



TO: TIA Engineering Committee Leadership & Participants
FROM: TIA Standards Secretariat
DATE: February 27, 2012
SUBJECT: Documentation of Actions in Agenda and Reports

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As part of TIA's positive effort to work with Engineering Committee leadership to facilitate and ensure compliance with the ANSI Essential Requirements and TIA Engineering Manual, it is important that all actions taken at meetings to initiate projects, ballots, publications or any formal activities be properly listed in agenda and recorded in the meeting reports. The reports should reflect that unanimous support or consensus was reached to take the action.

Examples of statements in meeting reports that sufficiently reflect unanimous support or consensus are as follows:

"Plenary Action Requested: TR-XX.Y requests concurrence to send TIA-XXXX out for default ballot after the ANSI ballot closes.

Plenary Action Taken: **Unanimously approved.**"

"The TR-XX.Y Chair pointed the audience to TIA-PN-XXXX, which contains updates to the ballot comments. *The Chair asked for a motion to send the updated document to TIA for publication. John Doe (Company) issued the motion for approval, and Jane Doe (Company) seconded the motion. **The motion was approved unanimously.***"

In addition, if no comments or objections were received during the discussion, then the report should contain specific language such as "No comments or objections were received." that reflect this status. Otherwise, any comments should be documented along with how they were addressed and the resulting action.

"TIA-XXXX, *Title* publication text was submitted by the Chair upon completion of 15-day SC review. In addition, the contribution provides ballot response letters for the companies that voted with comment on the standard. *John Doe (Company) motioned and Jane Doe (Company) seconded approving the text to be forwarded to TIA for publication. **There were no objections and the text was approved for publication.*** . . . "

Further information including a sample meeting report are provided in the TIA Engineering Manual in Section 5.2.3 Meeting Reports (p. 21) and Annex E – Sample Meeting Report (p. 75).