



Voting Options on ATIS Letter Ballots

ATIS

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Introduction

- Voting members must vote on ATIS Letter Ballots via [ATIS Workspace](#).
 - Lack of responses to Letter Ballots may result in loss of voting rights (see *ATIS OP, Appendix C*).
- Presentation provides an explanation of the voting options and how they are handled.
- Additional instructions on how to cast a ballot is available at <https://www.atis.org/atis-workspace-faq/#Ballot>.

Three Primary Options for Voting

- Yes – Support of balloted document as distributed.
- No – Opposition to balloted document as distributed.
- Abstain – No opinion on the balloted document.

YES VOTES (CURRENTLY SUPPORT)

- **Affirmative** – Company is in favor of the balloted document.
- **Affirmative, with Comment** – Company is generally in favor of the balloted document but recommends editorial or substantive modifications.
 - All comments submitted under this option will be considered by the appropriate group (e.g., subcommittee) and a 'comment consideration report' (CCR) is provided.
 - If comments are resolved without making any substantive changes (*see ATIS OP, Section A.6*) to the balloted document, the comments do not need to be recirculated to the committee.
 - If substantive changes are made to the balloted document, the comments, CCR, and updated document will be reissued for a Default Letter Ballot*.

*Default Letter Ballot – any additional comments limited to the new changes or existing content impacted by the new changes.

NO VOTES (CURRENTLY OPPOSE)

- **Negative, with Reasons**– Company recommends changes to the balloted document be addressed before considering voting *Yes* or *Abstain*.
 - All comments submitted will be considered by the appropriate group (e.g., subcommittee) and a CCR is provided.
 - All outstanding *Negative, with reasons* must be recirculated to committee via a Default Letter Ballot*, regardless of whether or not comments resulted in any substantive changes to balloted document.
 - In the event no comments are provided, no action is required by the committee and the document does not require a Default Letter Ballot.

*Default Letter Ballot – any additional comments limited to the new changes or existing content impacted by the new changes.

ABSTAIN VOTES (NO OPINION)

- **Abstain** – Company may not have the subject matter expertise to assess the balloted document or prefers not to support/oppose the document.

DEFAULT LETTER BALLOT

- **Default LB** – If substantive changes are made to the document in response to comments received, a default letter ballot will be opened to address only those changes made.
- For member convenience, ATIS staff will carry over votes from the initial ballot to the default letter ballot.
- Members are encouraged to use ATIS Workspace should they wish to change their vote; alternately, members can contact ATIS staff via email to record their vote.

NOTES

- Any changes made to the voting roster after a ballot has opened will be effective with the next ballot opened.
- The last vote recorded prior to letter ballot closure will be the vote on record.

Questions

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