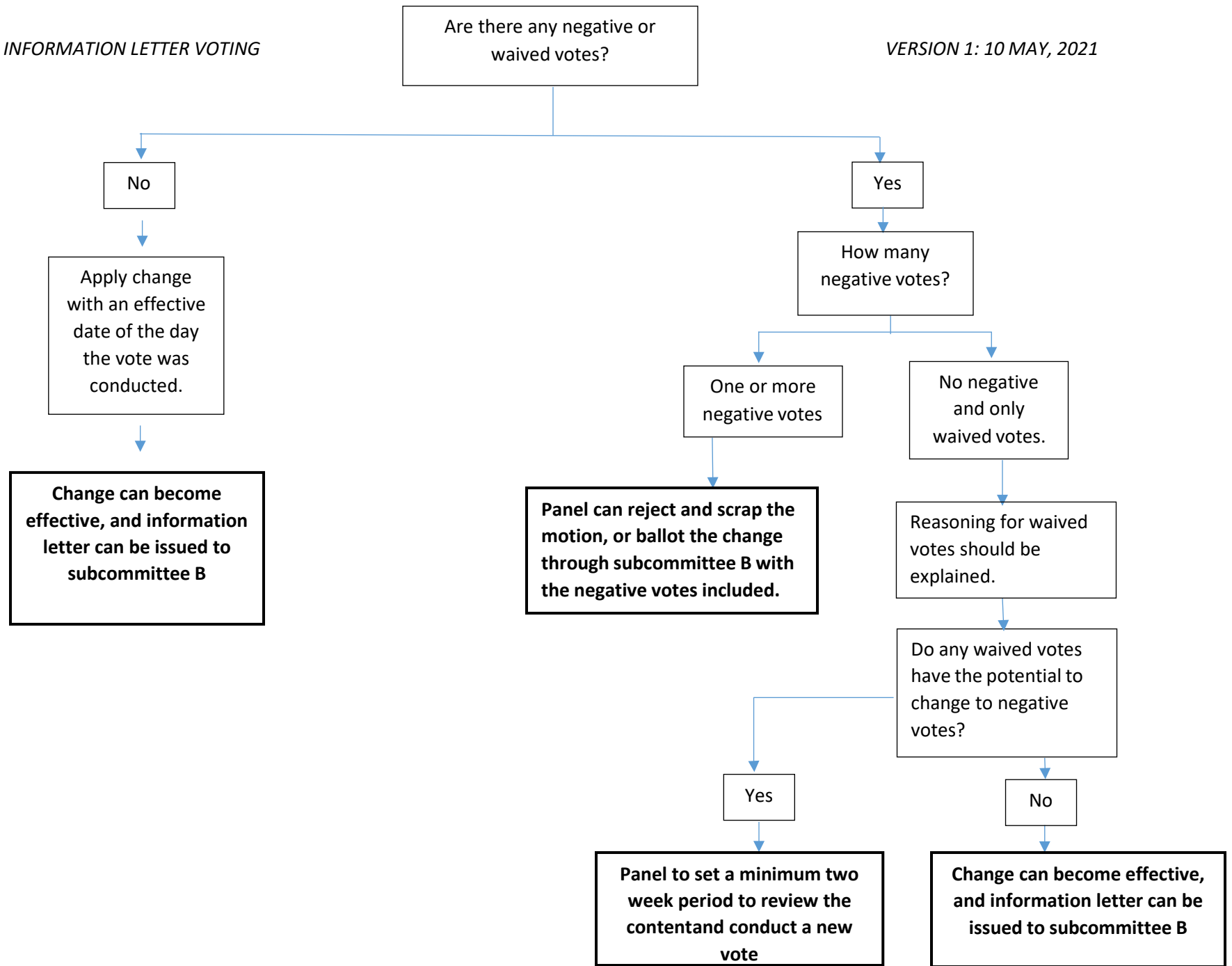


Surveillance Panel Voting Guidelines/Definitions:

- Membership
 - Surveillance panels are to maintain current membership rosters that list the individual, the company represented, and membership/voting status (i.e. voting or non-voting). The rosters should be reviewed at the start of each meeting.
 - Each panel stakeholder company may only have one voting member
- Voting and Quorum requirements
 - Panels should strive to follow the voting guidance for ASTM subcommittees
 - Each interested party may only have one voting member
 - In the past, surveillance panels have not had quorum requirements. Panels should follow ASTM guidance for quorums
- Proposed motions should be clear and direct
 - All attempts should be made to eliminate confusion or misinterpretation from the wording of a proposed motion
 - Motions should be written out and displayed to the panel members previous to conducting the vote
 - Unless directly stated in the proposal, changes are not to be applied retroactively. Test concluded before the effective date are not impacted by the change.
- Positive Vote: A vote in support of the proposed motion
- Negative Vote: A vote against the proposed motion. An explanation for opposition to the proposed motion should be provided and captured in the meeting minutes.
- Waived Vote: An abstention from voting in favor or against the proposed motion.
 - An example of a valid abstention is if the voting member has no stake in the issue being voted upon. Members waiving should provide explanation for their waive and this should be captured in the meeting minutes.
 - In the past voting members have waived their vote because they do not know enough about the material of the proposed motion to make an informed decision.
 - This should be discouraged and instead the panel should delay the vote until all members are able to gather the background information needed to cast a vote confidently

- Information Letter changes are changes to ASTM controlled documents. Therefore, these changes have to go through the established ASTM process of voting and committee balloting.



- The LTMS document is controlled by the Test Monitoring Center. Changes to the LTMS do not have to go through the same procedure as ASTM documents.

