

**PROCEDURES FOR THE
DEVELOPMENT, APPROVAL, AND MAINTENANCE
OF
PRECAST/PRESTRESSED CONCRETE INSTITUTE
STANDARDS**

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1.0 General

- 1.1. **Administration** – These procedures shall govern the activities of the Precast/Prestressed Concrete Institute (PCI) related to the development, approval, revision, reaffirmation, interpretation, and withdrawal of standards.
- 1.2. **Scope** – The scope is to develop and maintain standards for the design, detailing, fabrication, transportation, and erection of precast and precast, prestressed concrete products.
- 1.3. **Actions** – Actions needed to reaffirm, revise, or withdraw a standard using these procedures shall be completed within 5 years from the original standard approval date.
- 1.4. **PCI Standards** – All standards developed in accordance with this document shall be considered PCI Standards.
- 1.5. **American National Standards** – When submitting a PCI Standard for approval as an American National Standard (ANS), PCI shall submit all required ANSI forms and comply with all required administrative practices in accordance with the most current *ANSI Essential Requirements: Due process requirements for American National Standards*.

The PCI Technical Activities Council may decide to abandon the processing of a proposed new or revised ANS. A written justification for such an action shall be made available upon receipt of any written request received by the Secretariat within 60 days of the date of the final action.

2.0 Organization

- 2.1. **Standards Committee** – A Standards Committee shall be established by the PCI Board of Directors and shall be responsible for developing, maintaining, and interpreting standards that fall within the scope of these procedures. The Standards Committee may delegate the development of draft Standards in accordance with 2.5.12 *Subcommittees*. The Standards Committee shall be responsible for ensuring that the due process provisions of 4.0 *Voting Procedures* are followed. The membership of the PCI Standards Committee shall be sufficiently diverse to ensure balance without dominance by any single interest group (See 2.5.6 *Interest Categories* and 2.5.8 *Balance*).
- 2.2. **Secretariat** – The Secretariat shall be a PCI staff person who is responsible for receiving, distributing, and archiving all documents and records relating to PCI Standards. The Secretariat shall:
 - 2.2.1. Organize the Standards Committee and issue official appointments.
 - 2.2.2. Oversee compliance with these procedures, including legal review as necessary.
 - 2.2.3. Maintain rosters of the Standards Committee and subcommittees.
 - 2.2.4. Maintain all records pertaining to the Standards Committee and subcommittees.

- 2.2.5. Provide administrative support, including secretarial services for the Standards Committee and subcommittees.
 - 2.2.6. Publish approved standards and revisions thereto.
 - 2.2.7. Perform other administrative functions as required.
 - 2.2.8. Appoint Standards Committee Officers in accordance with *2.3 Standards Committee Officers*.
- 2.3. ***Standards Committee Officers*** – The Standards Committee shall have a Chair, a Vice Chair, and a Secretary.
- a. The Chair and Vice Chair shall be appointed annually by the Secretariat from the individual members of the Standards Committee, subject to approval by a majority vote of the Standards Committee voting members. The Chair and Vice Chair shall serve as the officers on the Executive Standards Committee as established in *2.4 Executive Standards Committee*. Terms shall be limited to five consecutive years of service.
 - b. The Chair is responsible for meeting the Standards Committee’s goals and objectives, scheduling meetings and preparing agendas, conducting business, ensuring complete and updated Standards Committee communication, coordinating with the secretariat, and creating a positive volunteer experience.
 - c. The Vice Chair serves in the capacity of Chair if the Chair is absent from a meeting or otherwise unable to fulfill his/her duties.
 - d. The Secretary shall be appointed by the Secretariat. The Secretary need not be a member of the Standards Committee. The Secretary shall record the attendance and minutes of each meeting as well as assist with preparing ballots or other work as requested by the Chair or the Secretariat.
- 2.4. ***Executive Standards Committee*** – The Standards Committee shall have an Executive Standards Committee consisting of the Chair, the Vice Chair, the Secretary, and three (3) other members of the Standards Committee. At least one (1) of the members of the Executive Standards Committee shall be either a General Interest or User member and at least one (1) shall represent a manufacturer of precast concrete products. The Standards Committee Officers shall serve as part of the Executive Standards Committee in their respective roles. The three (3) at-large members of the Executive Standards Committee shall be nominated by the Chair with the concurrence of the Secretariat and approved by a majority vote of the Standards Committee.
- 2.5. ***Membership*** – Membership on the PCI Standards Committee shall be open to any person directly or indirectly affected by the Standards, subject to the selection procedure set forth below.
- 2.5.1. ***Application*** – Each individual seeking membership on the Standards Committee shall submit a written request to the Secretariat indicating his/her interest in the work of the Standards Committee and his/her qualifications, willingness to participate, and affiliations that might affect his/her classification. Each applicant shall identify his/her interest category (See *2.5.6 Interest Categories*).

- 2.5.2. **Application Process** - The Secretariat shall process all membership applications. Applications shall be considered by the Executive Standards Committee, which shall accept or reject each application. Rejected applicants shall have the right to appeal in accordance with *8.0 Appeals*. In accepting or rejecting applicants, consideration shall be given to the following:
- Need for active participation by members of each interest group
 - Need for balance and avoidance of dominance by members of any single interest group
 - Extent of interest expressed by the applicant and willingness to participate
 - Qualifications and ability of the applicant to materially contribute to the work of the Standards Committee
- 2.5.3. **Standards Committee Size** – The Secretariat shall consider, and may recommend to the Executive Standards Committee, reasonable limits on the size of the Standards Committee.
- 2.5.4. **Participation** – Participation on the Standards Committee shall not be conditional upon membership in any organization.
- 2.5.5. **Notification** – The Secretariat shall notify all applicants and the Standards Committee of the actions taken on applications and shall submit an annual membership report to the Standards Committee.
- 2.5.6. **Interest Categories** – Each member of the Standards Committee shall be classified as a Producer, User, or General Interest representative in accordance with the following definitions:
- Producer** – Representatives of manufacturers, distributors, licensors, and subcontractors, construction labor organizations, associations of these groups, and professional consultants to these groups.
 - User** – Representatives of owners, owners’ organizations, developers, contractors, designers and consultants retained by owners, testing laboratories retained by owners, and insurance companies serving owners.
 - General Interest** – General Interest members are neither Producers nor Users. This category includes, but is not limited to, educators, researchers, representatives of regulatory agencies, and technical societies.
- An individual in professional practice who is a consultant retained under an indefinitely continuing agreement with an organization shall be classified in accordance with the classification of that organization.
- 2.5.7. **Number of Votes** – Each member of the Standards Committee shall be a voting member, subject to the limitation that there shall be a limit of one voting member from each company or organization represented on the Standards Committee.
- 2.5.8. **Balance** – For dealing with non-safety related standards, no single interest category shall constitute a majority of the voting membership of the Standards

Committee. For dealing with safety-related standards, no single interest category shall constitute more than one-third of the voting membership of the Standards Committee. If a temporary imbalance exists due to membership resignations, no ballots will be issued until the balance requirement is met.

- 2.5.9. **Membership Roster** – The Secretariat shall prepare and maintain a membership roster documenting the classification of each Standards Committee member and the achievement of balance. The Executive Standards Committee shall review the Standards Committee roster annually and recommend changes, if necessary. The roster shall include a summary of the voting membership, by interest category.
- 2.5.10. **Termination of Membership** – The Executive Standards Committee shall be authorized to terminate the membership of an individual on the Standards Committee for inactivity. A Standards Committee member shall be considered inactive:
- a. for failure to return two successive ballots, or
 - b. for failure to attend at least one Standards Committee or subcommittee meeting in a two year period.
- 2.5.11. **Changes in Employment** – A Standards Committee member shall notify the Secretariat of any changes in employment affecting representation and shall submit a new application if continued membership on the Standards Committee is desired.
- 2.5.12. **Subcommittees** – Subcommittees may be established or identified by the Executive Standards Committee for the purpose of assisting the Standards Committee in drafting standards, considering comments or negative votes, and other advisory functions.
- a. A subcommittee may be an existing PCI committee, sub-committee, or task group appointed in conformance with applicable PCI policies. Standards subcommittee members may be persons who are not members of the Standards Committee.
 - b. Balance is not required for Subcommittees. A roster of all Subcommittees shall be maintained by the Secretariat.
 - c. Subcommittees shall work in conformance with applicable PCI policies.
- 2.6. **Records** – Standards Committee and Executive Standards Committee records shall be made accessible to directly and materially interested parties, subject to reasonable conditions of time, location, cost, and convenience. Records concerning new, revised, reaffirmed, or withdrawn standards shall be retained for at least two standards cycles. Records include all written documents addressed by the Standards Committee or the Executive Standards Committee, including but not limited to meeting agendas, meeting minutes, and correspondence described in *7.0 Correspondence*.

3.0 Meetings

- 3.1. ***Frequency and Location*** – Standards Committee meetings shall be held as decided by the Chair or the Secretariat, or by petition of five or more members. Meetings shall be held at locations convenient to the members when possible, and may be in-person or through electronic media.
- 3.2. ***Notification*** – At least 30 days written or electronic notice shall be given for meetings of the Standards Committee and subcommittees. An agenda shall be prepared and distributed with the meeting notice.
- 3.3. ***Open Meetings*** – Except for authorized executive sessions (See 3.3.1 *Executive Sessions*), all meetings of the Standards Committee and subcommittees shall be open and attendance by any interested party shall be welcome. Visitors shall not have the right to vote. Visitors shall be entitled to receive copies of meeting reports on written request. Visitors shall be permitted to address the Standards Committee at a meeting, provided that a written request identifying the nature of the presentation is sent to the Chair at least 10 days prior to the meeting. The Chair shall designate the time allotted for visitor presentations.
 - 3.3.1. ***Executive Sessions*** – Executive sessions shall be permitted for the purpose of considering administrative, procedural, financial, or other issues not related to the technical content of any standards or the disposition of ballots or public comments. Attendance during executive sessions shall be limited to Standards Committee members, representatives of the Secretariat, and any other individuals who may be invited by the Chair.
- 3.4. ***Quorum*** – A majority of the members of the Standards Committee shall constitute a quorum for conducting business at a meeting. Matters shall be deemed approved by the affirmative vote of a majority of the members present, except with respect to matters covered in 4.0 *Voting Procedures*. If a quorum is not present, actions on agenda items may be taken, but shall be subject to ratification by a letter ballot of the Standards Committee.
- 3.5. ***Parliamentary Procedure*** – On questions of parliamentary procedure, the current edition of Robert's Rules of Order (Revised) shall apply.
- 3.6. ***Subcommittee Meetings*** – Subcommittee meetings may be called by the Chair of the subcommittee, after receiving approval of the Standards Committee Chair and the Secretariat. Subcommittee meetings shall be open in accordance with 3.3 *Open Meetings*, except for authorized executive sessions in accordance with 3.3.1 *Executive Sessions*.

4.0 Voting Procedures

- 4.1. ***Letter Ballots*** – Approval, revision, reaffirmation, withdrawal, and interpretations of all standards shall be approved by letter ballot of the Standards Committee. A letter ballot contains one or more written proposals or items submitted by the Chair to the members

for ballot. The Secretariat shall issue and canvass ballots. Written or electronic ballots may be used as letter ballots.

- 4.2. **Administrative Ballots** – Administrative matters and editorial changes to Standards may be decided by a majority of the members present at a scheduled meeting of the Standards Committee or by letter ballot. For non-letter ballot decisions, members of the Standards Committee will be notified of the decision and provided a 30 day opportunity to challenge it. If challenged, the proposed change shall be processed as a letter ballot in accordance with these procedures.
- 4.3. **Voting** – Each voting member shall return one of the following positions on letter ballots:
 - 4.3.1. Affirmative.
 - 4.3.2. Affirmative, with comment.
 - 4.3.3. Negative, with rationale. Each negative ballot shall propose specific actions that would, in the opinion of the voter, resolve the negative.
 - 4.3.4. Abstain.
- 4.4. **Voting Period** – The closure date for a letter ballot shall be at least 30 days from the date of the distribution of the ballot. The Standards Committee Chair shall be authorized to grant an extension of the voting period.
- 4.5. **Approved Actions** – Approvals, revisions, reaffirmations, withdrawals, substantive changes to, and interpretations of standards shall be considered approved when all of the following conditions have been met.
 - 4.5.1. At least three-fourths of the voting members have returned their letter ballots.
 - 4.5.2. At least two-thirds of the votes cast by voting members, excluding abstentions and negatives without rationale, are affirmative.
 - 4.5.3. All negative votes with rationale have been addressed in accordance with 4.7 *Negative Votes*.
- 4.6. **Reporting Votes** – The results of each vote on all Standards shall be reported as follows:
 - 4.6.1. Number of voting members.
 - 4.6.2. Number of voting members voting affirmatively.
 - 4.6.3. Number of voting members voting negatively with rationale.
 - 4.6.4. Number of voting members voting negatively without rationale.
 - 4.6.5. Number of voting members abstaining.

- 4.6.6. Number of voting members not returning ballots.
- 4.6.7. Number of non-members returning comments.
- 4.7. **Negative Votes** – Negative votes on a letter ballot shall be addressed as follows:
 - 4.7.1. Negative votes with rationale shall be referred by the Secretariat to the Standards Committee or the subcommittee responsible for the part of the Standard in question. The Standards Committee or subcommittee shall review the negative vote with the voter, and efforts shall be made to resolve the negative. If, in the process, the Standards Committee or subcommittee determines that substantive changes are required, the revised provision shall be rebaloted.
 - 4.7.2. Negative votes that are not accompanied by rationale shall be recorded as “negative without rationale” and no further action shall be required.
 - 4.7.3. All negative votes with rationale that are *not resolved* along with each attempt at resolution and any substantive change made to a proposed standard shall be reported to the Standards Committee in order to afford all members of the Standards Committee an opportunity to respond, reaffirm, or change their vote. In addition for American National Standards, each unresolved negative shall be reported to the ANSI Board of Standards Review. Unresolved negative votes with rationale shall be addressed as follows:
 - a. **Not Persuasive Negative Votes** – Not persuasive recommendations must be affirmed by at least two-thirds of the voting members (excluding abstaining members) present at a meeting with a quorum or at least two-thirds of the voting members (excluding abstaining members) returning letter ballots, if the recommendation is considered by letter ballot and at least three-fourths of the voting members have returned their letter ballots.

Negative votes that are/were voted not persuasive by the subcommittee must be forwarded with the submission for distribution to the Standards Committee, with vote counts and rationale for not persuasive motions included. A negative voter found not persuasive at a meeting has the right to request a letter ballot of the Standards Committee action to confirm this finding.
 - b. **Previously Considered Negative Votes** – The Standards Committee may uphold previous action on negative votes previously considered not persuasive.
 - c. **Not Related Negative Votes** – If the negative vote is not directly related to the item being balloted, the negative vote shall be placed on the agenda for consideration as a “negative without rationale” vote at the next scheduled meeting of the Standards Committee.

- d. **Appeals** – When a negative vote is determined to be “not persuasive,” “previously considered,” or “not related,” the negative voter shall be notified by the Secretariat of the action and the right to appeal in accordance with 8.0 *Appeals*.

- 4.8. **Comments Accompanying Affirmative Votes and Abstentions** – Comments accompanying affirmative votes and abstentions shall be referred by the Secretariat to the Standards Committee or the subcommittee responsible for the part of the Standard in question. The Standards Committee or subcommittee shall consider and review all comments accompanying affirmative votes and abstentions.

5.0 Interpretations

- 5.1. **Processing Interpretations** – Requests for interpretations of Standards shall be submitted in writing to the Secretariat and shall be forwarded by the Secretariat to the Chair and Secretary. Proposed interpretations may be prepared by the Chair, the Secretary, or any other Standards Committee member with particular expertise on the subject in question. All proposed interpretations shall be prepared in writing and shall be submitted to the Secretariat for a ballot of the Standards Committee.
- 5.2. **Notification of Interpretations** – Notification of approved interpretations shall be sent in writing to the requester. Notification shall also be given to other users of the Standards through technical journals and appropriate publications.

6.0 Public Review and Comment

- 6.1. **PCI Standards** – Any proposed new PCI Standard or reaffirmation, revision, or withdrawal of an existing PCI Standard shall be made to the Standards Committee and shall be listed in suitable media for public comment. The Secretariat shall determine when and where the Standard is listed.
- 6.2. **American National Standards** - Any PCI Standard that is to be proposed as a new American National Standard or reaffirmation, revision, or withdrawal of an existing American National Standard shall be transmitted to ANSI for listing in *Standards Action*, an ANSI publication, for public comment. The Secretariat shall determine when the Standard is transmitted to ANSI for listing in *Standards Action* and whether announcements in other suitable media are appropriate.
- 6.3. **Processing Comments** - All comments received from the public review shall be considered by the Standards Committee using the procedures described for unresolved negative votes with rationale in Section 4.7.3. The commenter shall be notified, in writing, of the Standards Committee’s decision/response and the right to appeal in accordance with 8.0 *Appeals*.

7.0 Correspondence

- 7.1. ***Standards Committee Correspondence*** – Correspondence between Standards Committee members related to PCI Standards activities shall be clearly designated on the cover page as business or correspondence of concern to the Standards Committee. Correspondence from a Standards Committee or subcommittee member to the entire membership of the Standards Committee shall be forwarded to the Secretariat for distribution. All Standards Committee correspondence, including meeting notices, agendas, reports and letter ballots, shall be distributed by the Secretariat. Copies of all other correspondence between Standards Committee members that relates to PCI standards activities shall be forwarded to the Secretariat.

Unless deemed otherwise, all Standards Committee correspondence shall be considered as committee business only, confidential, not for general use, and not to be used for publication or reference.

- 7.2. ***External Correspondence*** – Inquiries relating to the Standards Committee and Standards shall be directed to the Secretariat. Standards Committee members should advise individuals who contact them that responses to all inquiries are handled by the Secretariat.

8.0 Appeals

- 8.1. ***Complaint*** – Relevant persons affected by any Standards Committee action or inaction shall have the right to appeal. The appellant shall file a written complaint with the Secretariat within 30 days after the date of notification of any action or, at any time, with respect to any action to which the appellant was not given notice or with respect to inaction. The complaint shall state the nature of the objection, the procedures or the sections of the Standards that are at issue, the actions or inaction at issue, and the specific remedial action(s) that would satisfy the appellant's concerns.
- 8.2. ***Response*** – Within 30 days after the receipt of the complaint, the Secretariat shall respond in writing to the appellant, specifically addressing each allegation in the complaint to the extent possible. The Secretariat shall attempt to resolve, informally, the complaint of the appellant.
- 8.3. ***Appeals Panel and Hearing*** – If the Secretariat is unable to informally resolve the complaint within 60 days, or if it becomes apparent sooner that the parties are at an impasse, the Secretariat shall appoint an appeals panel to hold a hearing on a date agreeable to all participants. The hearing shall be held not later than 90 days following the date the appeal was received, and shall be announced to the parties with at least 15 day notice. The appeals panel shall consist of three individuals who have not been directly involved in the dispute and who will not be materially affected by any decision made in the dispute. At least two members of the panel shall be acceptable to the appellant and at least two members shall be acceptable to the Secretariat. If the Secretariat and the appellant cannot agree on the composition of an appeals panel, the Executive Standards Committee shall appoint the appeals panel.

- 8.4. **Conduct of the Hearing** – The appellant has the responsibility of demonstrating improper action or inaction, the adverse effects therefrom, and the efficacy of the requested remedial action. The Secretariat has the responsibility of demonstrating that the Standards Committee took all actions in question in compliance with these procedures and/or that the requested remedial action would be ineffective or detrimental.
- 8.5. **Decision** – The appeals panel shall render its decision in writing within 30 days, stating its findings of fact and conclusions, with reasons therefor and citing the evidence. The Secretariat shall notify the appellant and the Standards Committee of the decision of the appeals panel, which shall be final and binding on all concerned.

9.0 Metric Policy

PCI standards shall be developed using US customary units followed in parentheses by equivalent units of the International System of Units (SI).

10.0 Patented Items

10.1. **Reference** – Standards shall not refer directly to a patent or proprietary technology by use of its trademark or trade name. If a standard's requirements can be satisfied practicably only by use of an identified patented material, product, process, procedure, or apparatus, full and clear disclosure of the controlling patent shall be made within the commentary of the standard. Participants in the standards development process are encouraged to bring patents with claims believed to be essential to the attention of PCI. If PCI receives a notice that a proposed, revised or ~~an~~-approved standard may require the use of a patent claim that is not already covered by an existing assurance, the procedures in 10.1.1 through 10.1.4 shall apply.

- 10.1.1. **Statement from Patent Holder** – PCI shall receive from the patent holder or a party authorized to make assurances on its behalf, in written or electronic form, either:
- a. Assurance in the form of a general disclaimer to the effect that such party does not hold and does not currently intend holding any essential patent claim(s); or
 - b. Assurance that a license to such essential patent claim(s) will be made available to applicants desiring to utilize the license for the purpose of implementing the standard either:
 - i) Under reasonable terms and conditions that are demonstrably free of any unfair discrimination; or
 - ii) Without compensation and under reasonable terms and conditions that are demonstrably free of any unfair discrimination.

Such assurance shall indicate that the patent holder (or third party authorized to make assurances on its behalf) will include in any documents transferring ownership of patents subject to the assurance, provisions sufficient to ensure that

the commitments in the assurance are binding on the transferee, and that the transferee will similarly include appropriate provisions in the event of future transfers with the goal of binding each successor-in-interest.

The assurance shall also indicate that it is intended to be binding on successors-in-interest regardless of whether such provisions are included in the relevant transfer documents.

10.1.2. *Record of Statement*

- a. ***PCI Standards*** – A record of the patent holder’s statement shall be retained in the PCI files.
- b. ***American National Standards*** – A record of the patent holder’s statement shall be retained in the files of both PCI and ANSI.

10.1.3. ***Notice*** – When PCI receives from a patent holder the assurance set forth in 10.1.1.b above, the standard shall include a note substantially identified in 10.1.3.a and a disclaimer identified in 10.1.3.b.

- a. **NOTE** – Compliance with this standard may require use of an invention covered by patent rights.

By publication of this standard, no position is taken by PCI with respect to the validity of any such claim(s) or of any patent rights in connection therewith. If a patent holder has filed a statement of willingness to grant a license under these rights on reasonable and nondiscriminatory terms and conditions to applicants desiring to obtain such a license, then details may be obtained from the standards developer.

- b. **NOTE** – PCI does not endorse any patented invention or technology or warrant that the use of such invention or technology will meet the requirements of this Standard. The selection of any design methodology or use of any patented technology is at the option of the user.

10.1.4. ***Responsibility for Identifying Patents*** – Neither PCI nor ANSI is responsible for identifying patents for which a license may be required by a standard or for conducting inquiries into the legal validity or scope of those patents that are brought to their attention.

11.0 **Commercial Terms and Conditions**

PCI Standards shall not endorse any particular products, services, or companies, or involve commercial terms and conditions such as guarantees or warranties. PCI Standards shall not include manufacturer lists, service provider lists, or similar material. Where only one source is believed to exist for an essential piece of equipment, material, or service necessary to comply with a standard, the name and address of the source shall be placed in a footnote with the words “or equivalent” included in the reference.

12.0 Antitrust Policy

American National Standards shall be developed in accordance with applicable antitrust and competition laws and meetings amongst competitors to develop American National Standards are to be conducted in accordance with these laws.

13.0 Revisions to Procedures

- 13.1. ***Proposed Revisions to Procedures*** – Proposed revisions to these procedures shall be submitted to the Secretariat in writing with an explanation of the reasons for the proposed revisions. The Secretariat shall submit the proposed revisions to the Standards Committee for comment, consideration, and possible action.
- 13.2. ***Approval and Implementation*** – The Standards Committee shall consider and take action on proposed revisions to these procedures and the Secretariat shall notify the PCI Technical Activities Council and the PCI Board of Directors of all such decisions.