



# Balloting

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# Balloting: Administrative Ballot

## What is an administrative ballot?

- Majority rules
- Typically meeting ballots

# Balloting: Administrative ballot

## What is an administrative ballot used for?

- Changing title, goal, or mission statement
- Selecting day and time of next meeting
- Approval of technical committee meetings
- Requesting joint committee status
- Cosponsoring documents with other ACI committees
- Sponsoring a session or SP

# Balloting: Technical Ballot

## What is a technical ballot?

- Full consensus required
- All technical ballots start as letter ballots



# Balloting: Technical Ballot

## What is a technical ballot used for?

- CI articles
- Reports
- Guides
- Standards

# Balloting: Letter Ballot

## What is a letter ballot?

- Written action
- Web ballot recommended

# Balloting: Letter Ballot

## What are the possible votes on a letter ballot?

- Affirmative
- Affirmative with Comment
- Negative
- Abstain

# Balloting: Letter Ballot

## When must a committee use a letter ballot?

- New technical documents
- Revising existing technical documents





# Balloting: Letter Results

## How does the committee interpret letter ballot results?

- 1/2 Rule – 50% of eligible voters are aff
- 2/3 Rule – twice as many affs as negs
- If the ballot meets these two rules, it passes
- If the ballot does not meet these rules, it fails

# Balloting: Letter Ballot Results

## Passing ballots:

- Allow the committee to continue working
- Negatives must be resolved

# Balloting: Letter Ballot Results

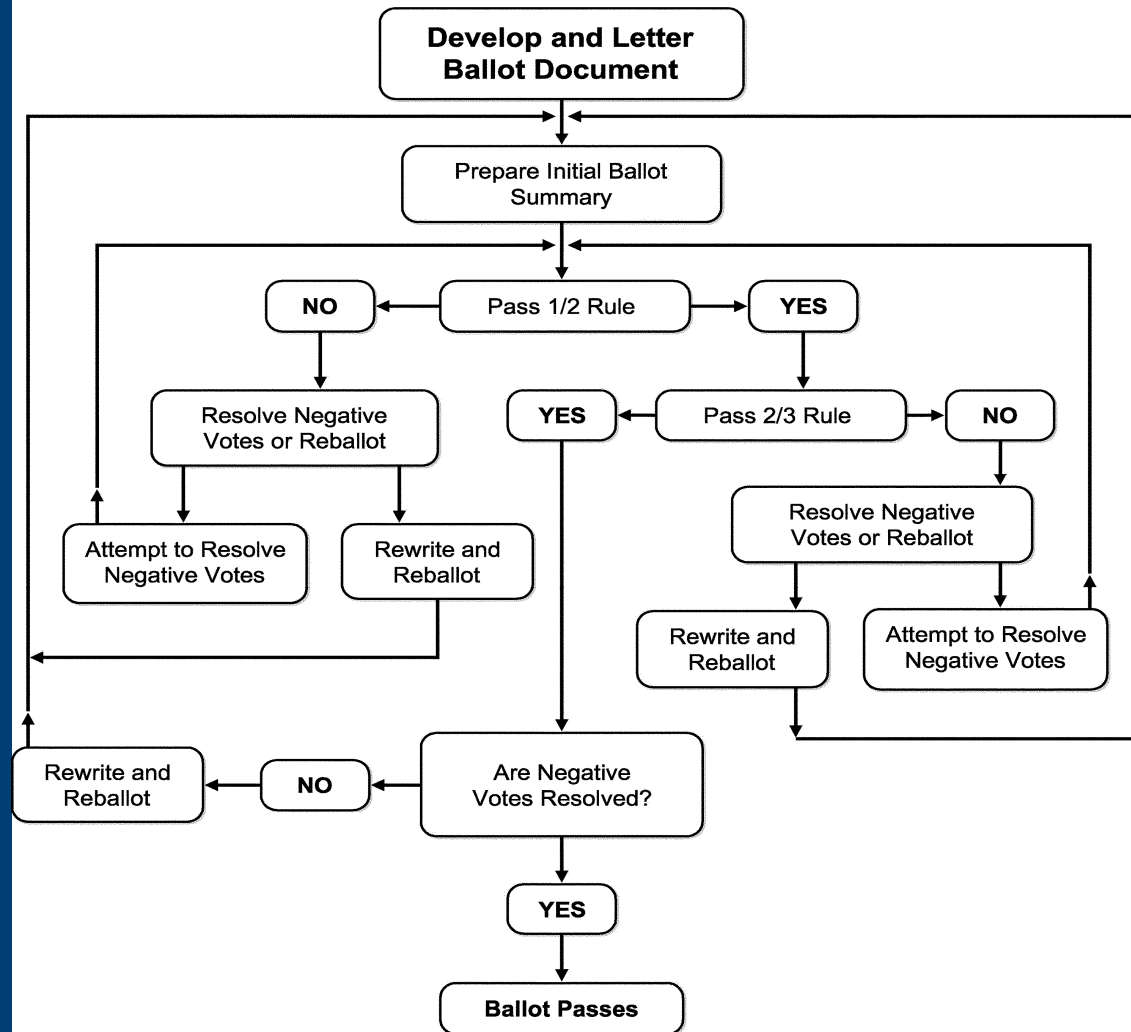
## Failing ballots:

- Committee should re-write based on comments received
- Committee should then re-ballot
- Letter ballot items supersede all previous ballots on the same item



# Balloting: Letter ballot results

## Analyzing Letter Ballot Results (3.2.1) and Passing of Ballot Item



# Balloting: Meeting Ballot

## What is a meeting ballot?

- Motion created in meeting
- Minutes reflect results of ballot

# Balloting: Meeting Ballot

## What does a committee use a meeting ballot for?

- Resolving negatives on letter ballots
- Responding to TAC comments
- Responding to public discussion comments
- Revision or withdrawal of existing documents
- Administrative ballots



# Balloting: Meeting Ballot Results

## How to interpret meeting ballot results?

- 40% Rule – 40% of eligible voters are aff (round down on less than 0.5, round up otherwise)
- 2/3 Rule – twice as many affs as negs
- If the ballot meets these two rules, it passes
- If the ballot does not meet these rules, it fails

# Balloting: Resolution of Negatives

## What are the basic methods?

- **Withdrawal**
- **Unrelated**
- **Persuasive**
- **Nonpersuasive**



# Balloting: Resolution of Negatives

## Withdrawal

- Editorial or no change allowed
- When the negative vote is withdrawn, the vote becomes affirmative, affirmative with comment, or abstain – voter's choice

# Balloting: Resolution of Negatives

## Unrelated

- No change to document
- Committee ballot (meeting or letter) required
- Normal ballot result interpretation (i.e.  $\frac{1}{2}$ , 40%, and  $\frac{2}{3}$  rule apply)
- Negatives to unrelated ballots are not resolved (up/down ballot)
- Negative is changed to “abstain” on orig. ballot



# Balloting: Resolution of Negatives

## Persuasive

- Technical change to document
- Committee ballot (meeting or letter) required
- Normal ballot result interpretation (i.e.  $\frac{1}{2}$ , 40%, and  $\frac{2}{3}$  rule apply)
- Negatives to persuasive ballots must be resolved
- Negative is changed to aff. on original ballot



# Balloting: Resolution of Negatives

## Nonpersuasive

- No change to document
- Committee ballot (meeting or letter) required
- Normal ballot result interpretation (i.e.  $\frac{1}{2}$ , 40%, and  $\frac{2}{3}$  rule apply)
- Negatives to nonpersuasive ballots are not resolved (up/down ballot)
- Negative is recorded as nonpersuasive negative on orig. ballot

# Balloting: Resolution of Negatives

## Suggested uses of the different methods:

- Withdrawal – pass  $\frac{1}{2}$  or  $\frac{2}{3}$  rule
- Unrelated – negatives on parts of a document not on the ballot
- Persuasive – to make technical changes to the document
- Nonpersuasive – to resolve negatives to persuasive ballots



# Balloting: Letter Ballot Initiation

## Some general suggestions for new documents:

- Split the document into logical pieces for balloting
  - Document is ballot; chapters are ballot items
  - Chapter is ballot; sections are ballot items
- Ask the right questions, get better answers

# Balloting: Letter Ballot Initiation

## Some general suggestions for revisions of existing doc:

- Be clear about what the ballot covers
- Split ballots into logical pieces
  - Keep contentious items as separate ballot items
  - Avoid opening up more of the document than you are prepared to deal with at one time

# Balloting: Letter Ballot Initiation

## General suggestions resolving TAC/public discussion comments:

- Work with your authors to determine contentious items
- Have your authors develop responses to all items as a starting point
- Ballot “easy” items as a large group – minor editorial items fit into this group
- Ballot contentious items as separate items





# Module 5 – Website Resources

## ACI Website

- **Initiate ballot**
- **Ballot comment form**
- **How to videos**

*Thank you*

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