

General Standards Committee Member information

Voting members are *expected* to participate in all discussions and reviews of standards, attend meetings either physically or virtually (phone or web conference) as they are able and assist in the development and review of standards using their expertise and wisdom. Voting members are also *expected* to vote during each posted ballot prior to the noted close of that ballot and to include any and all valid comments pertaining to the review or development of the standard. If you do not feel you can fulfill the expectations, please request to be made a non-voting/observing member via your committee chair and headquarters.

If you are a **non-voting/observing member**, you will have access to all of the information and discussion provided to voting members. Your comments and observations are requested and greatly appreciated during the review and development of standards. You may also register your vote during a ballot. Your vote will not be counted toward numerical requirements for approval but it will be noted by the committee. Your presence at meetings is requested either physical or virtual. Remember, you are a valued member of this committee whose participation is greatly appreciated. The difference might be that your schedule does not allow your full participation or you just wish to observe developments and comment when something interests you. **Should you wish to become a voting member, please contact your committee chair.**

How to become a voting member of the committee

Generally, committees meet at the ASABE Annual International Meeting (AIM). If you joined the committee at any other time you were most likely added as an observing member. ASABE staff may add you as such at any time.

Observing members may be considered by the committee to be elevated to voting membership at AIM. A formal request should be made either in writing to the chair or verbally to the committee at this time.

Information is posted on www.ASABE.org – ASABE Forums for you to examine.

See login and ASABE Forums access directions as well as voting directions below.

Login using your current **login** information provided when you opted for ASABE membership or when you were added to a technical committee if you are a non-ASABE member.

If you need your information contact the committee administrator.

Select **Forums** from the menu at the top of the page.

On this page, scroll to the committee you are interested in. You will only see committees in which you are listed as a member (voting or observing).

Select the title of the committee to access information for that committee.

Note: If you post to any committee on ASABE Forums, your email goes to all committee members. If you receive an email via ASABE Forums and hit reply, your reply goes to all committee members. If you wish to reply individually, you need to send a private email. ASABE members can access the technical committee rosters. The link is to the lower right side of the My ASABE page. This will give you committee member contact information.

To vote:

Select the link for your committee.

If there is an open ballot you will see a ballot button. Selecting the button will take you directly to the ballots section. The button will be red if you have not voted and green if you have voted. It will remain while the ballot is open. During the open ballot you may re-enter, amend your comments or change your vote.

OR

In Forums, at the top right you will see a menu, select [ballots](#).

This link will take you to all available ballots for that committee.

The ballot will contain all of the documents that you need as attachments to examine in order to make an informed decision.

When commenting on a document, please use the comment template attached to the ballot.

Comment Template instructions:

Comments shall be placed on the comment template which is found as an attachment to the ballot.

1. Download the template, select "save as" before opening.
2. As you review the ISO document, identify the section, paragraph, table, and/or page to which you are referring.
3. Comments requesting a change **must** include text implementing the desired change. General comments such as 'Needs work', or 'Disagree' are typically ignored.
4. When entering text in the template, do not adjust column width. It complicates consolidation of comments.
5. Save the comment template to your computer as a .doc file and upload it as an attachment.

ASABE Forums Communication Information:

Once signed up as a member of a committee you will receive any emails posted to the ASABE Forums from any committee members and staff to this committee.

To post to ASABE Forums, use the following email address, inserting the appropriate committee you wish to communicate with:

asabe-Committeeletters-###@eforums.asabe.org

(ex: asabe-ABC-123@eforums.asabe.org)