



3640 Park 42 Drive • Cincinnati, OH 45241  
513-742-2020 • [mail@acgih.org](mailto:mail@acgih.org) • [acgih.org](http://acgih.org)

# **ADMINISTRATIVE OPERATIONS MANUAL BIOAEROSOLS COMMITTEE**

**Approved by the ACGIH® Board of Directors: September 23, 2021**

## **Committee Mission**

The Bioaerosols Committee is appointed by the Board of Directors of ACGIH®. The purpose of the committee is to compile and disseminate information on biologically derived contaminants that may become airborne, to develop recommendations for assessment, control, remediation, and prevention of such hazards, and to establish criteria for bioaerosol and biologically derived airborne contaminants (BDACs) exposure limits. This Committee's vision is to be a respected, worldwide leader in the development and dissemination of information on bioaerosols and biologically derived airborne contaminant exposure guidelines.

The mission of the Committee is to develop guidelines that advance the field of bioaerosols and are:

- scientifically credible and valid;
- reliable;
- understandable and clearly presented, and
- produced with a balanced, unbiased and clearly defined process.

The Bioaerosols Committee operates under the Bylaws of ACGIH® and the administrative policies and procedures approved by the ACGIH® Board of Directors.

## **Membership**

### ***Eligibility***

A range of professional affiliations is necessary to ensure a balance of disciplines and bias; however, the Committee will consist of a simple majority of members professionally affiliated with academia or government. Committee members serve in their individual capacity and do not serve as representatives of their organization or their employer. Each member of the Committee will have full voting rights for the purposes of the business of the Committee. Committee leadership (Committee Chair and Vice Chair) must be Voting Members of ACGIH®. Each member, Member Candidate, and consultant must have participated in the annual Conflict of Interest declaration and have signed an annual Conflict of Interest disclosure statement.

### ***Member Selection***

Individuals interested in joining the Committee will be asked to complete an application ([Appendix A](#)) and provide a current résumé or curriculum vitae. The Committee will review these documents and determine whether the applicant is eligible and has qualifications that fit the current needs of the Committee.

The following criteria will be used to evaluate an applicant for membership:

- Disciplinary training and education
- Professional background
- Past relevant experience
- Personal attributes necessary to meet Committee goals

The following criteria will be used to assess the overall membership of the Committee and each new member applicant:

- The Committee should have a mix of persons who have expertise in one or more of the following: industrial hygiene, building sciences, environmental or occupational medicine, ventilation systems, microbiology, mycology, or other related specialties.
- Preference will be given to individuals with ten (10) or more years of professional experience, with multi-disciplinary backgrounds, and with an advanced degree in his or her field of expertise.
- Individuals should demonstrate effective writing capabilities and communication skills through publications, presentations, and/or other activities.

- Individuals will be goal-oriented and self-managed to accept and perform assignments as determined by the Committee.

Any individual interested in volunteering on the Bioaerosols Committee will be sent an application form by staff. Applicants will be informed of membership expectations and responsibilities of the Bioaerosols Committee ([Appendix B](#)) and will be asked to review and accept these responsibilities as part of their application. Staff will review the completeness of applications received and issue a letter confirming receipt. Complete applications and résumés/curricula vitae will be forwarded to the Chair of the Bioaerosols Committee.

The Committee members will then be notified by the Chair of the names of applicants under consideration. The Chair will ask the Committee members for an assessment of the applicant. The Committee will review and consider all new applicants at least once per year, or more frequently if necessary. If the Committee agrees the applicant is acceptable and there is continued interest between both parties, the Chair will assess each application considering all Committee feedback and forward to the ACGIH® Board of Directors those name(s) he/she recommends for approval to appoint as a member candidate. After Board approval, the Chair may extend an invitation to the member candidate to attend and participate at the next Committee meeting.

Once appointed by the Board of Directors, the Member Candidate will be asked to fully participate in all Committee activities for a minimum candidacy period of one (1) year. The Chair will identify and assign responsibilities to the Member Candidate during this time. All responsibilities and expectations must be fulfilled to the satisfaction of the Chair for consideration of advancement to formal membership. At the discretion of the Chair, the candidacy period may be extended for more than one year. The candidacy period for any individual may be extended if he/she fails to satisfy all responsibilities and expectations as assigned, but makes satisfactory progress within the candidacy period. The candidate may be considered for former membership the following year.

The Chair will solicit input from all Committee members concerning membership for member candidates that successfully complete their candidacy period. The Bioaerosols Committee Chair will evaluate each member candidate and make the final decision concerning a recommendation for membership. Names and résumés/curricula vitae of recommended member candidates will then be forwarded by the Chair to the ACGIH® Board of Directors for a decision regarding approval and formal appointment.

Should a member candidate not fulfil the criteria of membership, a letter will be sent by the Bioaerosols Committee Chair thanking the member candidate for his/her interest. Should a member candidate not be selected for other reasons, a letter will be sent by staff thanking the person and asking for interest in remaining in the pool of applicants for future consideration.

### ***Responsibilities and Expectations***

The Bioaerosols Committee follows the Membership Expectations and Responsibilities requirements as described in [Appendix B](#).

Bioaerosols Committee members are expected to contribute to the work of the Committee. This includes attending scheduled face-to-face meetings and scheduled teleconferences, preparing and reviewing all publications and chapters, including *Bioaerosols: Assessment and Control* and the Biologically Derived Airborne Contaminants chapter in the annual *TLVs® and BEIs®* booklet, as assigned, contributing to the development of educational and outreach activities (such as webinars and training conferences), and participating in Committee administrative functions. These expectations may vary for individual members, depending on other activities undertaken within the Committee. Individual members will negotiate their activities with the Committee Chair. More senior members will also be expected to provide guidance and mentorship to new members.

Members are expected to comply with all policies and procedures of ACGIH®. They are expected to interact at all times in a collegial fashion with other members of the Committee and staff.

Participation on the Committee is a privilege that must be continually earned through ongoing productivity, participation and collegial behavior. When considering re-appointment, the Chair may ask each member to describe in writing their intentions to continue on the Committee. The Chair, in

consultation with the Vice Chair, will review each member's letter of intent considering all membership expectations such as, but not limited to previous meeting attendance, participation on teleconferences, successful completion of all chapter assignments, and tenure on the Committee. If the Chair believes that each member has satisfactorily met all responsibilities and expectations, they may then be recommended for re-appointment.

### ***Terms***

Members are expected to serve a three (3) year term contingent upon a review of accomplishments and annual re-appointment by the ACGIH® Board of Directors. Membership terms begin on January 1. The Committee Chair may consult with the members of the Committee prior to recommending appointment. Expectations for continuing membership include:

- Attendance at and constructive contributions to meetings and teleconferences;
- Preparing and reviewing all publications and/or chapters, as assigned;
- Contributing to the development of educational and outreach opportunities, as assigned, and
- Contributing to the administrative functions of the Committee, as assigned.

Member contributions to the work of the Committee and progress on assignments will be evaluated on an annual basis by the Committee Chair in consultation with the Vice Chair and vetted by the Committee throughout the year.

### ***Member Candidates***

The Bioaerosols Committee may choose to invite potential members to participate in Committee activities as "member candidates" before recommending them for formal appointment. This practice allows the potential member to understand the role of Committee members, and allows the Committee to evaluate the potential member. The Board of Directors must approve individuals before they become member candidates. Member candidates do not have voting privileges for purposes of Committee business but are expected to participate in Committee activities, attend meetings of the Committee, and will be expected to participate fully in Committee discussions. Member candidates are expected to complete a minimum one-year candidacy period before being eligible for full membership and are expected to follow all ACGIH® policies and procedures.

### ***Consultants***

When the Committee requires specific technical expertise that is not available within the Committee, the Chair may request appointment of a consultant. Consultants should only be utilized when specific technical expertise is needed for a limited time. Consultants are appointed by the Board of Directors.

Consultants must follow all ACGIH® policies and procedures. Consultants do not have voting privileges and attend meetings only at the invitation of the Chair.

### ***Awards***

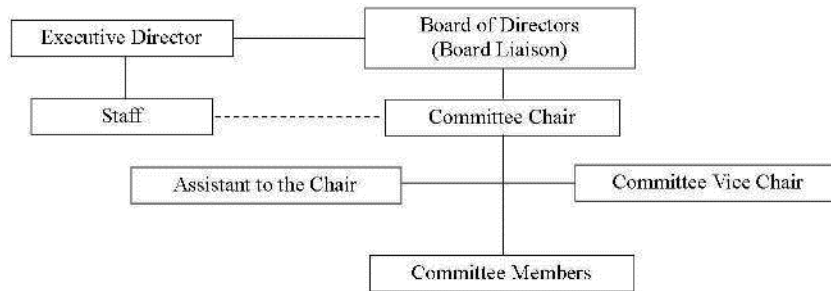
#### **PHILIP R. MOREY MEMORIAL AWARD**

The Philip R. Morey Memorial Award was established in 2020 and is presented annually to a person who has made a significant contribution in the science of occupational and environmental bioaerosols and biological agents.

The award recipient will be chosen by the Bioaerosols Committee. The Bioaerosols Committee will submit a recommendation to the Board of Directors regarding appointment of the award recipient. The award will be presented at one of the meetings of the Bioaerosols Committee and the awardee may be invited to speak to the Bioaerosols Committee on some aspect of national and international health and safety. Funds to support the travel for the recipient will be determined by the Board of Directors and managed through ACGIH®.

## Committee Structure

### *Organizational Chart*



### *Position Descriptions*

#### **BIOAEROSOLS COMMITTEE CHAIR**

**Method of Selection and Appointment:** The Chair is nominated through an internal committee selection and vote process, the results of which are recommended to the Board for final approval. Potential candidates may be the Vice Chair, current Committee members, or qualified individuals from outside the Committee. Candidates must meet membership criteria of the Committee and be a Voting Member in good standing of ACGIH®. The Committee will screen the nominees and may choose to ask for additional information (e.g., position statement) to aid the screening process. All Committee members will be asked to vote for one of the nominees. The Committee Chair and Vice Chair will tally the votes (with assistance from staff). The slate of nominees and number of votes received by each nominee will be forwarded to the Board of Directors for approval.

The Chair will hold the appointment for a term of three (3) years. This appointment may be renewed for more than one term. The Chair will hold the position contingent upon annual re-appointment by the Board of Directors.

**Succession:** If the Chair position becomes vacant, the Vice Chair shall assume the role of Chair and shall serve the remainder of his/her predecessor's term. At the end of the term, a new Chair will be selected following the selection and appointment process described above.

**Duties:** The Chair leads the Bioaerosols Committee and works closely with the Vice Chair to ensure the Committee's progress toward fulfilling its mission and goals. The Chair:

- Assists and oversees Committee activities, including conducting Committee meetings.
- Oversees budget management, spending, meeting plans (with assistance from staff).
- Monitors overall workload and makeup of the Committee.
- Assures regular, clear communications with staff and Board of Directors by interacting with the Board Liaison, staff, or Board members, as necessary.
- Assures regular, clear communications with external parties by reviewing all comments received and providing input to replies sent by staff.
- Assures communication between all members of the Committee and that the Committee is functioning according to guidelines and policies. Consults regularly with the Vice Chair to assure proper functioning of internal Committee activities.
- Represents the Bioaerosols Committee to outside parties in accordance with the ACGIH® Public Affairs and Communications Policy.

- Represents the Bioaerosols Committee to the ACGIH® Board of Directors and communicates and consults regularly with the Committee's Board Liaison.

**Reporting:** The Chair reports directly to the Board of Directors of ACGIH® and the Committee's Board Liaison.

#### **BIOAEROSOLS COMMITTEE VICE CHAIR**

**Method of Selection and Appointment:** The Committee Chair, after consultation with the Committee, recommends the Vice Chair to the Board of Directors, which approves the recommendation and appoints the Vice Chair. The Vice Chair will hold the appointment for a term of three (3) years. The appointment may be renewed for more than one term. The Vice Chair must be a Voting Member in good standing of ACGIH® and will hold the position contingent upon annual re-appointment by the Board of Directors.

**Duties:** The Vice Chair is responsible for assisting the Chair in assuring that internal Committee functions are adequately carried out. The Vice Chair:

- Assists the Chair, as necessary.
- Assists the Chair to oversee internal Committee activities that support the committee's mission.
- Serves to fulfil the responsibilities of the Chair when s/he is unable or unavailable to do so.

**Reporting:** The Vice Chair will report to the Chair of the Committee on his/her individual activities.

#### **Conflict of Interest**

All Bioaerosols Committee members, member candidates and consultants, hereafter referred to in this section as "Members", are required to follow the ACGIH® Policy and Process on Bias and Potential Conflicts of Interest, published on the website at <http://www.acgih.org/tlv-bei-guidelines/policies-procedures-presentations/conflict-of-interest-policy>.

Any member with a potential, real, or perceived conflict of interest (COI) with respect to any Committee activities must orally disclose the conflict of interest before a quorum of the entire Committee. In addition, a written declaration must be completed at the same time. It is essential that potential, real, or perceived conflicts be identified before the Committee deliberation process begins. Likewise, it is important that members recognize and identify their particular technical or scientific biases, so that these differing perspectives can be balanced during Committee deliberations.

All members must complete an annual oral and written bias and COI declaration before a quorum of the Committee that includes information about their sources of funding, including professional services and consultancies, professional affiliations, service on boards or other committees, legal testimonies, and other activities that may represent a potential COI for participation in the affairs of the ACGIH® Bioaerosols Committee. In addition, the individual should disclose their publications history and identify any technical biases. This declaration is required annually and when material changes in member statuses occur. At the beginning of each meeting, the Chair will inquire about material changes in each member's COI and bias status.

The Committee defines bias as "views stated or positions taken that are largely intellectually motivated or that arise from close identification or association of an individual with a particular point of view or the position or perspectives of a particular group." Conflict of interest is defined as "any financial or other interest which conflicts with the service of an individual because it (1) could impair the individual's objectivity or (2) could create an unfair competitive advantage for any person or organization."

In the case of bias, the Committee attempts to create a balance of opinions and view by maintaining a diversity of professional affiliations, disciplines and activities among its membership.

In the case of COI, the Committee has created a number of avenues for minimizing or eliminating the potential effects of COI while allowing a member to participate as fully as possible in Committee activities. The Committee believes that it is the responsibility of the individual member to identify his/her potential conflicts and to consider carefully the level of participation that is appropriate. In addition, any member who develops a new COI is expected to notify the other members of the Committee immediately.

It may not always be in the best interest of the Committee for a member who has a significant COI to remove him or herself entirely from the Committee deliberations when he/she is very knowledgeable about a particular issue. In such cases, the Chair will work directly with a member to assure the conflict has been minimized while allowing for the fullest participation practical.

Open and free discussion of COI is crucial to this process. All members who have participated fully in the Committee discussion of COI and who have made their best effort to eliminate or minimize personal conflicts will be eligible to participate in all votes. In situations where the conflict cannot be eliminated or removed to the satisfaction of the Committee, members may need to recuse themselves from any discussions and reviews, and must excuse themselves from votes related to the issue at hand.

Failure by any member to report a COI is grounds for immediate termination of that member's service on the Committee. This decision shall be made by the Chair after review and deliberation with the Committee, and a recommendation shall be made to the Board of Directors.

## **Communications**

### ***Confidentiality***

Individual authorship of Committee work products (e.g., Bioaerosols Assessment and Control chapters, etc.) is a confidential matter. Such authorship may not be discussed with any person external to the Committee. It is recognized that there are circumstances when members may seek information from external parties. Such instances should be discussed with the Committee Chair and Vice Chair to ensure anonymity and be performed through ACGIH® staff. Information, materials, drafts of Committee work products, etc. may not be shared with anyone external to the Committee. Committee members are expected to follow the ACGIH® Public Affairs and Communications Policy and the ACGIH® Information Release Policy .

### ***External Communications***

The Committee recognizes that there are many different groups with an interest in the recommendations and guidelines published by ACGIH®. The Committee's goal is to assure that all such parties are given timely and complete information about its process and decisions. At the same time, it is important that these external parties not compromise the Committee's scientific decision making process that is primarily based upon the review of information that is peer-reviewed and published and not on information presented in a private forum. Thus, the Committee has established a written procedure that allows for input from external parties.

The appropriate method for an interested party to contribute to the Committee's work is through the submission of literature that is peer-reviewed and public. ACGIH® strongly encourages interested parties to publish their studies, and not rely on unpublished studies as their input to the Committee. Interested parties may offer their input by e-mail to [science@acgih.org](mailto:science@acgih.org). When submitting comments, ACGIH® requires the submission to be limited to 10 pages in length, including an executive summary. The submission may include appendices of citable material not included as part of the 10-page limit. ACGIH® requests that comments be structured as follows:

- A. **Executive Summary** – Provide an executive summary with a limit of 250 words.
- B. **List of Recommendations/Actions** – Identify, in a vertical list, specific recommendations/actions that are being requested.
- C. **Rationale** – Provide specific rationale to justify each recommendation/action requested.
- D. **Citable Material** – Provide citable material to substantiate the rationale.

An additional venue for presentation of new data is an ACGIH®-sponsored symposium or workshop that provides a platform for public discussion and scientific interpretation. ACGIH® encourages input from external parties for suggestions on symposium topics, including suggestions about sponsors, speakers and format.

ACGIH® periodically receives requests from external parties to make a presentation to a committee about specific issues. It is strictly by exception that such requests are granted. While there are various reasons

for this position, the underlying fact is that the Committee relies primarily on information that has been peer-reviewed and published and not on information presented in a private forum. The Committee may grant a request when the data are significantly new, have received peer review, are the best vehicle for receipt of the information, and are essential to the Committee's deliberations. The presentation is not a forum to voice opinions about existing data. In order for the Committee to evaluate such a request, the external party must submit in writing that, at a minimum, addresses the following elements: (1) a detailed description of the presentation, (2) a clear demonstration of why the information is important to the Committee's deliberations, and (3) a clear demonstration of why a meeting is the necessary method of delivery. Requests must be sent to the ACGIH® Science and Education Group at [science@acgih.org](mailto:science@acgih.org).

### ***Internal Communications***

#### **COMMUNICATION WITHIN THE COMMITTEE**

The Bioaerosols Committee relies on meeting minutes for documenting its activities and tracking its progress. Formal minutes will be taken at all Committee meetings, generally by ACGIH® staff. These minutes are used to document the activities and formal votes of the Committee (without identification of individual names, except for abstentions due to Conflict of Interest). Copies will be sent to all members of the Committee and the Board Liaison.

#### **COMMUNICATION BETWEEN THE COMMITTEE AND ACGIH® STAFF AND BOARD OF DIRECTORS**

The Committee assures timely and consistent communication with ACGIH® through its Staff and Board liaison. The staff liaison or other staff member(s) attend all Committee meetings. Staff communicates regularly with the Committee Chair about Committee activities. Staff works closely with the Committee Chair on all issues, including budgeting and spending, meeting arrangements, publications, communications with external parties, etc.

The Board Liaison attends Committee meetings, providing input to the Committee from the Board of Directors and relaying Committee concerns and thoughts to the Board. The Board Liaison also works with the Chair during budgeting, policy-making, and other issues that bear directly on the organization.

### **Education and Outreach**

One of the goals of the Committee is to foster educational and outreach activities. This includes reviewing and developing ideas and plans for future workshops, conferences, courses, webinars, symposia, meetings and other outreach activities. The Committee will work closely with the ACGIH® Science and Education Manager and other staff (as necessary) when formulating its ideas. External activities require Committee review and approval prior to their implementation.

### ***Symposia and Workshops***

Suggestions for educational symposium topics should be forwarded to the Science and Education Group of ACGIH® in writing at [science@acgih.org](mailto:science@acgih.org). Symposium and workshop topics may come from Committee members, ACGIH® staff, and external parties. The proposal should include justification for the necessity of the symposium, the topic's relevance to the Bioaerosols Committee, a suggested list of participants, and if possible, a list of potential academic, governmental, or industrial sponsors.

The Events Development Planner (EDP) ([Appendix B](#)) will serve as the formal planning document during symposium development. The ACGIH® staff will work with the Committee through all aspects of planning and executing a workshop or symposium.

Several criteria will be used by the Committee to determine the appropriateness of the symposium as being of interest to the Bioaerosols Committee. A symposium or workshop must be the most efficient format in which to present the Bioaerosols Committee members with new information.

Symposia require considerable time, commitment, and resources to develop. A symposium will not be favorably reviewed if its purpose is solely to provide a forum for voicing opinions about existing data.

Rather, there must be on-going research, scientific uncertainty about currently available data, or another scientific reason for the symposium.



Representatives of external organizations may have expressed a desire to meet with the Committee because the Committee might benefit from discussions of the scientific data or because the many issues to be discussed on a given topic are likely to be important and of interest to a wide range of interested parties. Yet symposia require commitment of substantial resources and presentations and discussions are often scheduled for a period as long as two days, far more time than the Bioaerosols Committee could commit to a single topic. Thus, it is important that care be taken in the review and selection of topics for symposia.

The Committee will review the original proposal. The Chair will make a final recommendation to the Committee Board liaison, indicating whether the Committee has an interest in and wishes to participate in the development of a particular symposium.

If a symposium or workshop proposal recommended by the Committee is approved by the Board of Directors, the Committee will identify a task force to work with ACGIH® staff during the development phase. In addition, a Board member will act as liaison to the task force. The task force will work closely with staff and, in addition to regular reporting to the Committee, will seek input and ideas from Committee members about sponsors, speakers, format, etc. The task force will be responsible for ensuring that the Committee's scientific decision-making needs are met and that all relevant external parties have an opportunity to give input to the planning of a symposium. To ensure that there is appropriate balance of scientific viewpoints and to maximize the available research to choose from, each symposium will utilize a call for papers to initiate and announce the planned symposium. The task force will be responsible for selecting speakers from responses as well as those identified from any other internal and external sources.

If a symposium proposal is rejected, the staff will be informed of the proposal and the Committee's review. The individual who submitted the proposal will also be notified. The organization may decide to proceed without the Committee's formal sponsorship or involvement. In this latter case, potential symposium sponsors and attendees must be made aware that the Committee has expressed no interest in formal sponsorship or participation. In addition, it must be made clear that Bioaerosols Committee members will not attend the meeting in their capacity as members or representatives of the Committee, although they may, of course, attend as interested scientists.

### ***Conferences and Educational Programs***

Suggestions and topics for conferences and other educational programs (including webinars or other presentations) to provide information to the public should be forwarded to the Science and Education Group of ACGIH® in writing at [science@acgih.org](mailto:science@acgih.org). These topics may come from Committee members, ACGIH® staff, and external parties. The proposal should include justification for the necessity of the programs, the topic's relevance to the Bioaerosols Committee, a suggested list of participants, and if possible, a list of potential academic, governmental, or industrial sponsors.

The Events Development Planner (EDP) ([Appendix B](#)) will serve as the formal planning document during symposium development. The ACGIH® staff will work with the Committee through all aspects of planning and executing a workshop or educational program.

Several criteria will be used by the Committee to determine the appropriateness of the program as being of interest to the Bioaerosols community and the general public. These programs require considerable Committee time, commitment, and resources to develop.

The Chair will make a final recommendation to the Board liaison, indicating whether the Committee has an interest in and wishes to participate in the development of a particular educational program.

It is recognized that Committee members may participate in such programs and must represent unbiased opinions and not imply that any instruction is deemed a recommendation from ACGIH® or its committees. The instructors or presenters in these conferences must not use their position to promote any agenda, products or services to the attendees.

## **PRODUCTION GUIDE**

### ***Voting Procedures***

The Bioaerosols Committee follows the ACGIH® procedures for voting as described in the following sections. This procedure is not intended to be inclusive, but rather as basic information/instructions. Robert's Rules of Order serves as additional guidance.

Establish a quorum. A quorum is a majority (> 50%) of the voting Committee members (hereafter referred to as members). Although Member Candidates and consultants are full participants in discussions, they do not have voting privileges.

- Assure that motions are presented clearly and concisely and that all Voting Members are aware of the exact language/intent of the motion (Note: Any motion that requires Board of Directors' approval must begin with a "Vote to Recommend (VTR) to the Board that...").
- Procedure for handling a motion:
  - Member (not Chair) makes motion ("I move that...").
  - Another member seconds motion.
  - Members debate motion (when a motion is on the table, keep remarks to the motion under consideration).
  - Chair puts question to members for vote.
  - Chair announces result of vote.
- All members present have an obligation to cast a vote (Note: Chair only votes to make or break a tie).
- Recording motions and votes:
  - Identity of who makes or seconds a motion is not recorded in the meeting minutes.
  - The number of "YES" and "NO" votes are not recorded in meeting minutes.
  - ABSTENTION votes are recorded in the meeting minutes as follows:
    - When ABSTENTIONS are for reasons other than conflict of interest (COI), the number of members abstaining is recorded, but not the names or reasons for the abstention. Abstentions should be rarely used unless for COI.
    - When ABSTENTIONS are for conflict of interest, names of members abstaining for COI are recorded along with a note that the abstentions are for COI.

### **WITHDRAWING OR MODIFYING/AMENDING A MOTION**

Before the Chair has stated a motion, it can only be withdrawn or modified by the maker with agreement by the person making the second. Once the Chair states the motion, it can only be withdrawn or modified by general consent or a majority vote by the members.

### **MOTION TO RECONSIDER**

Hasty or ill-advised action can be corrected through the motion to reconsider. Only an individual who voted on the prevailing side can make this motion and must be made on the same day or the next succeeding day after the original vote was taken (not counting a day which no business meeting is held during a session).

### **MOTION TO TABLE**

A motion to table can be made at any time an issue is before the Committee. The objective is to postpone the vote on the main motion. [The motion cannot specify a time for resumption; if it did, it would be equivalent to a motion to postpone definitely (which might be in order and even preferable.)] Such a motion is not in order when another member has the floor. The motion is not debatable, requires a second and a majority vote to pass. If passed, the issue before the Committee cannot be discussed

further until another item has been considered and voted upon. Motions to Table are designed to be temporary in nature and merely reschedule the decision of an issue for a later time. When the Committee wishes to resume consideration of a tabled motion, any member may move to take a motion from the table. Such a motion requires a second, is not debatable, and requires a majority vote. If passed, the Chair announces the main motion and consideration is resumed. A tabled motion will expire if not acted on during the same session (if the group meets less than quarterly) or by the conclusion of the next session (if the group meets more than quarterly).

#### **CALL THE QUESTION (CALL THE VOTE)**

A Committee member may desire to have the vote taken before the Chair calls for the vote or before all members have finished discussing the issue. Rationale for this action could include moving a meeting along in a timely manner or determining how many members have already formed a conclusion. The motion (I call the question) is not in order when another member has the floor. The motion requires a second, is not debatable, and requires a 2/3 vote for passage. This vote determines if the discussion continues (No vote) or if the discussion ends (Yes vote). If passed, there can be no further discussion, and the Chair will ask for the vote on the motion under question. Note: Members must be very cautious about employing this method as it can restrict open dialogue.

#### ***Electronic Voting Procedures***

The advent of electronic communication, and the speed and convenience of email prompts this policy and procedure whereby the Committee may cast official votes via email or other electronic means. Beyond approving such policy, the following procedures are also approved:

Members who wish to introduce a motion for electronic vote should send the motion to the Chair. If the Chair agrees with its introduction, it will be returned to the originator who will make the motion electronically. (The Chair's agreement constitutes a "second" to the motion.) If the Chair decides the motion is for any reason out of order, the originator will be advised of this, and of the future disposition of the motion, if any.

Once the motion is sent to the members, normally a period of no more than seven business days will elapse before any vote is finalized. During this period members may cast a vote, change a vote, and/or may pose questions to anyone they wish, debate the motion, or abstain from participating, stating the reason therefore.

For a vote to be valid it must constitute a majority of the votes cast. The Chair may not vote, except in the case of making or breaking a tie.

The appropriate staff is copied on all relevant correspondence, receives the votes, and reports the outcome to the members.

All correspondence shall carry the Subject Title, VOTE # \_\_\_\_\_, and year. Votes will be numbered chronologically in a given calendar year.

Regarding the requirement of a quorum, the Chair is included in a quorum. Because the Chair has sent the motion, he/she is of course aware of it and is "present." When at least half of the members cast votes, the quorum requirement is met (i.e., four members plus the Chair of an 8-member group equals 5 of 8, a majority).

Once a motion has passed by electronic vote, a motion to ratify this vote will be required on the next conference call or at the next meeting of the Committee.

**Appendix A**  
**Membership Application of the ACGIH® Bioaerosols Committee**



3640 Park 42 Drive • Cincinnati, OH 45241  
513-742-2020 • [mail@acgih.org](mailto:mail@acgih.org) • [acgih.org](http://acgih.org)

### ACGIH® Committee Membership Application for the ACGIH® Bioaerosols Committee

Thank you for your inquiry into membership on an ACGIH® committee. To assist the ACGIH® Committee in its review and selection of new candidates, please provide the following information and **submit your current resume and/or curriculum vitae**. Feel free to expand the size of this application as needed to accommodate responses larger than the space allocated.

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone(s): \_\_\_\_\_

Cell: \_\_\_\_\_

Preferred E-mail: \_\_\_\_\_

\_\_\_\_\_

1. Name of Employer: \_\_\_\_\_

If employed by a regulatory/government agency, do your current activities relate to the development or setting of occupational health standards?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

If yes, please indicate how your activities relate to regulations or regulatory policies, and provide a list of substances or agents with which you have worked in relation to the development or setting of occupational health standards.

Name: \_\_\_\_\_

2. Check your area(s) of professional expertise. Use ++ for your major area(s) of expertise and + for minor area(s).

\_\_\_\_\_ Industrial Hygiene                      \_\_\_\_\_ Occupational Medicine  
\_\_\_\_\_ Epidemiology                            \_\_\_\_\_ Toxicology  
\_\_\_\_\_ Chemistry  
\_\_\_\_\_ Physical Scientist, please specify \_\_\_\_\_  
\_\_\_\_\_ Other, please specify \_\_\_\_\_

3. Within your area(s) of professional expertise, do you have specific fields of specialization (e.g., field industrial hygiene, noise, radiation, biological agents, aerosols, carcinogenicity, risk assessments, etc.)? List up to three fields in which you consider yourself specialized or could provide particular expertise to the committee.

4. How many years have you spent in your major area of professional expertise?

\_\_\_\_\_ < 5 years                      \_\_\_\_\_ 11–20 years  
\_\_\_\_\_ 5–10 years                      \_\_\_\_\_ > 20 years

5. Check all relevant professional certifications you hold.

\_\_\_\_\_ CIH    \_\_\_\_\_ PE    \_\_\_\_\_ CSP    \_\_\_\_\_ DABT    \_\_\_\_\_ ROH  
\_\_\_\_\_ Medical Boards, please specify: \_\_\_\_\_  
\_\_\_\_\_ Other, please specify: \_\_\_\_\_

6. Check all degrees you hold:

\_\_\_\_\_ BA    \_\_\_\_\_ MA    \_\_\_\_\_ DrPH    \_\_\_\_\_ DVM    \_\_\_\_\_ MD  
\_\_\_\_\_ BS    \_\_\_\_\_ MS    \_\_\_\_\_ ScD    \_\_\_\_\_ VMD  
\_\_\_\_\_ MPH    \_\_\_\_\_ PhD  
\_\_\_\_\_ Other, please specify: \_\_\_\_\_

7. Describe your writing and verbal communication experience.

8. Check the number of years experience serving on professional and scientific committees.

\_\_\_\_\_ < 3 years                      \_\_\_\_\_ 6–9 years

Name: \_\_\_\_\_

\_\_\_\_\_ 3–5 years

\_\_\_\_\_ > 9 years

9. What are your primary reasons for wanting to join the Bioaerosols Committee?

10. Participation on the Committee requires a considerable amount of your time annually to participate in committee meetings/conference calls, write/review documents, and prepare/contribute to meetings. If you have questions about the time involved, please contact ACGIH® at the telephone number below. Do you have adequate time to devote to the activities of this Committee?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

Please submit your application and current resume and/or curriculum vitae in one of the following three ways:

- Mail to the Chair of ACGIH® in care of the Headquarters Office at 3640 Park 42 Dr., Cincinnati, Ohio 45241
- E-mail to the Chair of ACGIH® in care of the Headquarters Office at [rwilliams@acgih.org](mailto:rwilliams@acgih.org)

If you have questions, please contact ACGIH® at 513-742-2020.

Thank you for offering to serve on the ACGIH® Bioaerosols Committee.

Name: \_\_\_\_\_

**Appendix B**  
**Expectations and Responsibilities of Members of the ACGIH®**  
**Bioaerosols Committee**



- Each member is expected to make satisfactory progress toward completing Committee assignments, as documented in the meeting minutes.
- Members are expected to attend the meetings of the Committee. The duration of these meetings is generally 1–2 hours monthly. Members are expected to read meeting materials prior to the meeting and come prepared to contribute to Committee discussions and decisions.
- Members must comply with the confidentiality requirements of the Committee, and be willing to disclose conflicts of interest and other sources of possible bias.
- Members are expected to interact in a collegial and professional manner.

**Appendix C**  
**ACGIH® Education TLV® Planner**

**ACGIH®**  
**Event Development Planner (E.D.P.)**

---

**Instructions for completion:** This is a comprehensive form designed to assist both ACGIH® Committee members and staff in the planning of workshop, courses, conferences and symposia. Since this is a working document, not all questions can be fully answered from the outset. However, please complete all pertinent items to the best of your ability. Please obtain the necessary signatures before submitting to ACGIH® staff. For assistance at any time in filling out this worksheet or for any other questions about educational events, please contact Phillip Rauscher, Sr. Director of Science, Education and Publications at 513-742-6176 or [prauscher@acgih.org](mailto:prauscher@acgih.org).

**IMPORTANT NOTES:**

- Symposia and conference dates must be one year from submittal for domestic events and eighteen months from submittal for international events unless prior arrangements have been made.
- Please be detailed when answering questions. Please make sure all items marked with an asterisk are completed before the initial submittal.

**Original Date of Submittal:** \_\_\_\_\_ **Revision Date:** \_\_\_\_\_

---

***PLEASE TYPE DIRECTLY IN THE FIELD BELOW THE PROMPT***

\*Items must be completed before submittal to ACGIH®

**1. EDUCATIONAL SCOPE OF EVENT**

**\*Type of Event:**

- Symposium** – A symposium is a focused meeting on a subject of current or continuing interest. A symposium's principal purpose is to bring expert authors on a given subject together to share their knowledge and expertise with an audience.
- Conference** – A conference consists of programming where multiple speakers present papers and/or presentations on different topics relating to a theme, material, process, or industry. Conferences typically have concurrent sessions.
- Workshop** – Workshops are 1–5 day programs devoted to one subject and are usually led by 1–3 instructors that are considered leaders in their field.
- Course** – A course is similar to a workshop in length and scope, however, a course typically culminates in a measured exam for certification purposes.
- Distance Education** – Distance education refers to any online education program including webinars and online courses.

**\*Description of Event:**

**\*Goals of Event (List educational goals):**

**\*Deliverables (What will be the contribution to the science?):**

**\*List the Committee supporting this educational event:**

**\*Signature of Committee Chair (Signature indicates that the Committee supports the science behind the proposed educational event) –**

**\*Chair – Sign and Date:**

**\*Name of Person Submitting E.D.P. –**

## **2. AUDIENCE**

The determination of potential audience is a paramount step to a successful event for ACGIH®. Please keep the following items in mind when answering the questions below:

- For a symposium or conference that will utilize a hotel or conference center, a minimum of 125 paid attendees is necessary.
- For a course or workshop that will utilize a hotel or conference center, a minimum of 30 attendees is necessary.

**\*List projected attendance (please include a minimum and maximum):**

**\*Give a detailed description of the potential audience:**

**\*List industries that will be interested in this event:**

**\*List other associations or organizations that may have an interest in this event:**

**\*What continuing education should be offered?**

### **3. LOGISTICS**

**\*What type of venue is needed for this event?**    Hotel    ACGIH® Room    Convention Center

**\*Why is this type of venue needed?**

**\*Are there any special accommodations we need to be aware of?**

1. **\*What is the first choice of geographic location and why?**

2. **\*What is the second choice of geographic location and why?**
  
3. **\*When should this event be offered? Year:**
  
4.  Spring    Summer    Fall    Winter
  
5. **\*How many days will the event last?**
  
6. **\*Will there be any pre- or post-event activities?**
  
7. **\*List name and date of any other events you are aware of that may impact this event:**
  
8. **\*List names and dates of any similar events that have been held in the past:**

## **EVENT FORMAT – SYMPOSIUM OR CONFERENCE**

COMPLETE THIS SECTION ONLY IF PLANNING A SYMPOSIUM OR CONFERENCE

1. Will there be a keynote speaker(s)?  YES  NO
  
2. If yes, how many?
  
3. List names of potential keynote speakers:
  
4. List the number of general or plenary sessions per day:
  
5. Will the event have concurrent sessions?  YES  NO
  
6. If yes, list the number of concurrent sessions needed each day:
  
7. If yes, list the number of speakers needed for each concurrent session:
  
8. Will the event have roundtables or panel discussions?  YES  NO
  
9. If yes, list the number needed per day:
  
10. Will there be any pre- or post-event activities?
  
11. List the number of moderators needed per day:
  
12. ACGIH® strongly encourages a “call for papers” for all conferences and symposia. If you do not plan on having a “call for papers,” please explain:

13. List outlets where the call for papers should be advertised:

14. Will there be a poster session?  YES  NO

15. Is there a desire to print an abstract book?  YES  NO

16. Is there a desire to have a published proceeding?  YES  NO

17. If yes, list possible journals for publication of the proceedings:

*\*ACGIH® cannot guarantee publication in JOEH.*

## **EVENT FORMAT – COURSE OR WORKSHOP**

COMPLETE THIS SECTION ONLY IF PLANNING A COURSE OR WORKSHOP

1. List the desired number of instructors:

2. List the name(s) of potential instructors:

3. Will there be a demonstration section of the event?  YES  NO

4. If yes, is there any special equipment or software needed?

5. Will there be a hands-on portion of the event?  YES  NO

6. If yes, is there any special equipment or software needed?

7. Are there any books, manuals or other text needed?



## **EVENT FORMAT – DISTANCE EDUCATION**

COMPLETE THIS SECTION ONLY IF PLANNING AN ONLINE PROGRAM

1. List the desired number of speakers:
2. List name(s) of potential speakers:
3. Indicate whether speakers have previously presented in an online format:
4. Online courses and webinars typically have testing requirements to receive CM points. Who will develop the test?

## **FINANCIAL**

1. Are there any other associations or organizations that might be willing to co-sponsor the event?
2. Are there any associations or organizations that might be willing to sponsor a welcome reception or meal?
3. List possible sources of additional funding (include contact names):
4. Projected number of individuals, if any, who will receive complimentary registrations (list by category):  
Speakers \_\_\_\_\_ Task Force \_\_\_\_\_ Committee \_\_\_\_\_ Other \_\_\_\_\_
5. Projected number of individuals who will receive travel support. Please specify the type and extent of support offered:
6. List any extraordinary expenses anticipated (i.e., international travel support, honorarium, etc.):

## **TASK FORCE**

1. List the number of persons required on Technical Program Task Force (list):
2. List the suggested ACGIH® Committee Members for Technical Program Task Force (list):
3. List the names of other experts for the Technical Program Task Force. Please list area of expertise and organization name.
4. What is the expected number of meetings and conference calls needed to develop the event? In-person meetings: \_\_\_\_\_ Conference calls: \_\_\_\_\_
5. For in-person meetings, where should they be held?

## **MARKETING**

1. List industry trade publications where this event might be advertised:
2. List any listservs that you are aware of that might be potential avenues of advertising:
3. List organizations that might be willing to share their member lists: