MEMBERSHIP AND RESPONSIBILITIES

A. INTRODUCTION

The purpose of these guidelines is to define the minimum expectations to obtain and maintain Subcommittee or Subgroup membership, or contributing member status, on the ASME BPVC Subcommittee on Safety Valve Requirements (SC-SVR). These expectations are only intended as general guidelines to be used as a basis for the evaluation of performance of each member and to formulate recommendations for continued membership, promotion, or demotion. The SC-SVR Committee Chair and Vice Chair, as well as the Chair of each subgroup, have the responsibility to see that these guidelines are followed with flexibility and care to maintain and promote accountability. These guidelines are not to override any policies or procedures currently defined by ASME.

B. DEFINITIONS

1. **Visitor** – A person who attends the SC-SVR meetings, but is not listed on the Subcommittee or Subgroup rosters. A visitor is welcomed to provide input during the Subcommittee or Subgroup meetings, but is not registered on ASME’s web-based system, C&S Connect. Therefore, a Visitor cannot provide official comments on any ballot.

2. **Subgroup Member** – A person who attends the SC-SVR meetings and is listed on a Subgroup roster. A Subgroup Member assigned to a specific Subgroup is expected to work on assigned tasks and to actively participate in the voting process on ballots to the Subgroup. While a Subgroup Member’s comments need to be addressed as part of the voting process, his/her vote is not an official requirement to pass the revision.

3. **Subcommittee Member** – A person who attends the SC-SVR meetings and is listed on the Subcommittee roster. A Subcommittee Member, generally assigned to a specific Subgroup, is expected to work on assigned revisions, to take a leadership role in training new members, and to actively participate in the voting process on SC-SVR tentative revisions, code cases, and interpretations. A Subcommittee Member is required to vote and/or register his/her comments on ballots for tentative revisions, codes cases, and interpretations.
4. **Subcommittee Contributing Member** – A person listed on the SC-SVR Subcommittee Roster but not expected to attend the meetings. A Contributing Member on the Subcommittee, generally assigned to a specific Subgroup, is expected to work on assigned revisions. They have the opportunity to review and comment on Subcommittee ballots and do not count towards a quorum at a meeting.

C. **EXPECTATIONS**

1. **Visitor** – A visitor can attend and participate in as many meetings as desired without any obligation to the SC-SVR committees. In general, most Visitors' appointment as a Subgroup Member will be considered if he/she shows an interest in participating and attending meetings. This is not a requirement, however, and the visitor may choose to attend several meetings without any obligation to join the SC-SVR committees. A visitor may be requested to attend several meetings, without any obligation to join the SC-SVR committees, due to his/her general interest in the committees, his/her special consulting knowledge on specific tasks, etc.

If a Visitor requests that he/she become a Subgroup Member, he/she is expected to meet the following criteria:

a. Attended at least 2 of the last 3 meetings
b. Expressed a commitment to the SC-SVR committees, including their company’s commitment to continue funding their attendance
c. Indicated which Subgroup they would prefer to be assigned to
d. Attained the recommendation of the Chair of the preferred Subgroup
e. Participate in at least one work item

A Visitor will not be notified of future meetings and is responsible for obtaining this information independently.

2. **Subgroup Member** – A Subgroup Member is expected to attend most meetings and actively participate in their assigned Subgroup, as well as report the status of their assigned tasks, tentative revisions, etc. to the Subcommittee or Subgroup Chair.

A Subgroup Member may be removed from the committee roster if he/she does not meet the following criteria:

a. Maintain a 50% attendance record in the past 3 years
b. Provided a status report when not attending meetings
c. Voted on at least 50% of the ballots to the Subgroup of which they are a member
d. Prepared and processed at least one ballot in the past 2 years
If a Subgroup Member requests that he/she become a Subcommittee Member, he/she is expected to meet the following criteria:

a. Been a Subgroup Member for at least 3 years
b. Maintained a 66% attendance record in the past 2 years
c. Sent a representative or provide a status report when not attending meetings
d. Voted on at least 75% of the ballots to the Subgroup of which they are a member
e. Prepared and processed at least one ballot in the last year

3. Subcommittee Contributing Member – A Subcommittee Contributing Member is expected to report the status of their items to the Subcommittee Chair prior to the meeting since their attendance is not expected.

A Subcommittee Contributing Member may be removed from the SC-SVR roster if he/she does not meet the following criteria:

a. Provided a status report prior to meetings
b. Prepared and processed at least one ballot in the past 3 years

4. Subcommittee Member – A Subcommittee Member is expected to attend most of the meetings and actively participate in their assigned Subgroups as well as the SC-SVR meetings.

A Subcommittee Member may be removed from the SC-SVR roster if he/she does not meet the following criteria:

a. Attended at least 1 meeting each year, in the past 3 years
b. Maintained at least a 66% attendance record in the past three years
c. Sent a representative or provided a status report when not attending meetings
d. Voted on at least 75% of the ballots
e. Prepared and processed at least one ballot in the past 3 years

D. EXCEPTIONS

Deviations to these guidelines may be allowed at the Chair’s discretion based on committee needs and balance. The BPV Subcommittee on Safety Valve Requirements is not a consensus committee. However, every effort will be made to maintain the balance.