



Standards and Certification Training

Module A – Administrative

**A6. Productive Meetings and Appropriate Ballot
Comments**

REVISIONS

- 09/13/24 Updated to align to Rev. 19 of Operating Procedures for ASME Codes and Standards Development Committees
- 01/18/18 Revised and restructure presentation based on the current ANSI Accredited Procedures as well as common practices
- 01/31/14 First Edition

MODULE A COURSE OUTLINE

A1. Tools and Resources

A2. Codes and Standards Products

A3. Membership Maintenance

A4. Honors and Awards

A5. Publishing Codes and Standards

A6. Productive Meetings and Appropriate Ballot Comments

LEARNING OBJECTIVES

At the end of this module, you will be able to:

- Understand the ASME policies and procedures that apply to member conduct in meetings
- Use the information presented to hold more productive meetings
- Understand common individual and group pitfalls in meetings
- Gain insight into how to make the most of your ASME meeting
- Ensure that your ballot comments are in a constructive format

I. PRODUCTIVE MEETINGS

KEYS TO CONDUCTING A PRODUCTIVE MEETING

- Objectives
- Agenda
- Attendees
- Procedures
- Participation
- Action

ADVANCE PLANNING

- Why meet?
 - Exchange information
 - Drive action
 - Promote productivity
 - Foster understanding
- How and where to meet?
 - Face-to-face
 - Video conference
 - Teleconference
 - Web meeting

MEETING ATTENDANCE

Who should attend and why:

- Committee members
- ASME Staff (if applicable)
- Additional interested parties:
 - Stakeholder(s)
 - Groups affected by the development of the standard
 - Individuals with special knowledge/experience
 - Decision maker(s)
 - Regulatory agencies

MEETING PREPARATION

- Announce meetings in advance
 - Meeting Notice/Save the date
 - Registration (if applicable)
 - Call for Agenda items
- Prepare and Distribute Agenda
 - Agenda developed in accordance with the Operating Procedures Section 7.3.
- Plan and prepare advance materials
 - Pre-meeting reading and background material
 - Action items or assignments from previous meetings
- Prior to the meeting, ensure that all required meeting materials are available and equipment is in working order

STANDARDS AND CERTIFICATION PROCEDURES

- Section 7 Committee Meetings
 - selection of meeting location, requirements for meeting notices and locations and staff attendance
 - recording of Committee Meetings and Teleconferences is prohibited, except for ASME Staff with certain restrictions
- Operating Procedures for ASME Codes and Standards Development Committees, Section 7, Meetings

RUNNING THE MEETING

Timing can be everything:

- Start the meeting on time
- Estimate time per agenda item but be flexible
- Use well-defined short breaks to divide long meetings

RUNNING THE MEETING

- Create a positive environment
 - “Your **attitude**, not your aptitude, will determine your altitude”
- Maintain an environment which is constructive, productive and fun
- Appropriate humor is good
 - Be aware of cultural differences
 - Use humor in good taste
- Society Policy Against Discrimination (Including Discriminatory Harassment) (P-15.9)

RUNNING THE MEETING

Participation is Key

- Encourage participation by all attendees
- Promote and stimulate discussion
- Focus on content not personalities
- Assist participants in expressing ideas
- Don't talk down to or argue with participants
- Keep discussion on track
 - Move unresolved items to a “Parking lot”
- Stay within allotted time
- Address any and all complaints

COMMON SETBACKS: MEETING LEADERS

- Lack of objectives, agenda, or planning
- Loss of control or lack of a leader
- Exceed time limit
- Wrong participants in attendance
- Few dominate meeting

COMMON MISTAKES: PARTICIPANT CONDUCT

- Tardiness and absenteeism
- Not paying attention
- Over or under participation (don't hog the floor)
- Lack of preparation (homework - prepare notes)
- Attacking leader/participants (professionalism - focus on information)

COMMON MISTAKES: PARTICIPANT CONDUCT

- Side-tracking the discussion
- Conducting Side Conversations
- Overt and blatant negativism
- Fear of ridicule or embarrassment
- Unclear on future actions

MEETING WRAP-UP

And in the end...

- Review objectives to see if they have been met
- Review assignments — who, what, when
- Discuss next meeting

POST MEETING EVALUATION

- As a result of this meeting, who is to do what, when?
Review the Minutes to ensure the actions are highlighted
- Gap analysis
 - What should we do to improve our meetings?
 - What should we not do?
 - What should we do differently?

II. APPROPRIATE BALLOT COMMENTS

BALLOT COMMENTS

- Many of the behaviors identified in previous slides regarding participant conduct also apply to commenting on ballots. Comments should:
 - be businesslike, not discourteous or unprofessional
 - only address the items out for ballot
 - never be used as a tool to attack or belittle others
 - avoid blatant negativism
- Comments posted on C&S Connect can be viewed by all S&C Staff and may eventually be viewed by parties outside the committee (e.g. ANSI, Board Ballots, etc.)

REQUIREMENTS FOR BALLOT COMMENTS

The Operating Procedures for ASME Codes and Standards Development Committees state that:

- Disapproved votes shall provide written explanation and should include a recommended modification that will resolve their disapproved vote
- Disapproved votes accompanied by comments unrelated to the proposal under consideration, or without comments, shall not be further considered, are not required to be submitted for recirculation and shall be reported as disapproved without comments votes
- Comments that are not related to the proposal under consideration shall be documented and considered in the same manner as submittal of a new proposal. The submitter of the comments shall be so notified

EXAMPLES OF BALLOT COMMENTS

- Examples of appropriate ballot comments are:
 - Section 4.2.1(a): Replace the word “varies” with “alternates”
 - Para. 9-2.9.6(g): Change "repairs shall" to "repaired slings shall"
 - Para. 17-2.1.4(e): Delete Paragraph. This is covered in 17-2.1.1(a)
- Examples of inappropriate ballot comments are:
 - Comments not germane to proposed revisions.
 - “I don’t like this proposal/paragraph/section.”
 - “The font used in this ballot is not appropriate.”

BALLOT RESPONSES

- The Operating Procedures for ASME Codes and Standards Development Committees state that all comments received on a ballot shall be addressed and attempts be made to resolve all disapproved votes
- Examples of appropriate responses to comments are:
 - “Committee agrees” and/or “comment accepted”, followed by proposed action
 - “Committee disagrees” and/or “comment not accepted”, followed by reason for disagreement with comment

BALLOT RESPONSES

- Examples of inappropriate responses are:
 - “The committee found your comments non-persuasive.” without a reason provided
 - “You are the only one with this concern.”
 - “The committee did not agree with your comments.” without a reason provided

MODULE SUMMARY

- Hold meetings at least once per year, as determined by the standards committee or the Chair on behalf of the standards committee
- Proper preparation for the meeting includes developing an agenda or outline which leads to the achievement of the meeting's objectives
- Leaders and members all play a role in a productive meeting
- Appropriate and constructive comments on ballots saves the committee time and will ensure that your comments are adequately considered by the committee

REFERENCES

- [Operating Procedures for ASME Codes and Standards Development Committees](https://cstools.asme.org/csconnect/FileUpload.cfm?View=yes&ID=72289)
<https://cstools.asme.org/csconnect/FileUpload.cfm?View=yes&ID=72289>
- [ASME Society Policies](https://www.asme.org/about-asme/who-we-are/governance/asme-society-policies?cm_re=Governance--Left%20Navigation-ASME%20Society%20Policies)
https://www.asme.org/about-asme/who-we-are/governance/asme-society-policies?cm_re=Governance--Left%20Navigation-ASME%20Society%20Policies