



PIA Standard Operating Procedure SOP-326
Parachute Industry Association Publications
February 22, 2020

Rigging Committee

1. General

This document lays out policies and procedures used by the Rigging Committee.

Nothing here is meant to conflict with the Association's by-laws or articles of incorporation. In the event of such conflict, the by-laws and/or articles of incorporation shall take precedence.

2. Purpose

The primary goals of the Rigging Committee are to:

- Promote parachute rigger competence and currency thorough guidance, recommendations, and support for testing and training programs.
- Protect existing parachute rigger privileges from limitations that may be imposed from outside the current regulatory framework; and
- Redefine rigger privileges when appropriate, consistent with rigger competence.
- Provide guidance and support to the field pertaining to accepted rigging techniques, material use, and questions regarding airworthiness

3. Membership

The Rigging Committee shall consist of an elected chairperson and at least 8 other voting members appointed by the chair. One of the other voting members may be appointed as assistant chairperson.

Voting members shall be parachute riggers certified by a government or national parachuting association, or employed by a manufacturer of parachuting equipment, or both. The chair may waive this requirement if deemed to be in the interest of the committee

Any representative of any PIA member in good standing is eligible for appointment to the committee. Because members are expected to represent the interests of parachute riggers in general, a PIA member organization may have more than one voting representative appointed to the committee.

Appointments to the committee may be withdrawn by the chairperson at any time. The Chairperson will endeavor to establish and maintain a balanced committee so that all points of view might be heard in an open forum.

4. Membership responsibilities

Members are expected to actively participate in the work of the committee, including such work as may be required during the periods between scheduled meetings.

5. Quorum

For business requiring a committee vote during scheduled PIA business meetings, a quorum shall consist of one half of the voting members. The chairperson will be considered a voting member.

For business conducted at other times, a quorum shall consist of one half of the voting members replying by electronic means within the allowable time period.

6. Conduct of Meetings

Meetings shall be conducted generally according to Roberts Rules of Order, with exceptions as determined on an ad hoc basis by the chairperson, with the goal of promoting free and open consideration of each agenda item. To the extent possible, each person present shall have an opportunity to participate in discussions of items of business. However, only voting members may make motions and vote.

7. Voting

For business conducted during scheduled PIA business meetings, motions may pass upon approval of a plurality of voting members present. The chairperson will be considered a voting member.

For business conducted at other times, the chairperson shall establish time limits for discussion and for voting. A plurality of votes cast shall be sufficient for approval. *For email voting, there will be a standard comment/discussion period of 30 days from the time voting members are notified of an issue until the time it comes up for vote unless this is waved by more than 50% of the voting members. A minimum of 7 days will be provided for electronic voting after the comment period.*

8. Meeting Minutes

The minutes shall not be a verbatim record of the discussion, but shall include specific, relevant and concise statements from members and other attendees. Any member wishing to insert a verbatim comment into the records shall supply it in writing to the chairperson before the end of the meeting; written submittals for insertion into the minutes will not be accepted after the close of the meeting.

Meeting minutes shall record:

- Summaries of committee activities that have taken place between the previous meeting and the current meeting,
- Summaries of discussions of business before the committee,
- The exact wording of any motions, and the recorded votes of the members on those motions, and
- *The names of those voting members in attendance.*

-- OR --

- *A roster of names of all those in attendance, to be filled in by hand on a form provided for that purpose*

9. Mailing Address for PIA Rigging Committee

Parachute Industry Association
Rigging Committee
6499 S. Kings Ranch Road #6-12
Gold Canyon, AZ 85118
riggingchair@pia.com