives are considered the same way
- However, Non-official voting negatives are not included in the requirements for a valid ballot
- Official voting members are required to return ballots and vote on negatives being adjudicated as not persuasive or not related (Proxy Form at meetings)
- Official Voting members can lose their vote for failure to return ballots (Inactivity)

Adjudication of Negative(s)

Subcommittee Ballot

- Negative is adjudicated by the subcommittee members
- Voted on by subcommittee members

Main/Concurrent/Society Ballot

- Negative is adjudicated by the subcommittee members
- Voted on by subcommittee members and upheld by the main committee members

**negatives that are adjudicated not related or not persuasive need a supporting rationale*



ADVANCING STANDARDS
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Negative(s)

Negative

Ballot Number: F18.00(23-06) Close Date: DECEMBER 20, 2023
Revision Of D1048-2022 Specification for Rubber
Insulating Blankets WK84286
Item Number: 001 Revision of D1048 Addition of 2 Items(SEE VOLUME
10.03)(CONCURRENT WITH .2500)
TECHNICAL CONTACT: Michael Harbaugh

Member's Name:

Address:

Phone Nr:

Email Address:

File Attachment:

Statement:

Section

Statement

This item should not be approved prior to the approval of the other relevant ballot items, which I believe are Items 3 and 5 of this ballot. It would be clearer to include the deletion of these standards as part of those ballots, rather than as a separate item.





ADVANCING STANDARDS
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Affirmative with Comment(s)

Affirmative with comment

Ballot Number: C01.20(23-02)

Close Date: NOVEMBER 2, 2023

Revision Of C0465-2023 Specification for
Processing Additions for Use in the
Manufacture of Hydraulic Cements WK87828
section 2.1(SEE VOLUME 04.01)

Item Number: 001

TECHNICAL CONTACT: Luis A Graf

Member's Name:

Address:

Phone Nr:

Email Address:

File Attachment:

Statement:

Section

Statement

2.1

The removal of these references depend on the successful passing of
Ballot items 2, 3, and 5





Five Resolutions of a Negative Vote

- Persuasive
- Withdrawn
- Withdrawn with Editorial Change(s)
- Not Related
- Not Persuasive

Persuasive

- General Agreement
- Lack of a “not persuasive” motion
- A “not persuasive” motion fails (does not achieve a 2/3 affirmative)
- Item is removed from ballot for further consideration



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Withdrawn

- Withdrawn by the voter
- May withdraw negative at any time
- Ballot item moves forward

Withdrawn with Editorial Change

- Withdrawn by the voter/agreed as editorial
- Editorial change introduces no change in technical content, but corrects typos or reduces ambiguity
 - ✓ If editorial changes are involved, please include for next level of balloting



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Not Persuasive and Not Related

- Motion/Second/Rationale
- 2/3 affirmative vote at a meeting or via ballot
- Negatives that are determined Not Related must be addressed as items of new business



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Not Persuasive Ruling



My Committees / **Ballot Negatives and Comments / Ruling**



[Previous Page](#) | [Return to Ballot Negative and Comments](#)

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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ASTM International, 100 Barr Harbor Drive, PO Box C700, West Conshohocken, PA, 19428-2959 USA



My Committees / **Ballot Negatives and Comments / Single Ruling**



[Previous Page](#) | [Return to Ballot Negative and Comments](#)

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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Not Persuasive Ruling



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My Committees / **Ballot Negatives and Comments** / Multiple Ruling Print

[Previous Page](#) | [Return to Ballot Negative and Comments](#)

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.

You have chosen to submit multiple dispositions for a Not Persuasive or Not Related action on the Negative Vote

- Attach a document that specifies the motion (not persuasive or not related), rationale, vote count (affirmative, negative, abstaining) and date of action for **each separate point**, as illustrated in the example below.
- Enter the document's file location using the Browse button and upload the document by selecting Submit.

Example of how to submit multiple resolutions to a [Main Committee negative vote](#) or a [Subcommittee negative vote](#)

No fil...osen

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Handling Negatives by Ballot

1. **Approval** – Subchair or by motion at a meeting. For concurrent or main, subchair and main chair or motions at both meetings
2. **Process** – Work with your staff manager/administrative assistant for the template and approach to documenting the response to the negative
3. **Requirements**– Ballot captures official voters (similar to a meeting) but allows entire Subcommittee or Main Committee input

Template for Ballot Item

The Regulations Governing ASTM Technical Committee Operations provide for actions on negative votes to be conducted either at a meeting or by ballot. This is a ballot to (find a negative not persuasive/not related or uphold the action of the subcommittee).

Before voting, please be clear as to what your vote means.

- **AFFIRMATIVE** – Indicates that you SUPPORT THE ACTION in ruling the negative vote (not persuasive/not related) and that you DO NOT AGREE WITH THE NEGATIVE VOTER
- **NEGATIVE** – Indicates that you DISAGREE in ruling the negative vote (not persuasive/not related) and that you AGREE WITH THE NEGATIVE VOTER. Negative votes do not include a written statement.
- **ABSTAIN** – indicates that you do not wish to vote to agree or not agree with the task group in ruling the negative vote not persuasive/not related. It is preferable to abstain if you have no interest in the ballot item.

Members who do not have an official vote can view this action and can vote, but are not counted as part of the official tally

Background or summary on ballot history:



Committee on Standards (COS)

- 9 Member Group Representing ASTM Committees
- Due Process is followed in resolving not persuasive or not related actions
- Appeals Based on Procedural Matters (NOT Technical)
- COS monthly review ballot

The Three-Step Approach to Handling Negative Votes

1. **Communication** – Meeting agendas, correspondence, direct contact between member & negative voter and other documentation
2. **Consideration** – Both subcommittee and main committee at a meeting or via ballot
3. **Documentation** – Online negative resolution tool, minutes, correspondence

Helpful Hints

- Ballot controversial sections individually
- Use good judgment when balloting sections separately
- Provide clear and informative cover letter for ballot item(s)
- Try to contact the negative voter before the meeting



More Hints

- Address each portion of the negative vote
- Provide editorially revised document when resolving a negative vote as withdrawn with editorial changes
- Comments are intended for editorial issues or technical items of new business



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Available Resources

- [ASTM Regulations](#)
- [ASTM Form and Style Manual](#)
- [ASTM Technical Committee Officer Handbook](#)
- [Introduction to ASTM Standards](#)
- [Draft Standard Templates](#)



ASTM Virtual Classroom for Members

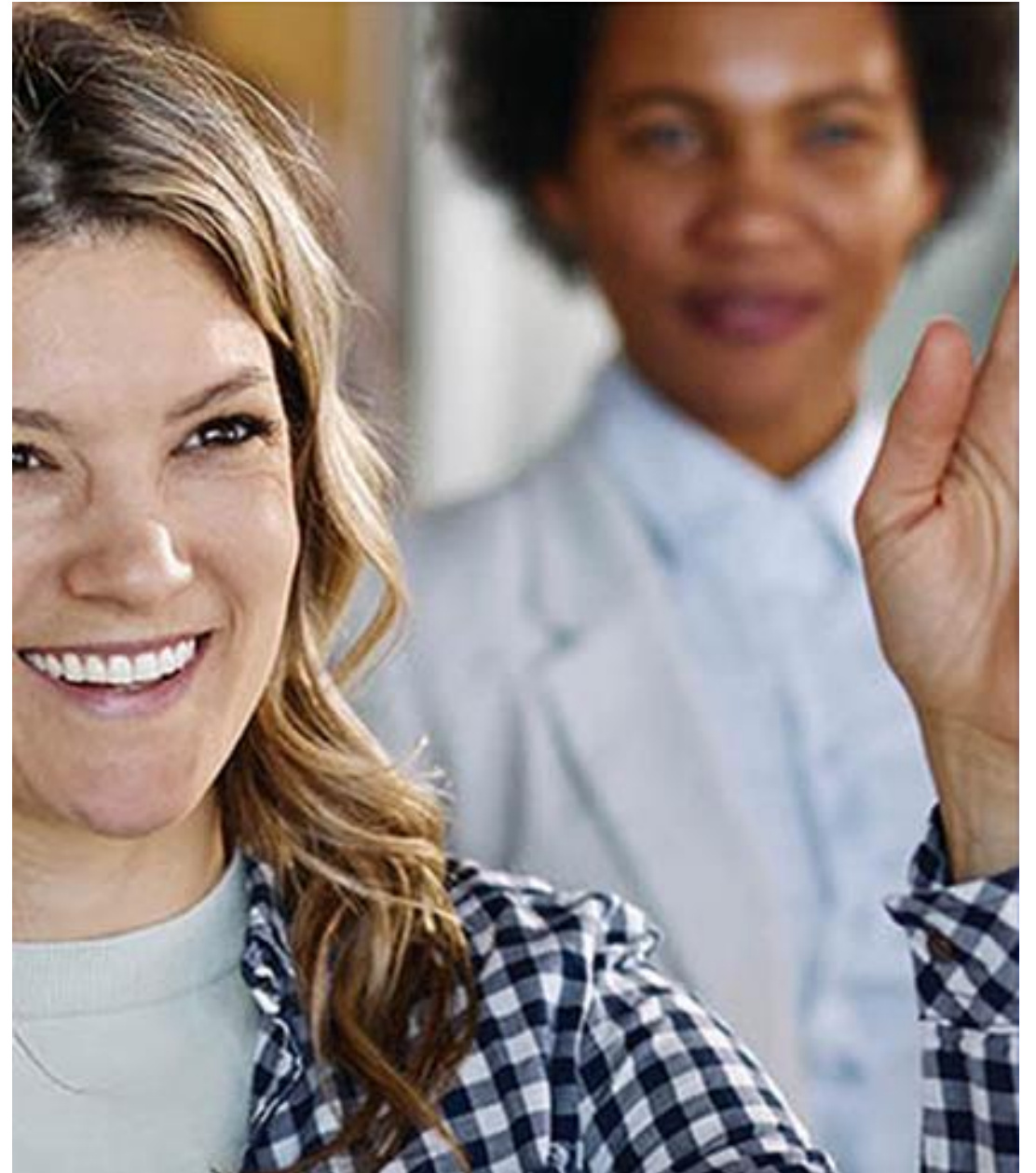
- Balloting & Handling Negative Votes
- WebEx Training
- Roster Maintenance
- Process of Developing & Revising a Standard
- Task Group Chair & Technical Contact Responsibilities
- Subcommittee Chair's Duties and Responsibilities
- Interlaboratory Studies Program
- Planning Symposia & Workshops
- Collaboration Area Training



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Questions?





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Thank you for your attention!

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