

Bylaws and Rules of Procedure for the API/AGA Joint Committee on Oil and Gas Pipeline Field Welding Practices

ELEVENTH REVISION, XXXX 2024

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DRAFT FOR COMMITTEE USE ONLY!

**Bylaws and Rules of Procedure for the API/AGA Joint
Committee on Oil and Gas Pipeline Field Welding Practices
(Founded 1947)**

Statement of Policy

WHEREAS, the API-AGA Joint Committee on Oil and Gas Pipeline Field Welding Practices, (hereafter referred to as “the Committee”) was organized at the request of the petroleum, petroleum products, and fuel gas pipeline industry for the sole purpose of developing performance standards for pipelines and related facilities,

BE IT RESOLVED, that this Committee shall continue to function in the future as it has since its inception and the American Petroleum Institute (API) shall administratively support this Committee; and

BE IT FURTHER RESOLVED that it shall continue to promote the dissemination of knowledge and information pertaining to the welding of pipelines and related facilities through the development and maintenance of (a) documented standard(s) as well as through conducting meetings of the Committee and associated subcommittees and task groups; and

BE IT FURTHER RESOLVED that the documented standard(s) shall consider designs, techniques, processes, and materials that have been demonstrated to be satisfactory for the service intended. Innovation is encouraged. New designs, techniques, processes, and materials shall be considered for standard(s) when reasonable proof of fitness is available; and

BE IT FURTHER RESOLVED, that the membership of the Committee be limited to individuals representing organizations and companies engaged in, or related to, the construction, maintenance, or operation of piping used in the compression, pumping, and transportation of petroleum, petroleum products, and fuel gases.

1 Scope

This document provides information on policies and rules of procedure for the activities of the API/AGA Joint Committee on Oil and Gas Pipeline Field Welding Practices. These activities include requirements for developing, maintaining, and interpreting standards under the jurisdiction of this committee.

2 Normative References

The following references are cited in this document and are indispensable for the application of the requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the reference document (including any amendments) applies.

API Antitrust Compliance Guide

API Procedures for Standards Development

API Document Format and Style Manual

3 Antitrust

3.1 Participants in API 1104 standard activities shall comply with this document and the API Antitrust Compliance Guide.

3.2 API employees shall ensure that activities satisfy antitrust law and this policy. The Office of General Counsel (OGC) should be consulted if there are questions concerning antitrust laws or the application of these requirements. OGC may assist staff or Committee members by reviewing agendas and minutes and providing counsel at meetings.

3.3 In order to ensure all CSOEM standards developing activities are in alignment with antitrust laws, there shall be

- a) no discussion or forecasting of prices for goods or services provided or received by a company,
- b) no sharing or discussion of a company's confidential or proprietary information,
- c) no discussion of any company's specific purchasing plans, merger/divestment plans, production information, inventories, or costs,
- d) no discussion of company compliance costs unless publicly available,
- e) no agreement or discussion of the purchase or sale of goods or services,
- f) no discussion of how individual companies intend to respond to potential market/economic scenarios or government action unless in general terms, and
- g) no disparaging remarks about specific products, vendors, services, or competitors.

4 Committee Organization and Appointing Authorities

4.1 Figure 1 illustrates how the Committee is Organized

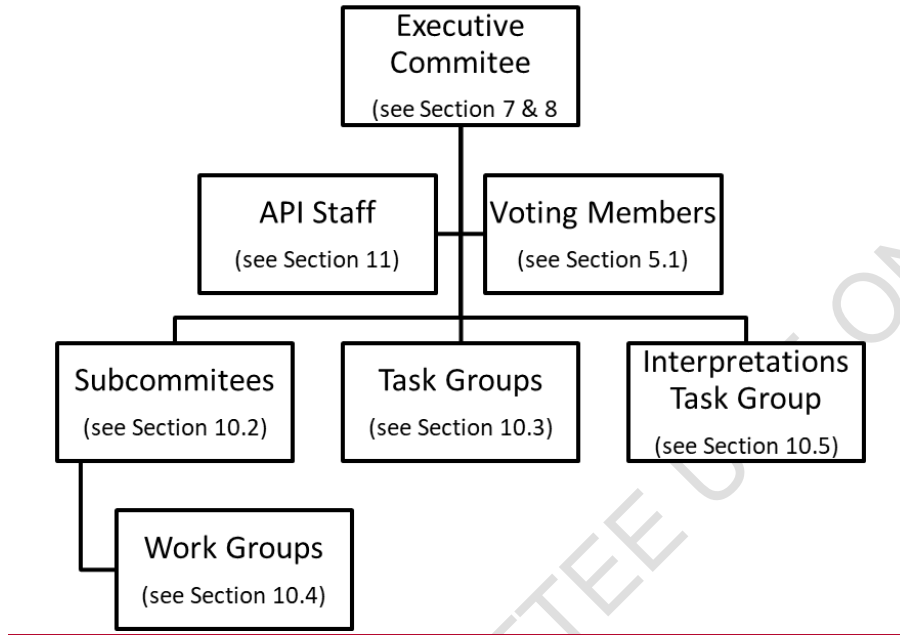


Figure 1 – API-AGA Joint Committee on Oil and Gas Pipeline Field Welding Practices Organizational Chart

4.2 Table 1 defines authorities for appointing officers and members of the Committee, Subcommittees, Task Groups and Work Groups.

Table 1 – Appointing Authorities Summary

<u>Group</u>	<u>Officers/Members to be Appointed</u>	<u>Appointing Authority¹</u>
<u>Committee</u>	<u>Chair and Vice Chair²</u>	<u>Voting Member ballot</u>
	<u>Secretary</u>	<u>Committee Chair</u>
	<u>Members</u>	<u>Group the Members represent</u>
<u>Subcommittee</u>	<u>Chair/Co-Chair/Deputy Co-Chair</u>	<u>Committee Chair</u>
	<u>Secretary (Optional)</u>	<u>Subcommittee Chair</u>
	<u>Members</u>	
<u>Task Group</u>	<u>Chair/Co-Chair/Deputy Co-Chair</u>	<u>Committee Chair</u>
	<u>Secretary (Optional)</u>	<u>Task Group Chair</u>
	<u>Members</u>	
<u>Work Group</u>	<u>Chair/Co-Chair</u>	<u>Subcommittee Chair</u>
	<u>Secretary (Optional)</u>	<u>Work Group Chair</u>
	<u>Members</u>	

¹ Process by which members are appointed is described in the following Sections and Subsections.
² Chair and Vice Chair of the Committee are not appointed, but selected by Voting Members via ballot.

5 Membership of the Committee

5.1 Voting Members

The membership of the Committee shall consist of four representatives from each of the following groups (for a total of 28 voting members), who shall enjoy voting rights in the activities and actions of the Committee:

- a) American Petroleum Institute – Pipeline Segment American Gas Association
- b) Pipeline Contractors Association
- c) Pipe Manufacturers
- d) American Society for Nondestructive Testing American Welding Society
- e) General Interest

5.2 Nonvoting Members

In addition, the following groups shall be members without voting rights, but who are encouraged to participate in the deliberations and activities of the Committee and/or its subcommittees:

- a) one Liaison Member from National Electrical Manufacturers Association – Welding Division;
 - b) one Liaison Member from ASME B31.8 Section Committee;
 - c) one Liaison Member from ASME B31.4 Section Committee;
- NOTE Liaison members may send an alternate to the meetings.
- d) Corresponding Members – this group shall consist of persons having direct interest in the activities of the Committee; and
 - e) Members Emeritus – this group shall consist of past Chairs of the Committee who are not appointed voting members, plus such other persons so elected by a majority vote of the Committee.

NOTE Member Emeritus status is conferred for life or until resignation.

5.3 Withdrawal of Voting Rights

5.3.1 Voting members (see [2.4.5.1](#)) shall continue to serve on the Committee until such time that either:

- a) the voting member resigns of their own accord by notifying the chair of the Committee in writing, or
- b) the group they represent reassigns the voting rights to another member due to lack of active participation on the Committee, or lack of participation in the balloting process, or because that member no longer represents the interest of the group. The responsible group shall notify the Chair of the Committee in writing of any such changes in voting representation.

5.3.2 Periodically, but not less than once every ~~three~~ two years, the chair of the Committee shall review voting member participation.

5.3.3 For any individual identified as inactive or not participating, the group represented by that member shall be notified, with the request to consider withdrawal and reassignment to another individual of voting rights.

6 Appointment of Members

6.1 General

6.1.1 Except for the General Interest group, the members shall be appointed by the group they represent and shall serve at the pleasure of that group.

6.1.2 A qualified officer of the affected group shall notify the Chair of the Committee in writing of the appointment or replacement of its representatives and the effective date of the appointment.

6.1.3 The approved membership list at the time these Bylaws become effective shall be considered to have been duly and correctly appointed.

6.1.4 The Chair shall be responsible for contacting the represented groups for gaining assurance of active participation of their representatives.

6.2 General Interest Group Appointments

6.2.1 For the General Interest group, the members shall be appointed by an ad hoc task group, named the Selection Task Group (STG) and shall be charged with the filling vacancies in the voting membership for the General Interest group when such vacancies are identified.

6.2.2 The STG shall serve the same function as served by the group organizations discussed in [2.4-5.1.](#) and

6.2.3 The STG shall consist of the Chair, Vice Chair and Secretary of the Committee and one voting member from each of the groups representing the

— American Petroleum Institute,

— American Gas Association,

— Pipeline Contractors Association,

— Pipe Manufacturers,

— American Society for Nondestructive Testing, and

— American Welding Society.

6.2.4 The STG shall be disbanded when the charge is satisfied.

7 Executive Committee

7.1 Chair and Vice Chair

7.1.1 The Chair and Vice Chair shall be from the voting membership and nominated by a nominating task group (see 4.3) appointed by the Chair, or if the Chair is incapacitated, by a nominating task group appointed by the Vice Chair.

7.1.2 The Chair and Vice Chair shall be elected by ~~letter~~ ballot based on a simple majority vote of the voting members.

7.1.3 The Executive Committee shall be elected for a period of three years, but no more than two consecutive three-year terms in that elected position.

7.2 Secretary

7.2.1 The secretary shall be appointed by the Chair.

7.2.2 There shall be no specified term limits for the secretary.

7.2.3 **NOTE**—A new secretary may be appointed by the Chair at any time during the term of the Chair.

7.3 Nominations

7.3.1 At the annual meeting preceding the end of the terms of the Executive Committee, the Chair shall appoint a Nominating Task Group, ~~which~~.

7.3.2 **The Nominating Task Group** shall consist of no less than three voting members or Members Emeritus.

7.3.3 The nominating task group shall return its recommendations to the Chair of the Committee within three months after its appointment, ~~and~~.

7.3.4 The notification of the election shall be sent to the voting membership no later than three months thereafter.

7.3.5 There shall be allowances on the ballot for write-in votes.

8 Duties of the Executive Committee

8.1 The Chair

8.1.1 The Chair shall preside at all meetings of the Committee, carry on such correspondence and negotiations as may be required with the represented groups ~~and~~.

8.1.2 **The Chair** shall be responsible for ensuring consensus on all interpretations of the API 1104 document.

8.1.3 The Chair shall prepare all meeting agendas and shall ensure they are distributed to the membership no less than 30 days before the meeting.

8.1.4 The Chair shall appoint all standing subcommittees and task groups, and shall designate the chairs thereof.

8.1.5 The Chair shall appoint all members of the Selection Task Group (see 3).

8.1.6 The Chair shall keep the membership apprised of problems needing the attention and review of the membership.

8.1.7 The Chair shall be an ex officio member of all subcommittees and task groups.

8.2 The Vice Chair

The Vice Chair shall chair meetings in the temporary absence of the Chair and secure the nomination and election of a new Chair in the event the current Chair is permanently incapacitated.

8.3 The Secretary

8.3.1 The Secretary shall prepare, distribute, and maintain a file of copies of the minutes of all general meetings and such subcommittee meetings for which minutes have been submitted.

8.3.2 The Secretary shall report the results of ballots to the Committee and maintain a file of such ballots.

8.3.3 The Secretary shall carry on correspondence as directed by the membership or the Chair and provide copies of pertinent information to all voting members.

9 Meetings of the Committee

9.1 Annual Meeting – General Membership

9.1.1 Meetings of the Committee and its Subcommittees shall be conducted at least annually.

9.1.2 The dates for the meetings shall be selected by the Chair, after consulting with the other Executive Committee members.

9.1.3 The place and time of the meeting shall be designated by the Chair and announced by API.

9.1.4 Meetings of the Committee shall be open to all interested parties.

9.1.5 Meetings shall be announced publicly by API, with such announcement including the meeting dates, location, and the general intent of the meeting.

9.1.6 The Chair shall prepare the agenda of each meeting and submit them to API as required by API ~~polices~~ [Policy 602](#).

9.1.7 The meeting attendance shall be recorded in the minutes.

9.1.8 The Secretary shall be responsible for taking and preparing the minutes at these meetings.

9.1.9 The Chair shall verify the accuracy of the minutes before they are released to ~~the membership~~ [API staff for distribution](#).

9.2 Special Meetings

9.2.1 At the discretion of the Chair, special meetings may be called to address issues of a specific nature.

9.2.2 ~~These~~ Special meetings may be limited in scope and participation of members may be limited to select members based on the topic(s) to be discussed.

9.2.3 The Chair shall designate the place, time and location of such meetings.

9.2.4 The Secretary shall be responsible for taking the minutes at these meetings.

9.2.5 The Chair shall approve minutes before they are released to ~~the membership~~ [API staff for distribution](#).

10 ~~Rules Governing the Organization of the~~ Committee Organization

10.1 Subcommittees

10.1.1 General

10.1.1.1 The committee shall be divided into the following standing subcommittees:

- a) Mechanized Welding;
- b) Nondestructive Testing Procedures;
- c) Welding Procedure and Welder Qualification;
- d) Fracture Mechanics;
- e) Maintenance Welding;
- f) Repair Welding.

10.1.1.2 This list reflects the current subcommittee structure at the time of this revision update. However this list shall not be deemed exclusive or restrictive; additional subcommittees may be identified as needed in the future and subsequently may be added.

10.1.1.3 Each standing subcommittee shall have a particular sphere of interest, which the Chair shall define.

10.1.1.4 When the need for a particular subcommittee ceases to exist, the Chair shall disband the subcommittee.

10.1.1.5 The Chair of the Committee shall assign consideration of any matter the members of the Committee desire to consider to the appropriate subcommittee, except when a task group is warranted (see ~~7-2~~10.2).

10.1.1.6 The Chair may request a report from any of the represented groups comprising the membership concerning items of particular interest to that group.

NOTE It is not intended that this section inhibit any member or group from presenting items for consideration by the Committee.

10.1.2 Subcommittee Organization

10.1.2.1 The Chair of the Committee shall appoint the chair(s), and deputy co-chair(s), of the subcommittee.

10.1.2.2 The chair(s) of the subcommittee shall be responsible to for maintaining records identifying the active/participating members. The roster of subcommittee voting members shall be submitted to the EC at least annually, generally prior to the conclusion of the winter standards meeting.

10.1.2.3 The need for deputy co-chair(s) is at the discretion of the co-chairs. If appointed, the deputy co-chair(s) shall assist the co-chair(s) as needed and chair meetings in the temporary absence of the co-chair(s).

10.1.2.4 Membership within a subcommittee shall not be limited.

10.1.2.5 Subcommittee membership shall be granted at the discretion of the subcommittee co-chairs.~~after notifying the chair(s) of the affected subcommittee(s) of an individual's interest in becoming a member.~~

10.1.2.6 Individuals may participate in any subcommittee and shall not be required to meet the requirements of ~~2-15.1~~ or ~~2-25.2~~.

10.1.2.7 Participation in one subcommittee shall not preclude participation by that individual on other subcommittees.

10.1.2.8 The Chair of the Committee shall appoint the chair(s), and deputy co-chair(s), of the subcommittee.

10.1.2.9 The chair(s) of the subcommittee shall be responsible to for maintaining records identifying the active/participating members. ~~Deputy co-chair(s) are requested at the discretion of the co-chairs and appointed by the Chair of the Committee, and shall assist the chair(s), and chair meetings in the temporary absence of the chair(s).~~

10.1.3 Subcommittee Voting

10.1.3.1 Active/participating members on a subcommittee may vote on any subcommittee issues subject to the limitation of only one vote per company/organization being satisfied.

10.1.3.2 Voting on a subcommittee shall not be limited to only those individuals identified in ~~2-15.1~~.

10.1.3.3 The right to vote in any subcommittee meeting shall be exclusively that of the chairs and voting members of the subcommittee holding the meeting.

10.1.3.4 In the absence of a voting member, a designated proxy may exercise the voting member's right to vote.

10.1.3.5 The chair(s) of the subcommittee shall determine the active/participation level of the members and determine voting eligibility.

10.1.3.6 Active/participation shall be defined as an individual who regularly participates (in person, by email or by phone) in subcommittee activities over a given eligibility period (typically not longer than 18 months). Participation in other subcommittees or historical evidence of previous participation may be used by the Chair to shorten eligibility period, and grant voting rights sooner.

10.1.3.7 Voting within a subcommittee shall address subcommittee issues only and shall not impact voting at the Committee level.

10.2 Task Groups

10.2.1 The Chair of the Committee may approve the formation of a Task Group to address specific issues pertaining to multiple ~~a particular~~ subcommittees or to the Committee as whole.

10.2.2 The Task Group shall be assigned a charge that shall define the scope of the work to be done and the expected outcome of that work, e.g., a report, presentation, etc.

10.2.3 The chair of the task group shall be appointed by the Chair of the Committee.

10.2.4 The task group shall be disbanded when the charge has been satisfied.

NOTE ~~For example,~~ **EXAMPLE** The Chair of the Committee can assemble an editorial task group to ensure that the language proposed by subcommittees is not in conflict within the document, is consistent in the use of specific language/terminology, and promotes efficient sharing of tables/figures without redundancy.

10.2.5 Task Groups shall function in the same manner as subcommittees in terms of membership and voting.

10.3 Work Groups

10.3.1 Work groups may be formed by subcommittees and operate under the same procedures as task groups. They are typically formed by subcommittees to facilitate timely completion of a particular assignment that is of particular interest to the subcommittee.

10.3.2 Work Groups shall function in the same manner as subcommittees in terms of membership and voting.

10.3~~10.3~~**10.4 Interpretations**

10.3~~10.3~~**10.4.1 General Requirements**

10.4.1.1 Interpretations shall be issued by API staff as formal written responses to requests that are transmitted to the inquirer.

10.4.1.2 Interpretations shall not be issued on questions concerning how the provisions of a standard can be fulfilled, or to questions requesting general information on the standard.

10.4.1.3 Interpretations shall only clarify what is required in the standard. API does not provide consulting services on specific engineering problems or on the general understanding or application of its standards.

10.4.1.4 The following shall not be considered a valid request for interpretation:

- a) proposed changes under consideration by the committee that are not included in the standard;
- b) requests for the rationale, justification, or technical basis for the requirements where none is provided in the standard;
- c) requests for consulting services on specific engineering problems or on the general application of the standard;
- d) requests for approval of designs, manufacturing methodologies, or activities that comply with the standard;
- e) requests concerning two or more unrelated subjects;
- f) requests concerning a superseded or withdrawn edition of a standard, unless that edition is incorporated by reference as described in 10.4.1.6;
- g) requests covering issues that are not covered or are outside the scope of the standard;
- h) proposed changes to correct editorial or technical errors in the standard.

10.4.1.5 Proposed changes, or the correction of editorial and technical errors in a standard, shall be forwarded to the responsible committee chair for consideration.

NOTE For the purposes of this document, the term “committee” includes any subordinate groups that fall under the committee’s jurisdiction.

10.4.1.6 A request for interpretation (RFI) shall be submitted only on the current edition of a standard. Interpretations may be issued on superseded or withdrawn editions if the superseded or withdrawn edition is currently incorporated by reference in a U.S. federal, state, or local regulation.

10.4.1.7 If it is determined by API staff or the committee that the inquirer should seek other assistance, the RFI shall not be considered further, and the inquirer shall be notified.

10.4.1.8 For RFIs considered not valid, the inquirer shall be notified accordingly with an explanation that such assistance should be obtained from an entity familiar with the requirements of the standard.

10.4.2 Submittal of Requests

10.4.2.1 RFIs shall be submitted via the API RFI Website at <http://rfi.api.org>.

10.4.2.2 The RFI shall be within the scope of the standard in question.

10.4.2.3 The scope of an RFI shall be limited to a single subject/clause or a group of closely related subjects in the current edition of the standard (unless the provisions of 10.4.1.6 apply).

10.4.2.4 RFIs should be clearly worded so that the response can be written as a “yes” or “no” answer.

10.4.2.5 API staff or the standards committee may reword an RFI to facilitate responding with a “yes” or “no” answer.

~~Interpretation requests to API 1104 shall be limited to questions on the meaning of a standard. The answer to a question about the factual content of a standard is not an interpretation and the inquirer shall be advised in writing that an interpretation will not be issued. Requests for interpretations of API 1104 shall be submitted in writing.~~

~~NOTE — Interpretations are not intended to supply consulting information on the application of a standard and the inquirer will be advised in writing that API does not provide consulting services and that an interpretation will not be issued.~~

~~Requests for interpretation of the requirements in API 1104 shall be referred to, and answered by the API staff in accordance with API’s the policy on technical inquiries described in API Procedures for Standards Development (highlighted below).~~

~~10.3.2~~10.4.3 **Ad Hoc Interpretations Task Group (ITG)**

10.4.3.1 API staff shall ~~make issue~~ interpretations in writing after consultation, if necessary, with the Committee members and the API Office of General Counsel.

10.4.3.2 The Chair of the Committee shall be responsible for the formation of an ad hoc ~~Task Group on Interpretations~~ Task Group (~~TGI~~ITG) to review interpretation requests and propose responses, as needed.

10.4.3.3 The ~~TGI~~ITG shall consist of the Chair, the Vice Chair, the Secretary of the Committee and one ~~member~~co-chair of each of the standing subcommittees.

10.4.3.4 The Chair of the Committee shall be responsible for all communication to the ~~TGI~~ITG. However, the Chair may delegate the responsibility of communication to another member of the ~~TGI~~ITG.

10.4.3.5 Requests for interpretation shall be submitted to the ~~TGI~~ITG and the required response time identified.

10.4.3.6 The ~~TGI~~ITG may meet in face-to-face meetings or electronically (by web conference or teleconference).

10.4.3.7 The responses from all ~~TGI~~ITG members for each interpretation request shall be collected by the Chair of the Committee who shall have the responsibility of formulating the interpretation based on these ~~TGI~~ITG responses.

10.4.3.8 The ~~TGI~~ITG may seek additional input from outside of the ~~TGI~~ITG when supplemental subject matter expertise on a given subject is warranted.

~~The interpretations shall be submitted to API for processing. After consultation with committee members, and approval by the API Office of General Counsel, the interpretations shall be issued by API. In the event that the API staff determines that there is insufficient expertise or resources available to respond to the interpretation request in a timely manner in accordance with these procedures, the inquirer shall be notified in writing that API cannot provide an interpretation. The chair shall specify to the time allotted for review of the request and the deadline to submit a response for consideration. Failure to meet the timeline may result in the submission not being considered.~~

~~10.3.3 Time for Review and Notification~~

~~Due to the complex nature of the interpretation request, a specific turnaround time for responding to requests cannot be guaranteed and all inquirers shall be advised of this at the time the request for interpretation is received. Completed, approved interpretations shall be sent to the inquirer and published or made available electronically for general access and review by all users of the document.~~

11 API Staff Responsibilities

11.1 API staff shall be responsible for communicating API policy and providing procedural guidance and administrative support to the committee, subcommittees, task groups and work groups.

11.2 API staff shall be responsible for ensuring the preparation of committee meeting agendas, filing minutes, and the collection of the records of attendance for the committees. API staff may develop these documents in cooperation with the committee officers.

11.3 API staff shall be present at meetings where the following actions are being performed:

- a) committee meetings;
- b) ballot comment resolution meetings;

11.4 Attendance may be virtual upon approval by the API staff Associate's manager.

11.5 API staff shall be physically present at all meetings conducted outside the U.S.

11.6 API staff shall give timely written notice to the committee chair of the need to revise or reaffirm any publication, the need for succession planning, and shall handle all correspondence and maintain all records of requests for interpretations of API standards, specifications, and recommended practices.

12 Voting and Document Balloting

12.1 Voting During Meetings

12.1.1 A simple majority of voting members of the Committee shall constitute a quorum for conducting business at a meeting. If a quorum is not present, actions may be taken subject to confirmation by letter ballot.

12.1.2 The right to vote in any meeting shall be exclusively that of the voting members of the Committee holding the meeting. In the absence of a voting member, a designated proxy may exercise the voting member's right to vote.

12.1.3 The presiding Chair(s) shall invite expressions from all present and record or summarize such expressions in the meeting report.

12.1.4 No actions involving substantive changes become final until ratified by ~~letter~~ ballot of the Committee.

12.1.5 A majority of voting members and designated proxies in attendance shall govern at meetings.

12.2 Voting by ~~Letter~~ Ballots

12.2.1 Proposed changes to API 1104 voted affirmatively in meetings of the Committee or proposed changes to the Bylaws and Rules of Procedure, are subject to ratification by ~~letter~~ ballot of the voting membership of the Committee. ~~Urgency and other special considerations may dictate that the normal letter ballot procedure be abridged and action accomplished via a special letter ballot. A special letter ballot is subject to the same basic requirements imposed on letter ballots, except such ballot may be initiated by the Chair without being voted affirmatively in meetings.~~

12.2.2 The balloting process and procedures shall be in accordance with API's Procedures for Standards Development.

12.3 ~~Ballots~~

~~A reasonable period of time shall be set for balloting (including special letter ballots), usually six weeks. Urgency and other special considerations may dictate that the normal letter ballot timeframe be abridged to a period no less than three weeks. The chair of the Committee, in consultation with API staff, shall determine the time period for the letter ballot if other than the standard six weeks is required.~~

~~Letter ballots shall be prepared and distributed by API staff to voting members of the Committee and their alternates (if any); and for comment only to all other Committee members who are not voting members of the Committee. Information on accessing copies of ballot drafts and submitting comments shall be distributed to those who have expressed an interest in participating in the ballot.~~

12.4 ~~Ballot Format~~

~~Every ballot shall concisely state the proposed action being balloted. All ballots shall provide three types of votes: affirmative, negative, and abstention.~~

~~NOTE 1 — See 8.5 for additional requirements associated with negative votes. NOTE 2 — Comments may be submitted for all types of votes.~~

~~All ballots shall provide places for the name of the submitter and the date. All ballots shall include a return date and a return address.~~

12.5 ~~Individual Ballot Qualification~~

~~Only one ballot shall be allowed for each voting member or voting member's alternate. If ballots are received from the member who is eligible to vote and the voting member's alternate, the member's vote shall prevail.~~

~~Each ballot shall identify the member who is eligible to vote or the alternate to the member casting the ballot, be dated, and be returned by the ballot expiration date. Each comment shall be easily understood, concise, and clearly indicate the part of the document to which it pertains. The comment shall include specific alternative wording to resolve the comment.~~

~~Each negative vote shall be accompanied by documentation that includes the following, or the vote shall be administratively changed to an abstention:~~

~~specific paragraph(s), section(s), or part(s) to which the negative ballot pertains;~~

~~specific substantive reason(s) for the negative vote; and~~

~~proposed wording or action to resolve the negative vote.~~

12.6 Ballot Approval

~~For a proposed ballot action to be considered approved, all comments shall be considered (see 8.7) and both of the following conditions shall be satisfied:~~

~~a majority (>50%) of the members who are eligible to vote shall have voted affirmative, negative or abstain; and~~

~~greater than two-thirds of the combined valid affirmative and negative votes (excluding abstentions) shall be affirmative.~~

~~If both of the criteria are satisfied, then the ballot shall be deemed to have reached consensus. If consensus is not achieved, the document shall be returned to the Committee for re-work and subsequent re-ballot.~~

12.7 Resolution of Comments and Objections

~~All comments shall be considered and attempts made to resolve them in accordance with this subsection before a ballot is considered to have been approved by the Committee. The Chair, in conjunction with the voting members or a designated subgroup when appropriate, shall be responsible for the consideration and resolution of ballot comments pertaining to technical, safety, or environmental assertions and assertions of ambiguity, inaccuracy, or omission. API staff shall be responsible for the consideration and resolution of ballot comments pertaining to API policies and procedures. Documentation of comment resolution shall be posted on the API MyCommittees site for API 1104. Commenters shall be directed to this website.~~

~~Comments shall be resolved in one of the following ways:~~

- ~~a) Comments with affirmative ballots are persuasive and editorial; the proposed editorial changes shall be incorporated into the document.~~
- ~~b) Comments with affirmative ballots are persuasive and technically substantive; the proposed substantive changes shall be recirculated or re-balloted for approval by the Committee prior to incorporation into the document.~~
- ~~c) Comments with affirmative ballots are not technically persuasive; such comments shall not be considered further.~~
- ~~d) Comments with negative ballots are persuasive and technically substantive; the proposed substantive changes shall be recirculated or re-balloted for approval by the Committee prior to incorporation into the document.~~
- ~~e) Comments with negative ballots are withdrawn by the commenter after consultation with the Chair or designated subgroup; the negative vote shall be changed to either an abstention or an affirmative vote as specified by the voter.~~
- ~~f) Comments with negative ballots are found to be technically not persuasive or are found to be unrelated to the item being balloted; such comments shall not be considered further.~~
- ~~g) Comments with negative ballots that are determined to be unrelated to the item being balloted or negative ballots submitted without comments shall not be considered further and shall be recorded as “abstention” for purposes of reporting purposes with no further notice to the submitter.~~

~~h) Consideration given to ballot comments, including an explanation of resolution decisions, shall be documented and records maintained by API.~~

~~12.8 Ballot Recirculation~~

~~If the earlier ballot resulted in consensus (see 12.6), and if substantive changes are not made to a document as a result of ballot resolution, the proposed changes shall be recirculated to the Committee to afford the committee members the opportunity for review and comment. Recirculation shall include submission of the proposed changes to the document as well as the completed comment resolution record. Recirculation shall provide all members an opportunity to respond, reaffirm or change their vote. The individual(s) submitting comments and all committee members and alternates shall be promptly informed of the resolution of comments that formed the basis of change to the document.~~

~~12.9 Re-balloting~~

~~If substantive changes are made to a document that result from comment resolution (either affirmative or negative), the proposed substantive changes shall be re-balloted to the Committee in order to afford the committee members with the opportunity for review and comment. The entire document may be re-balloted. If the earlier ballot resulted in consensus (see 12.6) then the re-ballot may be limited to only those items that were substantively changed during ballot resolution. Re-balloting procedures shall be the same as balloting procedures, except that a shorter ballot period may be designated than that used for the previous ballot. The Chair of the Committee shall determine the re-ballot time period and the scope of the ballot with respect to changes made to the document.~~

Bibliography

API S1, Organization and Procedures for the Committee on Standardization of Oilfield Equipment and Materials: Policy Document

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