Roster Maintenance

Helping Our World Work Better®



Roster Maintenance

Why is Roster Maintenance Used?

- ➤ Assigning classification and voting privileges to new members and members that change employment
- ➤ Maintaining balance as the roster changes
- Generating reports, such as membership reports for meetings
- ➤ Adjustments and changes to existing member voting or classification status, for example due to member ballot inactivity

Who uses Roster Maintenance?

- ➤ Membership Secretaries (Main Committee)
- ➤ Subcommittee Chairs (Subcommittees)
- ➤ Officers (reports only)



Steps in the Membership Classification & Voting Process

A member Joins your committee

Membership Secretary Review Classification,
Voting Rights
Assignment

 Receive email notice of new member application Pending applications are compared to existing Roster and Scope of Committee.

Review and Approval by Executive Option for Appeal for Review

- Executive majority approval required for all Main Committee assignments.
- Any member can request the Executive to review and consider additional information.
- COTCO appeal review



Classification Defined

ASTM Regulations Section 7

7 Classification of Committee Members

- 7.1 Classification On classified committees and subcommittees, members shall be classified according to voting interest. The classification of a member at main committee may be different from the classification at subcommittee level; however, a member classified on any subcommittee as a producer shall be classified as a producer on the main committee. (See Section 4 for Committee and Subcommittee Membership Assignment.)
- 7.1.1 *Producer* A member who represents a voting interest that produces or sells materials, products, systems, or services covered in the committee or subcommittee scope.
- 7.1.2 *User* A member who represents a voting interest that purchases or uses materials, products, systems, or services other than for consumer use (See 7.1.3) covered in the committee or subcommittee scope provided that the member could not also be classified as a producer.
- 7.1.3 *Consumer* A member who primarily uses, purchases or represents those who use or purchase products and services for personal or non-commercial use within the committee or subcommittee scope.

Discussion — Example Consumer classifications can include both end-consumers and consumer advocates who use, or represent those who use, goods or services for personal, social, family, household use and similar needs, and cannot be classified under another interest category.

7.1.4 *General Interest* — A member who cannot be categorized as a producer, user, or consumer.

Discussion — User and general interest classifications are composed of multiple interest categories such as government, academia, testing laboratories, consultants, etc., and no one of the interest categories constitutes a majority of the total committee membership.

*Committees may further define classifications within their Committee Bylaws



Consultants & Trade Associations

From the ASTM Regulations

>7.2 Consultants

- √ 7.2.1 A member serving as a consultant retained by a voting interest, whereby the arrangement includes representing it on an ASTM committee or subcommittee, shall be considered the same classification and voting interest as that by which the member is retained
- √ 7.2.2 A member serving as a consultant for multiple voting interests of exclusively the same classification shall be classified in accordance with those voting interests' principal business activities.

>7.3 Trade Associations

- √ 7.3.1 A trade association for multiple organizations of exclusively the same classification shall be classified in accordance with those organizations' principal business activities.
- √ 7.3.2 A trade association consisting of a single member organization shall have the same classification and voting interest as that member organization.



Classification Assignment

To assign classification, answer these questions based on the Member Application:

- ➤ How do the ASTM Regulations, or the Committee Bylaws, define producer, user, consumer, or a general interest?
- ➤ What is their primary interest (ex: company focus or individual's primary products/services provided) in relation to the scope of the committee or subcommittee?



Official Vote & Voting Interest

Official Vote*

➤One cast by a voting member on a ballot or motion, and that is used for calculating the numerical voting requirements

Voting Interest

- An organization, a subsidiary of an organization, or an individual member having a distinctly separate interest from any other interest with regard to the scope of a committee or subcommittee.
- ➤*Non-official voting member a member whose votes and comments on all ballots or motions shall be fully considered, but whose votes are not included in the calculation of the numerical voting requirements for standards.

12/2025



Official Votes

Who gets an official vote?

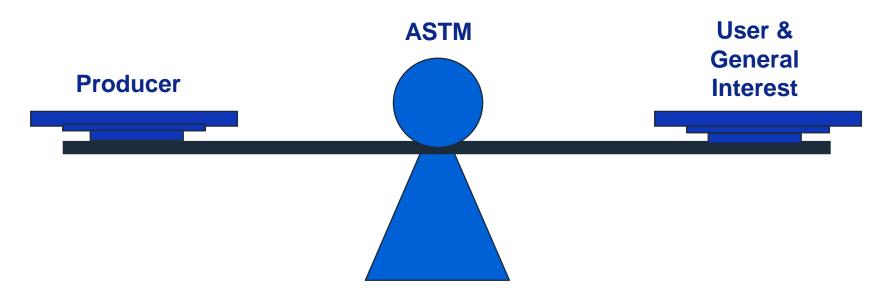
All members shall be given an official vote unless:

- ➤ The member's voting interest already has been granted one official vote
- ➤ Acceptance will create an imbalance on a committee or subcommittee due to Producer votes outweighing other interest categories



Classification and Voting Status

Classified Technical Committees are balanced. No excess influence by any interest group.



Balance in ASTM is defined as: balance, n — in a classified committee or subcommittee, when the combined number of voting user, consumer, and general interest members equals or exceeds the number of voting producer members.

Official Vote Assignment

To assign an official vote, answer these questions:

- 1. Is there a member from the same voting interest already on the committee who currently has an official vote?
 - > If no, assign the official vote
 - ➤ If yes, the new member cannot also hold an official vote (No, Redundant Interest)
- 2. Will assigning a vote create an imbalance in the committee or subcommittee? (i.e. Producers would outweigh the other interest categories)?
 - ➤ If no, assign the official vote
 - ➤ If yes, the new member can be placed on a wait list for a vote (No, Wait List)



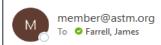
Roster Maintenance Application

How to Review, Assign, and Change Members Classification, and Vote Assignment on your Roster



New Member Application or Change of Employment, Notice

ASTM Member - New or Changing Employment - D10.21.03







Dear ASTM International Committee Officer:

ASTM has received an application from a member either expressing interest in joining D10.21.03 or who has recently changed employment. Headquarters has placed the new member as "Pending" on D10.21.03.

Please log in to your MyASTM page via https://myastm.astm.org to access your "MyCommittees" page and select "Roster Maintenance" from the My Tools list to review the membership application and assign classification and voting status.

If you have questions about the assignment of classification and voting interest, please ask your Staff Manager.

Thank you for your cooperation.

Sincerely,

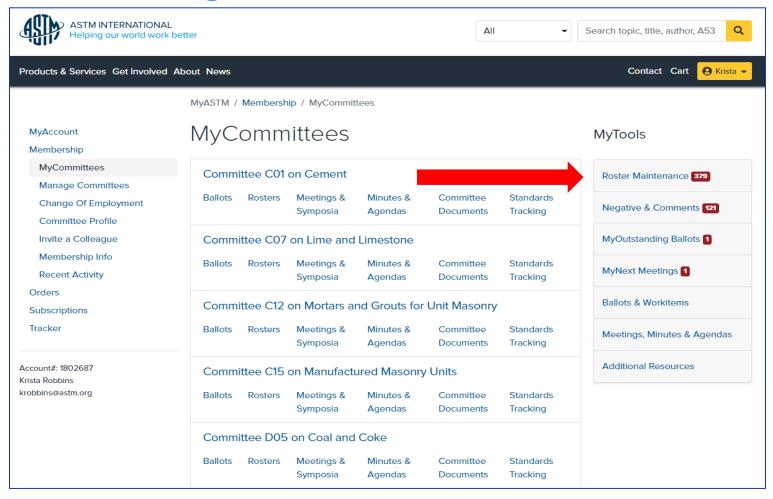
Committee Services

ASTM International Helping our world work better

100 Barr Harbor Drive W Conshohocken, PA 19428 www.astm.org

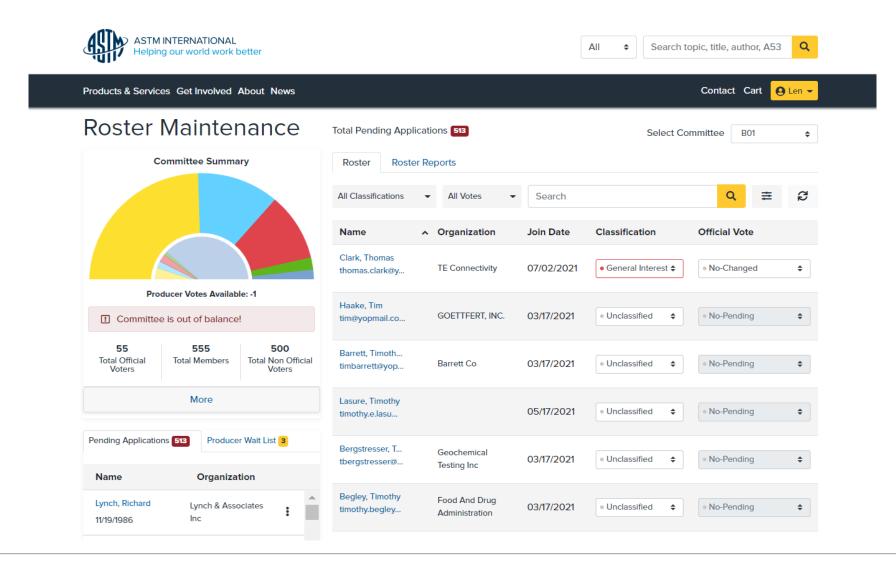


Accessing Roster Maintenance Tools



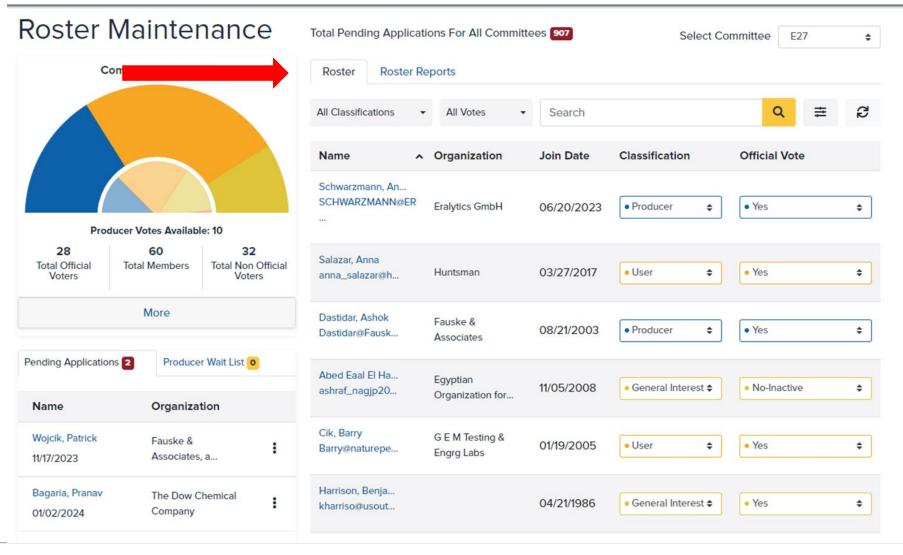


Landing Page Overview



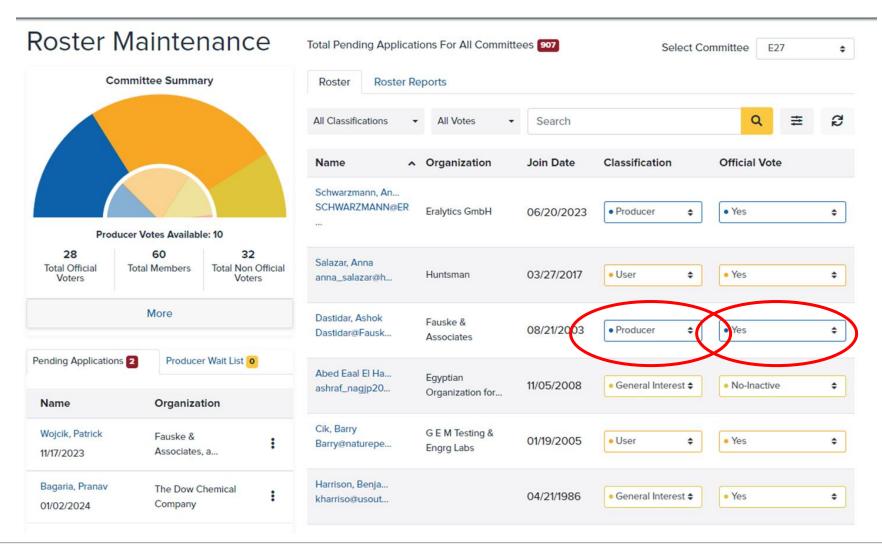


Roster – All members



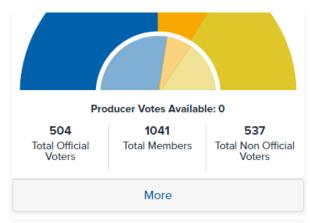


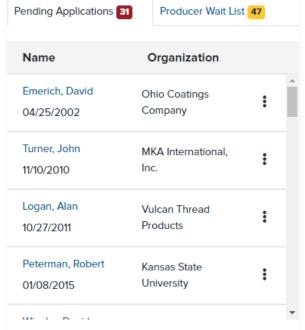
Select Classification & Vote

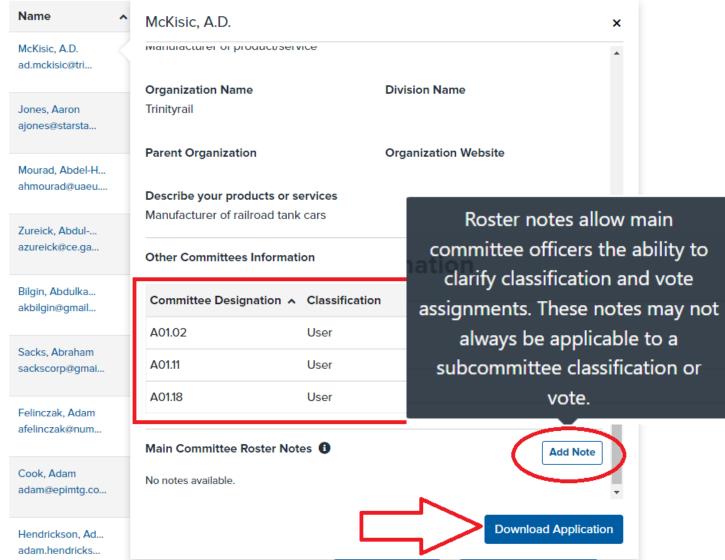




Member Details

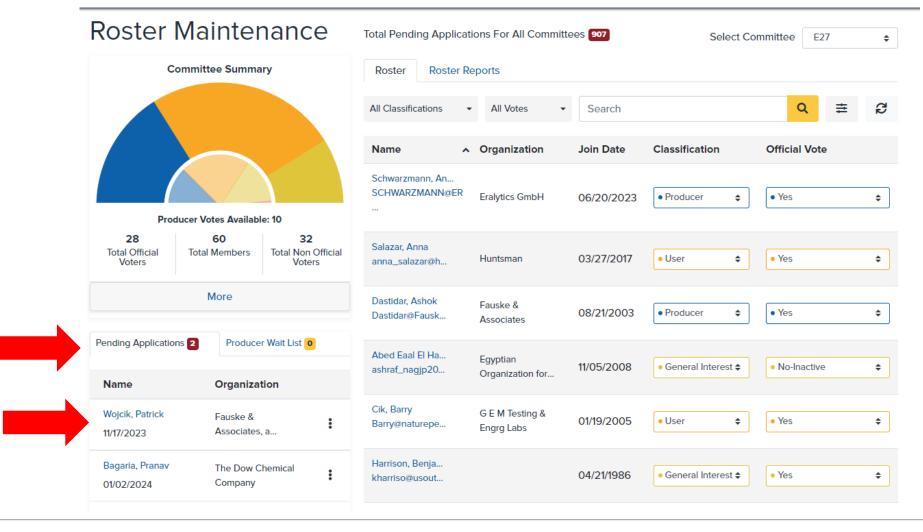






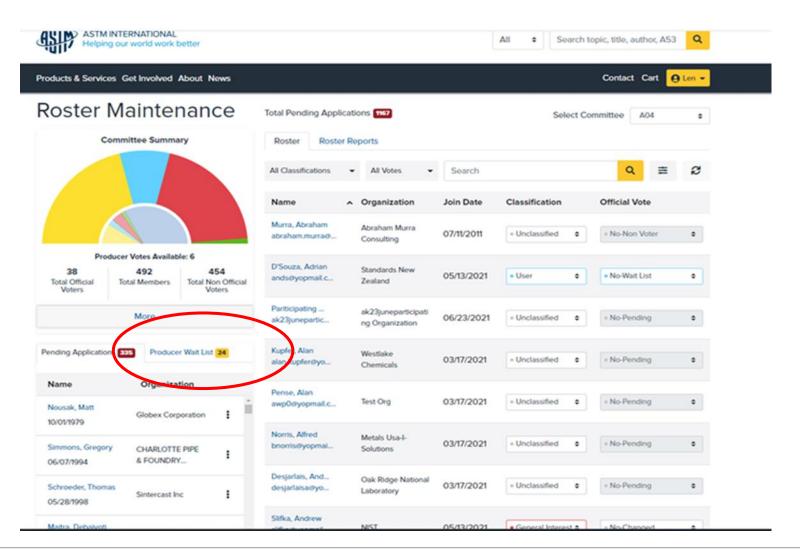


Pending Applications





Producer Wait List





Producer Wait List

- > Created when the number of potential voting producers is greater than the number of voting user, general interest and consumer members combined.
- > Producers are removed from the wait list and given votes when:
 - ✓ New user and general interest members are added as voting members
 - ✓ Other producer members resign



Notification to Member

Member Classification Changed To Producer



ASTM Admin <donotreply@e.astm.org>

To Julanna Longorio

Cc Robbins, Krista; Wilhelm, James

- i) This sender donotreply@e.astm.org is from outside your organization.
- (i) If there are problems with how this message is displayed, click here to view it in a web browser.

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.



This is an automated alert from ASTM International.

Hello Julanna Longorio,

Within ASTM, roster maintenance is performed by the responsible committee officer. Provisions for official voting and assignment of classification are made based on review of new member applications, change of employment submissions and, as needed, updates that maintain committee balance.On 01/10/2024 an officer of Committee C07.90 updated your membership based on information you provided.

As a result, you have been assigned the classification of Producer. Please note, in some cases, changes to classification on the main committee may be made automatically. ASTM Regulations state that a member classified on any subcommittee as a Producer shall be classified as a Producer on the main committee. If you were recently classified on a subcommittee as Producer, your classification may have automatically been changed to Producer for this main committee.





Roster Maintenance Reports



Inactivity Notification to Member

From: standard@astm.org <standard@astm.org>

Subject: ASTM Committee F18 and Subcommittee Ballot Inactivity Notification



Your participation in the development and maintenance of technically sound F18 standards is critical. Ballot return is an integral part of the consensus process and is a requirement of official voting members.

ASTM Regulations require that we notify official voting members of ballot inactivity. Failure to return three consecutive ballots will result in termination of a member's official vote (see section 5 of the <u>Regulations Governing ASTM Technical Committees</u>) in the absence of circumstances acceptable to the Executive Subcommittee (Main Committee ballots) or the Subcommittee Chair (Subcommittee ballots).B

ASTM's balloting records indicate that we have not received your response to the consecutive ballots detailed in the link below. Please click on this link to review your ballot inactivity summary and to advise the Committee regarding your future voting status/membership.

https://balloting.astm.org/BallotInActivityWeb/BallotInActivityForm.aspx?Account=000352607&Main=F18&RunDate=20230927

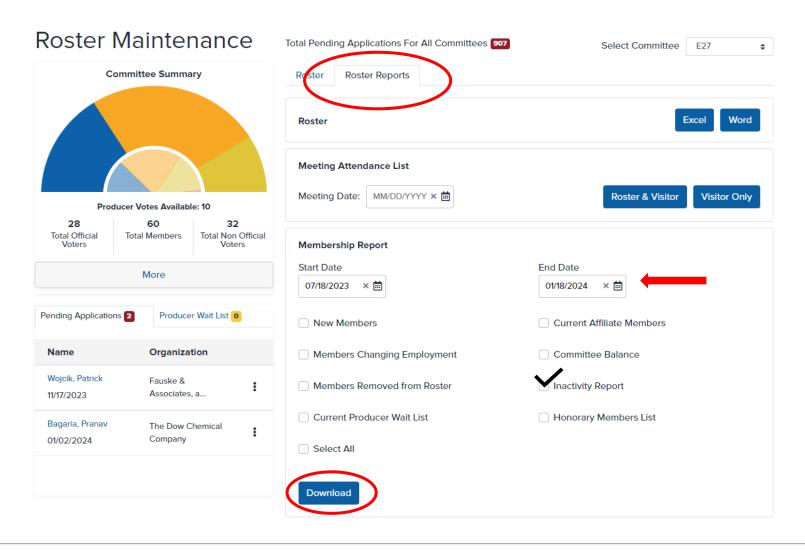
Alternatively, please copy and paste the hyperlink address into your Internet browser.

If you have experienced technical difficulties with the ASTM ballot process, we apologize and would appreciate you alerting your staff manager as soon as possible. If you have had a change in email address or employment that may have prevented ballot notifications from reaching you, please update your contact information on the website at https://member.astm.org/MyASTM.

Thank you.



Ballot Inactivity Report





Ballot Inactivity Report

ASTM Committee C28



Membership Report

Summary Report of C28 Ballots Not Returned

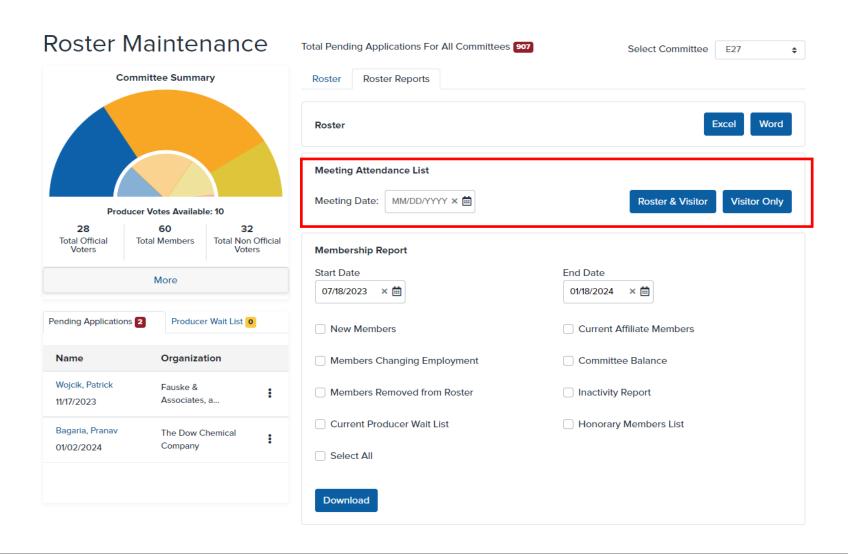
Report Date:10/18/2023 Members Notified:10/04/2023

In accordance with ASTM Regulations, failure to return three consecutive main committee ballots shall result in termination of official votes in the absence of circumstances acceptable to the executive subcommittee. This report should be discussed at the upcoming meeting. The Membership Secretary should complete any approved changes in the Roster Maintenance application or contact your staff manager for assistance.

| MEMBER CONTACT INFORMATION | CONSECUTIVE BALLOTS NOT RETURNED | DESIGNATIONS OF LAST MISSED BALLOTS | RESPONSE FROM VOTER |
|--|----------------------------------|--|------------------------|
| Thommes, Matthias University Erlangen-Nuremberg United States 49 .913.1 85 matthias.thommes@fau.de | 5 | (23-04) (23-03) (23-02) (23-01) (22-05) | Retain Vote |
| Kim, Donghyun Korea Institute of Ceramic Engineering and Technology Korea, Republic of 82557922765 dhkim1208@kicet.re.kr | 3 | (23-01) (22-01) (21-01) | No Response |



Meeting Attendance List





A05



Meeting Attendance List
Meeting Date:

Chair: Farabaugh, Margaret A

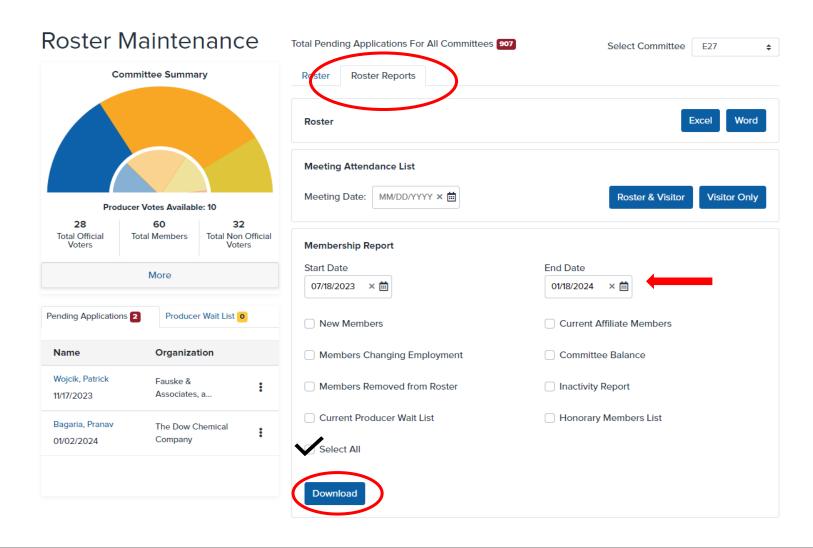
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<u>Members</u> - check the box next to your name. <u>Proxy holders</u>: submit proxy to the Chair, check the box next to the member's name for the proxy you hold and initial. <u>Visitors</u> - sign visitor sheet. <u>To join the committee</u>, go to astm.org/membership or stop by the ASTM registration desk. Return attendance list to Chair so that the number of attending members, proxies, and visitors may be recorded in minutes.

| NAME & ORGANIZATION | CLASSIFICATION | OFFICIAL VOTE | JOIN DATE | NAME & ORGANIZATION | CLASSIFICATION | OFFICIAL VOTE | JOIN DATE |
|---|------------------|--------------------------|--------------|--|------------------|--------------------------|--------------|
| Abou el Hassan, Warda Egyptian Organization for Standardization and Quality - EOS | General Interest | No- <u>Non Voter</u> | 11/05/2008 | Adamczyk, Ronald D Lock Joint Tube Inc | User | No-Redundant Interest | 03/23/2004 |
| Allen, C Brent Compass Construction, Inc. | User | Yes | 01/24/2011 | Allen, Don Super Stud Building Products Inc | | Yes | 02/26/2004 |
| Allen, Richard L International Staple, Nail Tool Association ISANTA | User | Yes | 11/30/2017 | Ameen, Jason WORTHINGTON ARMSTRONG VENTURE | User | Yes | 03/09/2016 |
| Anderson, Graeme Teck Metals Ltd | General Interest | No-Redundant Interest | 03/26/1998 | Andrews, Dennis R Accident <u>And</u> Safety Consultant | General Interest | Yes | 02/03/2012 |
| Armbruster, Ted | General Interest | Yes | 12/02/2004 | Balcon, William Zinge USA | General Interest | No-Inactive | 10/02/2015 |
| Balthaser, Randy S PTC AllianceEndurg Industries | Producer | Yes | 08/27/2020 | Bartlett, Will NarthWest Consulting Civil Engineers | General Interest | Yes | 02/17/2014 |
| Bauer, Barry Forterra Building Products | User | Yes | 04/29/2014 | Beaver, Jesse L Simpson <u>Gumpertz</u> | User | Yes | 09/27/2012 |
| Beldyk, Richard M ASME | General Interest | Yes | 10/21/2003 | Bennett, Caroline R University of Kansas | | Yes | 03/23/2015 |
| Bertucci, Kristine D Becker Specialty Corporation | General Interest | Yes | 03/25/2015 | Bielski Jr, Ben W Metal Culverts Inc Corn Office | Producer | No-Request No Vote | 03/12/1997 |



Membership Report





Membership Report

ASTM Committee **E20**



Membership Report

Created On: 01/18/2024

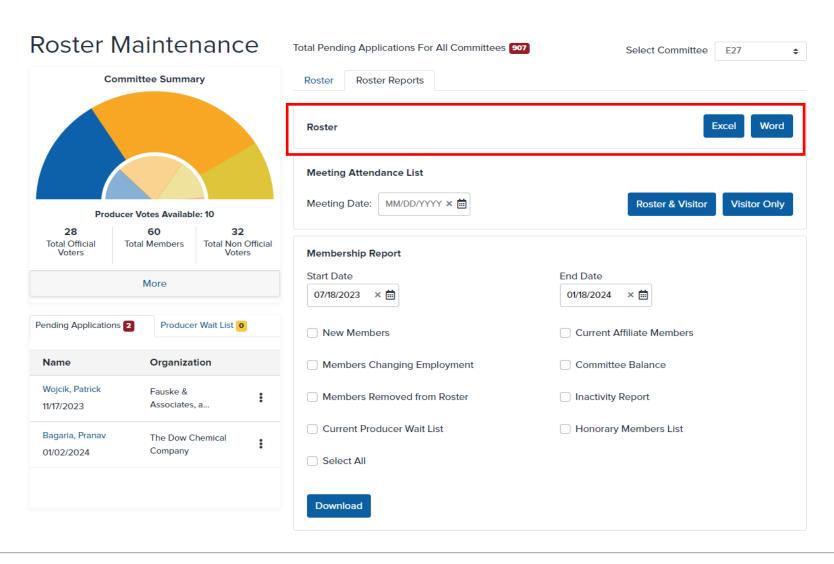
New Committee Members
Date Range: 07/18/2023 - 01/18/2024.

Total Report Count: 8

| NAME & ORGANIZATION | CLASSIFICATION | OFFICIAL VOTE | JOIN DATE | | | |
|------------------------------------|---|----------------------|------------|--|--|--|
| Steelhammer, Robert H | Producer | No-Pending | 07/20/2023 | | | |
| Sandelius Instruments, Inc. | Subcommittees: E20.03, E20.11, E20.12, E20.13, E20.14 | | | | | |
| Meacock, Rachel | Unclassified | No- <u>Non Voter</u> | 08/02/2023 | | | |
| ASTM International Curneal, Joel | Subcommittees: | | | | | |
| | User | No-Pending | 08/31/2023 | | | |
| JOCUSOLUTIONS LLC | Subcommittees: E20.03, E20.11, E20.14 | | | | | |
| Vogloby Coatt | User | No-Pending | 10/10/2023 | | | |
| Veglahn, Scott Mathy Construction | Subcommittees: E20.02, E20.03, E20.05, E20.07, E20.09, E20.11, E20.12, E20.13, E20.14, E20.91, E20.94, E20.96 | | | | | |
| Wegner, Jermaine D | User | No-Pending | 11/03/2023 | | | |
| The Boeing Company | Subcommittees: E20.11 | | | | | |
| | | | | | | |



Word and Excel Rosters



| | Α | В | С | D | E | F | G | Н | 1 |
|----|--------|---------------------|-----------------------------|--|------------|------------------|------------------------------|---------------|--------------------|
| 1 | Main C | Officer Title | Name | Organization | Join Date | Classification | Classification Assigned Date | Official Vote | No Vote Reason |
| 2 | E27 | Chair | Horsch, Steve | Dow Chemical | 10/27/2015 | Producer | 05/15/2019 | No | Request No Vote |
| 3 | E27 | Vice-Chair | Dastidar, Ashok G | Fauske & Associates | 08/21/2003 | Producer | 02/07/2008 | Yes | |
| 4 | E27 | Membership Secre | Henricksen, Jacob | Fauske & Associates LLC | 01/19/2022 | Producer | 05/10/2022 | No | Redundant Interest |
| 5 | E27 | Secretary | Bellair, Robert | Dow Chemical | 05/20/2015 | Producer | 05/20/2015 | Yes | |
| 6 | E27 | Staff Manager | Robbins, Krista | ASTM International | 07/15/2016 | Unclassified | 07/15/2016 | No | Non Voter |
| 7 | E27 | Administrative Assi | Wilhelm, James | ASTM International | 04/21/2022 | Unclassified | 04/21/2022 | No | Non Voter |
| 8 | E27 | Editor | Meacock, Rachel | ASTM International | 08/02/2023 | Unclassified | 08/02/2023 | No | Non Voter |
| 9 | E27 | | Abed Eaal El Hameed, Ashra | Egyptian Organization for Standardization and Qualit | 11/05/2008 | General Interest | 11/05/2008 | No | Inactive |
| 10 | E27 | | Babrauskas, Vytenis | Fire Science & Technology Inc | 04/21/1999 | User | 04/21/1999 | Yes | |
| 11 | E27 | | Badeen, Christopher | Natural Resources Canada | 12/19/2022 | Producer | 05/17/2023 | Yes | |
| 12 | E27 | | Bagaria, Pranav | The Dow Chemical Company | 01/02/2024 | Unclassified | 01/02/2024 | No | Pending |
| 13 | E27 | | Bartel, Daniel | AIRGAS SPECIALTY GASES | 03/24/2017 | User | 03/24/2017 | Yes | |
| 14 | E27 | | Beaupre, Ginger | IEP Technologies LLC, Combustion Research Cente | 04/01/2015 | Producer | 04/01/2015 | No | Inactive |
| 15 | E27 | | Benedetti, Robert P | National Fire Protection Assoc | 01/01/0001 | General Interest | Invalid date | No | Inactive |
| 16 | E27 | | Bethea, Donald L | Huntsman Advanced Materials | 04/27/2022 | User | 05/10/2022 | No | Redundant Interest |
| 17 | E27 | | Blaine, Roger L | | 01/01/1978 | General Interest | 06/12/1993 | Yes | |
| 18 | E27 | | Blasius, James R | In Cide Technologies Inc | 10/08/2004 | Producer | 10/08/2004 | Yes | |
| 19 | E27 | | Britton, Laurence G | | 01/24/1997 | User | 01/24/1997 | Yes | |
| 20 | E27 | | Chakraborty, Dr. Kalyan Kun | | 12/09/2022 | User | 05/17/2023 | Yes | |
| 21 | E27 | | Chavez Sumarriva, Nadia Lys | Centro Nacional de Recursos Estrategicos de Salud | 12/21/2017 | User | 12/21/2017 | No | Inactive |
| 22 | E27 | | Chen, Liqiong | Shenzhen Academy of Metrology and Quality Inspec | 01/19/2015 | General Interest | 01/19/2015 | No | Non Voter |
| 23 | E27 | | Cik, Barry A | G E M Testing & Engrg Labs | 01/19/2005 | User | 01/19/2005 | Yes | |
| 24 | E27 | | Colomb, Matthias Andre | Mitsubishi Polysilicon | 11/12/2018 | User | 11/12/2018 | Yes | |
| 25 | E27 | | Di, Shicong | Shanghai Inst Standards | 03/21/2017 | General Interest | 03/21/2017 | No | Inactive |
| 26 | E27 | | Ebadat, Vahid | Stonehouse Process Safety, Inc. | 11/08/2019 | Producer | 11/07/2023 | Yes | |
| 27 | E27 | | Fei, Huang | Qingdao Safety Engineering Institute, SINOPEC | 08/10/2015 | User | 08/10/2015 | No | Redundant Interest |

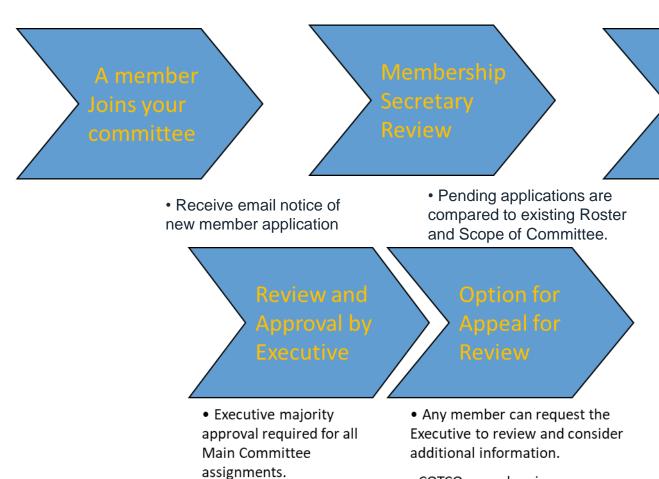


Handling New Member Applications & Change of Employment

- ➤ Authority granted by Executive Subcommittee to Membership Secretary to approve applications between meetings
 - ✓ Action is subsequently reviewed by Exec
- Create a Membership Report for review by Executive
- ➤ Main Committee Rosters can be approved either by
 - ✓ Executive Subcommittee Meetings
 - ✓ Ballot of Executive Subcommittee
- Subcommittee Chairs have authorization over Subcommittee Rosters

Steps in the Membership Classification & Voting Process

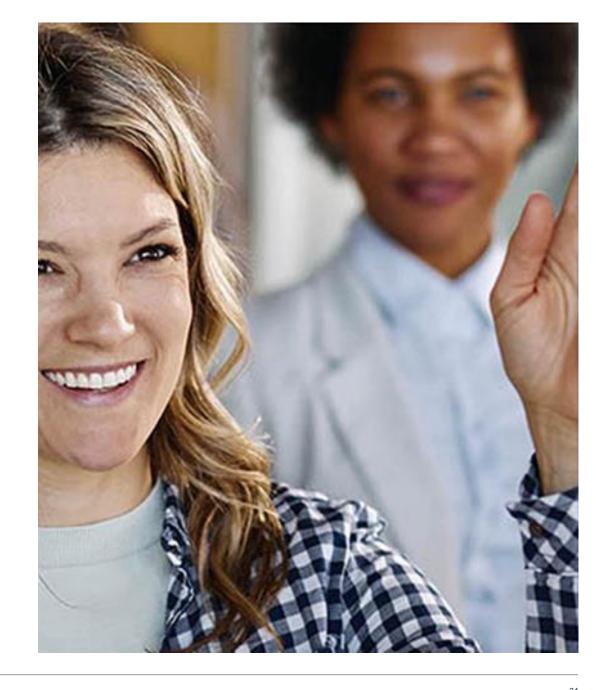
COTCO appeal review







Questions?



Thank you!