# PC Chair’s Guide for Preparing Publication Public Review Letter Ballots

The PC Chair or his/her designee shall issue a letter ballot for publication public review approval if a vote occurs outside of the meeting or if not all voting members are present at the meeting. In the event that all voting members of the PC are not present at the meeting the PC Chair or his/her designee shall hold the ballot open and conduct a continuation letter ballot of all PC voting members not present. Comments may be solicited from non-voting members of the PC. However, only voting members of the PC may vote for publication public review.

Voting PC members should be instructed to vote YES, NO with comments, NO without comments, or ABSTAIN (See Sample Letter Ballots attached). The PC Chair shall vote yes, no or abstain on every motion before the committee and the result shall be recorded. If the PC Chair does not vote on a letter ballot it shall be recorded as unreturned. Explanations should be given for all negative votes and abstentions. If the letter ballot is conducted by email, the deadline date should be clearly stated. Ample time must be given to respond to a letter ballot, generally two weeks to four weeks depending on the length and complexity of the document.

Recommendations for approval of a publication public review, and issuance or revision of an official interpretation require affirmative votes of the majority of the memberships, excluding abstentions. Every reasonable effort should be made by the PC Chair or his/her designee to have a completed ballot returned by each PC voting member. The PC Chair or his/her designee should send a follow up email three to five days prior to the close of the letter ballot reminding those who have not returned their letter ballot to please do so. The PC Chair or his/her designee should keep a copy of this/her correspondence for submittal to ASHRAE with the Publication Draft Submittal Form.

The PC Chair or his/her designee “shall record and consider all negative votes accompanied by any comments that are related to the proposal under consideration.” The PC Chair or his/her designee “shall indicate conspicuously on the letter ballot that negative votes be accompanied by comments related to the proposal and that votes unaccompanied by such comments will be recorded as “negative without comments” without further notice.”

If the vote passes with one or more negative votes with comments, the chair will issue a Reconsideration Letter Ballot that will include the comments received with negative votes. The PC Chair or his/her designee may offer rebuttal to the comments of the negative voters. All eligible voters will be given an opportunity to change their votes. A reconsideration Letter Ballot should not be issued solely to allow committee members who abstained to submit another ballot.

After the eligible voters have had a reasonable amount of time, but not more than two weeks to change their votes, the results shall be final. If negative votes are received on the Reconsideration Letter Ballot, all eligible voters will be informed but no further opportunities to change votes will occur.

After the Letter Ballot closes, the PC Chair shall prepare a Tally Report listing Affirmatives, Negatives, Negatives Without Comment, Abstentions, and Not Returned. If no reason is given for a negative vote, the Tally Report will include an explanation that no reason was given.

The PC Chair or his/her designee will transmit the vote tally, returned ballots, and explanations (Negatives and Abstentions) to the MOS with the Publication Draft Submittal Form. For additional information please see PASA 7.2.4.1 – 7.2.4.6.

###### SAMPLE EMAIL LETTER BALLOT

**SPC XXX [date] Letter Ballot**

**Please Read Carefully and Respond Promptly!**

**Closing Date for Letter Ballot: Insert Date and Time**

**Motion to approve XX (as attached) for publication public review.**

*Note: To pass, this motion requires affirmative votes of the majority of the membership, excluding abstentions. If you choose to vote no or abstain on this motion, please supply the reason(s) for your no or abstention vote. If there are negative votes with comments received then a recirculation ballot will be sent out with the tally and all voting members will be given an opportunity to change their votes (includes voting if the prior ballot was unreturned or changing a vote to yes or to no). The vote will be final at the close of any recirculation ballot, or by the date and time noted above if there are no negative votes or no negative votes without comments received.*

*Project Committee members that vote* ***no with comment*** *will be offered a right to appeal upon Board approval of publication of the document. Project committee members that vote* ***no without comment*** *will not be offered the right to appeal upon Board approval of publication of the document.*

**MOTION:** Do you approve XX, for publication public review?

 Yes\_\_\_ \_\_\_\_ No \_\_\_\_\_\_\_\_\_ Abstain \_\_\_\_\_\_\_\_

 Reason/s for negative vote or abstention:

 Additional Comments:

 Printed Name:

 Date:

 **Voting members please return the letter ballot by [Insert Date and Time] by email or fax**. If responding via email, please **do not** “Reply to All” and reply only to the sender of this email. **Please return the ballot to:**

Name

Chair SPC

FAX

Email:

###### SAMPLE LETTER BALLOT TALLY REPORT

 Letter Ballot Tally Report

**DATE:**

**TO:** Project Committee xxx

**FROM:** PC Chair

**SUBJECT**: Publication Public Review Approval of

# Date Ballot Sent: Date Ballot Closed:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| NAME | InterestCategory | Yes  | No\* | NoWithout Comment | Abstain\* | Not Returned | Total |
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| **TOTAL** |  |  |  |  |  |  |  |

\*Reason/s for Negative Vote/s and/or abstentions –

Chair’s response (optional):

**SAMPLE RECONSIDERATION LETTER BALLOT**

DATE**:**

### TO: Members of Project Committee XX

RETURN TO: PC Chair

RE: Reconsideration of Letter Ballot to approve Publication Public Review of Standard XX

Attached is the vote summary and reason for the negative vote for the publication of Standard XX

If you wish to change your vote, please return this Reconsideration Ballot by (date).

**If you do not wish to change your vote, no action is necessary.**

*Project Committee members that vote* ***no with comment*** *will be offered a right to appeal upon Board approval of publication of the document. Project committee members that vote* ***no without comment*** *will not be offered the right to appeal upon Board approval of publication of the document.*

**MOTION:** Do you approve XX, for publication public review?

 Yes\_\_\_\_ No \_\_\_\_\_\_\_\_\_ Abstain \_\_\_\_\_\_\_\_

 Reason/s for negative vote or abstention:

 Additional Comments:

 Printed Name:

 Date:

**Voting members please return the letter ballot by [Insert Date and Time] by email or fax**. If responding via email, please **do not** use “Reply to All” and reply only to the sender of this email. **Please return the ballot to:**

Name

Chair SPC

FAX

Email:

###### SAMPLE RECONSIDERATION BALLOT TALLY REPORT

 Reconsideration Letter Ballot Tally Report

**DATE:**

**TO:** Project Committee

**FROM:** PC Chair

**SUBJECT**: Publication Public Review Approval of XX

# Date Reconsideration Ballot Sent:

# Date Ballot Closed:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| NAME | InterestCategory | Affirmative | \*Negative | Negative Without Comment | \*Abstention | Not Returned | Comment |
|  |  |  |  |  |  |  | **E.g., Vote not Changed** |
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| **TOTAL** |  |  |  |  |  |  |  |

\*Reason/s for Negative Vote/s and/or abstentions –