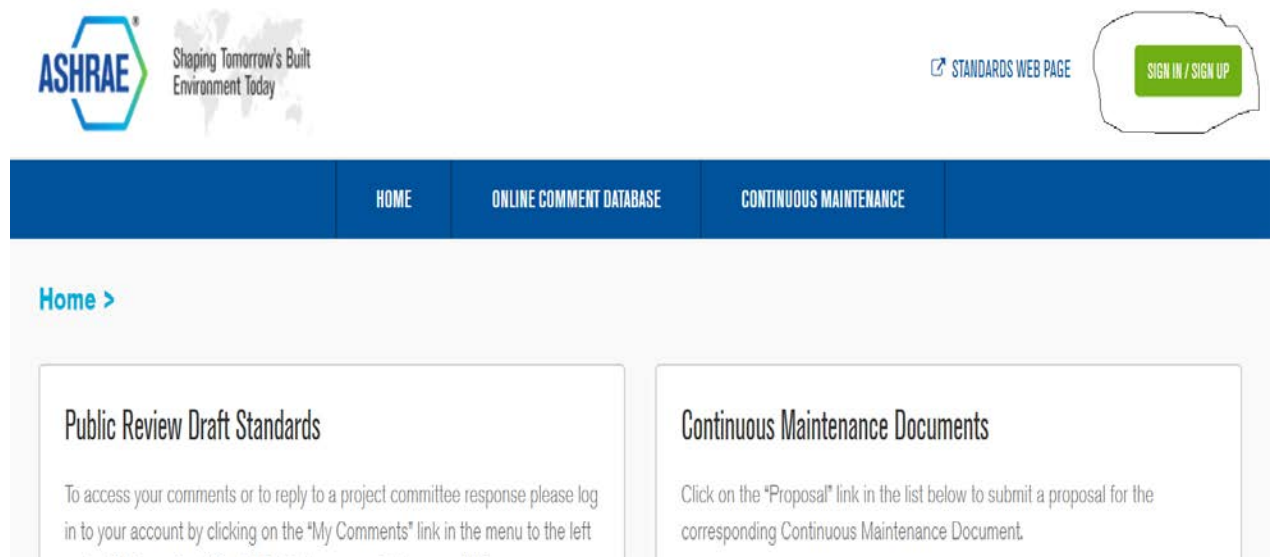
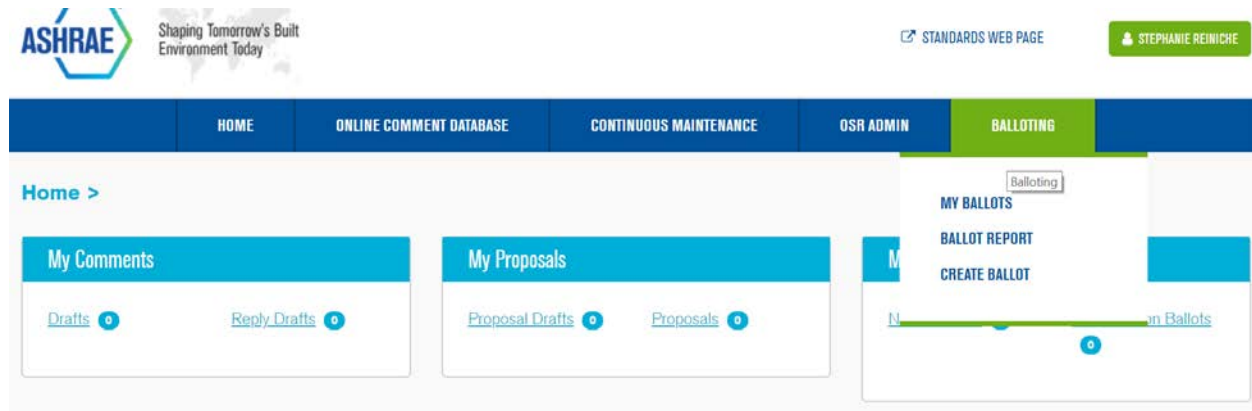


1. Goto osr.ashrae.org and log in the right hand corner if not already logged in the www.ashrae.org site.



2. To create a ballot hover over the Balloting Tab and chose Create Ballot.



3. The Create Ballot form will appear. Type in the motion (i.e. Do you approve DA-17 for publication public review? Do you approve the interpretation as shown in the attachment? Do you approve the minutes) and chose the motion type. Types include Standards Action (public review), Interpretations, or Other (minutes/strawpolls). If it is a vote for publication with knowledge of unresolved objectors than click the box. If the vote was started at a meeting and it is a continuation ballot enter the date otherwise leave blank. Choose your ballot length (should not be shorter than 7 days). In the drop down menu choose the Committee for which you are the Chair (or designated in the Chair role) and chose the base standard. Insert any relevant back ground material related to the motion. If there are attachments then choose attachment to upload. When finished select save and post ballot (if you need to come back to edit select save draft.).

Create Ballot >

Ballot Form

Motion

Ballot Type

STANDARDS ACTION

INTERPRETATIONS

OTHER

☐ Vote for Publication with Unresolved Objectors?

Meeting Date

Ballot Start Date (EST)

8/28/2018

5:00 AM

Ballot End Date (EST)

9/11/2018

5:00 PM

Committee:

Search for a Committee...

Base Standard/Guideline:

Search for a Standard...

Background

B

U

abc

New Attachments

Select

SAVE AS DRAFT

✓ SAVE AND POST BALLOT

4. Completed Sample Ballot

[Create Ballot >](#)

Ballot Form

Motion

Do you approve the publication public review of Standard xyz-2000

Ballot Type

☒ STANDARDS ACTION ☐ INTERPRETATIONS ☐ OTHER

☐ Vote for Publication with Unresolved Objectors?

Meeting Date	Ballot Start Date (EST)	Ballot End Date (EST)
8/27/2018	8/28/2018	9/4/2018
	5:00 AM	5:00 PM

Committee:

stdt

Base Standard/Guideline:

2107--Standard

Design

HTML

Preview

New Attachments

Select

SAVE AS DRAFT

✓ SAVE AND POST BALLOT

Ballot is posting...

- The next screen will bring you to the Edit Ballot screen. On this screen you will see a list of all project committee voting members. If a vote was taken at the meeting then you can enter the recorded votes including negative vote with reason for members in attendance. This page also allows you to close the ballot early if all ballots have been submitted.

Edit Ballot >

Ballot created and posted successfully.

Ballot Form

Motion

Do you approve the publication public review of Standard xyz-2000.

Ballot Type

☒ STANDARDS ACTION

☐ INTERPRETATIONS

☐ OTHER

☐ Vote for Publication with Unresolved Objectors?

Meeting Date

8/27/2018

Ballot Start Date (EST)

8/28/2018

5:00 AM

Ballot End Date (EST)

9/4/2018

5:00 PM

Committee:

stdt

Base Standard/Guideline:

2107--Standard

Standards Committee Document:

Standard 2107-

Background

B U

The committee approved the responses to the last full public review. These changes address the concerns of the commenters.

Design HTML Preview

New Attachments

Select

CLOSE BALLOT

SAVE

Votes

Failing (0-0-0-0-8) ?

[Logan Reiniche](#)

Chair

☐ Y ☐ N ☐ A ☒ None

COMMENTS

[Steven Ferguson](#)

Chair

☐ Y ☐ N ☐ A ☒ None

COMMENTS

[Reverly Fulke](#)

Member

☐ Y ☐ N ☐ A ☒ None

COMMENTS

[Carmen Manning](#)

Member

☐ Y ☐ N ☐ A ☒ None

COMMENTS

[Don Worthley](#)

Member

☐ Y ☐ N ☐ A ☒ None

COMMENTS

[Mark Weber](#)

Member

☐ Y ☐ N ☐ A ☒ None

COMMENTS

[Susan LeBlanc](#)

Member

☐ Y ☐ N ☐ A ☒ None

COMMENTS

[Tanisha Meyers-Lisle](#)

Member

☐ Y ☐ N ☐ A ☒ None

COMMENTS

SAVE VOTES

- To add a negative vote with reason chose N for the no and then click on the comments button. This will open up a free form box for you to enter the reason for negative vote. Once completed click the Save Votes at the bottom of the screen.

[Don Worthley](#)

Member

☐ Y ☒ N ☐ A ☐ None

 COMMENTS

BUabc

 Design HTML Preview

- When the comments button is clicked it opens a box for the reason but also opens a response box for the Chair (or designee) to enter a written disposition to why the committee was not persuaded by the negative vote with reason. This can be completed during the ballot, during recirculation but must occur prior to the vote for publication with knowledge of unresolved objectors. Attachments can be added.

Response

BUabc

 Design HTML Preview

8. Once the votes have been saved you will see the following message on the screen.

[Edit Ballot >](#)

Ballot votes saved successfully.

Ballot Form

Motion

Do you approve the publication public review of Standard xyz-2000

Votes

[Logan Reiniche](#)
Chair

☐ Y ☐ N ☐ A ☒ None

COMMENTS

[Steven Ferguson](#)
Chair

☐ Y ☐ N ☐ A ☒ None

COMMENTS

Failing (0-1-0-0-7) ?

9. Once the ballot closes the system will send out a notice indicating if the motion passed, failed (other ballots don't require recirculation) or passed pending recirculation results. If the motion passes pending recirculation results the Chair will need to issue a recirculation ballot.
10. The next time you log in the system the Dashboard will indicate areas where actions are needed. If a Recirculation is Required then a number in red will appear under the My Committee Ballots. Click on the Recirculation Required Link. (Or you can choose My Ballots under the Balloting Tab and see all ballots and what stage the ballot is in.)

HOME ONLINE COMMENT DATABASE CONTINUOUS MAINTENANCE **BALLOTING**

[Home >](#)

My Comments

[Drafts](#) **1** [Reply Drafts](#) **0**

My Proposals

[Proposal Drafts](#) **0** [Proposals](#) **1**

My Ballots

[Not Yet Voted](#) **1** [Recirculation Ballots](#) **0**

Committee action items are based on the following filter: Committee = **stdt**, Base Standard/Guideline = **Any**, Standards Committee Document = **Any**, Public Review Draft Document = **Any** [CHANGE COMMITTEE FILTER](#)

My Committee Comments

[Ready for Approval](#) **1** [Ready to Send](#) **2**

My Committee Proposals

[Ready for Approval](#) **0** [Ready for Response](#) **0**

My Committee Ballots

[Recirculation Required](#) **1**

11. The following screen is what will appear showing only ballots requiring recirculation. Click on the Manage Recirculation Link to access the ballot.

HOME

ONLINE COMMENT DATABASE

CONTINUOUS MAINTENANCE

BALLOTING

View Ballots For

Committee:

stdt

Base

Standard/Guideline:

Search for a Sta

Standards Committee Document:

Search for a Sta

Public Review Draft

My Ballots

Filtered to Ballots Requiring Recirculation

CREATE NEW BALLOT

Details	Type	End Date (EST)	Status	My Vote
Do you approve the publication public review of Standard xyz-2000 stdt Manage Recirculation	Standards Action	9/4/2018 5:00:00 PM	Closed Passed (5-1-1-1-0)	ABSTAIN

12. After clicking on Manage Recirculation you will be brought back to the ballot. You will need to indicate the Recirculation Ballot Period. Additional attachments may be added and responses to negative votes (as indicated above) can also be added. The Chair can also expand on the background. Once satisfied with the ballot click the Recirculate Ballot Button. (You will notice that any item with reasons included will have an open envelope next to the comments button).

Edit Ballot >

Ballot Form

Motion

Do you approve the publication public review of Standard xyz-2000

Ballot Type

STANDARDS ACTION

INTERPRETATIONS

OTHER

Vote for Publication with Unresolved Objectors?

Meeting Date

8/27/2018

Ballot Start Date (EST)

8/28/2018

5:00 AM

Ballot End Date (EST)

9/4/2018

5:00 PM

Votes

Passed (5-1-1-1-0) ?

Logan Reiniche

Chair

Y N A None

COMMENTS

Steven Ferguson

Chair

Y N A None

COMMENTS

Beverly Fulks

Member

Y N A None

COMMENTS

Carmen Manning

Member

Y N A None

COMMENTS

Don Worthley

Member

Y N A None

COMMENTS

Recirculation Start Date (EST) 8/28/2018 	Recirculation End Date (EST) 9/11/2018
Committee: stdt	
Base Standard/Guideline: 2107--Standard	
Standards Committee Document: Standard 2107-	
Background 	
New Attachments Select	
SAVE ✓ RECIRCULATE BALLOT	

Mark Weber Member	☐ Y ☒ N ☐ A ☐ None	COMMENTS
Susan LeBlanc Member	☐ Y ☒ N ☐ A ☐ None	COMMENTS
Tanisha Meyers-Lisle Member	☐ Y ☒ N ☐ A ☐ None	COMMENTS
SAVE VOTES		

13. Once the ballot closes all members (voting and non-voting members) will receive a notification of the numerical results of the final ballot. Members will need to log in to read any negative votes with reason and see how each member voted.
14. After ballots have close you may also go to the online comment database and run reports on any ballot. To access ballot reports from the dashboard/home screen from the balloting dropdown choose ballot report. You can sort just by committee or any combination of the dropdowns below. Once you have completed the filters click on refresh report.

[Ballot Report >](#)

Ballot Report

Committee: stdt	Ballot: Search for a Ballot...
Base Standard/Guideline: Search for a Standard...	Start Date:
Standards Committee Document: Search for a Standards Committee Document...	End Date:
Public Review Draft Document: Search for a Draft Document...	RefreshReport

15. After selecting RefreshReport a report will appear (could be multiple ballots or just one) at the bottom of the screen. This details the vote.

Ballot Report

Committee: stdt

Standard: N/A

Standards Committee Document:

Ballot Type: Other

Motion: Do you agree that the sky is green?

Ballot Start Date: 8/28/2018 12:00:00 AM

Ballot End Date: 8/29/2018 12:00:00 AM

Ballot Close Date: 8/28/2018 4:21:24 PM

Ballot Tally: 5-3-0-0*

Final Outcome: Passed

* (Yes-No-No Without Reason-Abstain-No Response)

First Name	Last Name	Yes	No	No Without Reason	Abstain	No Response
Steven	Ferguson			X		
Logan	Rainiche	X				
Beverly	Fulks	X				
Susan	LeBlanc			X		
Carmen	Manning	X				
Tanisha	Meyers-Lisle			X		
Mark	Weber	X				
Don	Worthley	X				
		5	3			

Standards Committee Document: 2107 Standard

Ballot Type: Standards Action

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16. At the top of the Ballot Report is the option to print or download the report by choosing the download arrow or print. Reports can be downloaded in pdf, csv, excel, html, or word.

