Committee Central Training

Introduction

Welcome to Committee Central, a virtual committee meeting place. You can do most of the same things here that you would in an actual committee meeting: you can work on documents, post meeting agendas/minutes, vote on initiative ballots, and discuss ideas (well, through e-mails that are captured and stored in the system, that is). The best part is that the committee roster is tied to the PCI membership database, so committee member information can be maintained, and only committee members will have access to the committee space (including ballots and documents).

This document contains directions and screen shots of procedures that committee members and committee chairs will follow to use the system. If you have used the ACI system, this will be very familiar to you, as it is based on the ACI virtual committee system. The different types of activities are based on the role you hold with the committee. If you are chair of the committee, you have different responsibilities and tasks than you would if you are a committee member.

To access Committee Central, you may go directly to committees.pci.org, or you may click on the Committee Central link from our main website.
Section 1: General Procedures

The following section will explain login and other regular procedures that all committee members will need to know before using Committee Central:

- Create an Account with Committee Central
- Get your password if you forgot it
- Login to Committee Central
- View roster
- Send e-mails to other committee members (individuals or groups)

If you are on a PCI committee, you will automatically have access to Committee Central (CC). CC membership is controlled through the PCI member database. All committee members (both voting and non-voting) will have access to view the documents and ballots. If you want to join a committee, or you are a chair and want to add a committee member to your roster, contact your staff liaison at PCI, and they will update the database with the new information. Once you are in the PCI database as the member of a committee, you need to register for Committee Central (you only need to do this once – once you are in the system for one committee, the user profile will have access to all of your committees).

Create an Account with Committee Central

First, go to committees.pci.org. There you will see the listing of all of the PCI committees.

Once your account has been created, you will go here to login to any of your committees.

If you are not registered, the system will walk you through the process from here. Just click on the link to one of your committees, then on the link to register.

Type in the PCI Registration code:

pci2007 (case sensitive)

Then click Next Step.
On this page, enter the email address that you have on file with PCI (if you are not sure which one PCI has, please call Member Services at (312) 360-3214).

Then enter a password for Committee Central. This password is yours to choose, and you will need to remember it, so please choose your password wisely.

Click Finish to complete the account creation process.

Forgot Your Password?
From the registration page, there is a link at the bottom of the page where you can go to have your password e-mailed to the account that you have on record with PCI.

If you forget your password, click the link at the bottom of the login page to have your password e-mailed to you.
Login to Committee Central

Once you have created an account, you can login to any of your committees from the main committee page. Go to committees.pci.org to see the listing of the committees.

Click on one of your committees, and the public workspace appears.

If you click on a link to enter the site further, the system will ask you for your username (e-mail) and password.
View the Committee Roster

Once you are inside Committee Central (after you have logged in), you can see the roster of members for your committee. The officers and the staff liaison will appear at the top, with voting members appearing in alphabetical order below the officers.

Send e-mails to other Committee Members

You can e-mail any individual directly from the roster. Just click on their e-mail address (e-mails sent from here are actually sent through the e-mail client on your machine).

To send an e-mail to a group, start at the Committee Home page (if you are not at the home page, you can get there by clicking the link on any committee page that says Committee Home). On the Committee Home page, select the E-mail Members link on the right-hand side of the page. The e-mail page shown below will appear.

To e-mail an individual or a group, select the persons you want to send to from the box at the top right and click the To button. Your e-mail will always appear in the Cc box so that you have a record of the e-mail that was sent.

If you want to group members by Officers or Members, click the checkbox next to the group, and the members in the box above will rearrange from an alphabetical listing to the selected grouping.

Type your e-mail at the bottom. You can attach documents to the e-mail by clicking the Browse button, which will open a find dialog box on your machine.

When you have completed your e-mail, click the Send Email button at the bottom.
Section 2: Committee Member Tasks

This section will discuss the two sections where committee members will go to do work on Committee Central. As a member, you will work on tasks (many with documents), and vote on letter ballots:

- Committee Member Work Area
- Complete tasks
  - View tasks
  - Download documents for review
  - Upload documents with comments
  - Change status of documents
- Vote on ballots
- View results of ballots

Committee Member Work Area

From the Committee Home page, click the Committee Member Work Area link.

The page will refresh and the main committee work area will appear. As you can see in the image below, the page is broken up into three sections.

Main navigation to the other sections of the committee website are on the left. Documents and folders are located in the center. And ballots are located on the right.
View Tasks

As a committee member, you will likely be expected to complete tasks. The description of those tasks lives in the Task area of Committee Central. As a committee member, you can add a new task, or edit/delete tasks you created.

To get there, click the **Tasks** link at the left of the Committee Member Work Area.

A list of all tasks and the status of each one appears.

You can view the description and other details of an individual task by clicking on the task title link.

The description of the task appears (shown at right).

If this task is assigned to you, you will be expected to maintain the status. To do this, click the **Edit this task** link.

The page will refresh, and the edit task page appears.

From here, you can change any section. Be careful to only change the sections you need to. The sections for which you will most likely be responsible are:

- Status
- Details
- Assigned to

If you want a reminder, you have three choices (this may change in the future):

- Never
- Day Before
- Week Before

Just remember that the reminder e-mail will go to all members assigned to this task.

Once you are finished editing the task, click the **Save Changes** button at the bottom of the page.
Download Documents

The Committee Work area is the place where committee members do the work of the committees, and many times, that work will involve documents. From the main committee home page, click on the Committee Member Work Area link at the right, and the page shown below will appear. As discussed in the previous section, the documents live in the center section of the main committee member work area.

Here, you can view all of the different types of documents produced by your committee. To download any document, click on the link for that document, and it will prompt you to either open or save the document to your local machine.

The image to the right shows the main document page, but you can view the following types of documents by clicking on their respective links:
- Published Documents
- Draft Documents
- Correspondence

Download Documents:

Once you are in a different section, you can download any of the documents, or you can return to the document library.

To download a document for review, find it within the folder structure (if there is one), then click on the document name.

A dialog box will appear asking if you want to view or save the document to your local machine.

If you want to see other document types, click the Back to the document library link at the bottom of the page.

Or, click the Ballots or Tasks link to view ballots and tasks assigned to this committee.

Document Types:

Each document has its own function and process. A simplified explanation of the documents is discussed below:
- **Published Documents**—These documents are at the final stage in their development cycle. Published documents can only be placed in this folder by the staff liaison when the document has been deemed completed.
- **Draft Documents**—This is the section where most of the work on committee documents will happen. All committee members (including non-voting members) can view and download these documents.
- **Correspondence**—Documents in this section are formal electronic letters, not e-mails.
- **Meeting Agendas**—These documents will be uploaded in advance of meetings.
- **Minutes**—These documents go through an approval process. The unapproved minutes are uploaded first. After the minutes are approved (usually at the next committee meeting), the chair approves the minutes in the Committee Central system.

The Approval Process for Minutes:

As the chair uploads minutes, he or she assigns the document as Approved or Unapproved. If the minutes are unapproved (because they still need to be voted on), the chair can change the status once the document has been approved. (This is covered in the Chair Section below.)
**Vote on a Letter Ballot**

Another task for committee members is voting on letter ballots. When a new ballot is created, you will receive an e-mail alerting you that the new ballot is active. You will likely also receive a reminder (although that is up to the chair who creates the ballot). The titles of all open ballots appear at the right on the main committee member work area.

As you can see in the image below, there are currently two open ballots.

To vote on an open ballot, click on the link to that ballot. The ballot description page will appear (shown below).

As you can see in this example, you can read all about the ballot. If there were attachments, you would be able to download them here. From here you can act on each ballot item separately or use the mark all items buttons at the beginning of the item list, select your vote to the right, then click the **Cast Vote** button to save your choices.
**NOTE:** You may change your vote at any time during the ballot period.

If you make a selection on a ballot item that requires a comment (Affirmative with Editorial Comment or Negative) the Comment window will appear (shown to the right).

To complete your vote, you must comment and/or attach a file (if necessary) to your vote.
**View Results of Ballots**

As a committee member, you can view the results of any letter ballot.

To see all ballots (both open and closed), click the **Ballots** link in the main Committee Member Work Area.

### Committees

Note: Only ballots created on the PCI website are listed. Printed or e-mailed ballots are not shown.

#### Open Ballots

<table>
<thead>
<tr>
<th>Ballot Title/ID</th>
<th>Start Date</th>
<th>End Date (New York Time)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vote/Comment: Committee Central Training Ballot</td>
<td>4/16/2008</td>
<td>5/16/2008</td>
</tr>
<tr>
<td>Vote/Comment: Creation of Strategic level committee</td>
<td>3/22/2008</td>
<td>5/22/2008</td>
</tr>
</tbody>
</table>

* Your vote has already been cast on this ballot. You may change your existing vote before the ballot end date by selecting "Vote/Comment".

#### Closed Ballots

<table>
<thead>
<tr>
<th>Ballot Title/ID</th>
<th>Start Date</th>
<th>End Date (New York Time)</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Results: New test</td>
<td>4/2/2008</td>
<td>4/20/2008</td>
</tr>
<tr>
<td>View Results: Test</td>
<td>4/1/2008</td>
<td>4/15/2008</td>
</tr>
</tbody>
</table>

As you can see in the image above, you can see both open and closed ballots. Notice the asterisk next to the top open vote. That means that you have already voted on the ballot. You can change your vote at any time during the ballot period.

From here, you can also view results of closed ballots. Click the **View Results** link and the page will refresh with the results page (shown below).

**Ballot Items:**

<table>
<thead>
<tr>
<th>Item #</th>
<th>Item Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The ballot items is whether or not we should spend all day indoors today.</td>
</tr>
</tbody>
</table>

**Voting Members:**

<table>
<thead>
<tr>
<th>Item #</th>
<th>Member</th>
<th>Aff.</th>
<th>Aff. w/ Com.</th>
<th>Neg.</th>
<th>Abs.</th>
<th>Not Retd.</th>
<th>Comments</th>
<th>Attached Files</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Hendricks Mike</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lorenz Emily</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>McIntosh Kris</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Okun Alyn</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Preliminary Voting Summary:**

There are 4 committee members eligible to vote.

Passage of an item requires resolution of any negative votes. Passage of an item also requires that the number of affirmative votes be at least that given by the 1/2 and 2/3 rules. Please refer to the ACI Technical Committee Manual for additional information on balloting procedures.

<table>
<thead>
<tr>
<th>Item #</th>
<th>Affirmative</th>
<th>Affirmative with Comments</th>
<th>Negative</th>
<th>Abstain</th>
<th>Not Returned</th>
<th>The 1/2 Rule</th>
<th>The 2/3 Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td></td>
<td>3</td>
<td></td>
<td>Item Does Not Meet</td>
<td>Item Meets</td>
<td></td>
</tr>
</tbody>
</table>
Section 3: Committee Chair Tasks

The final section of this JobAid discuss the specific tasks that committee chairs will need to be able to complete in order for the rest of the committee to actively participate in the document review and balloting processes.

- Assign tasks to committee members
  - Create a task
  - Assign and send e-mail reminders to specific groups of members working on a task
  - Edit or delete a task
- Upload documents
  - Agendas and meeting minutes
  - Correspondence
  - Drafts
- Manage folders
- Manage documents
- Initiate ballots
  - Ballot deadlines
  - Reminder e-mails
  - Administrative vote
  - Gather results of ballot vote

Assign Tasks

Go to the Committee Chair Work Area. From there, click the Tasks link. The window below will appear. This is where you can see the past tasks and assign new tasks. At the bottom of the Tasks page, click the link to Add a new task.

The window on the left appears when you click Add a new task.

- Type in the task name and select the different options
  - Category
    - Administration
    - Editing
    - Minutes/Agenda
    - Research
    - Review
    - Writing
  - Priority
    - High
    - Low
    - Normal
  - Status
    - Not Started
    - In progress
    - Waiting
    - Postponed
    - Completed
- Select Due Date
  - Reminder
    - Never
    - Day before
    - Week before
- Due Date
  - Never
  - Day before
  - Week before
- Notify members assigned to this task by email immediately
- Save Changes
- Back to the tasks home page.
Edit or Delete a Task

To edit or delete a task, click the Edit or Delete links next to the task which you wish to edit or delete.

You can change any piece of the task that you created earlier. When you have completed your changes, click the Save Changes button at the bottom of the page.

If you do not want to save changes, click the Back to the tasks home page link (or click the Back button on your browser).

Upload a Document

From time to time, you will need to upload a document for review or editing by other members. To upload a document, go to the Committee Home page, and on the right of the screen, select the Document Upload link.

Select the type of document you want to upload, then click the Continue button. Each type of file you can upload have different areas where they are saved, and different pieces of information that the system collects. If you selected the wrong type of document, click the Upload a different type of document link at the bottom of the page before continuing.
Once you have completed the upload, the window will clear, and you can upload another documents. Or you can click **Upload a different type of document** link to upload a different type of document. Or you can click the **Back to committee documents** and verify that you document was uploaded properly.

The different types of documents have different purposes.
- **Minutes**—Only minutes have an approval process through the Chair Work Area. Draft documents that are approved for publishing can only be moved to the Published Documents area by the staff liaison.
- **Agendas**—Do not have an approval process.
- **Correspondence**—This section is used for formal letters (electronic files). It does not contain e-mails sent through the Committee Central system.
- **Drafts**—Use this section for any documents that are in process. Each time a new version is created, you need to upload the new version with a new name in the system. Once drafts are approved, chairs need to work with the staff liaison to have the document moved to the Published Documents section of Committee Central.

### Manage Folders

You can create any type of folder structure you need. We recommend against putting all files into the root folder, as it will quickly become cluttered, and your members will not be able to find the documents that they need. Instead, an efficient way to organize your files is by placing them in project folders. Create a folder for each new project your committee begins before you upload any documents.

| From the Chair Work area, select the **Manage Folders** link. | **Ballots Maintenance**  
**Task Maintenance**  
**Document Upload**  
**Document Maintenance** |
|---|---|
| At the bottom right of the page, you will see the image shown to the right. Click the **Create a new folder** link to open the Create Committee Document Folder dialog box. | **Select a folder and then click the delete Root**  
**Delete Selected Folder**  
**Create a new folder.** |
From here, you can add multiple folders and create structure. The first step is to add folders to the root. Then you can add sub-folders to those folders.

To add a sub-folder, select the parent folder name with a mouse-click (the folder name will appear in bold, as it does in the image to the right), type in the New Folder Name, and click **Create Folder**.

Once you have these folders, you will be able to move documents into them using the **Document Maintenance** link from the **Chair Work Area**. This process is explained in the next section.

**Manage Documents**

If you didn’t create a set of project folders to organize your files, then realized you needed to add some structure, you can still do it. Just create a set of folders using the directions above, then move the documents into the different folders. From the Document Maintenance link, you can delete files, move files and approve files.

**Delete and/or approve Minutes and Agendas**

You can delete minutes or agendas, or you can approve minutes from the Document Maintenance page.

To delete, click on the document you wish to delete. A warning will appear asking you to confirm that you want to delete the document (this is a safeguard against accidental deletions).

To approve minutes, click the **Approve these minutes** link (shown on the last link in the image to the right).
Move, Delete or Rename Draft Documents and Correspondence

These documents do not go through the same approval process that minutes do (only the staff liaison can move final documents from the Draft section on Committee Central to the Published section).

You have different options for drafts and correspondence. As you can see in the image to the right, you can move, delete or rename any document in the folder.

To complete one of these tasks, select the document, then click the appropriate button below. In this first example we have selected Task #1, and clicked Move Selected Document.

The Select Committee Document Folder dialog box appears. This dialog box will show all of the folders that you created in the previous section.

To move the file, select the destination folder, and click the Select Folder button.

The main page will refresh, and the file now appears under the folder we chose.

To rename a document, select the document, then type the new name in the text box next to the Rename Selected Document button.

Then click the Rename Selected Document button, and the page will refresh with the new document name.

NOTE: Be careful when renaming a document. If the document has changed, you really need to upload a new version and give it a new name.
Initiate Ballots

As a committee chair, it will be your responsibility to create letter ballots on Committee Central (this is used for any votes that are not or cannot be initiated in a meeting).

To begin this process, click the **Ballots** link from the Committee Chair work area. The main ballot page appears.

* In order to record votes that have been cast non-electronically, committee officers may record votes by selecting the "vote" button on the appropriate ballot.

Initiate a Committee X Web Letter Ballot

<table>
<thead>
<tr>
<th>Open Ballots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ballot Title/ID</strong></td>
</tr>
<tr>
<td>Creation of Strategic level committee</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Closed Ballots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ballot Title/ID</strong></td>
</tr>
<tr>
<td>Committee Central Training Ballot</td>
</tr>
<tr>
<td>New test</td>
</tr>
<tr>
<td>Test</td>
</tr>
</tbody>
</table>

Notice the link at both the top and the bottom of this page—**Initiate a Committee X Web Letter Ballot**. Click that link to create a ballot. The ballot creation window shown below appears.

Please enter the information below and follow the instructions:

**Ballot Title:** Ballot Initiative X

**General Description:** This is the description of Ballot initiative X. You will be able to add more specific items on the next screen.

<table>
<thead>
<tr>
<th>Attachment Title</th>
<th>Attach File (Optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ballot Initiative 1</td>
<td>/Users/kris_mclintosh/Documents/PCI/Training/CC Training/Ballo</td>
</tr>
</tbody>
</table>

**Ballot Type:** Letter Ballot

**Start Date:** April 22, 2008

**End Date:** May 22, 2008

(Note: TAC Contact Member approval is necessary to obtain a shorter balloting period than 30 days)

1. Fill in a title and description. Be as descriptive, yet succinct, as possible. Remember that only the titles of these ballots will appear in the Committee Member work area.
2. Attach files for the vote, if necessary. You may attach up to three files per ballot.
3. Select the start and end dates for the ballot.
4. Then click the “Continue” button. The page will refresh with a ballot item section at the bottom of the page.
From here, you can add as many items as the ballot has. You can also attach files to each item. Notice in the image above, Item number 2 description has an attached file.

To add new items, type in the description, browse for a file (if you need to attach one), type in the file title, and click Add Another Item.

When you are done adding items to the ballot, click the Preview Ballot button. The page below appears.

![Ballot Items Table]

From this example, we click Initiate Ballot.

As you can see from the listing of open ballots, the new ballot is now active.
**Administrative Vote**

As a chair of a committee, you have the ability to vote for someone who can’t vote for him- or herself (for instance, if someone is on a trip and can’t get to a connected computer).

To do this, click the Vote link in the Administrative Vote column on the main ballots page.

The page shown below appears. From here, you can cast anyone’s vote you need to.

<table>
<thead>
<tr>
<th>Member Name</th>
<th>Item #</th>
<th>Item Description</th>
<th>Vote</th>
<th>Comment</th>
<th>Attach a file to the vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hendricks Mike</td>
<td>1</td>
<td>Should we create a strategic level committee for our current function?</td>
<td></td>
<td></td>
<td>File: <a href="#">Browse...</a></td>
</tr>
<tr>
<td>Lorenzo Emily</td>
<td>1</td>
<td>Should we create a strategic level committee for our current function?</td>
<td></td>
<td></td>
<td>Title/ID: <a href="#">Browse...</a></td>
</tr>
<tr>
<td>McIntosh Kris</td>
<td>1</td>
<td>Should we create a strategic level committee for our current function?</td>
<td></td>
<td></td>
<td>Title/ID: <a href="#">Browse...</a></td>
</tr>
<tr>
<td>Okun Allyn</td>
<td>1</td>
<td>Should we create a strategic level committee for our current function?</td>
<td></td>
<td></td>
<td>Title/ID: <a href="#">Browse...</a></td>
</tr>
</tbody>
</table>

*File: [Browse...](#)*

*Title/ID: [Browse...](#)*
Gather Results of Ballot Vote
Committee Central calculates and lists each ballot result as the ballot is closed. You do not have to do any calculation. Note that all members of the committee can view the results of each ballot vote.

To see all ballots (both open and closed), click the **Ballots** link in the Chair Work Area.

### Committees

Note: Only ballots created on the PCI website are listed. Printed or e-mailed ballots are not shown.

**Open Ballots**

<table>
<thead>
<tr>
<th>Ballot Title/ID</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee Central Training Ballot</td>
<td>4/16/2008</td>
<td>5/16/2008</td>
</tr>
<tr>
<td>Creation of Strategic level committee</td>
<td>3/22/2008</td>
<td>5/22/2008</td>
</tr>
</tbody>
</table>

* Your vote has already been cast on this ballot. You may change your existing vote before the ballot end date by selecting "Vote/Comment".

**Closed Ballots**

<table>
<thead>
<tr>
<th>Ballot Title/ID</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>New test</td>
<td>4/2/2008</td>
<td>4/20/2008</td>
</tr>
<tr>
<td>Test</td>
<td>4/1/2008</td>
<td>4/15/2008</td>
</tr>
</tbody>
</table>

From here, you can view results of closed ballots. Click the **View Results** link and the page will refresh with the results page (shown below). In this example, the initiative did not meet either of the requirements too pass (shown at bottom right).

### Ballot Items:

<table>
<thead>
<tr>
<th>Item #</th>
<th>Item Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The ballot items is whether or not we should spend all day indoors today.</td>
</tr>
</tbody>
</table>

### Voting Members:

<table>
<thead>
<tr>
<th>Item #</th>
<th>Member</th>
<th>Aff.</th>
<th>Aff. w/ Com.</th>
<th>Neg.</th>
<th>Abs.</th>
<th>Not Retd.</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Hendrickx Mike</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lorenz Emily</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>McIntosh Kris</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Okun Allyn</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Preliminary Voting Summary:**

There are 4 committee members eligible to vote.

Passage of an item requires resolution of any negative votes. Passage of an item also requires that the number of affirmative votes be at least that given by the 1/2 and 2/3 rules. Please refer to the ACI Technical Committee Manual for additional information on balloting procedures.

<table>
<thead>
<tr>
<th>Item #</th>
<th>Affirmative</th>
<th>Affirmative with Comments</th>
<th>Negative</th>
<th>Abstain</th>
<th>Not Returned</th>
<th>The 1/2 Rule</th>
<th>The 2/3 Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td>3</td>
<td>Item Does Not Meet</td>
<td>Item Meets</td>
<td></td>
</tr>
</tbody>
</table>