



## **Meeting Notice**

# **2023 USPSHTC Technical Committee Meeting**

## **May 15, 2023**

### **Note from the Staff Liaison**

Dear Technical Committee Members:

We are pleased that you are participating in the development of the *2024 Uniform Swimming Pool, Spa & Hot Tub Code (USPSHTC)* under the ANSI consensus process. The continued development of the USPSHTC would not be possible without the participation of volunteers like you. This meeting notice contains important information that should help you in your preparation for the meeting.

The second Technical Committee Meeting will be held at IAPMO World Headquarters West Building in Ontario, CA. The meeting schedule may be found under Meeting Logistics. We believe that the meeting will be more productive if you are comfortable. Therefore, we recommend business casual.

Thank you for your continued support of the USPSHTC. We look forward to your participation.

Enrique Gonzalez  
Staff Liaison  
909-230-5535  
[Enrique.Gonzalez@iapmo.org](mailto:Enrique.Gonzalez@iapmo.org)

### **Codes and Standards Development Process**

An overview of the IAPMO Codes and Standards Development Process is attached for your review.

IAPMO complies with laws covering the use of copyrighted material. No copyrighted material should be submitted without the written consent of the copyright holder. This includes the proposed text of a requirement, the substantiation, and any supporting material.

The deadline for online submission of Comments was January 13, 2023. Technical Committee members will be notified no later than April 3, 2023, that the comments are available for online review.

### **Meeting Logistics**

IAPMO World Headquarters **West** Building  
Ridenour Room  
4755 E. Philadelphia Street  
Ontario, CA 91761

### **Meeting Time**

The meeting is scheduled to start at 8:00 a.m. and end at 5:00 p.m. PDT in the Ridenour Room. There will be a Continental Breakfast served in the meeting room at 7:00 a.m. Lunch will be hosted.



### **Travel Information**

DoubleTree by Hilton Hotel Ontario Airport  
222 North Vineyard Avenue  
Ontario, CA 91764

We have arranged an IAPMO room block at a reduced rate of \$ 169 per night for TC members who will attend the TC meeting. The cutoff date for reservations within the room block is **April 21, 2023**. Guests can call reservations at (800) 222-8733 to make your reservations and mention the group code **90L** to receive the reduced rate. There is a 48hr cancellation policy for reservations. You can also book online directly:

[DoubleTree Hotel Link](#)

Attendees must also adhere to the hotel covid policy: [Hilton Travel Flexibility and Safety Standards](#)

There is an overnight parking charge of \$15+Tax per vehicle. Shuttle services between the hotel and IAPMO World Headquarters will not be provided.

### **Participation**

Technical Committee member attendance at meetings is required by the Regulations Governing Consensus Development of the USHGC & USPSHTC. Each year the Executive Committee reviews the participation records of all TC members.

### **Materials You Will Need at the Meeting**

It is recommended that you bring the following with you. We will not have extra copies of printed material available.

- ✓ 2021 Uniform Swimming Pool, Spa & Hot Tub Code

- ✓ 2023 USPSHTC Technical Committee Meeting Monograph
- ✓ Current Technical Committee Roster
- ✓ 2024 USHGC•USPSHTC Code Development Timeline
- ✓ IAPMO Regulations Governing Consensus Development of the USHGC & USPSHTC
- ✓ Code Development Process Document
- ✓ This newsletter

### **Preparation for Technical Committee Meetings**

It is imperative that you review the comments prior to the meeting and develop proposed actions and statements. Prepared actions and statements greatly help to expedite the progress of the meeting. Please have any prepared actions and statements available for transfer to your staff liaison at the beginning of the meeting.

### **Regulations and Procedures**

All actions at and following the TC meeting will be governed in accordance with the IAPMO Regulations Governing Consensus Development of the USHGC & USPSHTC, IAPMO's Manual of Style, bylaws, procedures, and guidelines. Failure to comply with these regulations could result in challenges to the code development process. A successful challenge on procedural grounds could prevent publication of the USHGC. Consequently, committee members must follow the regulations and operating procedures.

### **Comments**

The comments in the monograph will be arranged by item number. It is suggested that those of you who must consult with others regarding your comments at the TC meeting do so based on the material sent to you before the meeting.



### **Processing Comments**

All comments must be acted upon. No comment can be returned to the submitter.

If a comment does not comply with the IAPMO regulations, the committee may reject the comment. However, any of the standard actions may be taken. Please make sure that the committee action and the committee statement result in a complete action that can be readily understood.

### **Committee Action on Comments**

The following actions are permitted for disposition of comments:

#### **Accept the comment as submitted.**

The committee accepts the comment exactly as written. Only editorial changes such as section numbering, spelling corrections, capitalization, and hyphenation may be made. If a comment is accepted without a change of any kind, except for editorial changes, the panel can simply indicate acceptance.

The committee should add a committee statement explaining the action if, for example, the committee does not agree with the substantiation or supporting data or has different reasons for acceptance other than those stated in the substantiation or supporting data.

The absence of such a statement could mislead the reader by giving the impression that the committee agreed with the substantiation for the comment. If the action is to accept the comment as written, but the committee wishes to indicate a more suitable location in the document, this can be added as part of the committee action, again with a statement by the committee.

### **Reject the comment.**

The committee rejects the comment. If the principle or intent of the comment is acceptable in whole or in part, the comment should not be rejected; it should be revised by the committee and accepted as amended. A complete reason for rejection of the comment, preferably technical in nature, must be supplied in the committee statement.

### **Accept the comment as amended by the TC.**

Accept the comment with some modification. The committee action must indicate specifically what action was taken to revise the comment. If the details are in the action on another comment, the committee action may simply indicate “Accept as Amended,” but reference should be made in the committee statement to the specific comment detailing the action. The committee statement, preferably technical in nature, must indicate why the comment was not acceptable as submitted.

### **Committee Statements**

Any comment that is “Accepted as Amended” or “Rejected” must include a committee statement, preferably technical in nature, which provides the reasons for the action. Such statement must be sufficiently detailed so as to convey the committee’s exact justification for its action.

References to the requirements of the documents as a reason for rejection should be to the specific sections of the document including the requirements. If there is more than one such section, the reference should include at least one, identified as an example.

Reference in the committee statement to another committee action is inappropriate unless the referenced comment contains all of the applicable technical justifications for the action.



If the rejection or amendment was for the same reason another comment was rejected or amended, the committee statement may refer to that comment giving the same reason for rejections or changes. Please verify that cross-references to another comment are correct.

The committee statement should not refer to another committee statement, which, in turn, refers to some other committee statement. There may be situations where the committee wants to refer to multiple committee statements, as they are all appropriate.

When the committee develops a committee action for a comment that is accepted as amended, the rationale must indicate why the wording submitted was not accepted. This reason should be technical in nature unless the committee has simply rewritten the submitter's text, in which case, the committee can state that the proposed wording meets the submitter's intent.

### **Procedures for Handling a Motion**

IAPMO TC Meetings are conducted in accordance with *Robert's Rules of Order*. For a proposal to be discussed, a motion must be made. A simplified procedure for discussion of motions is as follows:

#### **Member**

- Member addresses the Chair;
- Receives Recognition from the Chair;
- Introduces the Motion; and
- Another Member Seconds the Motion.

#### **Chair**

- States the Motion;
- Calls for Discussion;
- Restates the Motion;
- Takes the Vote; and
- Announces the Result of the Vote.

### **Tips in Parliamentary Procedure**

The main motion must be moved, seconded, and stated by the Chair before it can be discussed.

- If you want to move, second, or speak to a motion, *stand and address the Chair*.
- If you approve the motion as is, *vote for it*.
- If you disapprove the motion, *vote against it*.
- If you approve the idea of the motion but want to change it, *amend it or submit a substitute for it*.
- If you want time to think the motion over, *move that consideration be deferred to a certain time*.
- If you think that further discussion is unnecessary, *call the question*. This motion requires a second and must be voted on (2/3 affirmative vote to end debate).
- If you think that the members should give further consideration to a matter already voted upon, *move that it be reconsidered*.
- If you think that a matter introduced is not germane to the matter at hand, *a point of order may be raised*.
- If a motion has several parts, and you wish to vote differently on these parts, *move to divide the motion*.

### **Balloting**

The initial letter ballots to the Technical Committee will consist of all proposals and are based on the meeting actions. All letter ballots require a 2/3 affirmative vote and a simple majority of those eligible to vote to confirm meeting actions. Actions at the meeting require a simple majority vote at the meeting.



## Summary of the Second Technical Committee Meeting

- TC must act on all comments.
- TC must provide a committee statement to each comment that is amended or rejected.
- All meeting actions require a favorable vote of a simple majority of the members present.
- All comments will be letter balloted and require a 2/3 affirmative vote of those eligible to vote to confirm meeting action.
- Initial ballots will be available to the Technical Committee by **June 5, 2023**.
- TC actions on comments will be published in the Report on Comments.
- Where any TC action on a comment is not confirmed by at least 2/3 affirmative vote via letter ballot, the TC action on the comment will be reported as “Rejected” in the Report on Comments.

## IAPMO Meeting Policies

The following policies are in effect for all IAPMO Technical Committee Meetings.

- Attendance at all IAPMO Technical Committee meetings is open to the public.
- Participation at IAPMO Technical Committee meetings is generally limited to committee members and IAPMO staff. Participation by guests is limited to individuals who have previously requested of the Chair time to address the committee on a particular item or individuals who wish to speak to public comments that they submitted.
- The Chair reserves the right to limit the amount of time available for any presentation.
- No interviews will be allowed in the meeting room at any time, including breaks.
- Members categorized in ANY interest category who have been retained to represent the interests of ANOTHER interest category (with respect to a specific issue or issues that are to be addressed by the Technical Committee) shall declare those interests to the committee and refrain from voting on any comment or other matter relating to those issues.
- All attendees are reminded that formal votes of committee members will be secured by letter ballot. Voting in this meeting is used to establish a sense of agreement, but only the results of the formal letter ballot will determine the official position of the committee on any comment.



### **Preliminary Agenda**

The following is an outline of the agenda for the Technical Committee Meeting. The final agenda will be published in the monograph of comments and confirmed at the meeting.

- Call to Order
- Chairman Comments
- Announcements
- Self-Introductions
- Review and Approval of Agenda
- Approval of Minutes from Previous Meeting (June 20, 2022)
- Discussion of Public Comments to the Uniform Swimming Pool, Spa & Hot Tub Code
- Other Business
- Future Meetings
- Adjournment