

# AASHTO SCOBS Ballot Item Process

Ballot Preparation

## 1 For Revisions:

- Roll-in files (final press files with changes incorporated each year) are obtained by the technical committee chair from AASHTO or Modjeski & Masters; if no previous interims have been issued, final press files on portal can be used.
- Deleted text should be shown with strikethrough, new text with underline. These should be done using font strikethrough and underline, not Track Changes. Deleted graphics should be shown with cross through.

## 2 For New Publications:

- Documents should be written in accordance with the AASHTO Style Manual.
- Word files must be obtained from author by the technical committee chair.

## 3 For All Ballot Items:

- Working documents headed to ballot should be kept on the portal in the appropriate technical committee folder under *20XX Ballot Item Committee Work*.
- Ballot template for the year of the next meeting should be completed by the tech chair, and proposed revisions included (new documents can be a separate attachment).
- Ballot template and proposed revisions must be uploaded to portal.
  - Deadline set each year, typically 5 to 6 months prior to SCOBS Annual Meeting.
  - Draft ballots must be posted in the appropriate tech committee folder under *20XX Draft Ballot Items* by that deadline.
  - When the ballot items are posted, tech chair must notify Modjeski & Masters and the AASHTO liaison (currently Tom Murphy, Diane Long, and Patricia Bush).
  - If items will be posted after the deadline, tech chair must notify Modjeski & Masters and the AASHTO liaison (currently Tom Murphy, Diane Long, and Patricia Bush).

## 1 After draft ballot items are posted...

- ...M&M downloads the files, then reviews for format and conformance with the AASHTO LRFD style and conducts a general technical review to make sure the proposed revisions fit properly into the current specifications. This typically takes a month.

## 2 Once completed...

- ...M&M posts the files on the portal in the appropriate tech committee folder under 20XX Draft Ballot Items.

## 3 Then AASHTO sends...

- ...a notification to all SCOBS members that the ballot items are ready for review.

## 4 Members review the ballot items

- Provided comment form should be used.
- Comment forms (with unique file names) should be uploaded to the portal in the appropriate tech committee folder under 20XX Final Ballot Items.
- Comments may be submitted by any SCOBS member, although all comments from a state should be on the same form.
- Comments must be submitted no later than the deadline established each year, typically 3 months prior to the SCOBS Meeting.
- If comments will be posted after the deadline, SCOBS member must notify Tom Murphy, Diane Long, and Patricia Bush.

## 5 Tech chairs review the comments

- The resolution to each comment must be noted on the comment form.
- Changes to the ballot from the previous version should be highlighted or color coded.
- Final ballot items are posted by tech chair.
- Tech chair must notify M&M of any changes made to ballot items as the result of comments.
- Tech chair must notify M&M that each ballot item is final, even if no changes are made.

## 6 M&M finalizes ballot items

- Any revisions received from tech chairs are incorporated.
- Ballots are numbered.
- Ballot package is posted to the portal under Ballot Item Information – 20XX – Final Ballot Items.
- Ballot package is produced in its final format for distribution (currently it is uploaded to the AASHTO Meetings/CrowdCompass App for distribution to all SCOBS members)

## 1 At the SCOBS Meeting...

- ...ballot items may be discussed at tech committee meetings prior to General Session

## 2 All changes to ballot items...

- ...must be communicated to M&M for revised ballot items to be issued.
  - Changes made between submittal of the final ballot item and the SCOBS Annual Meeting should be held until the first day of the meeting, then communicated in writing to M&M (Tom Murphy and Diane Long) following the same format as described above
  - Revised ballot items will be color coded, first Yellow, then Green, then Blue.
  - Revised ballot items will be issued in the same manner and format as the Ballot Package (currently as uploads to the AASHTO Meetings/CrowdCompass App).

## 3 All ballot items are discussed and voted on at the SCOBS Meeting

- Only voting members or their proxies in attendance at the meeting may vote.
- Proxies must be designated via email to the Chair, Secretary, and AASHTO liaison (currently Gregg Fredrick, Joey Hartmann, and Patricia Bush)
- Ballot items require 35 affirmative votes to pass.

## 4 After the SCOBS Annual Meeting...

- ...M&M cleans up the approved ballot item files by taking off editing marks (boxes) placed in the files during the SCOBS meeting. M&M posts the final approved ballot items on the portal under *Ballot Item Information – 20XX – Approved Ballot Items with Amendments*.
- All new editions and new publications must be approved by SCOH and the Board of Directors prior to publication.

- 1 Roll-in files are produced for revised publications
- 2 All graphics...
  - ...(charts, graphs, diagrams, photos) for new publications must be provided to AASHTO in their original format.
  - Cover art
    - Photos may be submitted by members; must be attributable and meet resolution requirements in the AASHTO Style Guide for use.
    - AASHTO Publications develops cover options and shares with tech chair for tech review and approval.
- 3 Word files are converted to publications software
- 4 Content is reviewed for editorial errors, grammar, and style
- 5 Questions from AASHTO Publications...
  - ...are sent back to technical committee chair and/or M&M for tech review.
    - Query list is posted to the portal for review and resolution by the appropriate tech chair and/or M&M.
    - A review by the author/tech chair should be done at this time. Minor changes can be incorporated into the document. Major changes may need to be balloted at the next SCOBS Meeting.
- 6 AASHTO Pubs incorporates the query responses...
  - ...into their publication files. These files typically undergo two additional reviews by AASHTO Pubs, which may result in additional tech review requests to tech chairs/M&M.
- 7 The publication is formatted...
  - ...and the author/technical committee chair has one final review.
- 8 The publication is released in all formats.
  - Complimentary copies are sent to SCOH member for each state DOT.
  - Notification is sent to the Board of Directors, SCOH, SCOBS, and the librarians.
- 9 Final roll-in files...
  - ...are prepared, incorporating changes made during the technical review process.