

ACI ECM-18

An ACI Manual

Education Committee Manual

Reported by the ACI Educational Activities Committee



American Concrete Institute
Always advancing



2018 Education Committee Manual

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Most ACI standards and committee reports are gathered together in the annually revised the ACI Collection of Concrete Codes, Specifications, and Practices.

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ACI 2018 Education Committee Manual

Prepared by the ACI Educational Activities Committee

FOREWORD

Article I, Section 1, of the ACI Bylaws states: The purpose of the Institute shall be to further engineering and technical education, scientific investigation and research, and development of standards for design and construction incorporating concrete and related materials. The Institute shall organize the efforts of its members for a nonprofit, public service in gathering, correlating, and disseminating information. ACI shall address design, construction, manufacture, use, and maintenance and restoration of concrete and related materials. These efforts shall promote improved technology, technical competence, design and construction for the benefit of society.

To fulfill this purpose, ACI is designed as a membership society with a focus on the activities of local chapters and volunteer committees assigned to specific tasks.

The commitment of ACI to education was made clear by the Board of Direction on October 31, 1967, when it defined the educational mission of the Institute:

ACI's activity in support of its educational mission should be expanded to stimulate and assist in the development and implementation of programs through ACI chapters and other local groups. ACI should help to identify specific subject areas in which educational programs are needed, develop (or discover) the program materials and stimulate interest in local groups to introduce the programs into whatever educational system is appropriate. ACI should identify groups who need and would be responsive to educational programs, then provide the leadership and coordination to help them achieve it. A logical extension of ACI activity in this field is involvement in accreditation of programs and curricula where needed.

This manual explains the operation of the ACI educational committees and is intended as a guide for present and prospective chairs of these committees. The success of educational committees depends largely on the leadership and administrative abilities, and initiative of the committee chair. Chairs of ACI educational committees are chosen for their demonstrated ability and knowledge in the field to be covered by the committee as well as for their leadership and administrative skills. It is their knowledge and experience that assist ACI in its leadership in concrete education.

THE AMERICAN CONCRETE INSTITUTE (ACI)

The American Concrete Institute's mission is to develop and disseminate consensus-based knowledge on concrete and its uses. The defining core values of the Institute, which ACI believes are essential to its continued success, are defined in the strategic plans as follows:

- Consensus
- Credibility
- Camaraderie
- Benefit to Society
- Personal and Professional Growth

ACI envisions a future where everyone has the knowledge needed to use concrete effectively to meet the demands of a changing world. To foster the realization of this envisioned future, ACI has set strategic goals in four principal categories:

1. Engagement—ACI will work to increase participation of and add value for its members, chapter members, and customers.

2. Outreach—ACI will positively impact the global concrete community through mutually beneficial alliances.

3. Leadership—ACI will provide leadership to ensure our customers are equipped to sustainably address the needs of a changing world.

4. Structure—ACI will improve the organization and processes through which its programs, products, and services are produced and deployed.

THE ROLE OF THE EDUCATIONAL ACTIVITIES COMMITTEE IN ACI

The elected Board of Direction has general supervision of the affairs of the Institute. It is responsible for general policy, planning, budget, and the assignment of missions to the various committees. The Board of Direction authorizes and appoints the chairpersons of administrative committees and assigns them such duties and such authority as it deems necessary to carry out the work of the Institute.

The educational and technical staff of ACI administer the policy; evaluate educational and technical information relevant to committee projects; and manage the publishing, communication, and record-keeping tasks as necessary to support the work of the committees and to act on their recommendations.

The standing committees overseen by the Board of Direction, including the Educational Activities Committee (EAC), are established to perform the main functions of the Institute. Each of these standing committees administers a prescribed set of responsibilities that, when combined, cover the entire scope of ACI's work. The missions and activities of all standing committees are described on the Institute's website (www.concrete.org).

EAC has a broad mandate from the Board of Direction to lead and pursue primary ACI educational objectives and, because of this, educational committees are further specialized. The EAC assigns responsibilities to each of the educational committees. A complete list is given on the Institute's website.

To develop recommendations that result in new Institute educational policy, materials, and programs or that change

existing ones, the EAC meets and communicates, through correspondence and electronic media, with its members and with ACI staff. As a means of reporting information, educational committees often organize convention sessions. Through ACI, educational committees create and disseminate educational material that furthers the mission of the Institute.

EDUCATIONAL ACTIVITIES COMMITTEE

The Educational Activities Committee, organized in 1970, has 11 members: a chair appointed annually by the Board of Direction; the EAC staff liaison; and 9 other Institute members appointed for 3-year terms in such a way that three appointments or reappointments are made annually. EAC members are typically chosen from members with a diverse knowledge of concrete materials, design, construction, educational leadership, and the administration of educational committees within ACI.

The mission of the EAC is as follows:

Manage the affairs of the Institute involving academic and practical educational programs (including educational publications), supervision of educational committee activities, and development of procedures for increasing the Institute's effectiveness in the field of education.

The activities of the EAC are as follows:

The EAC is responsible for the following Institute activities: 1) Determine the needs and interests of the membership and of the concrete industry for educational services, programs, and materials; 2) Determine and implement the means through which the Institute can meet the educational needs and interests of its membership and the concrete industry; 3) Recommend to the Board of Direction the formation or dissolution of educational committees, and new or revised missions for educational committees.

EDUCATIONAL COMMITTEES

Educational committees are authorized by the ACI Board of Direction on recommendation of the Educational Activities Committee. They are assigned specific tasks relating to the design and development of educational materials, programs, and activities that will increase the Institute's effectiveness in the field of education. Actions of all committees are subject to the review and approval of the Board.

The ultimate aim of educational committees is to make available educational materials and programs related to the assigned field of activity. Because accomplishment of the mission is the direct responsibility of the committee chair, EAC gives the chair wide latitude in methods used.

Educational committees may be established as joint committees with other organizations. Joint committees must meet all ACI requirements in their work methods. Formal communications with other organizations, particularly with those outside of the United States, are initiated by the Board of Direction, over the signature of the President, or on behalf of the Board of Direction by the Institute's Executive Vice President.

The mission of each educational committee of the Institute is established by the Board when the committee is authorized. Changes in mission and scope of a committee shall be proposed by the committee itself and shall be referred to EAC for approval.

Committees that are inactive, ineffective, or that have completed their assignments are to be discharged or reorganized by EAC.

EAC is always looking for ways to improve concrete education. Whether or not the ideas fall within the procedures in this manual, please contact ACI Professional Development Staff with any comments or suggestions for improving concrete education.

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CHAPTER 1—ORGANIZING EDUCATIONAL COMMITTEES

1.1—Establishing committees and missions

On March 23, 1994, the ACI Board of Direction passed the following motion:

[that] Board committees be delegated the authority to administer the committees under their jurisdiction including establishing new committees, developing or revising mission statements, and discharging committees that are no longer needed to further ACI's activities, provided that these actions are in accordance with Board approved policies.

Based on this policy, the ACI Educational Activities Committee (EAC) establishes ACI educational committees to meet the needs of the concrete industry. These committees are assigned specific missions relating to education regarding the design, construction, manufacture, use, and maintenance of concrete structures and products. Actions of all committees are subject to the review and approval of EAC.

ACI educational committees may be established as joint committees with other organizations. Joint committees (1.6) shall meet all ACI requirements in their work methods. Formal communication with other organizations, particularly with those outside the United States, is initiated by the Board of Direction, over the signature of the President, or on behalf of the Board of Direction by the Institute Executive Vice President.

Each Institute educational committee mission (2.1) is established by EAC when the committee is authorized. Changes in mission and scope are proposed by the committee and are referred to EAC for approval.

Committees that are inactive, ineffective, or have completed their assignments may be discharged or reorganized by EAC (1.7).

1.2—Organizing the committee

The chair is responsible for organizing the committee to accomplish its mission and goals (2.2). This may determine the size of the committee. Several factors should be considered: scope of the mission, balance of interest (1.5.4), and the currently assigned task. For new committees, the chair may initially recommend to EAC appointment of three to five key voting members who could help identify other prospective committee members.

Large committees may require a vice chair, a secretary, subcommittees, task groups, and a steering subcommittee or control group.

1.2.1 Subcommittees and task groups

Subcommittees may be desirable when a committee can subdivide its activities into parts that can be worked on simultaneously. Task groups should be used if the work is of limited scope and will last for a short period. This matter is at the discretion of the chair.

Members of subcommittees and task groups will be members of the main committee. In special cases, with EAC

permission, subcommittee members may be appointed from outside the main committee (1.3.2.6).

Use of alphabetical designations for subcommittees helps to avoid confusion between subcommittee and document numbers. For example, 318-A is a 318 subcommittee and 318.1 is a 318 document. Subcommittees assigned to specific chapters of a document, however, may be numbered accordingly (for example, ACI 343-1 handles Chapter 1 of the 343R-XX).

1.2.2 Editorial subcommittee

Each committee may have an editorial subcommittee to edit documents prior to final committee letter ballot. This subcommittee may be a standing subcommittee or may be formed ad hoc as educational product development activities dictate. Having an editorial subcommittee allows the full committee to devote more time and effort to educational work and ensures a uniform, readable document.

The chair appoints the subcommittee, which may consist of an individual or a small group with editorial experience, who may or may not be committee members.

1.3—Educational committee membership

1.3.1 Committee officers

1.3.1.1 Chairs

The success of a committee depends on the chair's administrative ability and initiative. EAC appoints chairs for 3-year terms, which usually expire at an ACI Spring Concrete Convention and Exposition.

Chairs are members of the Institute. Chairs are voting members of the committee.

Chair appointments and reappointments are among EAC's most critical responsibilities. Many factors affect the selection of chairs and there are no inflexible rules, but serious attention is given to:

(a) Rotating the chairship among all qualified committee members to keep committee output vigorous. Unusual circumstances are required to justify reappointment of a chair beyond two 3-year terms

(b) Not having an individual serving as chair of more than one ACI educational committee at a time, as being a chair requires a significant amount of effort

(c) Preventing one segment of the concrete industry from dominating committee activities; therefore, selection of the educational committee chairs across various sectors of the industry will be consideration for appointment by EAC (1.5.3)

Active and well-organized committees always have ongoing projects and can undergo normal leadership transitions without disrupting vital committee activities. Chairs are responsible for having a number of individuals prepared to assume the committee leadership at all times. Each year, chairs are asked to list at least three possible replacements, in order of preference, with specific ratings in various categories. EAC considers these names when selecting or reappointing chairs.

1.3.1.2 Vice chairs

The chair may wish to appoint a vice chair. Appointment does not imply that the vice chair will become the next chair. EAC requests and considers the advice of chairs when

appointing their successors, but chairships are exclusively appointed by EAC.

1.3.1.3 Secretaries

A secretary can benefit the committee by recording, preparing, posting minutes of meetings (2.3.4), and by distributing ballots and correspondence. Appointment of a secretary is at the chair's discretion. To expedite the flow of committee work, a person employed at the same place as the chair may perform the committee secretarial duties and should be appointed as a nonvoting secretary.

1.3.2 Committee members

ACI educational committees have four categories of members:

1. Voting members
2. Associate members
3. Consulting members
4. Liaison members

Educational committee members are volunteers who offer their services to ACI and specific educational committees. Each prospective member, regardless of membership category, is to submit a Committee Application.

The chair is to notify the EAC staff liaison of all membership actions to be taken: appointments (regardless of category), resignations, terminations, or changes of membership status. These actions become official when headquarters acts on the chair's recommendations.

With the exception of associate members, ACI membership is desirable but not required for educational committee service; committee members are encouraged to join the Institute.

1.3.2.1 Voting members

Voting members are selected because of their personal knowledge and expertise and not on the basis of affiliation. A member's employment, however, is considered in achieving balance of interests (1.5.4) and may determine membership classification and voting rights.

Voting members vote on all committee ballots and have the right of the floor at all meetings. Voting members are required to participate actively in committee work by contributing educational information, by promptly returning committee ballots, and replying to correspondence. Some committees may have special attendance requirements.

1.3.2.2 Associate members

Associate membership is an Institute membership benefit. An associate member has the right to participate in committee activities, but does not have to attend committee meetings. A person may be appointed or retained in this membership category when balance of interest is affected or if a committee document is being balloted (3.1).

Upon application, ACI members (except student and young professional members) are appointed as an associate member to a maximum of three educational committees. Student and young professional members must not be appointed to more than one committee.

Associate membership terms are for 4 years. When the term expires, the chair should evaluate the person's actual participation and, based on that, may:

- (a) Transfer the person to voting or consulting member status
- (b) Reappoint for another 4 years
- (c) Terminate membership

When individuals drop their ACI memberships, they are terminated from all educational committee associate memberships.

1.3.2.3 Consulting members

A consulting member is one whose membership is recommended because of a special expertise or a long-time association with the committee or its work. A consulting member is not required to regularly attend meetings or participate by correspondence.

1.3.2.4 Associate and consulting members' privileges

Associate and consulting members:

- (a) Regularly receive minutes, information on items being balloted, and correspondence distributed to committee members
- (b) Have the privilege of the floor at committee meetings, but are not voting members
- (c) May express negative viewpoints, with reasons, on letter ballot items (these negative viewpoints are not counted in the final ballot tally, do not affect the outcome of a ballot item, and do not have to be resolved, but are distributed to the committee for consideration)
- (d) Are not considered in determining the balance of voting interests

1.3.2.5 Liaison members

Liaison members represent another country or outside organizations and function to exchange information and receive copies of all committee correspondence. They are not expected to actively participate in committee affairs. In the event they do participate, they should be appointed to the appropriate membership classification.

1.3.2.6 Subcommittee members

Normally, subcommittee members are members of the main committee. For committees with special needs, EAC permits the use of people with special expertise on subcommittees. These subcommittee members participate and vote on the subcommittee level but are not committee members and do not vote on main committee items. Committees must receive EAC permission to have this type of membership.

1.4—Appointments

Chairs are urged to add new members on a regular basis and to remove inactive members. In effective committees, there should be sufficient turnover so that new ideas are constantly brought forward.

After reviewing a Committee Application, the Chair should send the original to the EAC staff liaison with appointment recommendations and keep a copy for the committee files.

ACI headquarters sends a notification. Committee members other than associate members are appointed for unspecified terms.

1.4.1 Appointment not approved

A voting membership applicant is rejected only if the committee's balance of interests or size would not be consistent with effective operation. Adding voting members just

prior to conducting a critical letter ballot is not advisable because new voting members may not have knowledge of past committee discussions. Appointment to a nonvoting category may be appropriate at such a time.

1.4.2 Appeal to EAC

An applicant whose request for membership is declined, or not acted on in a reasonable amount of time, has the right to appeal to EAC. The applicant may send an appeal to the EAC staff liaison. The applicant may appear in person at the EAC meeting where the appeal is considered.

1.5—Selection of voting members

1.5.1 Qualifications

Voting members should be able to complete objectives related to the committee mission. They should have the training, knowledge, experience, and the time and facilities for performing the work. They should agree to act in the best interest of the goals of the Institute and not interject proprietary interests into the educational materials of the committee.

1.5.2 Meeting attendance

Committees generally hold their meetings at ACI Spring and Fall Concrete Convention and Expositions. At these meetings, committees make most of their major decisions, solve many problems, plan future activities, and accomplish much of their work. Therefore, attendance and participation in at least one committee meeting per year is recommended for a voting member. Failure to attend at least one meeting per year, over a consecutive number of years, may constitute grounds for changing the individual's membership category. If an applicant for committee membership cannot regularly attend meetings, a nonvoting membership category should be considered.

Meeting schedule conflicts are difficult to avoid because of the number of ACI committees and the varied interest of the voting members. Before granting voting member status to an applicant who already serves on three or more other ACI committees, the chair should ensure the member will be able to attend meetings and participate actively in the work of the committee.

1.5.3 Classification of committee members and committee balance

1.5.3.1 Classification

Voting members of a committee that prepare or have jurisdiction over documents will be classified as Producer, User, or General Interest. Classification of committee members by organizational and educational interest is needed to ensure fairness and balance among affected interests. Such classification may be the same or different on different committees. Classification will be related to the mission of the committee.

1.5.3.2 Producer interest

A producer interest is an organization or individual that produces or sells materials, products, or systems covered in the committee mission. A voting member who represents a producer interest will be classified as a producer.

1.5.3.3 User interest

A user interest is an organization that purchases or uses materials, products, or systems covered in the committee mission. A voting member who represents a user interest will

be classified as a user, provided that the member could not also be classified as a producer. For example, a design engineer who is a member of a committee writing a design guide would be classified as a user, but would be classified as general interest on a committee dealing with concrete materials.

1.5.3.4 General interest

A voting member who is not classified as either producer or user interest is considered a general interest member. An employee of a government agency or a university will be classified as general interest.

1.5.3.5 Consultants

A consultant retained by a producer interest or by a user interest under an indefinite continuous arrangement that includes representing the organization on an ACI committee will be classified producer or user, respectively. Consultants representing themselves or an employer not classified as a producer or user interest will be classified as general interest.

1.5.4 Balance of interests

In addition to balancing the committee with respect to membership classifications described in 1.5.3.2 through 1.5.3.5, the chair should give strong consideration to the geographic distribution as well as experience set represented by the committee membership.

1.5.4.1 Geographic distribution

ACI is an international organization and committee products should reflect practices that are applicable within North America as well as internationally. Broad geographical distribution of committee members is important to guard against publication of documents that are restricted to local practices only.

1.5.4.2 Variety of experience

ACI typically attracts structural engineers and material specialists. Architects, specifiers, contractors, and others are often under-represented and a special effort should be made to include these individuals in all committees when they demonstrate an interest.

1.5.5 Overlapping membership

The EAC should review the missions of closely related committees and should assist in developing overlapping membership where desirable to facilitate coordination (2.5, 4.3.4). Sometimes it is necessary to use capable voting members in multiple committee assignments. Voting membership on more than three educational committees, however, is discouraged.

1.6—Committees joint with other organizations

Appointment of committee members to committees joint with other organizations, such as the American Society of Civil Engineers (ASCE), The Masonry Society (TMS), and the American Society of Mechanical Engineers (ASME) generally follow the aforementioned guidelines.

The chair should simultaneously submit the appointment recommendations to ACI and to the cosponsoring society. ACI sends the formal appointment letter on behalf of both organizations.

1.7—Committee reorganization

From time to time it may be necessary for EAC to reorganize educational committees. The reasons for total reorganization of the committee may include:

(a) The committee has completed its assigned mission and only a small committee is needed to maintain committee documents.

(b) The mission or direction of the committee has changed sufficiently to require complete reorganization.

(c) The membership and organization of the committee is such that the prospect of accomplishing the assigned mission is remote.

Upon reorganization, EAC may decide to appoint a new chair and discharge all members or to appoint a new chair who is responsible for reviewing current membership.

1.7.1 Reorganization with discharge of members

If EAC discharges the committee membership upon appointment of a new chair, all committee members are notified of the reasons for the discharge and given an explanation of future plans. Former committee members have the opportunity to apply for appointment to the new committee.

1.7.2 Committee reorganization with retention of members

If the present membership is to be retained, subject to review, the chair will:

(a) Review the activity of the committee members and recommend dropping or changing the membership classification to a nonvoting status of those who have not demonstrated adequate activity

(b) Review the overall committee composition and recommend addition or deletion of committee members to ensure balance of interests and to maintain a reasonable size to accomplish tasks; the chair is urged to add new committee members who are knowledgeable in the committee's field and who can provide vitality to the committee (1.4)

The chair may request a written statement from committee members stating they wish to continue to serve. If an affirmative response is not received in a reasonable time, the chair should consider it a lack of interest and notify the EAC staff liaison, to terminate the committee membership.

A questionnaire may be used to ask the committee members if they wish to continue as active members, change their membership status, or resign.

1.8—Terminations

The chair should periodically review the voting members' performance. Voting members who do not regularly attend meetings, answer correspondence, or return letter ballots should be contacted and encouraged to become more active. Because of ACI's stringent voting requirements, voting members who do not return ballots may stop a committee from successfully balloting a document.

If the voting members' participation does not improve, the chair should write to the EAC staff liaison to recommend termination. These voting members are terminated, making room for willing and active voting members.

The chair may want to use the membership questionnaire to help assess committee interest. Voting members can

evaluate their actual participation and may request change in committee membership status.

1.8.1 Termination to achieve balance

On the chair's recommendation, voting members can be terminated or have their membership classification changed to a nonvoting status to achieve balance. This is done only after the chair has shown that a substantial effort has been made to obtain balance by adding new voting members.

When a change of employment produces an imbalance in voting interests, that voting member can be terminated. Reappointment can be considered when balance is achieved and if the voting member requests reappointment.

1.8.2 Appeal of termination

Any committee voting member will be permitted to appeal a termination decision to EAC. The discharged committee voting member will be permitted to appeal to the EAC staff liaison and in person at the EAC meeting where the appeal is considered.

1.9—Resignations

Committee members may resign by notifying the chair of such intent. An official notification confirming the resignation is sent out by headquarters.

CHAPTER 2—OPERATING EDUCATIONAL COMMITTEES

2.1—Mission

The mission of the ACI educational committees is to disseminate consensus-based knowledge in the committee's area of technical expertise. The Educational Activities Committee (EAC) gives the chair considerable authority to accomplish the committee mission.

In all committee work, the protection of the public and the interests of the ultimate consumer must dominate.

2.2—Goals

Each committee should annually prepare and review specific goals that support the committee mission. The goals submitted in the committee's biannual update (2.6) are included on the committee pages of ACI's web site. The goals should be reviewed and approved by the committee at their annual spring meeting. Any or all of the following goals may be included.

2.2.1 Prepare new educational products

Prepare various educational products, using the appropriate media and presentation format, to disseminate pertinent information (Chapter 4). These products may be developed by committee members or by ACI staff under the direction of the relevant ACI committee(s).

2.2.2 Update existing educational products

Maintain, update, or revise ACI educational products that fall within the committee's mission. These updates may be performed by committee members or by ACI staff under the direction of the relevant ACI committee(s).

2.2.3 Sponsor convention sessions and symposia

Sponsor symposia or sessions at ACI Concrete Convention and Expositions with possible subsequent dissemination

as an ACI educational product. The development of these sessions is explained in detail in Chapter 6.

2.3—Committee meetings

Chairs are responsible for calling committee meetings and must give members adequate notice; typically 1 month. ACI headquarters sends request forms for convention meeting rooms to the chairs, who should return them by the requested date.

The committee members and ACI headquarters must be notified in advance if a scheduled meeting must be canceled. If the chair cannot conduct the meeting, an alternate is to be selected so the committee work can continue uninterrupted.

If the committee is to hold a meeting away from an ACI Concrete Convention and Exposition, notify the EAC staff liaison at least 2 weeks in advance so a notice of the meeting time and other pertinent information can be provided to all members by email and a notice published on the committee's web site.

Committee chairs are expected to exercise control to ensure orderly discussion at meetings. Use parliamentary procedures, known as Robert's Rules of Order.

The chair is encouraged to give a brief introduction of the committee work and periodically summarize progress during the meeting.

2.3.1 Closed meetings

A closed session is permitted if the chair states that the matter under consideration is administrative rather than educational. Discussion of educational matters in a closed meeting is out of order.

For a closed meeting, the chair makes the arrangements through the EAC staff liaison for the meeting room but is solely responsible for notifying members of the meeting. Closed meetings are not listed in the convention program.

2.3.2 Visitors

All educational committee meetings (except closed meetings) are open to visitors. Because committee work is of interest to Institute members and attendance is encouraged, the chair should keep the visitors in mind without interfering with the committee work.

2.3.3 Agendas

An agenda should be prepared in advance of the meeting and emailed to all committee members. Extra copies should be available at the meeting for the committee members and visitors.

2.3.4 Minutes

Minutes must be prepared to record important deliberations and decisions of committee and subcommittee meetings. Minutes provide a continuing record of past committee work and help prevent repeated discussion of the same subject.

In addition to recording motions and voting results, the minutes should include the names of committee members and visitors present and voting members not present. Minutes should be circulated promptly for information and guidance and particularly to ensure completeness and accuracy. Minutes should always be approved at the next committee meeting or by correspondence prior to the next meeting.

Copies of all minutes must be sent to the EAC Chair and the EAC staff liaison (2.4.3).

2.3.5 Quorum

With one exception, the content of educational documents is finalized by letter ballot of the originating committee. Thus, there are no requirements for a quorum, although full attendance is encouraged. The chair should confirm, by correspondence, actions that were taken at a meeting, especially when fewer than half of the voting members were present.

The exception is the resolution of negative votes; in this case, the 1/2 Rule balloting requirement (3.5) must be met to find negative votes nonpersuasive.

2.4—Distributing correspondence

Because committees usually meet twice a year, effective circulation of correspondence is vital to committee activity and progress. To ensure a smooth flow of committee work, concise correspondence with prompt attention and reply by members is necessary.

Committee chairs should use the ACI webpage system and email to conduct committee correspondence.

2.4.1 Distributing correspondence within a committee

Correspondence containing proposals, criticisms, or new data should be sent to the entire committee, preferably by email. When one committee member writes to another regarding business currently before the committee, it is desirable to copy all committee members so they can keep abreast of developments and are able to contribute to the work. This also allows the members to be up-to-date before meetings so that discussions are more effective.

Correspondence within a subcommittee should be sent to the main committee officers so that they are aware of the work and are able to coordinate the overall committee effort.

2.4.2 Distributing correspondence between committees

Correspondence between committees is usually between the chairs, with copies to the EAC Chair and EAC staff liaison. If committee members correspond regarding business that is currently before either committee, copies should be sent to the chairs of the respective committees.

2.4.3 Correspondence to EAC and ACI headquarters

The committee files on the committee web page are the "Official Files." Originals or electronic copies of all committee business, agendas and minutes, membership lists, complete records of ballots, and resolution of negative votes must be posted to the committee web page.

Copies of all committee business-related correspondence must be sent to the EAC Chair and the EAC staff liaison. These two names should be placed at the bottom of the committee roster to receive copies of correspondence; however, they are not committee members and do not vote or return ballots.

The ACI President and ACI staff, other than the EAC staff liaison, do not need copies of correspondence unless it concerns inter-committee affairs or broad aspects of Institute policy.

If a committee is joint with another organization, such as ASTM, ASCE, TMS, or ASME, additional distribution is required. The distribution list for joint committee commu-

Table 3.1—Three rules applicable to letter and meeting ballots

Rule	Description	Use
The 1/2 rule	At least half of all eligible voting members* must cast an affirmative vote	Letter ballots for educational committees
The 40 percent rule	At least 40 percent of all eligible voting members must cast an affirmative vote.	Meeting ballots for educational committees†
The 2/3 rule	The number of affirmative votes must be at least twice the number of negative votes	Letter and meeting ballots for educational committees

*Eligible voting members are all voting members on the committee roster, not only the number of members who voted.

†Exceptions to the 40 percent rule are given in 3.4.1.

nication will be established at the time of forming the joint committee.

2.5—Coordination with other committees

Committees are often closely related; overlaps may occur, or the work of one committee may affect another. The EAC should be aware of each committee's work in relation to other educational committees to avoid conflicting requirements or recommendations in ACI documents.

2.6—Annual report of committee activities

Each chair must submit provide an update of committee activity that provides information on committee progress and goals. A report is given biannually at the Concrete Convention and Exposition.

2.7—Questionnaires

Chairs may find it useful to gather information by using questionnaires. These should be carefully designed to elicit meaningful responses. A copy should be sent to the EAC staff liaison as well as a summary of the results or other appropriate information.

2.8—Staff assistance

Although the ACI Professional Development staff is not large enough to provide a liaison for each committee, staff can assist committee chairs. By being informed of committee activities, staff can help with each committee's assigned goals and keep it from infringing on the work of other committees. A chair may request staff for educational, editorial, and secretarial assistance. When requested, headquarters can assist a chair who requires clerical assistance.

The quickest way to get material, such as drafts or memos, to committee members is for the members to email those items directly.

Anything sent to staff for processing should be accompanied by instructions. Any material received at headquarters without instructions is regarded as an information copy and, after the contents are noted, is placed in the committee file.

2.9—Educational committee expenses

With prior approval, the EAC staff liaison can honor vouchers from a committee chair, or a person authorized by the chair, for postage and reproduction expenses incurred in committee work, and supply stationery and envelopes upon request. Other committee expenses are not assumed by the Institute unless previously specifically authorized by the Board of Direction.

CHAPTER 3—BALLOTING

3.1—Voting methods and rules

Letter ballots and meeting ballots are the two methods of voting available to committees.

ACI's consensus process consists of three rules applicable to letter and meeting ballots: the 1/2 Rule, the 40 Percent Rule, and the 2/3 Rule (refer to Table 3.1).

Balloting examples, including letter ballots, meeting ballots, and consideration of negative votes, are found on ACI's web site.

Proxy voting is not allowed.

3.2—Administrative ballots

Administrative ballots are ballots that do not require a resolution of negative votes and may be either letter or meeting ballots. Examples of administrative ballots include:

- (a) Changing a title or mission statement
- (b) Selecting day and time of next meeting
- (c) Requesting joint committee status
- (d) Cosponsoring documents with other ACI technical committees
- (e) Sponsoring a session or special publication (SP)
- (f) Approval of committee meeting minutes
- (g) Transfer of documents from committee to committee (both committees need ballot)

3.3—Letter ballots

A letter ballot is an official written action to determine if an item has the consensus of an educational committee. Letter ballots can be used to vote on preparing new documents, revising or withdrawing existing documents, responding to EAC comments, and administering administrative ballots.

A letter ballot consists of one or several items. Each item passes or fails separately, and may include as much content as desired: an entire document, a chapter, a section, several sections, a paragraph, or other information.

Members have the following voting options for each item on the letter ballot: affirmative, affirmative with editorial comments, negative, or abstain. Members are expected to return a vote on each item.

If a member votes negative on an item and has editorial comments that are not part of the negative, they must be clearly marked as editorial. If the comments are not clearly marked, the chair must communicate with the negative voter to clarify which comments are editorial.

EAC strongly encourages the use of the balloting feature on the committee website for all letter ballots.

Analyzing Letter Ballot Results (3.3.1) and Passing of Ballot Item

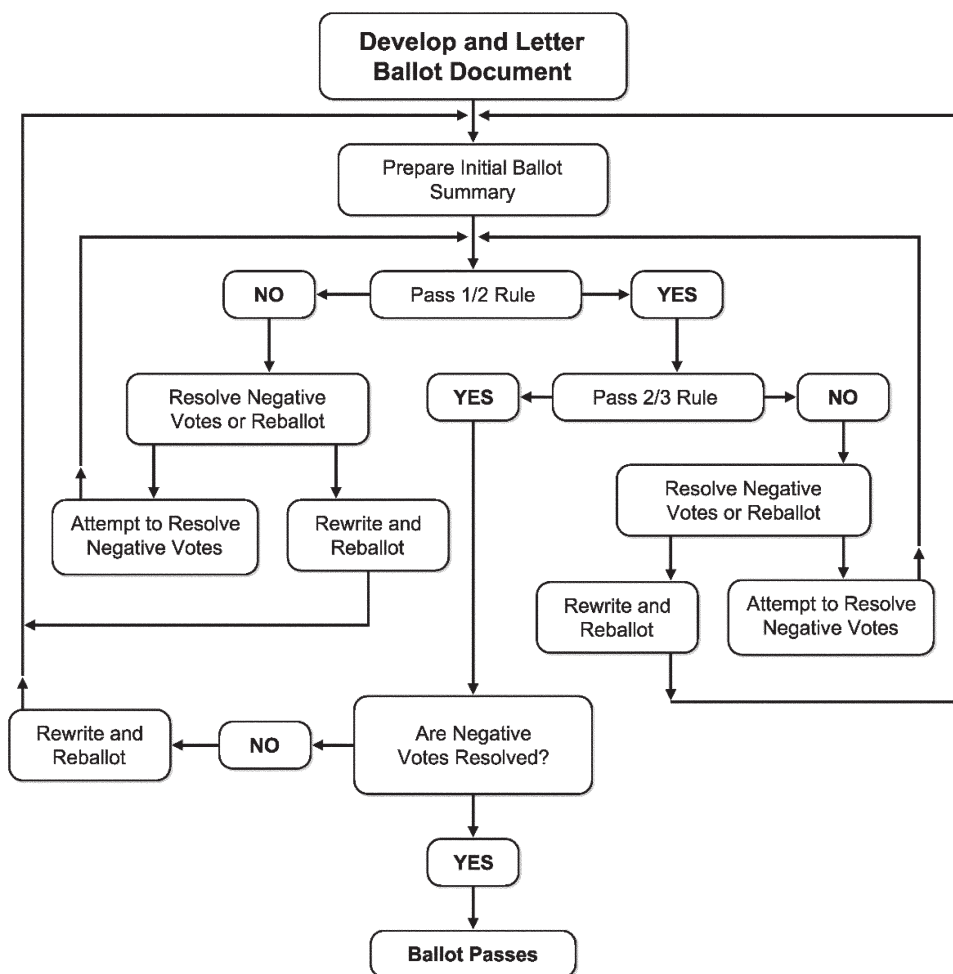


Fig. 3.3.1—Analyzing letter ballot results and passing of ballot items.

3.3.1 Passage of letter ballot items

Items on a letter ballot pass if both the 1/2 Rule and 2/3 Rule are satisfied. The 1/2 Rule is satisfied if at least half of all eligible voting members on the committee roster cast an affirmative vote. The 2/3 Rule is satisfied if the number of affirmative votes is at least twice the number of negative votes. A letter ballot item supersedes all previous ballots on that same item. A summary of the process to analyze letter ballot results is shown in Fig. 3.3.1.

The final letter ballot is defined as the last letter ballot that contained an item that completed the document, allowing the committee to submit it for EAC review. A letter ballot item to find negative votes from previous ballots nonpersuasive is not considered a final letter ballot. Helpful balloting information and tools can be found on the ACI website on the Document Development Guidance page.

3.3.2 Initiation and format

A committee chair can initiate a letter ballot at any time, or a voting member can call for a letter ballot by making a motion at a committee meeting. To pass such a motion, a majority of voting members present at the meeting must vote affirmatively.

The chair formats the letter ballot items as deemed suitable. The ballot items should be distributed in portable document format (pdf) with page and line numbers. Committee members can then reference the page and line numbers when making comments using the document ballot form. The chair should upload the document ballot form, available on the ACI web site, with the ballot.

3.3.3 Time frame

All letter ballots must specify a closing date, which should be no less than 30 days from the date of initiation.

To specify a balloting period shorter than 30 days, the chair must notify the EAC staff liaison. In such a case, the chair must ensure that all voting members received the letter ballot and have had the opportunity to vote. An acceptable method is for the chair to contact any voting member who has not responded a few days before the ballot closes.

There are no restrictions on the maximum number of days that may be specified for a balloting period. For example, the chair may extend the closing date if an insufficient number of ballots are received by the closing date. All voting members must be notified in the case of an extension and given the opportunity to vote or change their existing vote. All votes received, including negative votes received

during the extended voting period, will be included in the ballot analysis. Votes received after the closing date are not counted and do not have to be resolved. Balloting ends at 11:59 pm Eastern Standard Time.

3.3.4 *Distribution*

A letter ballot must be distributed to all committee members. A letter ballot can be distributed by the web balloting feature of the committee's ACI web site. Chairs are encouraged to use the ACI web site to issue and tabulate letter ballot results. The results of the letter ballot must be placed on the agenda of the next committee meeting and reported in the minutes of that meeting.

3.3.5 *Votes*

Voting members, including the chair, are required to vote on every item on all letter ballots. For web ballots, submit a vote using the web ballot form or as required by the chair.

3.3.5.1 *Affirmative votes*

An ACI letter ballot must allow for members to submit affirmative votes. Affirmative votes require no further committee action.

3.3.5.2 *Affirmative votes with comments*

An ACI letter ballot must allow for members to submit affirmative votes with comments. An affirmative vote with comment is considered as an affirmative vote when determining if an item in a letter ballot passes. If the committee chair deems a comment is editorial and appropriate, the chair has the authority to implement the change if there are no objections by voting members; no further action by the committee is required.

If the chair or voting member believes that the comment is not editorial, or if there is doubt, the committee chair must change the vote to negative and ballot to resolve the negative (3.3.5.3).

The chair may also decide to relegate the changes suggested by the voter to new business to be addressed in a later revision of the document.

3.3.5.3 *Negative votes with reason*

An ACI letter ballot must allow for members to submit negative votes. If a committee member casts a negative vote on an item in a letter ballot, a reason for the negative vote must be included. If appropriate, the voter should provide alternative wording or a solution that would satisfy the voter's concerns. All negative votes cast on an item in a letter ballot are considered by the committee using the resolution procedures described in 3.5.

If the negative voter does not provide a reason for the negative vote, the vote is recorded as a negative without comment. A negative without comment is considered an abstention when determining if a ballot item passes, does not need to be resolved by the procedures given in 3.5, and requires no further committee action.

3.3.5.4 *Abstentions*

An ACI letter ballot must allow for members to submit abstentions. Abstentions impact letter ballots because only affirmative and negative votes are counted when applying the 1/2 Rule to determine if a ballot passes. Voting members usually abstain if they do not have enough relevant expertise to cast an educated vote, or if they have a conflict of interest

with the item being balloted. In addition, only affirmative and negative votes are counted when applying the 2/3 Rule to determine if a ballot passes.

3.3.5.5 *Ballots not returned*

If a member does not return a vote on a letter ballot, their ballot is recorded as not returned. An unreturned ballot is considered an abstention when determining if an item in a ballot passes, and can therefore impact the result in the same manner as an abstention. If an insufficient number of ballots are returned by voting members, items in the ballot will not receive enough affirmative votes to meet the 1/2 Rule.

3.3.5.6 *Comments from nonvoting members*

Associate, consulting, and liaison members may submit comments on letter ballot items. The comments are not counted in the final ballot tally, do not affect the outcome of a ballot item, and do not have to be resolved. However, these comments must be distributed to the committee for review.

3.3.6 *Analysis and further action*

Once the letter ballot is closed, the chair reviews all votes received on individual items of the ballot and determines if each item satisfies the 1/2 and 2/3 Rules. At this point, the chair will notify the committee of the letter ballot results, including all editorial comments and negative votes received. Letter ballot items that do not pass can be revised and submitted for another letter ballot or withdrawn from further consideration.

If a ballot item passes but some members cast negative votes, further action by the committee is required. All negative votes cast on a passing ballot item must be resolved by the committee using the procedures described in 3.5. If a negative cannot be resolved on an item that pertains to a revision of a document, the ballot item can be withdrawn and no change is made to the document that relates to the ballot item.

3.3.6.1 *Updating results*

Resolving negative votes using the procedures described in 3.5 may change the final vote tally. Therefore, if a ballot item initially fails to satisfy the 1/2 and 2/3 Rules, the chair may resolve the negative votes in an attempt to pass the ballot item. In some cases, resolved negative votes on the ballot item are recorded as affirmative votes, and in other cases, they are recorded as abstentions.

3.3.6.2 *Revising and reballoting*

Even if an item passes, the chair may decide that too many negative votes have been received and it is not practicable to attempt resolving them, or that the ballot has identified major deficiencies in the document. In either case, the chair informs the committee members that the item will need to be revised and reballoted. Each ballot on an item supersedes the previous ballot on the same item, so the negative votes from the previous ballot do not have to be resolved.

3.3.7 *Subcommittee letter ballots*

Committees with subcommittees must establish procedures for subcommittee letter ballots. The purpose of subcommittee ballots is to obtain the consensus opinion of that group, which is passed on to the main committee. The chair may require subcommittees to follow all of ACI's consensus procedures; however, because an item approved

by the subcommittee must still be balloted by the main committee to be accepted, there is no ACI requirement that negatives on subcommittee ballots be resolved. Reasons for unresolved negative votes on subcommittee ballots need to be forwarded to the main committee.

3.3.8 Patented items

During balloting of the document, the committee must be informed if the document refers to the use of patented technology. If a member believes that a committee document under ballot would require a user of the resulting ACI document to violate the intellectual property rights, such as patents or copyrights, that member is expected to alert the committee. If the committee includes information on patented items within a document, include the disclaimer (see EAC staff liaison for copy of the current disclaimer).

3.4—Meeting ballots

A meeting ballot is a vote taken at either a convention or interim meeting in response to a motion made by a voting member. Meeting ballots can be used to vote on whether an existing document should be revised or withdrawn, resolve negatives on a meeting ballot, respond to EAC review comments of an approved document, respond to public discussion comments, and administer administrative ballots. Meeting ballots cannot be used to ballot a new document or new revisions to a document.

A meeting ballot consists of a single item. This one item is in the form of a motion and may address different actions: resolution of all, several, or one negative vote; responses to all, several, or one EAC or public discussion comment; or other items. This one item passes or fails. Meeting ballots allow for flexibility in separating information that causes the ballot to fail, in reorganizing information included in the ballot item, and in immediately rebaloting information that has consensus.

3.4.1 Passage of item by meeting ballot

The 40 Percent and 2/3 Rules must be satisfied for an item to pass by meeting ballot. The 40 Percent Rule is satisfied if at least 40 percent of all eligible voting members on the committee roster cast an affirmative vote. The 2/3 Rule is satisfied if the number of affirmative votes is at least twice the number of negative votes. The committee must consider negative votes on the meeting ballot by using procedures in 3.5.

Meeting ballot results, including number of voting members present at the time of ballot, must be reported in the meeting minutes.

EAC recommends that the chair abstain on meeting ballots, unless the chair's vote influences the outcome of the item being balloted. For example, the chair's vote may be needed to meet the 40 Percent Rule.

3.5—Consideration of negative votes

Some negative votes received on letter or meeting ballot items that have passed require further action by the committee. Negative votes on administrative ballots, such as selecting the day and time of the next meeting, do not require resolution.

Resolution not required

The following negative votes do not have to be resolved and no further action is required by the committee:

- (a) Negative votes without comment received on a letter ballot
- (b) Negative votes that have been withdrawn
- (c) Negative votes on finding the reason for a previous negative vote unrelated to the balloted item
- (d) Negative votes on finding the reason for a previous negative nonpersuasive

Resolution required

The following negative votes need to be resolved by the committee:

- (a) Negative votes on letter ballots to approve new or revised wording in a document
- (b) Negative votes on letter or meeting ballots to approve changes to a committee document in response to EAC review or public discussion comments
- (c) Negative votes on a letter or meeting ballot to approve revising a committee document to satisfy a persuasive negative vote or a resulting change to the document in response to EAC comments or public discussion

Methods of resolution

A negative vote is resolved through letter or meeting ballot in one of three ways:

1. The committee may ballot to find that the reason for the negative vote is unrelated to the balloted item.
2. The committee may ballot to find that the reason for the negative vote is nonpersuasive; giving reason for finding negative nonpersuasive.
3. The committee may ballot to find that the reason for the negative vote is persuasive and approves a revision to the balloted item.

The balloted resolution of negative votes must be recorded in the meeting minutes. Figure 3.5 provides a summary of the process for resolving negative votes.

3.5.1 Withdrawal of negative vote (no change to document)

A voter may withdraw a negative vote during a committee meeting or in writing between meetings. Withdrawal of a negative vote must be recorded in the meeting minutes.

The voter may be willing to withdraw the negative vote based on either an editorial change or no change. If a voter withdraws a negative vote, the chair records the vote in the final vote tally as affirmative or as an abstention in accordance with the voter's wishes.

The voter's decision to withdraw a negative vote may be on the condition that the committee considers the item as new business. This agreement must be recorded in the committee minutes and the item is listed on the agenda for future meetings until action is taken.

3.5.2 Unrelated to ballot item (no change to document)

The chair, through an item on a letter ballot or a voting member at a meeting, may make a motion that the stated reason for the negative vote is unrelated to the balloted item.

By letter ballot

The chair issues a letter ballot with an item to find the reason given for a negative vote unrelated and provides supportive information. The ballot item must satisfy both the 1/2 and 2/3 Rules to pass. Negative votes on this ballot item do not need to be resolved.

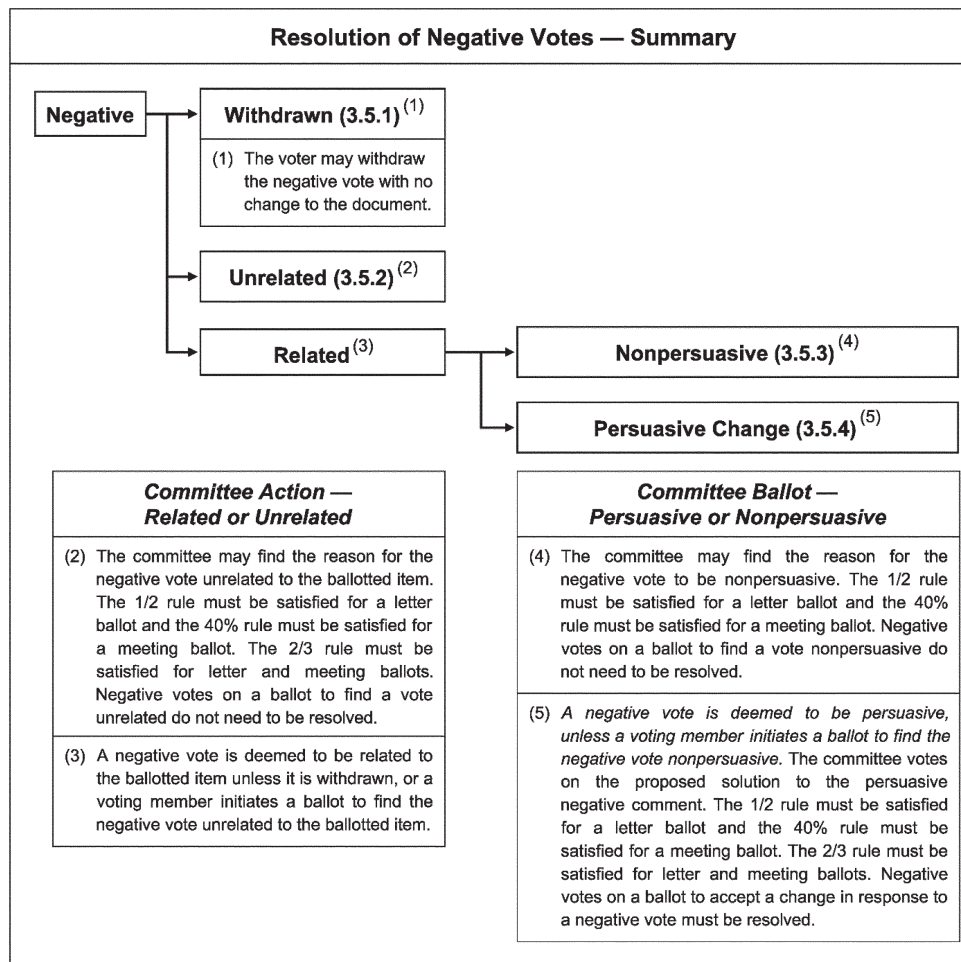


Fig. 3.5—Resolution of negative votes—summary.

By meeting ballot

During a meeting, a voting member makes a motion that the reason given for a negative vote is unrelated and provides a statement to support the motion. The committee discusses the motion and then votes. The ballot must satisfy both the 40 percent and the 2/3 rules to pass. Negative votes on this ballot do not need to be resolved.

If a letter ballot item or meeting ballot to find a negative vote unrelated fails, the negative vote must be resolved under 3.5.3 or 3.5.4.

If the ballot to find a negative vote unrelated is successful, the ballot results and the committee's reasons are reported in the meeting minutes. The vote is recorded in the minutes as an abstention. The comment may be considered as new business by the committee.

3.5.3 Nonpersuasive (no change to document)

The chair may issue a letter ballot or a voting member at a meeting may make a motion that the stated reason for the negative vote is nonpersuasive.

By letter ballot

The chair issues a letter ballot with an item to find the reason given for a negative vote nonpersuasive and provides a statement to support the action. The ballot item must satisfy both the 1/2 and 2/3 Rules to pass. Negative votes on this ballot item do not need to be resolved.

By meeting ballot

During a meeting, a voting member makes a motion that the reason given for a negative vote is nonpersuasive, and provides a statement to support the motion. The committee discusses the motion and then votes. The ballot must satisfy both the 40 percent and the 2/3 Rules to pass. Negative votes on this ballot do not need to be resolved.

If the ballot to find a negative vote nonpersuasive fails, the negative vote must be resolved under 3.5.4, or the committee must withdraw the item from further consideration and ballot a revised item. Ballot results are reported in the meeting minutes.

If the ballot to find a negative vote nonpersuasive is successful, the ballot results and the committee's reasons are reported in the meeting minutes. The original negative vote is recorded in the minutes as a nonpersuasive negative.

3.5.4 Persuasive (technical change to document)

Unless the negative vote is withdrawn, is found to be unrelated, or is found to be nonpersuasive, the negative vote must be considered to be persuasive. The committee must vote to approve a technical change to the document in response to the negative vote.

By letter ballot

The chair issues a letter ballot with an item to accept the proposed change. The ballot item must satisfy both the

1/2 and 2/3 Rules to pass. Negative votes on a successful ballot item must be resolved by another letter ballot or by meeting ballot.

By meeting ballot

During a meeting, a voting member makes a motion to accept the proposed change. The committee discusses the motion, considers suggested amendments, and then votes. The ballot must satisfy both the 40 Percent and 2/3 Rules to pass. Negative votes on a successful ballot must be resolved by another meeting ballot or by letter ballot, unless the negative voter agrees that formal resolution of the negative vote is not required. Such an agreement shall be recorded in the minutes.

If a ballot to change a document in response to a persuasive negative vote fails, the negative vote must be resolved under 3.5, or the committee must withdraw the item and ballot a revised item that addresses the negative vote.

When a ballot to change a document in response to a persuasive negative vote passes unanimously, including an affirmative vote from the voter who cast the original negative, the original negative is recorded in the minutes as an affirmative. The minutes must also record the affirmative vote on the motion to resolve the previous negative.

If a document is revised in response to a persuasive negative vote, the meeting minutes must report that the negative was found persuasive and give the approved technical change and the vote count.

3.5.5 Appeals

A member whose negative vote is found unrelated or nonpersuasive has the right to appeal. A note in the minutes is sufficient notice of this right. The appeal must be submitted to EAC and must state whether it is based on technical or procedural grounds. The appeal cannot be submitted before the committee balloting on the document is complete. Appeals are handled in accordance with 5.6.

3.6—Ballot summaries

The results of all letter and meeting ballots must be recorded in the committee minutes, as minutes are the official record of committee actions. If a separate ballot summary of a letter ballot was mailed to the committee, it must be attached to the minutes of the next meeting. Alternatively, the text of the minutes can summarize the ballot results.

Additionally, a formal ballot summary must be submitted to the EAC staff liaison for each letter ballot at the time the document is submitted to EAC for review. A ballot summary allows a complete ballot history to be maintained at ACI headquarters during the development and processing of a document to publication. The ballot summary must include:

- (a) A list of the items balloted
- (b) The date the ballot was initiated
- (c) The closing date
- (d) A list of voting members at the time of the final ballot
- (e) For each item, the initial vote tally, including:
 - (i) The number of affirmative votes
 - (ii) The number of affirmative with editorial comment votes
 - (iii) The number of negative votes and names of each negative voter

(iv) The number of abstentions and names of voters who abstained

(v) The number of ballots not returned and the names of voters who did not respond

(vi) The resolution of each negative, including a summary for subsequent letter or meeting ballots

(f) For each item, the final vote tally if any votes changed due to consideration of negatives.

A copy of the ACI web ballot results page along with documentation on resolution of negative votes is sufficient.

CHAPTER 4—EDUCATIONAL COMMITTEE PRODUCTS

4.1—General

The mission of ACI is to disseminate consensus-based information pertaining to concrete and concrete products. That purpose is achieved by ACI technical and educational committees. ACI technical committees develop consensus-based documents, which are published annually in the ACI Collection of Concrete Codes, Specifications, and Practices (formerly the ACI Manual of Concrete Practice). ACI educational committees and ACI staff use those documents as a basis, supplementing them as necessary, to produce educational products that are intended for a wider audience.

To reach this audience, online education is an important component of sharing ACI education products. The goal is to be a single source to access concrete and concrete-related learning.

4.1.1 ACI University

ACI University is an online learning resource providing on-demand access to a wide range of concrete topics. All of ACI's online education resources are available through ACI University at www.ACIUniversity.com.

4.2—Board policies

The ACI Board of Direction has established the following specific policies that might affect educational documents:

4.2.1 ACI certification program policies

Where possible, ACI educational committees should include certification requirements in their documents.

The ACI Board of Direction has endorsed incorporating ACI Certification requirements into all appropriate ACI committee documents, including standardized documents. The intent of this policy is to improve the quality of concrete construction; it is not intended to force attendance at ACI-sponsored certification programs. Wording in educational committee documents regarding requirements or recommendations for certification must allow for alternative means of certification, if such are available. For example, appropriate wording could be: "Field testing of concrete shall be done by an individual who has obtained certification as an ACI Concrete Field Testing Technician, Grade I, or equivalent." Reviewers of all ACI educational committee documents are specifically instructed to identify any appropriate areas in the document being reviewed where requirements or recommendations for certification could be included. Refer to the Chair of the Certification Programs Committee or the ACI

web site for a complete listing of all certifications available from ACI, including additional information on certification programs.

4.2.2 *ACI metrication policy*

The ACI Board of Direction approved the following policy on metrication:

The general policy of ACI shall be that all new and revised ACI codes and specifications shall be published in two separate versions, one using inch-pound units and one using hard-converted SI units. Exceptions to this policy will depend upon industry needs and TAC approval. All new and revised ACI standards and other publications shall use dual units. Nonarchival information, such as visual materials used at convention sessions, shall use units of measurements selected by the author. All conversions shall conform to the latest version of IEEE/ASTM SI 10, supplemented where applicable by ASTM E621. In hard conversions, due consideration shall be given to uniformity among Institute documents and to availability of metric products for concrete construction.

ACI Board Committees shall establish provisions to implement this policy.

TAC shall review and recommend revisions to this policy to the Board on an as-needed basis to meet the demand for metrication of ACI documents.

4.3—Printed documents

4.3.1 *Types of printed documents*

Throughout this Educational Committee Manual, the term document is used to cover all committee printed work, published or being developed or revised, including guides, reports, bibliographies, handbooks, and manuals. All committee documents are developed through ACI's consensus procedures.

For detailed information on the format and style for preparing and revising ACI printed documents, refer to the Technical Committee Manual.

ACI committee documents are classified as those requiring and those not requiring standardization. EAC documents do not require standardization.

4.3.1.1 *Guides*

Guides are a frequently produced committee document because:

- a) The information needs to be available to the user in the shortest time
- b) The practice, materials, performance objectives, or usage are varied
- c) Information or experience is limited, or controversy exists so as to preclude writing a standardized document in the required format or language

Guides are intended to present directions for analysis, design, construction, materials, or testing on a general basis. Various characteristics, procedures, and alternatives with

advantages and disadvantages are given. Although specific recommendations can be made, they usually are on a broad, nonrestrictive basis. The language is nonmandatory, permitting the user latitude in judgment concerning particular needs.

4.3.1.2 *Reports*

Reports present the state-of-the-art and give important information describing materials, methods, and usage. The scope may cover an entire field or only specific aspects, such as research results, design methods, field experience, or examples of successful applications and construction.

4.3.1.3 *Bibliographies*

Committees should not include bibliographies in committee documents. Annotated bibliographies may be submitted for consideration as separate documents. To prepare and publish annotated bibliographies, refer to the *ACI Technical Committee Manual*.

4.3.1.4 *Handbooks and manuals*

Handbooks and manuals are practice-oriented documents intended to serve as reference documents for design professionals and field personnel.

Handbooks are intended as design aids to design professionals and typically contain charts and tables to facilitate design of concrete structures. They may also include examples to illustrate specific design methods.

Manuals are generally intended to provide guidance and instructions to field personnel involved in different aspects of concrete construction.

4.3.2 *Preparation of printed documents*

In preparing committee documents, a united effort by all members generally produces the best results. Where a committee or subcommittee chair is qualified to prepare the document, sometimes the simplest, quickest, and most direct approach is for the chair to prepare the first draft. Individuals can be called upon to add to the draft where needed. The draft is submitted to the entire committee for review, comment, and revision. The draft submitted to EAC for review represents the consensus of the committee, established by letter ballot. High-quality editorial, technical, and educational treatment of a subject is expected.

Follow the guidance provided in this manual when revising existing documents and submitting new documents for EAC review. All documents are submitted to EAC by staff on behalf of the committee.

4.3.2.1 *Organization of material*

A document is generally organized in the following format:

- a) Title
- b) Reporting committee and voting members
- c) Synopsis and keywords
- d) Table of contents
- e) Chapters (other forms of division may be used in reports)
- f) References
- g) Appendixes

For further details on the individual parts of a document, see the *ACI Technical Committee Manual*.

Chapters should have material arranged according to the subject matter. In lengthy documents, chapters may be grouped into Parts.

Reports may include sections covering historical background, reviews of current practices, or similar topics.

4.3.2.2 References

Reference existing standardized documents or reports instead of duplicating their text. Paragraphs from other documents can be copied into a new document but reference longer sections.

ACI documents use references to other documents for three different purposes:

- 1) Specify compliance (referenced standards)
- 2) Recommend compliance (recommended references)
- 3) Indicate sources of information (other references)

Refer to Chapter 8 of the *ACI Technical Committee Manual* for proper reference format and style. When the committee document is revised or updated, references should also be updated. Do not, however, update references unless the committee is sure that the document's text is in accord with the revised reference. The committee should compare the text with the references. If there is a discrepancy, it should be brought to the attention of the full committee for action.

4.3.2.3 Editorial review

Prior to final committee letter ballot, a document should be edited thoroughly by the committee. When submitting the document to ACI Staff, the chair must state that the committee approved the format of the committee document as per the *ACI Technical Committee Manual*.

Editorial changes can be made at any time without the requirement of letter ballot except as a result of a negative vote. There are two types of editorial changes:

- 1) Those that introduce no change in technical content, but correct typographical errors, modify editorial style, change nontechnical information, or reduce ambiguity.
- 2) Those that correct typographical errors in substance (essential information that could be misused).

The committee should review for document structure, sentence structure, grammar, redundancy, spelling, and typographical errors. Because many documents are written in sections by different people, it is essential that the committee review the separate sections for consistency in style and format. See the *ACI Technical Committee Manual* for specifics on style, grammar, and format.

Before a document is submitted for review by EAC, it will undergo an editorial review by staff. Contact the ACI Professional Development Department to schedule the editorial review, which should be performed after the final letter ballot has passed and the committee has completed the review.

4.3.3 Circulating draft documents

A committee document may undergo significant changes in technical and educational content and format prior to final committee and EAC approval. Therefore, drafts should be marked clearly "draft document, not for publication." The chair may approve circulating the draft outside the committee, EAC, and ACI headquarters to obtain expert technical advice not available in the committee or to ensure

that all interested parties are given an opportunity to express viewpoints.

Committee documents, at any stage of development, shall not be released for publication other than to the Institute or cosponsors of joint committees, except on approval of EAC. Similar restrictions apply to test data or unpublished technical or educational information circulated in a committee.

Circulation of draft documents on the ACI web site is encouraged. Circulation of draft documents on independent web sites is not permitted because control, copyright, and status of the document are not secured. Transfer of large files should only be through the ACI web site or secure, restricted-access file-sharing sites.

4.3.4 Coordination with technical committees and other educational committees

Coordination with technical and educational committees is required and is an important part of processing documents. It helps prevent conflicts and overlaps between committee documents. Some reasons for coordination with other committees might be as follows:

- a) Information being developed is incorporated or referenced in documents of other committees
- b) The committee depends on the work of another committee
- c) Committees are developing documents with parallel or overlapping subjects

When the document is submitted for review by EAC, the educational committee developing the document will report to EAC the committees that participated in the review. If an educational committee anticipates extensive interaction with a related technical committee, it may be useful to appoint, to the educational committee, a liaison member who is also a member of the related technical committee.

Other educational committees, outside reviewers, and TAC may submit primary comments during the review process. Each of these comments shall be balloted in committee and the results documented for EAC approval. If substantial difficulties arise between the committee and the reviewing technical committee, the matter is referred to EAC for arbitration.

New and revised documents should not be held back because of conflict with or variation from existing ACI documents. Variances from existing ACI documents, however, shall be substantiated.

4.4—Online learning courses

4.4.1 Courses based on existing materials

The general procedures for developing these courses is as follows:

- a) Identify topic
- b) Select reference material
- c) Notify ACI staff of the selected reference material
- d) Develop exam questions
- e) Submit exam questions for review

Identify Topic—This can be accomplished by any ACI member. Educational committee members are strongly encouraged to work with technical committees to identify topics. The topic is provided to the appropriate educational committee chair, who in turn communicates the idea to the

EAC staff liaison. It is not necessary to have consensus on the idea at the committee. Working with the originator of the topic, the committee chair will appoint a subgroup of the committee (at least one member) to work with an ACI staff member identified by the EAC staff liaison to select the reference material and develop the exam questions.

Select Reference Material—The proposing group identifies the appropriate reference material, normally an existing ACI technical or educational document. If the reference material is not an existing ACI document, approval of its use by EAC and the EAC staff liaison is required. Approval of nonACI material for a course must be obtained by the letter ballot (that is, consensus of the proposing educational committee is required). For nonACI material used for a course, the proposing committee is responsible for obtaining any necessary permission to use the material.

The reference material should be enough to provide at least 45 minutes of study material for the average person. Virtually any format can be used (for example, portion of a committee document, CI article, journal paper, PowerPoint presentation, video, or web session)

Notify ACI Staff of the Selected Reference Material—The proposing group identifies the appropriate reference material and provides its recommendation to ACI staff. ACI staff will review the material to ensure the length is appropriate and that other exams are not being developed on the same material. Because the reference material is provided along with the exam, a limited number of sections from a committee document will be incorporated into the course.

Develop Exam Questions—At least 10 exam questions should be developed from the reference material. The questions must be in True/False or multiple-choice format. They should align with the learning objectives and gauge whether the participant studied the subject material and can demonstrate a basic understanding of the material.

Submit Exam Questions for Review—The exam questions will be reviewed by an EAC ad hoc review team. The comments from the reviewers will be returned to the originating subgroup that developed the exam questions. Once agreement is reached on the exam content and questions, ACI staff will post the reference material and exam in ACI University.

4.4.1.1 Editorial review

The content of courses is approved by EAC. For this purpose, selected EAC members will serve on ad hoc review teams of two members that will review the content of the course materials, including the exam questions. This review is coordinated by ACI staff, who select the EAC members to perform the review and is not subject to EAC committee voting procedures. Approval by both members of the review team is required. If a difference of opinion exists between the review team members, ACI staff will identify a third EAC member to review the course material. In this latter case, at least two of the three reviewers must approve the course content and questions.

4.4.2 Courses without existing materials

The general procedures for developing these courses is as follows:

- a) Identify topic
- b) Propose subject matter experts
- c) Obtain EAC approval
- d) Develop/review course content
- e) Review and approve the final course

Identify Topic—Any ACI member can make a recommendation for a course by proposing the idea to the appropriate education committee chair, who in turn communicates the idea to the EAC staff liaison. It is not necessary to have consensus on the idea at the committee. Working with the originator of the topic, the committee chair will appoint a subgroup of the committee (at least one member) to provide the EAC staff liaison a brief description of the course scope, contents, length, and any envisioned animations or videos. ACI staff will discuss the potential audience and viability of the course with the proposing group and may provide suggestions to improve the proposal.

Propose Subject Matter Experts—The proposing group suggests one or more subject matter experts (SMEs) to develop the course material, or to act as an overseeing task group.

Content for courses can be generated by SMEs or by ACI staff. An honorarium is available for SMEs that develop course material. Alternatively, a task group may be formed to oversee course development when a committee proposes a course that will be developed by ACI staff.

Obtain EAC Approval—ACI staff will provide the course proposal to the EAC for approval by letter ballot, or by vote at a meeting. The proposal will include the proposed topic, technical content, and SMEs.

Develop/Review Course Content—The SMEs will be asked to either develop or review the course content using a storyboard formatted document. The storyboard will lay out the text, visual aids, and any notes to the developer on a screen-by-screen basis. ACI staff will provide and review this format with the SMEs at the beginning of the content development process. The SMEs are responsible for final approval of the course design.

Layout of the Course—ACI staff will use the approved storyboard document to lay out the online course and develop any visual aids necessary. Some editing of the text is often required to fit the screen and add functionality to the course.

Review and Approve the Final Course—The SMEs approved by EAC, along with ACI staff, are responsible for reviewing the final courses to uncover any errors or disagreements with ACI technical document recommendations.

4.4.2.1 Editorial review

The content of all these courses is approved by the SME, who were in turn originally approved by the EAC. Once the courses have been reviewed and approved by the SME, the committee will be notified and ACI staff will make the course available in ACI University.

4.5—Videos

4.5.1 ACI produced videos

4.5.1.1 Proposal

When an educational committee wishes to produce a video, a brief proposal should be sent to the EAC staff

liaison for submission to EAC. The proposal should contain the following information:

- a) Title of video
- b) Brief outline of contents/function
- c) Need/purpose statement
- d) Scope of coverage
- e) Level and type of audience that video is designed to reach
- f) Preliminary financial impact statement

EAC will review the aforementioned information, make recommendations to the committee, and provide initial approval or rejection of the proposed video.

4.5.1.2 *Script and storyboards*

Once approved, the committee can then proceed to develop a detailed video script and a set of storyboards. When the script and storyboards are complete, they are submitted to EAC for approval to proceed. If EAC accepts the script and storyboards, it will appoint a review chief and reviewers.

The video script should be detailed and present the technical information to be conveyed in the video. The video storyboard should present the different visual components of the video to accompany the narrated script.

4.5.1.3 *Review chief*

A member of EAC will be appointed as review chief for each video. The review chief serves as an arbiter rather than an expert; it is his/her job to review the reviews, identify and resolve conflicts between reviewers, decide which comments are of sufficient importance to be transmitted to the originating committee, and call attention to points that should be discussed by EAC. The review chief's recommendation is circulated to all EAC members in advance of further EAC consideration.

4.5.1.4 *Reviewers*

EAC will appoint at least two persons to serve as reviewers for each video. Reviewers are selected for their knowledge of video training development as well as their knowledge of the technical and educational subjects covered by the video. They may or may not be members of ACI, EAC, an ACI educational committee, or an ACI technical committee.

Reviewers are asked to comment on the overall content of the proposed video (including its technical accuracy, ability to effectively educate the intended audience, or its overall utility). The reviewers will make a recommendation for disposition and submit a general evaluation of the overall video.

Reviewer comments and evaluations will be submitted to the review chief and to the EAC staff liaison.

4.5.1.5 *Coordination procedures*

The committee recommending production of the video is expected to furnish the EAC staff liaison with a list of directly concerned ACI committees (that is, stakeholders). A copy of the storyboard and script must be sent to the chair of each identified committee at the same time the script is sent to the reviewers. Each identified committee chair will be asked to review the storyboard and script in the areas affecting his/her committee and submit comments to the EAC staff liaison. The review process used by each committee chair internal to their own committee will be the prerogative of that chair.

4.5.1.6 *Preproduction approval by EAC*

The review chief and the EAC staff liaison will discuss all comments received from the identified committees and reviewers. This will occur before EAC considers the video for approval. A summary of all comments received will be presented to EAC by the Review Chief before final approval. The summary will designate which comments are considered to be primary and which are secondary. All comments marked primary should be resolved to the satisfaction of the commenter if possible. The resolution will be so noted in the report to EAC. Any unresolved primary comment will be so designated in the report to EAC.

When EAC decides to proceed with video production, the review chief is expected to make a motion recommending an action on the product based on the reviews received from the reviewers and all stakeholders. EAC will vote by letter ballot or at the next meeting on the disposition of the video, which includes approving or rejecting the recommended resolution of all comments, making additional recommendations, and transmitting this information to the originating committee. Any comment whose resolution was not approved by EAC must be addressed and resolved to the satisfaction of EAC before production of the video begins.

4.5.1.7 *Post-production approval by EAC*

After the video has been produced, EAC, the reviewers, and all stakeholders will be given the opportunity to review the final video. Normally this will take place at the next EAC meeting. Depending on production constraints, however, other arrangements may be necessary (such as a special meeting or individual viewings).

EAC will solicit final comments from all EAC members, the reviewers, and all stakeholders. EAC will be the final arbiter of these comments.

The EAC staff liaison is responsible for ensuring that all revisions requested by EAC are made to the final video before it is marketed by ACI.

4.5.2 *Videos produced by others*

4.5.2.1 *Review procedure*

Occasionally, ACI may wish to market a video that has already been produced by another organization. Before the video is marketed by ACI, it will be necessary to conduct a peer review.

This review will normally be conducted by two EAC-appointed reviewers in accordance with the ACI produced video review procedure. If the video being considered can supplement an existing ACI training program, EAC will delegate responsibility for review of the video to the educational committee that sponsors the training program. A review chief will be appointed to act on behalf of EAC, and be given the responsibility of ensuring that the review is properly conducted. The review will also be coordinated with other ACI committees identified by EAC.

4.5.2.2 *Approval by EAC*

When EAC considers approval of the video, the review chief is expected to make a motion recommending action on the product based on the reviews received from the critic reviewers and all stakeholders. EAC will vote by letter ballot or at the next meeting on the disposition of ACI marketing

the third-party video. EAC will solicit final comments from all EAC members, the reviewers, and all stakeholders. EAC will be the final arbiter of these comments.

The EAC staff liaison is responsible for ensuring that all revisions requested by EAC are made to the final video before it is marketed by ACI.

4.6—Webinars

ACI offers monthly 1-hour webinars and longer multi-part webinar series. Webinars are presented LIVE and recorded for on-demand access through ACI University.

4.6.1 Preparation of webinars

The general procedures for developing a webinar are as follows:

- a) Select webinar topic
- b) Notify ACI staff of the webinar topic
- c) Develop presentation and quiz questions
- d) Present the webinar
- e) Create on-demand content

Select webinar topic—Webinar topics can be committee documents, trends in the industry, research results, or other relevant information. Recommendations can be submitted by any ACI member. ACI staff regularly solicit speakers and topics that may be of interest to the general ACI membership.

Notify ACI staff of the webinar topic—Contact ACI staff with the topic, presenter, presenter biography, and brief abstract at least 6 weeks prior to the desired presentation date. Staff will review the provided information and respond within 5 working days.

Develop presentation and quiz questions—Develop four learning objectives (the content that an attendee should learn from the presentation), the presentation using the ACI webinar template available from the EAC staff liaison, and at least 10 quiz questions for the webinar. ACI staff will assist with learning objectives and quiz questions when requested. Submit learning objectives to ACI staff at least 3 weeks prior to webinar, and presentation and quiz questions at least 1 week prior to webinar. The quiz questions must be in True/False or multiple-choice format. They should align with learning objectives and gauge whether someone attended the webinar and can demonstrate a basic understanding of the material.

Present the webinar—ACI performs all of the technical set-up and moderation for the webinar. Presenter must have a computer, an internet connection, and a headset or telephone. Staff will schedule a technical practice session the week prior to the webinar to make sure everything is functioning properly.

Typical 1-hour webinars are hosted on the first Tuesdays of the month at 1:00 PM Eastern time, with approximately 45 to 50 minutes of presentation and Q&A completing the rest of the hour. Other webinar durations and dates can also be accommodated.

Create on-demand content—With the presenter's permission, ACI will record the webinar and make it available online to create an on-demand webinar that can be accessed at any time in ACI University.

4.6.2 Webinar review

The topic and speakers of the webinars are approved by ACI staff. ACI staff will promote and moderate the LIVE presentation.

4.7—Certificate program

The ACI Certificate Program, delivered through ACI University, encourages concrete professionals to gain in-depth knowledge about particular topics in concrete materials, design, and construction by following a defined online course of study. Once a certificate program has been completed, the participant will receive a certificate from ACI.

4.7.1 Development of a certificate program

The general procedures for developing a certificate program are as follows:

- a) Select a topic
- b) Notify ACI staff
- c) Review of proposed program
- d) Present to EAC for approval
- e) Availability

Select a topic—The chosen topic should represent subject matter upon which an adequate amount of material has been developed, or can be developed, to properly cover the topic and issue a certificate.

Notify ACI staff—Complete the certificate program submission form, which can be obtained from ACI staff. Completed form is submitted to ACI staff for review and forwarded to Committee E710.

Review of proposed program—Committee E710 will work with the committee or champion proposing the new certificate program to ensure that the program scope, CEU requirements, and feasibility study/market information are assembled.

Present to EAC for approval—Committee E710 will present the information for the proposed certificate program to the EAC. If approved, it will move forward. If not, Committee E710 will work with the committee or champion to further develop the program (if warranted).

Availability—Once all the required courses are available in ACI University, the certificate program will be made available in ACI University.

4.8—Seminars

ACI offers public and custom seminars. The seminars are in-person training sessions. Currently ACI has a variety of topics available, including structural design, repair, troubleshooting, and slabs-on-ground.

4.8.1 Preparation of new seminars

The general procedures for developing a seminar are as follows:

- a) Form a seminar task group
- b) Submit a preliminary seminar approval form
- c) Develop a portion of the slide presentation
- d) Submit a final seminar approval form
- e) Prepare final presentation

Form a seminar task group—A group interested in developing an ACI seminar should form a seminar task group composed of people interested in speaking at the seminars. A

minimum of 4 to 5 speakers are typically needed. The group must also identify a seminar task group chair that is responsible for coordinating the development of the presentation.

Submit a preliminary seminar approval form—Information in the preliminary seminar approval form must be submitted to EAC for preliminary approval to continue development of the seminar. The form can be obtained from ACI staff. The information required includes the seminar title, a one-page outline of the material the seminar will cover, a list of task group members, and responses to several questions about the proposed seminar.

Develop the slide presentation—If preliminary approval from EAC is obtained, a common set of slides should be developed that will be used for the seminar. The slides should contain a set of speaker notes that are sufficient to enable all of the presenters to present very similar information.

Submit a final seminar approval form—Information in the final seminar approval form must be submitted to EAC. The form can be obtained from ACI staff. The information required includes the seminar title, a complete topical outline of the material the seminar will cover, a list of task group members and their qualifications, the target audience, and any publications that will be used as handouts. Samples of the slide presentation representing approximately 25 percent of the seminar content must also be submitted. Final approval must be obtained at or prior to the ACI Spring Concrete Convention and Exposition for the seminar to be included in the Fall public seminars or prior to the ACI Fall Concrete Convention and Exposition for the seminars to be included in the Spring public seminars.

Prepare final presentation—A final version of the complete presentation must be submitted to ACI staff at least 3 months prior to the first time the seminar is presented. The final presentation must incorporate any recommendations given by EAC during the seminar review process.

Once the seminar has been developed and approved, ACI staff will make the seminar available as a custom seminar topic and, if appropriate, will offer it publicly.

CHAPTER 5—PROCESSING COMMITTEE DOCUMENTS

5.1—Submitting documents for EAC review

All required materials for document submission to EAC for review will be sent to the EAC staff liaison for procedural review, editorial review, and forwarding to EAC.

All documents prepared or sponsored by joint committees are subject to the review procedures of the sponsoring organizations. Discuss required submissions to such organizations with the EAC staff liaison for coordination.

With the submission, the chair must include:

- a) An electronic copy of the document in Microsoft Word
- b) Original artwork
- c) Statement of the type of document being submitted
- d) Documentation of the committee's coordinating action with related committees
- e) Documentation of known conflicts with documents of other ACI committees with an explanation of the conflicts

- f) A ballot summary of the final letter ballot(s), including resolutions to all negatives

The committee is encouraged to provide a list of at least three potential external reviewers for the document.

5.2—Review of documents

5.2.1 General review process

Documents will be reviewed in accordance with the flow-chart of Fig. 5.1.

EAC reviews educational documents on the basis of:

- a) General technical correctness
- b) Educational value
- c) General consistency with other ACI documents
- d) Clarity of expression
- e) Freedom from undue proprietary implications

The EAC review process can include input from TAC to ensure that educational committee documents are technically consistent with the *ACI Collection of Concrete Codes, Specifications, and Practices* (formerly the *ACI Manual of Concrete Practice*).

A document submitted for review is sent to each member of EAC, to coordinating committees, and to two or more outside reviewers. It can also be sent to TAC. Outside reviewers are selected by ACI staff for their expertise on the subject matter.

EAC will form a review group to review documents. Within the review group, each document will be assigned an EAC review chief. All comments received from EAC members, outside reviewers, TAC, staff, and chairs of related committees will be given to the EAC review group for evaluation.

The review comments will be classified as primary, editorial, secondary, or general (5.2.2). Staff will remove duplicates, and note comments that will not be useful to the producing committee when assembling the review comments. The EAC review group (and ultimately EAC) will decide the relevance and disposition of all comments. The EAC review chief will recommend to EAC whether the document should be approved, approved with comments, or returned to the educational committee for revision, rebalot, and resubmission.

EAC will consider the recommendation of the review chief and will act on the document. At this point, the comments approved by EAC become official EAC comments. The EAC staff liaison will notify the committee of the EAC action and will send the EAC comments to the committee to be addressed.

After the document has been revised in response to EAC comments and approved by the committee membership, the following will be submitted to the EAC staff liaison:

- a) The revised document, in electronic format
- b) The completed EAC comment review form with committee response to the EAC comments including the reporting of any committee objections to the changes and rationale for the objection.

Staff verifies the document for compliance with the EAC comments. If the committee disagrees with a primary comment, a reason for noncompliance will accompany the document.

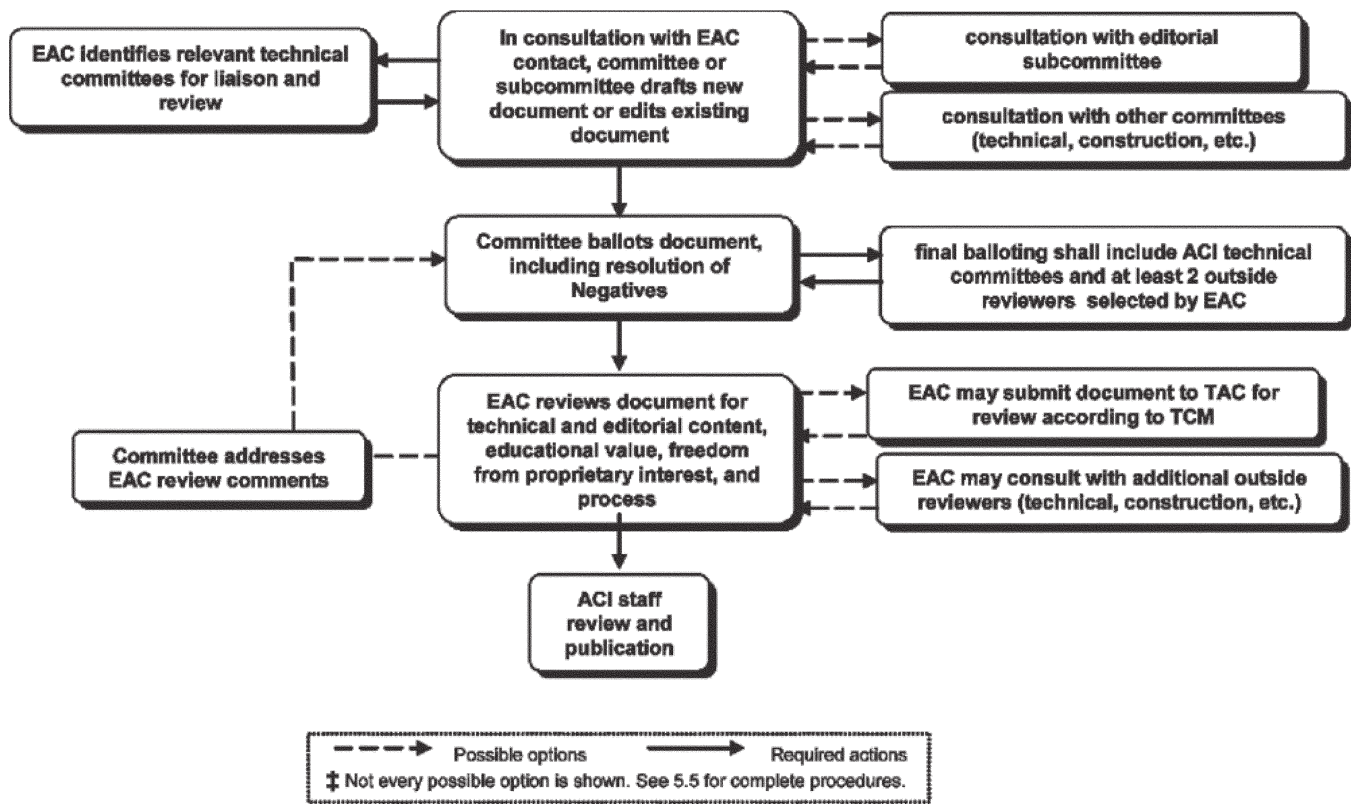


Fig. 5.1—EAC document review process.

If the document is not approved, but EAC considers publication desirable, the committee is expected to revise, reballot, and resubmit the document to EAC. The decision not to approve is usually the result of major technical, educational, or editorial deficiencies in the document. Therefore, EAC expects a significant revision by the committee before the document is resubmitted. When a document is not approved, the committee will receive the following guidance from EAC:

- General guidance on what EAC believes is necessary to improve the document
- A set of primary comments compiled by the review group. These comments represent technical or educational problems that the reviewers have identified in the document. Although EAC expects the committee to address these comments during revision of the document, there is no requirement to respond individually to each of these comments. The committee should be aware that the EAC review group may not evaluate all of the review comments once it becomes evident that the document should not be approved. Further, the committee should realize that merely addressing the primary comments is usually not enough to upgrade the document to an acceptable condition.
- The committee may also receive additional comments with or without EAC classification and a marked-up copy of the document containing editorial corrections. These items are provided for the committee's use in revising the document for resubmittal.

5.2.2 Review comment classifications

Reviewers classify each of their comments as primary (P), editorial (E), or secondary (S) and also provide specific

page and line number references for each comment, or label them as "Page 0" and "Line 0" for general (G) comments that apply to the entire document. Reviewer should use the standard EAC comment review form.

Primary (P) comments identify technical issues that the committee must address before publication of the document.

Editorial (E) comments identify editorial issues that the committee must address before publication of the document. The committee is expected to implement all E comments unless the committee agrees that the change is not an improvement or that it would change the intended meaning.

Secondary (S) comments identify technical or editorial issues that should be addressed either in this document or the next revision of the document.

General (G) comments identify issues general to the entire document that the committee must address before publication of the document.

5.3—Appeal of EAC decision

Any committee chair or other interested committee members can discuss or appeal previously transmitted EAC comments and actions on their committee document by contacting the EAC staff liaison. The item will be placed on the agenda for the next scheduled EAC meeting and those interested are invited to attend the meeting when the item is to be discussed.

5.4—Final publication

When the review process has been completed and all approvals have been obtained, the document becomes an official Institute publication.

Documents are assigned the year that final approval was received. If the document is reapproved with no revisions, the original year remains the same, and the year of reapproval is added, for example, E4-03 (Reapproved 2007).

5.4.1 *Separate publications*

All committee documents are published in a separate final format and are available to the public. Documents that have a very limited market will be available in electronic format only.

5.5—Updating documents

Committees shall revise, reapprove, or withdraw documents within 8 years from the effective date of the document. Those documents not reapproved or revised may be dropped.

Before submission to EAC, recommendations for revision, reapproval, or withdrawal will be approved by committee letter ballot. A recommendation to reapprove should be accompanied by a statement provided by the committee chair that explains why a reapproval is appropriate. EAC recommends reviewing the document and updating the references before reapproving a document without changes.

The recommendation for withdrawal should include a statement that, in the judgment of the committee, the document is no longer useful or amenable to updating.

5.6—Appeal processes

Any person may appeal the adoption of committee documents in process or provisions of existing committee documents. Appeals may be made on educational, technical or procedural grounds. Because appeals are normally heard at ACI conventions, all appeals must be submitted in writing to ACI headquarters at least 6 weeks before the convention for inclusion on the agenda of the hearing committee.

Appeals relating to documents will be heard by EAC. Appeals of decisions by EAC will be heard by the Board of Direction. All such appeals will be heard as expeditiously as possible considering normal meeting schedules. If an appeal of adoption of a document in process is sustained, the document is processed no further. If an appeal of an existing document is sustained, the existing document will be corrected within a time limit established by the EAC or will be rescinded. EAC will return the document to the originating committee for correction if the appeal is educational in nature or to the step in the procedure where the error occurred if it is procedural in nature.

CHAPTER 6—CONVENTION SESSIONS AND RELATED PUBLICATIONS

6.1—Committee planning

ACI educational committees are encouraged to plan sessions at ACI Convention and Expositions.

Presentation materials used during educational sessions at ACI Convention and Expositions are to be high quality and are expected to report new or unpublished work that adds to the existing knowledge base. Presentations that promote the use of proprietary products without sufficient, objective, supporting data are generally not acceptable.

Depending on the subject and the number of presentations that can be generated, the committee may decide to plan a session, multiple sessions, or a symposium. The guidance in this chapter applies to sessions and symposia, referred to as sessions for simplicity.

A single session has a 2-hour duration. A symposium is a larger event and usually consists of at least four 2-hour sessions, two of which may run concurrently. The ACI web site contains the necessary forms for requesting a session.

6.2—EAC approval

EAC uses a two-step process to approve educational sessions:

1) Preliminary approval of a session proposal, which requires submitting basic information about the proposed session, such as the name of the moderator, the general topic, and goals of the session

2) Final approval of the session program, which requires submitting all final details about the session, including a list of all speakers and the titles and abstracts of their presentations

EAC uses the following criteria when approving session requests:

(a) The request form indicates a strong justification for the session, including:

- (i) A statement on the scope of the session and how it would benefit the attendees
- (ii) How the speakers are selected
- (iii) A description of the content of the session
- (iv) An abstract for each presentation

(b) The scope and outcome are relevant to ACI's mission, including:

- (i) Presentation of new documents
- (ii) Emerging technology
- (iii) Awareness of an established technology
- (c) The session is sponsored by more than one committee
- (d) The session topic is relevant to the convention theme.

An educational committee may seek to publish papers related to their sessions as an ACI Special Publication (SP)

6.2.1 *Session moderator training*

The session moderator and comoderator are encouraged to review the online session moderator training available on the ACI web site.

6.3—Convention session procedures

6.3.1 *Initiating a session*

An educational committee usually volunteers to either sponsor or cosponsor a session, but EAC may ask a committee to assume such an assignment. If appropriate, the committee should consider inviting other committees to cosponsor the session.

Session topics should relate to the convention theme if possible, but it is not required. Potential session topics may include presentations of new committee documents, new research findings, case histories, or timely topics that the committee determines will be of interest to convention attendees.

After deciding to sponsor a session, the committee selects a session moderator who will have overall responsibility for

the session. A comoderator should also be selected, and a task group may be organized to assist in selecting session presentations.

6.3.2 Preliminary EAC approval

The preliminary educational session request form is completed by the committee chair or proposed session moderator and submitted to staff from the ACI web site. The proposal should indicate to EAC that the committee is planning the session with a clear objective (100 words or less) and has chosen session topics that will be of widespread interest.

EAC reviews the session request and accepts it, declines it, or requests additional information before making a decision. When EAC approves a session, a time slot is reserved by staff at the requested convention. The session moderator will be notified of the EAC decision by staff. A call for papers (presentations) in *Concrete International* (CI) may be submitted online.

6.3.2.1 Deadlines for preliminary EAC approval

The committee must submit a preliminary educational session request form to EAC at least two conventions before the convention where the educational session will be held. Staff must receive the request at least 1 week before the EAC meeting.

If the committee plans to have a call for papers, more lead time is required. Refer to 6.3.5.1 for guidance on preparing a call for papers or presentations. Refer to the ACI web site for session and SP deadlines.

6.3.3 Time allotted for presentations

Typically, each convention session consists of 2 hours with an appropriate number of 20-minute presentations, adequate time for floor discussion, and speaker introductions. Sessions with fewer than four presentations are discouraged and sessions with more than six presentations will not be approved. Session moderators are responsible for monitoring presentation times, discussions, and the timely conclusion of each presentation and the session.

EAC and the Convention Committee require that a timetable of speakers be published in the convention program and posted outside the session room. This allows for convention attendees to plan their time to attend specific presentations.

6.3.4 Sessions honoring prominent ACI members

The ACI Board of Direction approved a policy in 1991 for honoring prominent ACI members with sessions at conventions with the requirements that:

- a) The honored individual has made an outstanding contribution to ACI and the concrete industry.
- b) The Convention Committee has the responsibility of evaluating the honored individual's contributions and approving this event.
- c) The proposal for sessions and dinner honoring a prominent ACI member is submitted for consideration to the Convention Committee by a Board Committee. Submittals must include a written explanation as to why the individual should be honored outlining the individual's accomplishments.
- d) The sessions and dinner must be approved at least one convention in advance by the Convention Committee.

e) The sessions and dinner cannot be held to conflict with the opening reception, the president's reception, or the concrete mixer.

Sessions honoring prominent ACI members should adequately reflect and represent their field of activity and may consist of either multiple sessions or a symposium and are titled accordingly:

a) Session Honoring [Name of prominent ACI member], Part 1: [Title], Part 2: [Title], etc. Sessions usually consist of a minimum of two 2-hour sessions.

b) Symposium Honoring [Name of prominent ACI member], Part 1: [Title], Part 2: [Title], Part 3: [Title], Part 4: [Title], etc. Symposia usually consist of a minimum of four 2-hour sessions.

6.3.5 Speakers

There are several sources to identify prospective speakers such as the committee itself, known authorities in the subject field, or a call for papers in CI.

6.3.5.1 Calls for papers

Calls for papers or presentations are published announcements in CI requesting people to submit abstracts for presentation at ACI conventions or other meetings. Calls for papers are initiated on the ACI web site. Complete all fields of the form, including whether a manuscript is expected to be submitted if the abstract is selected. Issue the call for papers or presentations as soon as EAC approves the preliminary session request. The call should indicate the session objective and list examples of potential topics for presentation. Give the name of the person to whom the abstracts are to be sent along with the deadline for receipt of abstracts and the date for final papers (for SPs). (Abstracts should be sent to the moderator 8 months before the technical session.) Refer to a current issue of CI for examples of calls for papers.

A typical time schedule is:

Actions	Time (months) before the session
Submit preliminary request for session	12
Submit preliminary request for companion session SP (optional)	18
Initiate Call for Papers (presentations) at the ACI web site. There is a 3-month lead time for publication of the notice in CI.	16
A Call for Papers is published in three consecutive issues of CI.	13 to 11
All abstracts should be received by the moderator(s) so that the committee can select final speakers.	8

6.3.5.2 Selecting speakers

Contact prospective speakers early, but do not make definite arrangements until receiving preliminary EAC approval. At initial contact, speakers should have an idea of the presentation subject and possible title.

Prospective speakers should prepare an abstract (200 to 300 words) of the presentation as soon as possible and submit it to the session moderator for the committee's consideration.

The sponsoring committee should review the submitted abstracts with regard to the theme of the session. In selecting speakers, consider the quality of past presentations by prospective speakers, if such information is available. Avoid selecting speakers who have a history of failing to appear at previous conventions to make their presentations. Submit to the Event Services Department the names and addresses of speakers who are not ACI members so that they can receive registration forms. Encourage speakers to visit the ACI web site for the latest convention information.

6.3.5.3 Notifying speakers

Upon selection by the sponsoring committee, notify speakers that they are on the tentative program, inform them of the allocated presentation time, and ask them to proceed with preparing their presentation.

If paper versions of the presentations are to be considered for sessions or symposium publications (SPs), indicate the deadline for submission of manuscripts and approximate date for notification of acceptance. Also, advise the speakers that selection of a presentation for convention session does not guarantee publication of a paper and that manuscripts are reviewed in accordance with the ACI publication policy. The Event Services Department will send appropriate forms to each session moderator for distribution to the selected speakers.

ACI does not pay speakers' expenses or travel, or offer an honorarium. This is stated in the letter advising a speaker that the abstract has been selected for presentation.

Notify speakers who are not selected for the program. If an SP is planned and if the abstracts have merit, those submitting the abstracts may be asked to prepare papers to be considered for the SP with other papers developed from the session.

6.3.6 Final EAC approval

For final approval by EAC, submit all details of the technical session, including summary of the session to be published in the convention program (200 to 300 words), the name and contact information of the moderator(s) and of each speaker, titles of their presentations, and abstracts (200 to 300 words) for each presentation. The final session request form is completed online by the session moderator, who should have completed the session moderator training, and submitted to staff. These forms can be found on the ACI web site. EAC will make a final review to determine whether the session will be approved. If the session receives final approval, staff will notify the moderators and the committee chair. The information in the final approval form will be used in the preconvention program mailing, in CI, and in other publicity. The sponsoring committee should arrange for appropriate local publicity, specialized publicity, and attendance from particular groups that might be interested in the session.

The committee may not alter the details of the session once final approval has been granted without the permission of EAC. Submit any requested changes to the SP and Session Coordinator.

6.3.6.1 Deadlines for final EAC approval

Sessions must be submitted for final EAC approval no later than the Friday after the end of the preceding convention. Failure to meet the deadline will postpone the EAC review and thus the session may be postponed or not approved.

6.3.7 Staff assistance

ACI Event Services staff will secure the necessary standard audio-visual equipment for the session once staff is advised of the committee's needs.

Staff sends copies of authors' guides and guidelines for preparing slides to session moderators for distribution to the speakers.

6.3.8 Presentation materials

Quality slides are important to the overall quality of a presentation. EAC encourages speakers to prepare slides using Microsoft PowerPoint. Presentations should be professional in appearance. Presenters should refrain from the use of brand names and specific product endorsement whenever possible. Small logos are acceptable.

6.4—Publication of session papers in an ACI Special Publication

The committee may wish to publish papers from convention sessions or a symposium in a Special Publication (SP). A minimum of 10 papers is recommended for an SP. ACI SPs are published in PDF format. Contact ACI staff if interested in publishing in a different format. Individual authors are encouraged to submit their papers for consideration by an ACI periodical if a collection of papers as an SP is not planned. An SP may include papers from convention sessions, papers submitted but not presented, and other papers dealing with the same subject matter received by the Institute and approved by the committee for inclusion in the SP. Papers must be original unless otherwise approved by EAC.

Ideally, the SP should be available at the time of the session. This requires careful planning, coordination with the SP and Session Coordinator, and a rigid timetable for manuscript submissions and reviews. Session and SP deadlines are available on the ACI web site.

Final manuscripts and all backup material must be submitted at least 3 months before the session to ensure that the SP will be available for sale at the convention. In many cases, however, the SP will be published after the session. In this case, final manuscripts and all backup material must be submitted to the SP and Session Coordinator within 2 years of the session.

Information on obtaining EAC preliminary and final approvals and preparing an SP can be found on the ACI web site.

6.4.1 SP honoring an individual

SPs honoring an individual can have a title and preface dedicated to the individual. The preface should be no more than 1 page (approximately 600 words). The preface should discuss the individual's contribution to the concrete industry. All papers should be technical. Nontechnical papers are not allowed.

6.4.2 Preliminary EAC approval

When a decision is made to publish an SP, the committee should submit an online preliminary SP request form to the SP and Session Coordinator before proceeding with production of an SP. This request should:

- a) Identify the SP editor(s), including contact information
 - b) Provide a brief overview of the proposed SP
 - c) List proposed paper titles and authors, including their contact information (this requirement may be waived if a call for papers is planned to be issued in *CI*)
 - d) Provide a timetable leading to the publication of the SP.
- EAC approves or declines preliminary SP requests based on appropriateness of the subject matter and anticipated usefulness of the publication.

6.4.3 Preparation of papers

Information on the ACI web site includes:

- a) Information for SP editors (processing information, initial and final approval requirements, initial and final paper submission checklists, calls for papers, review forms, and paper awards criteria)
- b) Information for SP paper authors (manuscript guidelines and copyright transfer form)

All SP papers, including figures, require dual units. SI (metric) or inch-pound units of measurement can be used as primary units. The secondary units must be provided in parentheses.

Some papers presented at a convention session might not be published. Experience shows that some oral presentations cannot be adapted to written format. After the SP editor selects presentations for the session or symposium publication, notify the presenters promptly that an SP is planned, and invite them to prepare a manuscript for review. Give authors a firm deadline for submission of manuscripts. Authors are encouraged to provide their original manuscripts before their presentations.

6.4.4 Review of papers

EAC generally delegates coordinating the reviews of SPs to the SP editor. The editor selects at least two qualified

reviewers for each paper. Except in special cases approved by EAC before papers are reviewed, a reviewer must not review more than 25 percent of the papers for any SP or 10 papers, whichever is less.

The editor should provide the SP and Session Coordinator with a list of the reviewers and how many papers each reviewer has been assigned. When the SP editor has authored one of the papers, the editor shall submit that paper to the SP and Session Coordinator, who will assign anonymous reviewers.

Reviewers follow the criteria listed in the manuscript review forms available on the ACI web site. Reviews should be returned to the editor within 30 days. At least two reviewers must recommend publication. If one of the two reviewers does not recommend publication, a third reviewer shall be assigned.

The editor provides authors with copies of anonymous review comments and instructions for submitting final manuscripts. Authors must address review comments in preparing their final manuscripts, and must provide an explanation to the editors why particular review comments were not incorporated into the final manuscript.

The editor is responsible for determining that the final manuscript addresses all review comments in a satisfactory manner. Final manuscripts for all papers, along with all reviews, a preface providing background information and a summary of the SP contents, and any other information requested are then submitted to ACI staff for final EAC approval.

6.4.5 Final EAC approval

For final EAC approval, the committee must submit a final SP request to the EAC staff liaison, including the completed SP, the table of contents, preface, all papers, the reviews for all papers with the reviewers' names, and the copyright transfer forms. EAC reviews the final documentation and verifies that procedures have been followed. Following EAC approval, ACI staff prepares materials for publication of the SP.



American Concrete Institute
Always advancing

As ACI begins its second century of advancing concrete knowledge, its original chartered purpose remains “to provide a comradeship in finding the best ways to do concrete work of all kinds and in spreading knowledge.” In keeping with this purpose, ACI supports the following activities:

- Technical committees that produce consensus reports, guides, specifications, and codes.
- Spring and fall conventions to facilitate the work of its committees.
- Educational seminars that disseminate reliable information on concrete.
- Certification programs for personnel employed within the concrete industry.
- Student programs such as scholarships, internships, and competitions.
- Sponsoring and co-sponsoring international conferences and symposia.
- Formal coordination with several international concrete related societies.
- Periodicals: the ACI Structural Journal, Materials Journal, and Concrete International.

Benefits of membership include a subscription to Concrete International and to an ACI Journal. ACI members receive discounts of up to 40% on all ACI products and services, including documents, seminars and convention registration fees.

As a member of ACI, you join thousands of practitioners and professionals worldwide who share a commitment to maintain the highest industry standards for concrete technology, construction, and practices. In addition, ACI chapters provide opportunities for interaction of professionals and practitioners at a local level to discuss and share concrete knowledge and fellowship.

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The American Concrete Institute (ACI) is a leading authority and resource worldwide for the development and distribution of consensus-based standards and technical resources, educational programs, and certifications for individuals and organizations involved in concrete design, construction, and materials, who share a commitment to pursuing the best use of concrete.

Individuals interested in the activities of ACI are encouraged to explore the ACI website for membership opportunities, committee activities, and a wide variety of concrete resources. As a volunteer member-driven organization, ACI invites partnerships and welcomes all concrete professionals who wish to be part of a respected, connected, social group that provides an opportunity for professional growth, networking and enjoyment.