

**Materials Book Ballot and Production Schedule for HM-2018: Rolling Ballot and Production, Year 3
with Mid-Year Call and Final Ballot Delivery Schedule as of 8/1/2017 (v. 2)**

Table 1—Ballot Schedule

Prod. Group	Tech Sections	Ballot Files to Sec. & New Stds. to Pubs	Ballot Open	Ballot Close	Mid-Year Calls (TS Chair Addresses Most Negatives in Adv.)	All Negatives Addressed & Final Ballot to Pubs
1	7 TOTAL: 3a, 3b, 3c, 5a, 5b, 5c, AR	9/15	9/25	10/20	11/7–11/21	11/21–12/18 (tied to call date; see Table 3)
2	6 TOTAL: 4a, 4b, 4c, 4d, 4e, 4f	10/3	10/16	11/10	1/2–1/22	1/16–2/5 (tied to call date; see Table 3)
3	7 TOTAL: 1a, 1b, 1c 2a, 2b, 2c, 2d	11/3	11/13	1/5	1/23–2/5	2/5–2/23 (tied to call date; see Table 3)

- Tech Section 5d is not listed in this schedule because they will be responsible for stand-alone publications that will not be included in the Materials Book. The goal is for them to ballot on Group 1’s schedule, with their publications on a rotating schedule.
- *Summary of Responsibilities in Table 1:*
 - SOM Secretary is responsible for columns in green: opening and closing ballots, and distributing ballot results to tech section Chairs.
 - Tech Section Chair is responsible for columns shown in blue: addressing ballot negatives and delivery of final ballot including any changes in response to ballot negatives.
- *Reconfirmation Ballots*—For clarity of voting responsibilities, reconfirmations shall be balloted separately. The Program Manager for Materials will prepare this ballot.
- *Ballot File Delivery*—If possible, when submitting ballot to SOM Secretary, tech chairs should also email files for new or significantly rewritten standards to the Publications Project Manager for formatting in the Materials template and initial review. If files are too big for email, Pubs will provide FTP login and a folder location for file upload. The standard should be in Word 2010 format.
- *Figures*—All new figures should be provided to Pubs as separate, high-resolution graphic files: JPEG or TIFF for photos, and EPS or DWG (AutoCAD) for graphs and technical drawings. Color figures are encouraged, now that we are not constrained by printing costs. Figure sources other than DOTs should be provided so that 1) they can be properly credited and 2) Pubs can obtain the necessary permission to publish.
- *Mid-Year Call Blackout Dates*—Crucial meetings that affect call and final ballot delivery schedule include AASHTO annual meeting, Nov. 11–15, 2016; TRB annual meeting, Jan. 8–12, 2017; and Mid-Atlantic Quality Assurance Workshop, Feb. 7–9, 2017. The AASHTO re:source Technical Exchange will take place March 27–29, 2017, after the mid-year call window has closed.
- *Technical Assistance with Ballot Revisions*— As early as possible, Tech Chairs needing assistance adding final ballot revisions to standards should:
 - Work with their Vice Chairs,
 - Contact the Program Manager for Materials about contractor assistance, or
 - Both.
- Final balloted standards, ready for publications production, should be checked into the Current Production Materials Library and AASHTO staff should be emailed (Program Manager for Materials and Publications Project Manager) by the deadline date.
- Tech sections with no ballot items or none other than reconfirmations are encouraged to release to publications production as soon after ballot close as possible.
- Standards being uploaded to the library should match the library file names and Word version to preserve the file version history.