



SWEEP Balloting Process

The SWEEP Standard development process operates under modified consensus rules established by American National Standards Institute (ANSI) Accredited Standard Setting Organization, The Institute for Market Transformation to Sustainability (MTS). Under MTS rules, all substantive changes to the standard must be balloted; non-substantive changes can be implemented administratively by SWEEP.

Voting on the standard is done by members of the National Consensus Committee (NCC). The NCC is an *ad hoc* body convened for the purpose of reviewing and voting on the standard. Each time a new standard or new draft of an existing standard is released for ballot, a new NCC is formed for that ballot process. One exception is for the final standard adoption ballot, where the NCC is restricted to the body convened for the previous draft.

The NCC consists of industry professionals from around the United States from local government and from private industry. Anyone can participate and vote on the NCC, although the MTS rules [governing trade association participation](#) require that trade associations participate through one of their member organizations, rather than directly.

For each new ballot process, membership in the NCC is opened to the public and solicitations are made through public meetings, social media postings and communications to the SWEEP database of industry contacts, which is constantly growing. Existing members of the NCC that did not vote in the previous round are contacted at least twice with the option to participate in the upcoming ballot. If on the third solicitation of participation there is no response, the NCC member is removed from the NCC for that ballot round, but still remains in the NCC membership pool and can/will be solicited to participate in future ballots.

When voting on a standard, NCC members have four options:

1. Approve
2. Approve with Comments
3. Disapprove with Comments
4. Abstain

MTS consensus process rules require that all “Disapprove with Comments” (negative) ballots be resolved between SWEEP and the commenter. Sometimes this results in SWEEP adopting the comments made, other times the NCC member withdraws their comments and changes their vote to one of the other three options.

In order for a vote to be valid, a majority of the NCC must cast ballots and all negative ballots must be resolved.

Upon occasion, SWEEP and the commenter cannot come to a resolution: SWEEP will not accept the comment, and the NCC member will not withdraw the comment. In this instance, SWEEP will convene a live meeting of the NCC to resolve the question. For the live meeting, a majority of the NCC that voted on the standard must be present either directly or through proxy. No participant may carry more than two proxies in addition to their own vote. Robert’s Rules of Order will be observed in the meeting. Each side will present their position and a motion to adopt the SWEEP position will be made. Discussion will



ensure among the members of the NCC, the commenter and SWEEP and then a vote will be held. If the SWEEP position is rejected, then the commenter's suggestion will be incorporated, otherwise the SWEEP position will be adopted into the standard.

Background info

How we recruited NCC members

- SWANAPALOOZA
- WASTE EXPO
- STAR annual conference
- NRRRA Annual Conference
- On-going webinar series
- Blogs shared through social media outlets
- Articles written in trade publications
- Word of mouth
- Various invites to guest speak/present

Timeline



- 1) SWEEP holds public participation meeting (Washington D.C, 2019)



SWEEP merges the Local Government and Industry Standards due to their compatibility and reinforcing structure.

- 2) SWEEP holds NCC Meeting for the combined Standards (Los Angeles, 2019)

SWEEP Re-ballots Standard

- 3) SWEEP conducts 2nd NCC meeting via ZOOM (January 2020)

Balloting Phase

-Changes needed.

Pandemic hits

- 4) SWEEP conducts 3rd NCC meeting via Zoom (Credit specific) (August 2020)

Balloting Phase

- 5) SWEEP conducts 4th NCC meeting to discuss current outstanding disapprove with comments ballot that was unable to be resolved during preliminary talks (November 20th, 2020)

How the Balloting Process Works

The SWEEP Standard development process is being led by The Institute for Market Transformation to Sustainability (MTS). MTS is an ANSI– Accredited standard-setting body that is conducting the National Consensus Standard process (non-ANS) for SWEEP.

Process

- Create a National Consensus Committee (NCC) comprised of diverse experts throughout the industry
- SWEEP releases Standard to the NCC for comments (20-30 days)
- SWEEP ballots the Standard (30 days)
 - Individual NCC Members submit ballots marked:
 - Approve
 - Approve W. Comments
 - Disapprove W. Comments
 - Abstain
 - Quorum must be met in order to close round of balloting
- The SWEEP team assesses ballots with comments submitted and creates response document to present to SWEEP’s Steering Committee for interpretation and approval
- SWEEP sets up phone calls with organizations submitting ballots attached with Comments. SWEEP attempts to resolve any of these outstanding ballots by discussing thought process and procedure moving forward



- Any unresolved Disapprove w. comment ballots that would result in substantive changes being made to the Standard are then brought in front of the NCC and voted on by NCC members

Trade Association Involvement and Policy

<https://www.sweepstandard.org/governance/>