

**OPERATIONAL GUIDELINES
FOR THE
FSPMA PRODUCT SPECIFICATION COMMITTEES (PSC)**

I. STATEMENT OF PURPOSE

The purpose of the Product Specification Committees is to identify needed products and prepare specifications that will produce acceptable quality levels of building service products and, through prescribed testing procedures, insure that this quality level is achieved and maintained.

II. AUTHORITY

FSPMA Product Specification Committees operate under the authorization of the Florida School Plan Management Association, Inc. (FSPMA) By-Laws Article VIII Number 3. Four Standing Committees are hereby established. They shall be one committee for each of the following components: paint, chemical, carpet, and custodial training.

III. EDUCATIONAL SECTION

A. COMMITTEE COMPOSITION

1. Nine (9) FSPMA members, two that will be selected as alternates.
2. The Chairperson of each PSC shall be appointed annually by the President of FSPMA at the Annual Seminar.
3. The Educational Members shall consist of management or supervisory personnel who have a direct relationship with either purchasing, application, or the evaluation of products on which specifications are to be written. The chairperson shall elect not more than two (2) representatives from an educational system or institution.
4. Director of Committees shall be a voting member and represent the Board of Directors. He/She shall act as a liaison between the Board of Directors and the PSC. FSPMA Officers and Directors in attendance at meetings of the PSC shall serve in an Advisory capacity.

B. QUALIFICATIONS

1. Must be a current FSPMA member.
2. Must meet the requirements of III A-3.
3. A member may be re-appointed annually by the Board.
4. The Chairperson shall make appointments to any vacancy in PSC membership.

5. A member absent from two (2) consecutive meetings, without prior notification, may be removed from the PSC. Written notification will be sent to the member's respective organization by the Director.

C. VOTING PRIVILEGES

1. All voting shall be called by the Chairperson, in the absence of Chairperson, the Co-Chair or Director of Committees of the PSC may call the vote.
2. Only the Educational members of the PSC shall vote on any and all matters brought before the PSC when in official session.
3. In the event of a tie vote, the Chair shall exercise his/her responsibility to vote and break the tie.
4. In order to conduct business, a simple majority of the Educational members of the PSC shall constitute a quorum.

D. TENURE

1. Chairperson – one year subject to re-appointment by the President of FSPMA.
2. Members – one year subject to re-assignment by FSPMA Board.

E. DUTIES OF CHAIRPERSON

1. Prepare agenda in conjunction with the Director of Committees.
2. Preside and conduct all meetings in accordance with Robert's Rules of Order.
3. Disseminate information regarding minutes and other pertinent data to the membership.
4. Sign approved product specifications before sending them to be signed by the FSPMA President.
5. Work with FSPMA Board of Directors in determining the number of meetings to be held, as well as the site of the meetings.
6. Designate an Educational member to serve as Vice-Chairperson.
7. Be knowledgeable of the By-Laws of the Florida School Plant Management Association, Inc.
7. Perform other related duties.

F. DUTIES OF MEMBERS

1. Be responsible for setting guidelines and policies governing the respective Product Specification Committees (PSC).
2. Determine the priority of products and materials needed in the school systems, community colleges, junior colleges, universities and colleges in the State of Florida, for which the PSC specifications are to be drafted.
3. Review ALL proposed PSC specifications.
4. Review product performance procedures to be included as part of the official FSPMA PSC specifications.
5. Attend all meetings of the Product Specification Committee.

IV. INDUSTRY SECTION

A. COMMITTEE COMPOSITON

1. Nine (9) members with not more than one member per company. (NOTE: additional representatives are welcome to attend meetings).
2. The Industrial members shall consist of representatives of industries who can provide knowledgeable input concerning the product and material for which recommended specifications are to be written. These members shall also have the ready access to information relative to the technical aspects of specifications representing a cross section of industry.

B. QUALIFICATIONS

1. Industrial representative shall be considered for membership subject to the following:
 - a. The company must be a current member of FSPMA.
 - b. The member must represent a manufacturer/industry representative or consultants licensed to do business in Florida dealing with products and materials under consideration by the PSC.
2. A list of proposed industrial representatives will be developed by the Chairperson as follows:
 - a. The names of companies presently participating in the program or having products previously certified.
 - b. Company names submitted by committee members, Maintenance, Facilities or Purchasing supervisory personnel in the Educational

Agencies.

3. The Educational members of the PSC will review applications from which company representatives will be appointed.
4. For Industrial members who serve three (3) terms, there must be on (1) year waiting period before re-appointment, unless favorable applicants are not available.
5. Industrial members absent from two (2) consecutive meetings, without prior notifications, may be removed from the PSC.

C. DUTIES OF MEMBERS

1. Prepare and submit technical information as requested by the Chairperson and the Product Specifications Committee (PSC).
2. Attend all meetings of the PSC.
3. Perform related duties assigned by the Chairperson.

V. PROCEDURES FOR ADOPTION OF SPECIFICATIONS

Specifications shall be adopted or amended by progression through the following procedural steps.

1. New specifications and amendments to adopted specifications shall be introduced to the committee by individual vendors, representatives of school districts and colleges, or industry consultants. Introductions or new specifications or revisions shall be arranged by request to the Chairperson at least one month in advance of a scheduled meeting for inclusion on the agenda. The committee will take formal action to pursue consideration of, or reject, the proposal.
2. The draft of any proposed specification or amendment to an existing specifications to be considered by the committee shall be submitted to the Laboratory Manager, Norma G. Webb (Environmental Manager, Consumer Products Laboratory, Division of Standards, 3125 Conner Blvd., Tallahassee, FL 32399-1650 – 904-488-9038) by the committee for drafting into the appropriate specifications format. The Laboratory Manager shall advise the committee on the Laboratory's capabilities to test conformity to the proposed specifications. As needed, the Laboratory Manager may request samples from vendors to establish testing procedures of inclusion in the specifications.
3. The PSC Committee shall determine that at least two (2) vendors are manufacturing products which can comply with a proposed specification before it is considered for recommendation of adoption by the committee.

IV. MEETINGS

There shall be a minimum of three (3) meetings each year. (Note: Preferably at the same site and just prior to the FSPMA Board Meeting). One meeting of the Product Specification Committee shall be held just prior to the FSPMA Annual In-Service Training Seminar.