



New Need

Idea for a new standard or revision to an existing standard.

- Better test
- New specification
- Safer product
- Test performance of product



Subcommittee Ballot

Once the new standard or revisions are drafted, a subcommittee ballot is initiated.

To Initiate

- Subcommittee chairman approval or motion passed by voting majority at a subcommittee meeting
- At least 30 days between issue & closing date
- Requires a Standard title, ballot action, work item, technical contact information and clear rationale explaining reasons for ballot

To proceed to next level

- 60% return required
- 2/3 affirmative of the combined affirmative and negative votes cast by voting members
- All negative votes considered and resolved via ASTM online negative resolutions system
- None of the negative votes were considered persuasive



Main Committee Ballot/Society Review

All standards are reviewed by the main committee/society.

To Initiate

- All subcommittee ballot requirements completed
- Ballot items that successfully passed the subcommittee ballot process will automatically be included on the next main ballot
- Ballots for reapproval authorized by subchair or voting majority of subcommittee

To proceed to next level

- 60% return required
- 90% combined affirmative and negative votes by voting members on each item
- All negative votes considered and resolved via ASTM online negative resolutions system
- None of the negative votes were considered persuasive



Editorial Review

Before publication

- ASTM Editor will send a review copy to the technical contact for final review and approval to publish



Task Group

Once new activity is approved, a task group is formed, and a work item is registered to draft the standard.

Non-members are invited to participate in the task group. There is no official voting at this level.

No formal requirements to initiate or proceed to the next level.

Note

If the ballot fails to pass, the item goes back to the subcommittee for discussion.



Concurrent Ballot

Revisions and withdrawals, or new standards that have undergone at least one subcommittee ballot can be initiated concurrently.

To Initiate

- Main and subcommittee chairmen approval or motion passed by voting majority at main and subcommittee meeting
- Ballots for revisions and withdrawals or new standards that have undergone at least one subcommittee ballot

To proceed to next level

- 60% return required
- 90% affirmative of the combined affirmative and negative votes cast by voting members
- All negative votes considered and resolved via ASTM online negative resolutions system
- None of the negative votes were considered persuasive



Committee on Standards Review

All not persuasive and not related actions for items passing main committee ballot shall be reviewed and approved by the Committee on Standards(COS).

To Initiate

- Staff submits actions to Committee on Standards after successful Main Committee Ballot/Society Review

To proceed to next level

- Committee on Standards approves that procedures were followed correctly in resolving negative votes