

**The Masonry Society's**  
**Technical Committee Operations Manual**

**April 24, 2014**

**Prepared by the**  
**TMS Technical Activities Committee**



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## TABLE OF CONTENTS

|  |           |
|--|-----------|
| <b>1. ORGANIZING TECHNICAL COMMITTEES .....</b>          | <b>1</b>  |
| 1.1 Establishing Committees and Missions .....           | 1         |
| 1.2 Appointment of Committee Chairs .....                | 1         |
| 1.3 Organizing the Committee.....                        | 1         |
| 1.4 Technical Committee Membership.....                  | 2         |
| 1.4.1 Officers.....                                      | 2         |
| 1.4.2 Committee Members.....                             | 3         |
| 1.5 Appointments.....                                    | 4         |
| 1.6 Selection of Members .....                           | 5         |
| 1.6.1 Qualifications .....                               | 5         |
| 1.6.2 Meetings .....                                     | 5         |
| 1.6.3 Balance of Interest .....                          | 5         |
| 1.6.4 Geographical Location .....                        | 6         |
| 1.6.5 Overlapping Membership.....                        | 7         |
| 1.7 Joint Committees with Other Organizations .....      | 7         |
| 1.8 Terminations.....                                    | 7         |
| 1.9 Resignations.....                                    | 8         |
| 1.10 Rosters .....                                       | 8         |
| <b>2. OPERATING TECHNICAL COMMITTEES.....</b>            | <b>9</b>  |
| 2.1 Fulfilling the Mission .....                         | 9         |
| 2.2 Goals.....   | 9         |
| 2.2.1 Standards .....                                    | 9         |
| 2.2.2 Reports or Monographs .....                        | 9         |
| 2.2.3 Updating Documents.....                            | 9         |
| 2.2.4 Annual Meeting Sessions and Symposium Volumes..... | 9         |
| 2.2.5 Bibliographies.....                                | 9         |
| 2.2.6 Individually Authored Publications.....            | 9         |
| 2.2.7 Seminars.....                                      | 10        |
| 2.3 Committee Meetings.....                              | 10        |
| 2.3.1 Quorum .....                                       | 10        |
| 2.3.2 Minutes.....                                       | 10        |
| 2.4 Distributing Correspondence .....                    | 11        |
| 2.4.1 Within a Committee.....                            | 11        |
| 2.4.2 Between TMS Committees .....                       | 11        |
| 2.4.3 To TMS-TAC and the TMS Executive Director .....    | 11        |
| 2.5 Coordination with Other Committees.....              | 12        |
| 2.6 Annual Report to TMS-TAC .....                       | 12        |
| 2.7 Staff Assistance .....                               | 12        |
| 2.8 Technical Committee Expenses and Special Funds.....  | 12        |
| <b>3. DEVELOPING COMMITTEE DOCUMENTS .....</b>           | <b>14</b> |
| 3.1 General Procedure .....                              | 14        |
| 3.2 Types of Documents and Levels of Review .....        | 14        |
| 3.2.1 Documents Requiring Standardization .....          | 14        |
| 3.2.2 Documents Not Requiring Standardization.....       | 14        |
| 3.3 Preparation of Committee Documents.....              | 15        |
| 3.4 Editorial Changes and Review.....                    | 15        |
| 3.5 Circulating Draft Documents.....                     | 15        |
| 3.6 Coordination Procedures.....                         | 16        |
| 3.7 Independent-Author Publications .....                | 16        |

|           |   |           |
|-----------|---|-----------|
| 3.8       | Policy on SI Units.....   | 17        |
| <b>4.</b> | <b>BALLOTING COMMITTEE DOCUMENTS.....</b>   | <b>18</b> |
| 4.1       | Who Receives a Ballot and Who Votes.....  | 18        |
| 4.2       | Committee Letter Ballot.....  | 18        |
| 4.2.1     | Initiation.....   | 19        |
| 4.2.2     | Ballot Format.....  | 19        |
| 4.2.3     | Voting.....   | 19        |
| 4.2.4     | Requirements for Passage.....   | 19        |
| 4.2.5     | Votes by Corresponding Members.....   | 20        |
| 4.2.6     | Affirmative Votes with Comments.....  | 20        |
| 4.2.7     | Resolution of Negative Votes.....   | 20        |
| 4.3       | Editorial Changes.....  | 21        |
| 4.4       | Report to TMS-TAC.....  | 21        |
| <b>5.</b> | <b>TMS-TAC REVIEW, STANDARDIZATION, AND PUBLICATION OF COMMITTEE DOCUMENTS.....</b> | <b>23</b> |
| 5.1       | Submitting Documents to TMS-TAC.....  | 23        |
| 5.2       | TMS-TAC Review of Documents.....  | 23        |
| 5.2.1     | Classification of Review Comments.....  | 24        |
| 5.2.2     | Levels of TMS-TAC Review.....   | 24        |
| 5.2.3     | Possible Outcomes of TMS-TAC Review.....  | 25        |
| 5.3       | Public Comment Period for Documents Requiring Standardization.....                  | 26        |
| 5.4       | Publication.....  | 26        |
| 5.5       | Appeals.....  | 27        |
| 5.6       | Updating Documents.....   | 27        |
| 5.7       | American National Standard.....   | 28        |

**Appendix A Annual Report for TMS Technical Committees**

**Appendix B Sample Ballot for TMS Technical Committees**

## **FOREWORD**

This manual has been prepared by the TMS Technical Activities Committee (TMS-TAC), and has been adopted by the Board of Directors to provide guidance in the operation of TMS technical committees and to document the procedures that TMS technical committees are required to follow in developing publications and other products.

The success of any technical committee effort depends largely on the administrative ability and initiative of the Chair and the dedication of the members. Chairs of TMS technical committees are chosen for their ability and knowledge in the field to be covered by the committee, and for their administrative skills. Most details of technical committee operations are left to their judgment.

To ensure compliance with ANSI-approved procedures for the development of consensus standards, however, some mandatory requirements govern the actions of TMS technical committees. These mandatory requirements are given throughout this manual in the mandatory language of “shall.” Suggestions are presented in the non-mandatory language of “should” or “may.”

The manual is a “living” document, and is updated frequently by TMS-TAC. TMS-TAC welcomes any comments that will improve committee procedures.

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## **1. ORGANIZING TECHNICAL COMMITTEES**

### **1.1 Establishing Committees and Missions**

Technical committees of The Masonry Society (TMS) are authorized by the Board of Directors on recommendation of the TMS Technical Activities Committee (TMS-TAC). Technical committees have specific goals and missions related to improvement of the design, construction, materials, and maintenance of masonry structures. Actions of TMS technical committees are subject to the review and approval of the TMS Technical Activities Committee and the TMS Board.

Each technical committee's mission is established by the Board when the committee is authorized. Changes in mission and scope may be proposed by the committees and shall be referred to TMS-TAC and then to the Board for approval.

TMS technical committees may be established as joint committees with other organizations. Joint committees shall meet TMS requirements in their work methods. Formal communications with other organizations are initiated only by the Board of Directors, over the signature of the President, or on behalf of the Board over the signature of the Executive Director.

New technical committees are formed, and existing technical committees discharged or reorganized, by TMS-TAC, subject to approval by the TMS Board.

### **1.2 Appointment of Committee Chairs**

TMS-TAC shall appoint the Chairs of technical committees.

### **1.3 Organizing the Committee**

Committees shall consist of a Chair and at least 5 members. The Chair has the responsibility of organizing the committee. In deciding on the proper size for a committee, the Chair should consider its mission, goals and immediate tasks; its balance of interests; and the geographical locations of committee members.

Large committees may require a Vice-chair, a Secretary, subcommittees, task groups and a steering subcommittee or control group.

Subcommittees may be desirable when a committee's activities can be subdivided into parts that can be worked on simultaneously. Task groups usually have a limited scope and life.

## **1.4 Technical Committee Membership**

### **1.4.1 Officers**

#### **1.4.1.1 Chair**

The Chair has primary responsibility for a technical committee's activities. Its success depends largely on the Chair's administrative and technical ability and initiative. Technical committee Chairs are appointed by TMS-TAC for specific terms, generally three years. Terms generally expire at the end of the TMS Annual Meeting. For technical committees that are jointly sponsored by other societies, the TMS Executive Director, with concurrence by the TMS-TAC Chair, shall coordinate term expiration dates with those societies. Technical committee Chairs shall be members of TMS.

Chair appointments and re-appointments are among the most critical responsibilities of TMS-TAC. Many factors affect the selection of Chairs. There are no inflexible rules, but serious attention is given to matters such as:

- a) Rotation among all qualified committee members to keep committee output vigorous. TMS-TAC may reappoint the Chair beyond two terms.
- b) Since chairing a TMS technical committee requires a significant amount of time, an individual should not chair more than one TMS technical committee at a time.
- c) Overall distribution of technical committee Chairs should display balance. No one segment of the masonry industry should dominate committee Chairs.
- d) A primary responsibility of a committee Chair is to ensure a viable chain of succession. In each technical committee's annual report, each Chair is asked to list at least three possible successors. Those individuals are considered by TMS-TAC when selecting Chairs.

#### **1.4.1.2 Vice-Chair**

Appointment of a Vice-Chair is at the Chair's discretion. The Vice-Chair does not necessarily become the next Chair. While TMS-TAC considers the advice of Chairs when appointing their successors, TMS-TAC is not required to follow that advice.

#### **1.4.1.3 Secretary**

A Secretary can be a great benefit to committee work by recording, preparing, and mailing the minutes of meetings and by distributing ballots and correspondence. Appointment of a Secretary is at the Chair's discretion. In order to expedite the flow of committee correspondence, a person working at the same place as the Chair may perform the Committee's secretarial duties. This can be accomplished by appointing the person as a "Nonvoting" Secretary.

## **1.4.2 Committee Members**

Technical committee members are volunteers who offer their services to TMS and its technical committees. Each prospective committee member, regardless of membership category, should complete a TMS Committee Application Form available from TMS Staff.

TMS membership, while encouraged, is not a requirement for technical committee membership.

### **1.4.2.1 Voting Members**

Voting Members are selected by the Chair on the basis of technical expertise and experience. A committee member's professional affiliation may determine classification or voting interest, which shall be considered to achieve balance of interest on committees developing standards.

Voting Members vote on Committee ballots and have the right of the floor at Committee meetings. They are required to participate actively in Committee work through contributions of technical information, prompt reply to correspondence, return of committee ballots, and attendance at a minimum of one Committee meeting every two years. For standards developing committees, a voting member must attend a minimum of one committee meeting per year.

Proxy voting is not allowed.

### **1.4.2.2 Corresponding Members**

TMS members (except those in the Student category) can be appointed by the Chair as Corresponding Members to a maximum of two technical committees. Student members shall be a Corresponding Member of at most one technical committee.

An applicant may be appointed as a Corresponding Member when appointment as a Voting Member would be precluded to preserve balance of voting interests or when a Committee document is being balloted. Corresponding members will be terminated from all committees unless they maintain their TMS membership.

Corresponding Members do not have to attend meetings, but do have to participate in committee activities as follows:

- a) They regularly receive minutes, information on items being balloted, and correspondence distributed to Committee members.
- b) They have the privilege of the floor at Committee meetings, but no vote.
- c) They are permitted to express negative viewpoints, with reasons, on letter ballot items. These negative viewpoints are not counted in the final ballot tally and do not affect the outcome of a ballot item, but shall be distributed to the Committee for consideration.
- d) They are not considered in determining the balance of voting interests on the Committee.

**1.4.2.3 Consulting Members**

A Consulting Member is appointed by the Chair because of special expertise or long-time association with the Committee or its work. A Consulting Member is not required to attend meetings or to participate by correspondence. Consulting Members are advised of committee activities and are welcome to attend meetings, but have no vote.

**1.4.2.4 Technical Activities Committee Contact Member**

A member of TMS-TAC is assigned liaison responsibilities with each technical committee, and is designated as the TMS-TAC Contact Member. This member keeps TMS-TAC advised of the activities of the Committee and provides advice and information to the Committee. The technical committee Chair should include the TMS-TAC Contact Member in all Committee correspondence.

**1.5 Appointments**

Chairs of technical committees shall appoint members of their committees.

After the Chair reviews a proposed committee member's TMS Committee Application Form, the original should be sent to TMS Staff with appointment recommendations, and a copy kept for the Chair's files.

Formal appointment is made by the Committee Chair and is confirmed in a letter from TMS Staff. Committee members are appointed for unspecified terms.

A candidate for Voting Membership may be rejected to maintain balance of interest or committee size at a level consistent with effective operation, or at the discretion of the Committee Chair. Among the factors that a Chair can consider is whether the addition of a new Voting Member would significantly delay an ongoing balloting process. An applicant whose request for membership is denied has the right to appeal to TMS-TAC. Appeal should be made in writing to the TMS Executive Director and will be forwarded to TMS-TAC. The applicant shall be permitted to appear in person at the TMS-TAC meeting where the appeal is considered.

Appointment of more than one Voting Member from the same place of employment is discouraged, and requests for such appointment shall be justified.



## **1.6 Selection of Members**

### **1.6.1 Qualifications**

Members should have the technical expertise, skills, time and facilities necessary to contribute to the Committee's work.

### **1.6.2 Meetings**

Committee meetings are generally held at the TMS meetings and other times convenient to the Committee. At these meetings, committees make most of their major decisions, work out many problems, and accomplish much of their work.

### **1.6.3 Balance of Interest**

Requirements for Balance of interests are mandatory for Committees producing documents requiring standardization. Balance of interests is desirable but not mandatory for Committees developing documents not requiring standardization and for Subcommittees or Task Groups reporting to Committees. Subcommittees and Task Groups are not permitted to develop documents requiring standardization.

#### **1.6.3.1 Classification**

A Voting Member of a Committee that prepares or has jurisdiction over documents requiring standardization shall be classified as Producer, User, or General Interest. Classification of committee members by organizational and technical interest is needed to ensure fairness and balance among affected interests. Such classification may be the same or different on different committees. Classification shall be related to the mission of the Committee.

#### **1.6.3.2 Producer Interest**

A producer interest is an organization, trade association, or individual that produces, markets, or sells materials, products, or systems covered in the committee mission.

#### **1.6.3.3 Producer**

A voting member who represents a producer interest shall be classified as a Producer.

#### **1.6.3.4 User Interest**

A user interest is an organization, association, or individual that purchases or uses materials, products, or systems covered in the committee mission.

#### **1.6.3.5 User**

A Voting Member who represents a user interest shall be classified as a User, provided that the member could not also be classified as a Producer. For example, a design engineer who is a member of a committee writing a design guide would be classified as a User, but would be classified as General Interest on a committee dealing with masonry materials.

**1.6.3.6 General Interest**

A voting member who is not classified as Producer or User (for example, an employee of a government agency or a university), shall be classified General Interest.

**1.6.3.7 Consultants**

A consultant retained by a producer interest or by a user interest under an indefinite continuous arrangement that includes representing the organization on a TMS committee shall be classified Producer or User respectively. Consultants representing themselves or an employer not classified as a Producer or User Interest shall be classified as General Interest.

**1.6.3.8 Balance of Interests**

All Committees should have a broad-based membership to ensure balanced coverage. Ideally, the voting membership of each Committee should be comprised of approximately equal representation from each of the three voting membership categories drawn from a representative geographical distribution to capture practices and opinions that may vary by location or market segment. Balance of interests in a committee that prepares or has jurisdiction over documents requiring standardization requires that:

- a) the combined number of voting members classified as User and General Interest shall equal or exceed the number of voting members classified as Producer; and
- b) each Producer Interest shall have no more than one voting member.

Balance of interest is required for the committee to ballot any action. Committees seeking exceptions to the requirements of this section may request reconsideration by TMS-TAC. Committees preparing documents not requiring standardization, such as guides and reports, are not required to conform to the requirements of this section, but should have broad-based membership, to ensure balanced coverage of the subject.

**1.6.3.9 Annual Review**

Each committee that prepares or has jurisdiction over documents requiring standardization shall carry out an annual review of membership and include in the Annual Report a summary of voting member classification. Members may appeal their classification to the Committee Chair, and ultimately to TMS-TAC.

**1.6.4 Geographical Location**

TMS is an international organization, and its technical committee documents should reflect practices that are applicable over wide areas. Broad geographical distribution of committee members is important. TMS technical committees should represent the geographical areas (but not necessarily the political divisions) of the North American continent. Such membership distribution guards against adoption of standards that reflect only local practices.

International members of TMS members may find it difficult to attend committee meetings, but can contribute valuable information by correspondence. For such members, corresponding membership should be encouraged.

### **1.6.5 Overlapping Membership**

Coordination of effort among TMS committees is a continuing primary responsibility of TMS-TAC, and cross-representation between closely related committees aids coordination. The Committee Chair should carefully review the missions of other committees and develop overlapping membership where desirable.

It is sometimes necessary to use capable Voting Members in multiple assignments; membership on more than two technical committees should be discouraged, however.

### **1.7 Joint Committees with Other Organizations**

Appointment of committee members to joint committees with other organizations follows the above guidelines with a few exceptions. Before the formal appointment letter can be sent, approval must be obtained from the co-sponsoring societies.

The Chair should simultaneously submit the appointment recommendations to TMS and to the co-sponsoring society. When approvals are obtained, TMS usually sends out the formal appointment letter to TMS members on behalf of all participating societies.

Documents requiring standardization that are developed by TMS in conjunction with one or more co-sponsoring organization(s) shall comply with the same requirements as documents requiring standardization developed solely by TMS, or shall be developed under the rules of one of the co-sponsoring organization(s) provided that they are an ANSI Accredited Standards Developer.

### **1.8 Terminations**

The Chair should periodically review members' performance and take appropriate action regarding their classification and membership.

The Chair shall remove non-active members from voting status by terminating their committee membership or by changing their membership status to "corresponding member". A voting member shall be considered non-active if that member does not respond to two consecutive ballots, does not attend at least one committee meeting every two years, or does not contribute to the production of committee documents.

Any committee member may appeal a classification or membership decision to TMS-TAC. The affected committee member may appear in person at which time the appeal is considered.

## **1.9 Resignations**

Committee members resign by notifying the Chair and TMS Staff of such intent.

## **1.10 Rosters**

TMS Staff shall maintain a roster of committee membership and shall distribute that roster to all committee members on an annual basis or otherwise upon request.

## **2. OPERATING TECHNICAL COMMITTEES**

### **2.1 Fulfilling the Mission**

The overall goal of TMS technical committees is to disseminate technical knowledge through publication by TMS. Wide latitude is given to the Chair in accomplishing that goal.

In developing technical committee documents, whether documents require standardization or not, protection of the public and the interest of the user must dominate.

Official correspondence shall be in the English language.

### **2.2 Goals**

In its annual report of activities, each committee shall review its progress and identify future goals consistent with its mission. Those goals might include the following:

#### **2.2.1 Standards**

Prepare a proposed code, specification, or standard practice which, when adopted by the TMS membership, becomes a TMS Standard.

#### **2.2.2 Reports or Monographs**

Prepare committee reports that discuss and summarize pertinent information, and include the Committee's recommendations.

#### **2.2.3 Updating Documents**

Maintain, update, or revise TMS documents in the Committee's field of interest.

#### **2.2.4 Annual Meeting Sessions and Symposium Volumes**

Sponsor symposia or sessions at TMS meeting or other forums and possible subsequent publication in a TMS periodical or as a TMS Special Publication. These technical sessions shall be technically balanced and non-commercial in nature.

#### **2.2.5 Bibliographies**

Prepare and publish annotated bibliographies.

#### **2.2.6 Individually Authored Publications**

Encourage or sponsor the preparation, presentation, and publication of technical documents authored by individuals who may be Committee members. Encourage research necessary as a basis for such documents or for the Committee's mission.

### **2.2.7 Seminars**

Cooperate with the Education Committee in the development of seminars or workshops in the Committee's area of technical expertise. This might include suggesting qualified speakers, pertinent topics, appropriate visual aids, or more direct cooperation.

## **2.3 Committee Meetings**

Meetings shall be called by the Chair with at least four weeks' notice, or by petition of five or more members. TMS Staff notifies the Chair of availability of meeting rooms at the annual meeting or other TMS meetings. The Chair should request meeting space well before the proposed meeting date.

Meeting announcements can be distributed by the Chair, or by TMS Staff.

If the Chair will not be able to attend a Committee meeting, an alternate should be designated by the Chair so the Committee work can continue without interruption. If no alternate is available, and a scheduled meeting must be canceled, the Chair shall notify Committee members and TMS Staff well in advance.

If a Committee meeting is to be held separately from the TMS annual meeting or other meeting, the Chair shall notify TMS Staff so that a notice of the meeting time and place can be published.

TMS technical committee meetings shall be open, except that portions of such meetings devoted to personnel matters shall be permitted to be closed. The general topics discussed at closed portions of meetings (for example, technical committee chairmanships) shall be announced.

A meeting agenda shall be prepared with copies for Committee members and visitors.

The Chair shall preside over Committee meetings in a manner that encourages the Committee to work constructively toward its goals, that encourages open discussion, and that protects the rights of all Committee members. Basic parliamentary procedures (such as *Robert's Rules of Order*) should be followed.

### **2.3.1 Quorum**

While there are no requirements for a quorum, full attendance is encouraged at meetings of TMS technical committees. Committee votes related to the development of documents shall comply with the voting requirements of Chapter 4. In accordance with those requirements, such votes in a committee meeting in effect require that the Committee meeting be attended by at least one-half the Voting Members of the Committee.

### **2.3.2 Minutes**

Minutes shall be prepared to record the deliberations and actions of TMS technical committees and subcommittees. Minutes provide a continuing record of past Committee work and prevent repeated discussion of the same subject.

Minutes shall include: names of Committee members and visitors present, and of Voting Members not present; the text of each motion, who made it, and who seconded it; and the

results of voting on the motion. Minutes should follow the Agenda. Minutes shall be circulated promptly to the Committee for information and guidance, and to ensure completeness and accuracy. Minutes shall be approved at the next Committee meeting or by correspondence. Copies of all Minutes shall be sent to the TMS-TAC Chair and Contact Member, and to TMS Staff.

## **2.4 Distributing Correspondence**

Because TMS technical committees usually meet only twice a year, effective circulation of correspondence is vital to committee activity and progress. To ensure a smooth flow of Committee work, Voting Members should reply promptly to correspondence. The Chair shall send copies of all Committee correspondence to TMS Staff, to ensure a complete record of Committee activities.

### **2.4.1 Within a Committee**

Correspondence containing items such as proposals, criticisms, or new data should be sent to the entire Committee. When one committee member writes to another concerning Committee activities, it is desirable to send copies to all Committee members and to TMS Staff. This enables all committee members to stay informed of developments, contribute to the work, and stay informed so that discussions will be more effective. Task group correspondence shall be sent at least to all task group members, and to the Committee Chair and to TMS Staff.

### **2.4.2 Between TMS Committees**

Correspondence between TMS committees is usually between the Chairs, with copies to TMS Staff. If committee members correspond, copies should be sent to the Chairs of their respective committees.

### **2.4.3 To TMS-TAC and the TMS Executive Director**

Official committee files are those maintained by TMS Staff. Originals or legible copies of agendas and minutes, membership lists, balloting records, and resolution of negative votes must be sent to TMS Staff.

Copies of important correspondence must be sent to the TMS-TAC Chair and Contact Member, and to TMS Executive Director. Copies of draft documents should be sent to the Contact Member at the time of mailing to committee members. These three individuals should be sent copies of correspondence; they are not Committee members, however, and do not vote or return ballots.

If a committee is joint with another organization, additional distribution is required in accordance with the other organization's requirements.

## **2.5 Coordination with Other Committees**

Committees are often closely related; the work of one committee may overlap with or affect the work of another committee. Committee Chairs, and ultimately TMS-TAC, are responsible for avoiding conflicting requirements or recommendations in different TMS documents.

## **2.6 Annual Report to TMS-TAC**

Each technical committee Chair shall submit an annual report of committee activity that provides information on committee progress and goals. The report shall be submitted at least 30 days prior to the Annual Meeting. TMS Staff annually sends standard forms to each committee Chair and sends copies of the completed forms to TMS-TAC (see Appendix A for a sample committee report).

When a committee fails to submit an annual report, TMS-TAC can make changes in committee organization or personnel to ensure the Committee's effectiveness.

## **2.7 Staff Assistance**

While TMS staff is not large enough to provide a liaison member for each committee, the TMS Executive Director can remain informed of committee activities, help committees in their assigned goals, and keep them from infringing upon each other's work.

The quickest way to get material such as drafts or memos to committee members, is by direct e-mail or fax. Direct mail is also possible but slower. A Chair may request technical, editorial, and secretarial assistance from TMS Staff.

Anything sent to TMS Staff for processing must be accompanied by instructions. Any material received by TMS Staff without instructions is regarded as an information copy; its contents are noted and placed in the Committee file.

## **2.8 Technical Committee Expenses and Special Funds**

TMS Board budgets a maximum amount of money that may be used for committee expenses upon request by committee Chairs.

The Executive Director will honor requests from a committee Chair for reimbursement of expenses for postage, copying, and phone calls incurred in committee work, and will supply stationery and envelopes upon request. Expenses in excess of budgeted amounts and other committee expenses will not be assumed by TMS unless previously specifically authorized by the Board of Directors.

Requests for funding of TMS technical committee projects by governmental agencies and other organizations shall be reviewed by the staff and submitted to TMS-TAC and the TMS Board for



approval before submission to the funding agency. TMS-TAC will determine who will contact the funding agency.

Special committee funds, when their solicitation has been authorized by the Board of Directors, shall be deposited to the TMS account, through the Executive Director, and shall be disbursed on vouchers signed by the Chair of the committee for whose work the fund was created.

### **3. DEVELOPING COMMITTEE DOCUMENTS**

#### **3.1 General Procedure**

The mission of TMS is to advance the knowledge of masonry. One of its principal activities is to disseminate information pertaining to masonry. Principal sources of this information are documents prepared by TMS technical committees and published by TMS. Committees gather published information in their specific areas of expertise, correlate results of field and laboratory research, and share experience in design, construction, and manufacturing. Technical committees synthesize this information into codes, specifications, reports, guides, other documents, and symposiums. TMS Committee reports shall be approved by the TMS consensus process, including TMS-TAC review.

#### **3.2 Types of Documents and Levels of Review**

Committee documents are classified as those requiring standardization, and those not requiring standardization. Standardization is the process used by TMS to develop certain documents. It ensures the widest input and overall quality assurance for a document.

In deciding to develop a document, a technical committee must first decide whether it will be a document requiring standardization, or a document not requiring standardization. Documents requiring standardization generally take longer to produce and require a more complex consensus process for approval. Documents not requiring standardization are quicker and simpler to produce. Committees are encouraged to develop documents requiring standardization only when they are needed, and documents not requiring standardization in other cases.

Prior to their development, documents that will incur TMS expense shall require approval of the TMS Board.

##### **3.2.1 Documents Requiring Standardization**

Documents requiring standardization are codes and specifications. They shall be written in mandatory language, and shall cite only mandatory-language documents. Other documents may be cited in the Commentary to a mandatory-language document.

Before developing a document requiring standardization, a TMS technical committee shall request and receive authorization from TMS-TAC. If authorized by TMS-TAC, the Committee Chair shall work with staff to file PINS (Project Initiation Notification System) forms with ANSI at the initiation of new standards in accordance with Clause 2.5 of ANSI's Essential Requirements (ER).

##### **3.2.2 Documents Not Requiring Standardization**

Documents not requiring standardization are guides, reports, bibliographies, handbooks, manuals and monographs.

### **3.3 Preparation of Committee Documents**

In preparing a Committee document, a united effort by all Committee members generally produces the best results. However, the simplest, quickest, and most direct approach may be for a Task Group to prepare the first draft. Individual committee members can be called upon to add to the draft where needed. The draft is then submitted to the entire Committee for review, comment, revision and balloting, so that the final draft represents the consensus of the Committee.

Committee documents are expected to be of high technical and editorial quality.

### **3.4 Editorial Changes and Review**

Prior to final committee letter ballot, TMS document must undergo thorough technical and editorial review by the Committee. Document format must conform to policies established by the Publications Committee. In submitting the document to TMS-TAC, the Chair must state that an editorial review has been completed.

Editorial changes in documents may be made at any time without a letter ballot, provided that the proposed change is circulated to the Committee for comment over at least a 30-day period. If there is an objection by any Voting Member of the Committee, in the change shall be submitted to letter ballot.

Editorial changes are of two types: 1) those that introduce no change in technical content, but rather correct typographical errors, modify editorial style, change non-technical information, or reduce ambiguity; and 2) those that correct typographical errors in substance (essential information that could be misused).

Editorial review should include document structure, sentence structure, grammar, redundancy, spelling, and typographical errors. Since many documents are written in sections by different people, it is essential that they be reviewed for consistency in style and format.

### **3.5 Circulating Draft Documents**

A committee document may undergo significant changes in format and technical content prior to final committee and TMS-TAC approvals. Therefore, drafts should be clearly marked “draft document, not for publication.” They should not be circulated outside of the committee membership, TMS-TAC, and TMS Staff except on approval of the Committee Chair. Such approval should be given only to obtain expert technical advice not available in the committee membership or to ensure that all interested parties are given adequate opportunity to express their viewpoints. Committee documents, at any stage of development, must not be released for publication other than to TMS or to co-sponsors of joint committees, except on approval of TMS-TAC. Similar restrictions should be observed regarding test data or other unpublished technical information circulated within a committee in connection with its work.

### **3.6 Coordination Procedures**

Coordination with other technical committees is an important part of processing documents. It should prevent conflicts and overlaps between committee documents. Some reasons for coordination with other committees are:

- Information being developed is incorporated or referenced in documents of other committees
- The Committee depends on the work of another committee
- Committees are developing documents with parallel or overlapping subjects

A copy of a committee draft document shall be sent to the Chair of each affected TMS committee at or before the final Committee letter ballot, with a request for review and comment on the document in the areas affecting the other committee.

The other technical committees do not have veto power but can make constructive comments. Their comments the Committee's disposition of them shall be furnished to TMS-TAC by TMS Staff.

If substantial difficulties arise between two committees, the matter should be referred to TMS-TAC for arbitration.

### **3.7 Independent-Author Publications**

TMS encourages its members to create documents of interest to the masonry community, and to seek publication of those documents through TMS. A portion (typically 40%) of the revenue from such Independent-Author Publications shall be shared with the author after TMS covers expenses related to preparation, printing, promotion, and distribution. A contract will be created to specify details of the agreement on each Independent-Author Publication.

Independent-Author Publications shall be presented to a TMS technical committee which will decide whether to review the document. If the committee agrees that the document has merit, it submits a proposal to TMS-TAC to proceed to review the Independent-Author Publication. TMS-TAC reviews the proposal and if it agrees, forwards the proposal to the TMS Board. The TMS Board evaluates the Independent-Author Publication to determine whether it is financially viable and whether or not to proceed with review.

Independent-Author Publications shall be balloted by the reviewing committee and reviewed by TMS-TAC in the same way as any other document. These procedures are described in Chapters 4 and 5 of this TCOM. In some cases, the technical committee or TMS-TAC may appoint a "Production Editor" to coordinate production of the document.

### **3.8 Policy on SI Units**

Publications prepared by and published by TMS shall use U.S. Customary Units (ft-lb) followed by Systeme Internationale (SI) units in parentheses, unless otherwise approved by TAC.

### **3.9 Translation of TMS Documents**

Translation of a TMS document into a language other than English may be accomplished as an editorial change and no further balloting by the generating committee is required. TAC shall evaluate the translation. The translated document shall be published with the following translation disclaimer included.

#### **3.9.1 Translation Disclaimer:**

“The official version of a TMS document is the English version. A translation of a TMS document is for the convenience of users. While care has been taken to ensure that the translation is correct, TMS does not guarantee its accuracy. Official interpretation of a TMS document shall be based only on the English version.”

## **4. BALLOTING COMMITTEE DOCUMENTS**

To ensure that it represents the consensus of its originating committee, each TMS committee document shall meet TMS requirements for letter ballots, meeting ballots, resolution of negatives, TMS-TAC review, and public comment (for documents requiring standardization).

### **4.1 Who Receives a Ballot and Who Votes**

All persons listed as members on the official committee roster maintained by TMS Staff, shall be sent copies of letter ballots and Committee correspondence, including Minutes. Minutes shall include a report of results of letter ballot and votes taken in committee meetings (meeting ballot).

Only those members listed as Voting Members shall be permitted to vote. Committee membership is individual, not designated for a certain company or interest group. Therefore, proxy votes are not allowed at committee meetings or on letter ballots. Meeting ballots are subject to the limitations of Section 4.4.

### **4.2 Committee Letter Ballot**

Committee documents shall be approved by letter ballot. A letter ballot is defined as a written communication by e-mail, fax, the US Postal Service, or express mail service. The signature on a ballot may be a typed electronic signature by the TMS website, e-mail communications, a fax signature, or a “hard copy” signature on a mailed ballot.

Letter ballots are conducted on an entire document or on specific sections of it. When changing an existing document, it is appropriate to letter-ballot individual changes. When preparing a long document that is divided into chapters or logical segments, a committee can ballot individual items or parts of the document to bring out objections and crystallize opinions. A letter ballot on the completed document must be taken before submission to TMS-TAC.

Letter ballots permit Committee members to express their views. Whenever possible, efforts should be made to resolve differences before submitting a document to letter ballot. If the opinions of one or two Members differ from those of the majority, however, this should not be allowed to unduly delay the document. Those differing opinions, if expressed in the form of Negative votes, should be resolved as described later in this chapter.

A letter ballot is required whenever a committee wishes to:

- Approve a new document
- Reaffirm or withdraw an existing document
- Make substantive changes to an existing document. Substantive changes might be proposed by the Committee, or might be in response to persuasive votes or TMS-TAC review.

Meeting ballots are conducted at scheduled committee meetings. The rules for meeting ballots are as given in Chapter 4 Sections 4.2.3 and 4.2.4 for letter ballots. Meeting ballots are permitted to be used

for resolution of negatives, and for approval of committee response to comments from TMS-TAC and from the Public Comment Period.

#### **4.2.1 Initiation**

A letter ballot may be initiated by a Committee Chair, or a by a motion of a Member at a Committee meeting.

#### **4.2.2 Ballot Format**

A letter ballot may be taken on a complete document, on each independent part of a document, or a revision of a document. The ballot shall follow the format shown in Appendix B. It shall have a voting period not shorter than 30 days after the date of mailing. A shorter voting period is permitted, provided that voting is conducted by voice or electronic communication.

Each ballot item must be accompanied by supporting rationale.

#### **4.2.3 Voting**

There are four possible votes on a ballot item:

- 1(a). Affirmative (“I approve”)
- 2(a). Affirmative with comment (“I approve, with comments”)
- 3(a). Negative (“I do not approve”). Negative votes shall be accompanied by a reason for the negative vote. It is requested that the negative vote be accompanied by wording or solution that would satisfy the voter’s concern.
- 4(a). Abstention (“I abstain”)

The Committee shall review all votes and shall respond to each vote in one of the following ways:

- 1(b). Affirmative Vote: no response required
- 2(b). Affirmative Vote with Comment: respond per Section 4.2.6
- 3(b). Negative Vote: one of the following responses is required:
  - Negative is unrelated (Section 4.2.7)
  - Negative is related, but non-persuasive (Section 4.2.7)
  - Negative is related and persuasive (Section 4.2.7)
  - Negative without comment. A negative unaccompanied by a comment shall be reported as a “negative without comment,” and shall require no resolution (section 4.2.7)
- 4(b). Abstain (Section 4.2.4): no response required

#### **4.2.4 Requirements for Passage**

After all votes on a letter ballot have been tallied, the Chair or designate shall determine whether the ballot has passed. The requirements for passage are:

1. Affirmative votes from at least 1/2 of all Voting Members; and

2. Affirmative votes from at least 2/3 of the Yes and No votes.

#### **4.2.5 Votes by Corresponding Members**

Corresponding Members receive ballot items for comment. Corresponding Members may express negative viewpoints, with reasons, on these items. These negative viewpoints shall be distributed to the Committee for consideration, but shall not be counted in the final ballot tally nor affect the outcome of a ballot item.

#### **4.2.6 Affirmative Votes with Comments**

The Committee shall consider all comments, including an Affirmative Vote with Comment. Any substantive change to the document shall be submitted to letter ballot.

#### **4.2.7 Resolution of Negative Votes**

Negative votes shall be resolved by the Committee, either at a committee meeting or by letter ballot. Resolution of each Negative vote shall be documented. If a Negative vote is resolved by letter ballot, ballot results shall be reported (Affirmatives, Negatives, Abstentions, and Voting Members not voting). If a Negative vote is resolved at a Committee meeting, the voting results shall be reported (Affirmatives, Negatives, Abstentions, and the total number of Voting Members) in the Committee Minutes.

Negatives comprised of several reasons can have those reasons addressed individually, with separate resolution of the reasons permitted. If any reason is found persuasive, the entire item must be reballoted or withdrawn. Negatives shall be resolved into one of the following categories:

##### **4.2.7.1 *Withdrawn***

A Negative vote can be withdrawn at the request of the Negative voter. The Negative voter's request must be recorded in the meeting minutes if the Negative voter was present, or submitted to the Chair in writing if the voter was not present. Any withdrawals must be made prior to submission of that item to TAC.

##### **4.2.7.2 *Unrelated***

To find a Negative unrelated requires the following:

1. Affirmative votes from at least 1/2 of all Voting Members; and
2. Affirmative votes from at least 2/3 of the Yes and No votes.

A Negative vote that is found unrelated shall be recorded as "Negative without comment."

##### **4.2.7.3 *Related but Non-persuasive***

A Negative vote that is considered related can be found non-persuasive. To find a Negative non-persuasive requires the following:

1. Affirmative votes from at least 1/2 of all Voting Members; and
2. Affirmative votes from at least 2/3 of the Yes and No votes.



The Committee must state technical justification for finding the Negative non-persuasive. Negative votes on a letter ballot to find the Negative non-persuasive do not need to be resolved, but a statement of the Committee's reasons for considering the Negative vote non-persuasive must accompany the action.

#### **4.2.7.4 *Related and Persuasive***

If the Negative is related to the ballot item, and the Committee finds the justification to be persuasive, it must determine whether the required change is editorial or substantive.

If the required change is editorial, the change shall be made, and the Negative vote withdrawn with the consent of the voter and recorded as an Affirmative after the change is made. The committee Chair rules on what is an editorial change. This ruling must be circulated to the Committee and ratified on a 30-day no-protest basis. If a Committee member protests the ruling, the change shall be treated as substantive.

If the required change is substantive, the change must be approved by letter ballot. Requirements for passage, and for resolution of negatives, are as previously discussed.

If it finds a Negative persuasive, the Committee can also withdraw the ballot item, in which case no further action is required.

### **4.3 Editorial Changes**

Editorial changes to a document may be proposed by Committee members or others. These may be intended to satisfy an Affirmative with comment or a Negative vote on a ballot item, or may be brought up as new business. In a Committee meeting, the Chair may rule a proposed change to be editorial if there is no objection from the floor by any Voting Member. This editorial change is reported to the full Committee in the minutes of the meeting and any member may object to the ruling within 30 days. Such an objection requires that the editorial change be considered substantive, and either be withdrawn or be letter-balloted by the Committee.

### **4.4 Meeting Ballots**

A meeting ballot is a vote taken at a meeting, in response to a motion made by a voting member. A meeting ballot is an official action of the committee, and may only be used to resolve negative votes submitted on a previous letter ballot, approve the committee response to TAC review comments, or approve the committee response to a public discussion comment. A meeting ballot shall not be used to ballot a new document or new revisions to a document, or to reapprove or withdraw an existing document.

The 1/2 and 2/3 rules (Section 4.2.4) must be satisfied for an item to pass by meeting ballot. The results of meeting ballots must be reported in the minutes of the meeting.

### **4.5 Report to TMS-TAC**

The following must be reported to TMS-TAC for all letter ballots:

- Total number of eligible Voting Members
- Number of Affirmative votes
- Number of Negative votes, names of Negative voters, the reasons for each Negative vote, and how each Negative vote was resolved
- Names of those abstaining
- Names of those not returning ballots

TMS-TAC review is described in Chapter 5.

## **5. TMS-TAC REVIEW, STANDARDIZATION, AND PUBLICATION OF COMMITTEE DOCUMENTS**

### **5.1 Submitting Documents to TMS-TAC**

After successful Committee ballot and resolution of all Negatives, a document is forwarded to TMS-TAC for review. Documents are normally not submitted to TMS-TAC in pieces, but only as complete documents.

All documents prepared or sponsored by joint committees are subject to the review procedures of all sponsoring organizations and should be submitted simultaneously to those organizations.

With the submission, the Chair shall:

- a) State the results of the Committee's coordinating action with related committees and with previous Committee documents
- b) Inform TMS-TAC of conflicts with documents of other TMS committees with an explanation of the conflicts.
- c) State whether the Committee wants the document considered as a document requiring standardization, or document not requiring standardization.
- d) Report the following:
  1. total number of eligible Voting Members;
  2. number of Affirmative votes;
  3. number of Negative voters, names of Negative voters, the reasons for each Negative, and the resolution of each Negative;
  4. names of those abstaining; and
  5. names of those not returning ballots.

### **5.2 TMS-TAC Review of Documents**

Review of technical documents is one of the most important functions of TMS-TAC. A document submitted for publication is transmitted to TMS-TAC and in certain circumstances to outside reviewers. Outside reviewers are selected for their background on the subject matter.

TMS Staff shall determine if coordination is completed, and shall forward the document to the affected committees as determined by TMS-TAC.

TMS-TAC shall appoint a review chief for all documents submitted for review.

When TMS-TAC members have reviewed a document, review comments shall be compiled and arranged by the review chief and presented to TMS-TAC. TMS-TAC shall discuss the compiled comments and synthesize an official TMS-TAC response. Representatives of the document's sponsoring committee shall be invited to attend this discussion.

## 5.2.1 Classification of Review Comments

Review comments shall be classified as follows:

- Primary - Substantive in nature, and requiring compliance or a statement of technical reason for noncompliance.
- Secondary - Substantive in nature, but able to be treated as new business by the Committee.
- Editorial - Editorial in nature, and able to be made without changing technical content.
- Layout – Editorial in nature and can be made without changing technical content. Examples include font style and text layout. Layout changes may be initiated by TMS Staff and are reviewed by the committee Chair. The committee Chair shall determine that the layout change does not change technical content.

## 5.2.2 Levels of TMS-TAC Review

### 5.2.2.1 *Level 1 TMS-TAC Review*

In a Level 1 Review, TMS-TAC reviews the sponsoring committee's procedures for compliance with the TCOM. TMS-TAC does not address the technical content of the document. Journal papers and conference proceedings shall receive a Level 1 TMS-TAC review.

In a Level 1 TMS-TAC review, the sponsoring committee of the document shall submit an operating guide for TMS-TAC approval. When a document is submitted, the Committee shall include documentation showing that its operating guide has been followed. This documentation shall include:

- Names of persons preparing the document
- Names of reviewers
- Schedule of committee review activities

The designated TMS-TAC review chief shall verify that the sponsoring Committee adhered to its procedures, and shall report to TMS-TAC. After TMS-TAC deliberation, the TMS-TAC consensus shall be communicated to the sponsoring Committee.

### 5.2.2.2 *Level 2 TMS-TAC Review*

In a Level 2 TMS-TAC review, TMS-TAC reviews the operations of the sponsoring Committee for compliance with the TCOM, offers secondary and editorial review comments on the document, and recommends acceptance or rejection.

Independent-author publications shall receive a Level 2 TMS-TAC review.

The sponsoring Committee of a Level 2 document is responsible for submitting the document in accordance with the TCOM.

TMS-TAC shall verify compliance with TCOM requirements. Each member of TMS-TAC shall review the document, offer secondary and editorial comments with justification for the comments, and shall recommend acceptance or rejection for publication.

The TMS-TAC review chief shall compile the comments, present them to TMS-TAC, and return TMS-TAC's response to the sponsoring Committee.

### **5.2.2.3 *Level 3 TMS-TAC Review***

In a Level 3 TMS-TAC review, TMS-TAC reviews the operating procedures of the sponsoring committee for compliance with the TCOM, offers primary, secondary, and editorial review comments on the document, and recommends acceptance or rejection.

A Level 3 TMS-TAC review shall be applied to documents not specifically assigned Review Level 1 in Section 5.2.1.1 or Review Level 2 in Section 5.2.1.2. These documents include committee documents, whether requiring standardization or not, and materials offered for distribution under a TMS logo that have not been reviewed for technical content by a TMS technical committee.

The sponsoring Committee of a Level 3 document shall submit the document to TMS-TAC according to the requirements of this TCOM. TMS-TAC shall determine whether those requirements have been met. Each member of TMS-TAC shall then review the document.

The document review chief shall compile the comments, present them to TMS-TAC at its next meeting, and return TMS-TAC's response to the sponsoring Committee.

## **5.2.3 Possible Outcomes of TMS-TAC Review**

### **5.2.3.1 *Approval***

If a document is approved by TMS-TAC, it proceeds without further TMS-TAC input.

Approval is a relatively common outcome for a Level 1 TMS-TAC review, in which case it means that the review procedure proposed by the sponsoring committee is satisfactory. Approval is also a relatively common outcome for a Level 2 TMS-TAC review, in which case it means that the document can proceed (Level 2 TMS-TAC reviews generate only Secondary and Editorial comments). Approval is a very rare outcome for a Level 3 TMS-TAC review, because it means that the document is essentially flawless.

### **5.2.3.2 *Approval Subject to Addressing Comments***

If a document is approved by TMS-TAC subject to addressing comments, it is returned to the Committee. The Committee shall address each Primary and Editorial comment, and either change the document to comply with the intent of the comment, or provide a technical reason for not changing the document. The Committee need not address Secondary comments, but shall consider them under new business.

Response to TMS-TAC comments must be approved by the committee by either letter ballot or by meeting ballot. Committee responses shall be submitted to TAC in writing.

After the document has been modified in response to Primary and Editorial comments, the Committee shall submit it to TMS staff for verification of compliance. TMS staff shall consult with TMS-TAC if necessary.

Approval subject to addressing comments is a relatively common outcome for a Level 3 TMS-TAC review, in which case it means that the document can be modified to meet the required technical and editorial standards.

### **5.2.3.3 *Return to the Committee for Redrafting, Re-ballot and Re-submittal***

If a document is returned to the Committee for re-drafting, re-balloting and re-submittal, the Committee must begin again. TMS-TAC will provide general guidance for the Committee in this task.

This outcome means that the document is so fundamentally flawed that it cannot be made acceptable by individual technical or editorial changes.

The document must be re-drafted, re-balloted, and re-submitted to TMS-TAC, as if it were a new document.

## **5.3 Public Comment Period for Documents Requiring Standardization**

After TMS-TAC review and approval, a document requiring standardization shall undergo a 45-day public comment period. A notice of its availability (either in hard copy or on the TMS website) shall be published by TMS. The sponsoring committee shall respond to all comments received.

If a change to the document is required in response to a public comment, the Committee shall ballot the change. The Committee is not required to re-approve provisions that have already been approved by the Committee.

The resolution of comments received during the public review period shall be reported and sent to TAC for review and approval. The approved closure shall be published by TMS. A written copy of the approved closure, including the Committee's resolution of the public comment, shall be forwarded to the individual submitting the public comment.

The results of this standardization procedure shall then be reviewed by the TMS Board, to assure that consensus procedures have been followed. If the Board approves the document as a TMS standard, it then proceeds to publication.

## **5.4 Publication**

After the above procedures have been completed, the document becomes a TMS publication, and is available to the public. The sponsoring Committee shall provide TMS Staff with a hard copy and an electronic version in a format acceptable to TMS Staff.

## **5.5 Appeals**

Any person may appeal an action on a committee document by writing to the President of TMS at the TMS Headquarters address. Technical appeals shall be considered by TMS-TAC. Procedural appeals, and appeals of TMS-TAC decisions, shall be considered by the TMS Board. Appeals will be considered as expeditiously as possible, considering normal meeting schedules. Initial consideration of appeals by TMS-TAC or by the TMS Board shall be within 8 months from the time the appeal was received. Members of TMS-TAC and the TMS Board who have served as members of the committee that developed the standard that is being appealed may participate in discussions related to the appeal but must recuse themselves during any votes related to the appeal.

TMS-TAC is the final TMS authority on all technical matters. An item is placed on the agenda for the next scheduled TMS-TAC meeting, and those interested are invited to attend the meeting.

The TMS Board is the final TMS authority on procedural matters pertaining to TMS documents. An item is placed on the agenda for the next scheduled TMS Board meeting and those interested are invited to attend the Board meeting.

Persons submitting a negative public comment on documents requiring standardization shall be informed in writing by TMS staff of the disposition of their vote and/or comment and of their right to appeal to TMS through this appeal process.

If a technical appeal is sustained, the affected document shall be returned to the sponsoring committee for resolution. If a procedural appeal is sustained, the affected document shall return to the step where the procedural error occurred.

## **5.6 Updating Documents**

Committees shall revise, re-approve, or withdraw documents within five years from the date of publication.

Standards referenced in TMS documents requiring standardization must have been published and a specific edition or date associated with them must be referenced. When updating documents requiring standardization, the most recent edition of those referenced standards must be reviewed and, if acceptable, used as the reference. If the most recent edition is not acceptable the reference may be omitted or an earlier edition referenced.

Revision, re-approval, or withdrawal of an existing document shall use the same consensus requirements that apply to the development of a new document as provided in this Technical Committee Operations Manual. A ballot item to re-approve should be accompanied by a statement to the effect that technological progress to that point does not require revision of the document. A ballot item for withdrawal should include a statement that in the judgment of the committee, the document is no longer useful.

If a document is not re-approved or withdrawn within the required time period, TMS-TAC shall require re-approval or withdrawal.

## **5.7 American National Standard**

After the Board has approved a document as a TMS standard, the Board may authorize the TMS staff to submit the document to the American National Standards Institute (ANSI) for approval as an American National Standard following the then current ANSI procedures including all of the normative administrative policies and procedures contained in the Essential Requirements of ANSI for consensus documents, including ANSI's patent policy and commercial terms and conditions policy.



**APPENDIX A: ANNUAL REPORT FOR TMS TECHNICAL COMMITTEES**

**2xxx ANNUAL REPORT OF TMS COMMITTEE ACTIVITIES**

**COMMITTEE:**

**CHAIR:**

**DATE:**

**1. COMMITTEE WORK** (What did the Committee produce in the past calendar year?)

**2. COMMITTEE PLANS** (What does the Committee plan to produce in the next calendar year?)

**3. OTHER COMMENTS**

**4. SUGGESTED SUCCESSORS FOR TECHNICAL COMMITTEE CHAIR**

| Suggested Candidates | Administrative Skills | Time and Support | Technical Knowledge | Meeting Skills | Personal Attributes | Total |
|----------------------|-----------------------|------------------|---------------------|----------------|---------------------|-------|
| Maximum Rating       | 5                     | 4                | 4                   | 4              | 3                   | 20    |
|                      |                       |                  |                     |                |                     |       |
|                      |                       |                  |                     |                |                     |       |
|                      |                       |                  |                     |                |                     |       |

**APPENDIX B: SAMPLE BALLOT FOR TMS TECHNICAL COMMITTEES**

**Date of Mailing:** January xx, 20xx

**PLEASE RETURN BY:** February xx, 20xx

**TMS xx COMMITTEE BALLOT**

*Guide to . . . .*, reported by TMS Committee xx (Masonry . . .)

- I approve the above document
- \* I approve, with comment, the above document
- \*\* I do not approve the above document
- I abstain

**COMMENTS:**

- \* This approval should not be contingent upon committee adoption of the editorial comments.
- \*\* Negative votes must be accompanied by a statement of reason and should also have suggested changes which, if adopted, would satisfy the objection.

**RETURN TO:**

Name of Committee Chair  
Address of Committee Chair

Phone:  
FAX:  
e-mail:

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Signature

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Name (typed or printed)

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Date