

**APSP COMMITTEE OPERATING GUIDELINES**  
**Recreational Water Quality Committee (RWQC)**  
**Operating Guidelines**  
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**I. Role of APSP Committees**

Committees shall operate to assist the Association of Pool and Spa Professionals (APSP) in performing staff functions. Committees shall function in accordance with the Committee Operating Guidelines. Where appropriate, in accordance with the governance policies of the APSP Board of Directors, all work is to be reviewed by the Technical Committee (TC) for technical accuracy.

**Recreational Water Quality Committee (RWQC)**

**Scope**

The Recreational Water Quality Committee shall assist staff in developing and maintaining authoritative information regarding chemical products, processes and devices that affect water quality maintenance of swimming pools, spas and hot tubs. The committee shall use authoritative scientific data and research and sound engineering practices in its development of all APSP information, publications, and standards. It shall assist staff in developing and maintaining the chemical and sanitation sections of the ANSI/APSP standards. Where appropriate, the committee shall evaluate research for technical accuracy. This committee shall be responsible for keeping APSP-11 *Standard for Water Quality in Public Pools and Spas* current.

It is the work of the Recreational Water Quality Committee of APSP to help advance the business image and welfare of APSP members by providing technical expertise to the organization in the area of water quality, water treatment and related fields. They actively seek information and consult with public health officials, APSP members and other interested parties. In so doing, the committee achieves collective work that would not be achieved as effectively by independent APSP members.

Committee output includes responses to queries from individual members referred by staff; Fact Sheets providing descriptions of water treatment processes, chemicals and concepts, providing safety considerations as well as the basic descriptions. The committee also is instrumental in providing guidance to standard writing committees in areas of chemical treatment.

In developing all of these documents, the committee members endeavor to obtain verifiable science-based information, persuasive to a fair-minded scientific evaluation, utilizing the best research available. To the extent possible, the documents include the results of controlled studies, verifying claims and addressing all reasonable questions. The process of developing these documents includes collection of relevant materials, providing rationale for positions held.

The Recreational Water Quality Committee (RWQC) is established by APSP in order to produce products that will benefit the membership of APSP. Specific assigned projects include, but are not limited to, the following:

1. Review and revise, as necessary APSP-11
2. Review and revise, as necessary, chemical sections in ANSI/APSP standards
3. Complete a minimum of one new or updated Fact Sheet (formerly Information Bulletin) annually
4. Review and update, as necessary, water quality sections in APSP Builders Manual

5. Review and update, as necessary, water quality sections in APSP Service Tech Manual, used for *APSP Certified Maintenance Specialist (CMS - formerly Tech I)*, *APSP Certified Service Technician (CMT – formerly Tech II)*, *APSP Certified levels of certification*, and *Professional Pool and Spa Operator (PPSO) Manual*.
6. Review and update, as requested by APSP, other publications, brochures, etc.
7. Assist APSP in answering industry technical questions
8. Assist APSP in putting on technical education programs for the industry, public health and other industry-related organizations/professions
9. Assist APSP, as needed, with media inquiries

## **II. RWQC Chair--Appointment, Terms of Office, Responsibilities**

APSP, with a recommendation from the APSP Technical Committee, appoints the RWQC chair. Staff will consult with the current chair and solicit committee member views prior to making the appointment. Staff will send a “willingness to serve” announcement to members approximately six months prior to the current chair’s term expiration. Any member who is interested in serving as a committee chair should express to staff a willingness to serve at the end of the three year term of the chair. The chair serves for a term of three years. At the end of his or her three year term, the chair can be re-appointed for additional terms of one year. The chair shall be an APSP member in good standing.

### ***Responsibilities of the Chair***

1. Be available to attend all meetings including conference call meetings.
2. Start the meeting on time (the chair should arrive early to check on readiness of room and determine a quorum).
3. Be well organized and prepared for the meeting.
4. The chair must insist that members complete and review their assignments prior to the meeting.
5. Follow the agenda and complete all agenda items and goals for the meeting.
6. Be familiar with procedural rules, APSP bylaws, and parliamentary procedures.
7. Be a teacher and keep the group working together by explaining procedure clearly and communicating the next order of business.
8. Control the floor and establish clear rules on how the meeting will be conducted. (The chair should “assign” the floor by recognizing those members who wish to speak and, if necessary, rule members out of order for interruptions, side conversations, etc.).
9. Be impartial and a good facilitator. The chair should provide opportunities for members on both sides of an issue to speak and show respect for members’ opinions.
10. Be composed and remain calm and objective (patience and a sense of humor helps).
11. Be precise (for example, ask for clarification during discussions, if necessary, and restate the motion before a vote).
12. Be available and willing to work with staff by phone and e-mail.
13. It is the joint responsibility of the committee chair and the staff liaison to prepare the agenda. The chair identifies items for the agenda; staff prepares and distributes the agenda.
14. Work with staff to ensure that the committee completes projects on time. At times, the chair will be called upon to contact members of the committee in order to complete tasks.
15. Assign work to task forces as necessary.
16. Chairs are requested to schedule at least one meeting a year at APSP headquarters.

## **III. Committee Membership--Appointment, Terms of Office, Responsibilities**

The committee is comprised primarily of 7-15 voting members, but may also include non-voting members, sitting as alternates, potential candidates (applicants), consultants, observers, and invited guests. APSP Standard Writing Committees (SWCs) and Subject Matter Industry (SMI) Committees shall function in accordance with the APSP Standard Writing & Subject Matter Industry Committees guidelines. In addition, they shall adhere to APSP's antitrust policy and APSP's Volunteer Code of Conduct.

## ***Appointment***

The RWQC shall be comprised of members who represent a variety of water treatment chemistries and technologies used to improve and maintain water quality in swimming pools and spas. Committee members shall be selected to provide expertise necessary for the work of the committee. Appointment shall be based on qualifications of the applicant. The membership of the committee should be appointed to maintain a balance of expertise and interests within the membership with no interest category dominating. No single company shall have more than one voting member serving on the committee.

A voting member or the voting member's organization can assign an alternate from their organization who can vote in the voting member's place if they are unable to attend a meeting. There is no requirement for prior attendance for the alternate. An alternate is allowed to become a full member of the committee if the voting member quits the committee. There can only be one vote per company. In order for an alternate to become a full voting member, the alternate must be approved by the voting members of the committee. The vote for full membership may occur following one meeting but no later than three meetings of the committee. An alternate can vote before they have fulfilled the requirements for full membership.

Committee members shall be APSP members in good standing. If a voting member changes employment, they have 90 days to become an APSP member to retain their RWQC membership.

Each individual is appointed in light of experience, expertise, and contributions he or she can bring to the committee and willingness to meet the responsibilities of committee membership as outlined in these procedures. It is expected that new applicants will provide expertise needed for the committee's work that is not already provided by the current committee membership.

The size of the committee is limited to a minimum of 7 and a maximum of 15 voting members including the chair. There may be additional non-voting members sitting as observers, such as subject matter experts or potential candidates (applicants), consultants, or invited guests.

Potential new members shall submit an APSP Recreational Water Quality Committee (RWQC) Application Form, along with supporting documentation, for Committee Membership. APSP staff and RWQC chair shall initially review applications. At the chair's and staff's discretion, new applications may be reviewed by additional members of the committee. At the chair's discretion, new applicants may be invited to attend one or more meetings as a guest prior to appointment as a potential candidate. The final decision on appointment, as a non-voting member and potential candidate for voting membership, is made by the chair in consultation with the APSP staff. Appointment as a voting member shall be made in accordance with the procedure detailed in the "Voting Members" Section below. If a new member is appointed after the first meeting of the year, that year will still be considered the first year of a 5-year term. If the committee is at maximum size, new applications will be held until a vacancy occurs.

## ***Voting Members***

Individuals who wish to be considered for appointment shall complete the APSP Recreational Water Quality Committee (RWQC) Application Form, along with supporting documentation, for Committee Membership. Individuals must attend three committee meetings in order to be considered for full voting membership. Attending three consecutive meetings does not automatically gain membership to the committee. After the non-voting member has attended three meetings, the voting members of the committee shall consider whether the applicant can become a voting member based upon performance at the meeting and demonstrated knowledge. A 2/3 majority of the quorum must be attained to vote in a member or remove a member for cause before or at the end of their term. If a member has been removed for cause before or at the end of their term, all alternates from their organization are also removed for cause and are unable to serve as voting members, alternates, or non-voting members. The former voting member's organization will be given an opportunity to submit a potential applicant for consideration.

### ***Term of Office***

Each voting member shall serve for a five year term. A voting member may be elected by the committee to serve subsequent terms of office.

### ***Application***

Individuals who wish to be considered for appointment shall complete the APSP Recreational Water Quality Committee (RWQC) Application Form, along with supporting documentation.

### ***Categories***

A person may be appointed as a voting member in one of the following categories:

- a) Company Representative, appointed as a representative of an organization, who has the authority to speak for the organization; organization representatives should bring to the committee the expertise and experience of the organization they represent.
- b) Personal Member, who may be any person, regardless of association, business, or affiliation, especially qualified to serve. Such members shall be appointed based on their personal qualifications; although for purposes of balance, their business interests and affiliations shall be considered.

### ***Consultants***

The chair, in consultation with the staff, has discretion to consider individuals for appointment as consultants. Appointments are for a one-year term. The term of office may be renewed at the chair's discretion, in consultation with staff. Consultants are not expected to have the water chemistry experience and expertise required of voting members; however, individuals considered for appointment as consultants shall provide specialized expertise related to the pool and spa industry that will be of benefit to the committee's work. Consultants are appointed based on filling a specific purpose or providing specialized expertise. Consultants may vote at the task force level when they are members of a task force. Meeting attendance is required. Consultants do not vote on issues before the committee. Consultants may provide comments at meetings and on letter ballots.

Individuals who wish to be considered for an appointment as a consultant shall complete the APSP Recreational Water Quality Committee (RWQC) Application Form, along with supporting documentation.

### ***Guests***

APSP committee meetings are open meetings. However, members who wish to invite a guest shall notify staff in advance. Guests will be invited, as appropriate, to make remarks to the committee as directed by the chair of the committee.

## **IV. Responsibilities of Members (and where applicable, consultants)**

1. Committees are responsible for technical content of publications.
2. Committee members and consultants must provide rationale and use scientific data and research to support their recommendations.
3. Individuals who are interested in serving as a member or a consultant on the committee must complete a Recreational Water Quality Committee (RWQC) Application Form, along with supporting documentation. When an individual leaves the committee and an alternate has not been previously named, membership on the committee does not automatically transfer to a new individual

from that company or organization; the new individual must submit a new RWQC Application Form for membership.

4. Meeting attendance is required. Members must not miss three (3) consecutive meetings. Members who miss three consecutive meetings unless excused for good cause by the chair are considered to have tendered their resignations.
5. If it is necessary to cancel attendance for a meeting, members must communicate this to the committee's staff liaison.
6. Members must contact the staff liaison if they plan to bring a guest to a meeting.
7. Be willing to review materials and vote on new issues in-between meetings by letter ballot. Letter ballots may be conducted via e-mail or regular mail. Committee members must return ballots on time. Membership will be terminated if a member fails to respond to two consecutive ballot issues without notification to APSP staff of justifiable cause, unless excused for good cause by the chair.
8. Return meeting notice responses on time even if not attending. (Staff will request responses to meeting notices within 10 business days.)
9. Accept committee assignments and complete them in a timely fashion. Membership will be terminated if a member fails to complete two consecutive committee assignments unless excused for good cause by the chair.
10. Members should help the committee complete activities and projects. Committee membership will be terminated if a member continually disrupts the progress of the committee.
11. Draft responses to comments submitted on standards and publications.
12. To be reappointed, members must adhere to responsibilities outlined herein.
13. Committee members are responsible for familiarizing themselves with the technical content developed by the committee and should have a working knowledge of the underlying reasoning in development of content. Members should familiarize themselves with the chemical sections of all ANSI/APSP standards, Appendix A, and the information bulletins.
14. Participate in peer evaluations as necessary.

## **V. Work Processes**

### ***Process for Debate***

Meetings are designed to be as efficient as possible by following the agenda. During meetings, members are asked to refrain from informal debate not related to agenda items. To facilitate meetings, committee members are responsible for familiarizing themselves with the technical content developed by the committee and should have a working knowledge of the underlying reasoning in development of content.

Based on its domain and scope, the RWQC will be called upon to evaluate new data and to make recommendations for chemical operating parameters based on new science and technology. Therefore, from time to time, the committee may need to discuss new and controversial topics.

When a member of the committee wishes to introduce or present a new or controversial topic to the committee, he or she should notify the chair and the staff liaison. With the agreement of the chair and staff, the topic will be placed on the next available meeting agenda. The committee member shall present verifiable or best available scientific data to the committee during consideration of the topic.

This process is to provide notice to members of the committee and to allow members to be prepared to have a meaningful discussion and to reach a reasonable decision about the topic. Committee members should contact the chair and the staff liaison six weeks prior to a meeting if they wish to schedule time for an agenda item. This process also applies during development of publications and other committee projects.

## ***Task Forces***

Task forces are created by committees. Task forces are temporary (ad hoc) groups gathered for accomplishing a specific goal such as writing a publication or revising a publication.

Task force meetings are held, as necessary, in conjunction with committee meetings. If necessary, task forces may meet at other times and may meet by conference call. Much task force work will be conducted via email.

There is no specific requirement for the number of task force members. Judgment should be used to avoid a group that is too large to operate effectively.

A task force is headed by a chair that volunteers or is appointed by the committee chair. One person also may be assigned to be the lead author of a task force.

Task forces may conduct a formal vote on a project, if necessary, in order to move a project forward. When a project is completed by the task force, it is forwarded to the full committee for review. The staff liaison sends the publication to the committee as a letter ballot or for vote at the next meeting.

Nonvoting committee members may vote at the task force level when they are members of a task force.

The goal is to complete task force and committee projects accurately and in a timely manner. The completion date for projects will vary based on the type and scope of the project. If the committee or staff does not assign a completion date, the task forces must establish an expected completion date for their project.

The full committee votes to approve the publication when it is received from a task force. If members desire to participate in the review process, they should attend the task force meetings.

When the committee has approved a publication, it is forwarded to the Technical Committee for technical review.

## **VI. Meeting Schedule**

The Recreational Water Quality Committee (RWQC) meets at least three times a year. Additional meetings may be scheduled if necessary.

Staff in consultation with the chair reserves the right to cancel meetings if there are insufficient topics to make up a full day's agenda for a meeting. Staff also serves the right to cancel meetings if committee members do not submit committee assignments in a timely manner. Staff will confirm the meeting in advance to allow members to purchase tickets cost effectively. Committee members should not make travel arrangements until staff confirms a meeting.

## **VII. Voting Criteria**

### ***Committee Meetings***

A majority (51%) of the voting members of a committee constitutes a quorum. The act of a 2/3 majority (67%) of the members present at a meeting at which a quorum is present shall decide the lawful act of the committee for technical issues. A simple majority (51%) of the members present is sufficient for non-technical issues. When less than a quorum is present at a meeting, those present may take actions and adopt resolutions that must be subsequently ratified by a 2/3 vote at a meeting of a quorum or by mail, e-mail, or other written or electronic means.

## ***Letter Ballots***

Letter ballots may be taken at the committee level on any subject when considered desirable by the committee chair and APSP staff. Letter ballots are helpful in eliminating the need for a meeting on noncontroversial matters or for revealing areas of controversy at an early stage in a project, making it possible to at least identify, if not resolve, differences before the next meeting of the committee involved.

All negative ballots must include the reason for the disapproval, must cite the specific sentence, paragraph, or provision for the objection, and should submit proposed corrective language that would satisfy the disapproval. Members are encouraged to support their rationales with scientific data and research in order to establish a persuasive technical argument.

Letter ballots shall have a quorum for voting and be approved by a majority of those voting. Letter ballots may be conducted via e-mail or regular mail.

## ***Comment Period***

A comment period may be established prior to letter ballots or votes at a committee meeting. The purpose of the comment period is to consider any issues that members of the committee want to raise, prior to balloting.

If necessary, the staff liaison in consultation with the task force chair may determine that a new draft needs to be prepared and circulated to the committee for more than one round of review/comment before presentation to the committee.

The committee is empowered to send a publication back to task force after receipt, if the committee determines that the publication is not ready for committee review. The committee should provide to the task force specific instructions for improvement.

## **VIII. Responsibilities of Staff**

1. Staff is responsible for committee management, including activities, operations, and objectives.
2. APSP assigns a staff liaison to each of its technical committees. Staff liaisons are responsible for moving projects through their processes and timelines and are responsible for the final implementation of recommendations made by the committees they support.
3. Maintain committee membership roster including terms of office.
4. Consult with committee chair on appointments.
5. Coordinate and plan meeting arrangements.
6. Notify committee members in a timely fashion about meeting arrangements (location, hotel, etc.).
7. Assist the chair in the preparation of the meeting agenda.
8. Assist the chair in managing the mood of committee discussions.
9. Write minutes or assign delegate and send draft to chair for approval; distribute minutes to the committee and any other appropriate parties (the committee will vote to approve the minutes at the next meeting).
10. Keep committee chair informed on pertinent matters.
11. Assist the committee chair in preparation of necessary reports, motions, and/or requests to other APSP committees or councils.
12. Arrange special mailings to the committee as requested by the chair or committee.
13. Prepare timelines for standards writing committees and advise the RWQC of completion dates for standards revisions.
14. Track committee progress on plans, decisions, items on the agenda, etc.
15. Provide information, where appropriate, for inclusion in APSP publications as well as to the Communications Department for potential press coverage.