



ASME ENERGY AND ENVIRONMENTAL STANDARDS ADVISORY BOARD (EESAB) OPERATION GUIDE

Revised November 12, 2012

1 INTRODUCTION

This Operation Guide provides instructions and guidance for operation of the ASME Standards & Certification Energy and Environmental Standards Advisory Board (EESAB).

This guide includes instructions that clarify and supplement the *ASME Codes & Standards Policy Update* [Ref 1], *Codes & Standards Sector Operation Guide* [Ref 2], *Procedures for ASME Codes and Standards Development Committees* [Ref 3], and *Guide to Procedures for ASME Codes and Standards Development Committees* [Ref 4].

2 OPERATION

2.1 EESAB Charter

The ASME Energy and Environmental Standards Advisory Board (EESAB), reporting to the ASME Council on Standards and Certification, will coordinate initiation of new standards development, workforce development, certification programs and related products and services addressing global energy and environmental needs. The EESAB will interface with other ASME sectors, governments, industries, and academia for identification and prioritization of standards-related needs. The EESAB shall establish liaison with related ASME enterprise-wide groups such as strategy execution teams and industry-specific customer segment teams. The EESAB shall interface with S&C supervisory boards for implementation.

2.2 EESAB Duties and Responsibilities

The EESAB, reporting to the ASME S&C Board of Directors (BOD), will serve as an Advisory Board for products and services included in its charter. Responsibilities may include:

- Serving as a resource to other ASME sectors, governments, industries, academia and other stakeholders by communicating/promoting ASME S&C energy-related activities.
- Coordinating and executing initiatives established by ASME's Energy Strategy Execution Team (E-SET).
- Identifying and supporting new and existing S&C activities related to global energy and environmental needs.
- Monitoring energy-related activities of other organizations, and establishing liaisons as needed.

- Providing input on matters concerning ASME energy and environmental policy.
- Recruiting committee personnel for areas within its charter.
- Establishing subordinate technology-focused project teams/task groups as needed (see 2.3.4).
[Note: Standards Committees may not be formed directly under the EESAB.]
- Nominating and/or approval of individuals for awards, honors, medals and other appropriate recognitions.

In the performance of EESAB's duties, the integrity of the ASME consensus standards development process shall be preserved and the interests of ASME shall be protected.

2.3 EESAB Membership

2.3.1 Officers and Membership

The EESAB shall consist of a Chair, a Vice Chair, Members, Contributing Members and Delegates.

Chair: The Chair shall be the executive officer of the Board, shall preside at meetings, and shall perform such duties customarily attached to such an office. . The Chair shall be appointed by the Council on Standards and Certification based on the recommendation of the Council on Standards and Certification Committee on Nominations.

Vice Chair: The Vice Chair shall, in the absence of the Chair, fulfill the duties of the Chair's office as related to the Board and shall perform other duties as may be designated by the Chair. The Vice Chair shall be elected by the Board membership via the weighted vote method [Ref 3 paras. 4.2.4 and 4.2.5] and confirmed by the Board on Codes and Standards Operations.

Secretary: The Secretary shall be designated by the ASME Managing Director, Standards. The Secretary is a non-voting Member of the EESAB.

Members: Members are technically qualified individuals with a concern and willingness to participate in work within the charter of the Board. Members shall be approved by the EESAB membership and confirmed by the C&S BCO. EESAB membership shall be determined by the needs of current and anticipated workload. There are no limitations on the maximum or minimum numbers of members on the EESAB. In their EESAB activities these members participate, including voting, as individuals rather than as representatives of their employer or of any other organization, including ASME Committees or Task Forces.

Contributing Members: A contributing member is a non-voting Member. ASME Staff, particularly those from other sectors, may serve as contributing members.

Delegates. Delegates are individuals representing a group outside of the U.S., and Canada. [Note: Section 3.3 of the Accredited Procedures further defines the provisions for Delegates.]

To the extent possible, membership shall include individuals from each ASME S&C supervisory board.

2.3.2 Membership Terms

- Officers: The Chair and Vice Chair shall serve terms not exceeding 3-years, and may serve consecutive terms. The Chair and Vice Chair shall preferably be ASME members. The term of office of the Vice Chair shall coincide with the term of the Chair.
- Members and Delegates: Members and Delegates shall serve a five-year term. The number of consecutive terms for members at-large shall be limited to two. This limit can be exceeded for special circumstances if approved by the Council on Standards and Certification.
- All membership terms shall expire on June 30th of the appropriate year.

2.3.3 Review of Membership

The Chair shall review the performance of EESAB participants at least once each year, and take actions to correct poor performance, including the possibility of proposing terminations. Individuals whose appointments have been terminated may appeal this action.

2.3.4 Interest Classification

EESAB members shall be classified in accordance with the business interests of their primary source of support for committee participation. The *AS-11 Personnel Directory, On-line Interest Classification Key* [Ref 5] may be used as a basis for classification.

2.3.5 Project Teams

Ad hoc committees, task forces, project teams, etc. deemed necessary to consider and make recommendations on specific issues may be established and disbanded at the discretion of the Chair.

If not currently on file, members of such project teams shall be required to submit PF-1 and PAF forms prior to participation.

2.4 EESAB Actions

2.4.1 Types of Actions

EESAB actions include the approval of:

- Recommendations for new or revised standards, workforce development, certification programs and related products and services addressing global energy and environmental needs.
- Actions related to ASME policy or ASME position.
- Personnel and administrative actions.

Standards Committees may not be formed directly under the EESAB.

2.4.2 Recorded Votes

First Consideration: To approve any proposals, a majority of those eligible to vote must vote in the affirmative. When a vote is taken at a meeting, a majority of those present and eligible to vote is required to approve a proposal; however, the Chair may rule that motion has not passed even if a majority vote has been cast. The reason for such ruling shall be the closeness of the vote, abstention of some members, or a combination of these reasons. In the event a voting

member of the EESAB decides not to vote because of a potential conflict of interest, a majority of the remaining members must vote in the affirmative.

Recirculation: When a written ballot is issued and any negative vote(s) with accompanying reasons are cast, a rebalot shall be submitted to the EESAB membership with the reasons for the negatives and the responses from the proposer. On receipt of a majority of affirmative votes on the rebalot, the proposal will proceed.

Note: An "Abstain" ballot retains a member as part of the voting membership in the ballot results, while a "Not Voting" ballot reduces the total membership for that particular action.

2.5 Communication with ASME S&C Supervisory Boards and Standards Development Committees

Correspondence with ASME Standards & Certification supervisory boards and standards or subordinate committees shall be directed to the Secretary of the respective board or committee. The appropriate supervisory board Secretary shall be copied on all correspondence with subordinate standards development committees.

2.6 Establishing New S&C Products and Services

Recommendations to establish or modify an ASME standard, guide or certification program, shall be referred to the appropriate S&C supervisory board or standards development committee in accordance with their procedures. Recommendations to establish or modify an ASME Training and Development course shall be referred to the Director, Training and Development.

2.7 Meetings

2.7.1 Frequency

The EESAB shall meet or hold electronic conferences no fewer than two times per year as determined by the Board or the Chair on behalf of the Board.

2.7.2 Use of Virtual Tools

The EESAB is encouraged to utilize virtual meeting tools such as email, teleconferencing and web-conferencing, to the maximum extent practical. It is recognized that occasional in-person meetings may be necessary to effectively discuss and achieve consensus on standards-related issues; however, in-person meetings should be minimized.

2.7.3 Participation

Meetings of the EESAB shall be open to the general public, although portions of meetings concerning personnel actions or business sensitive information may be conducted in Executive Session. Documentation containing names and contact information of all meeting participants shall be kept on file.

2.7.4 Quorum

A quorum at a meeting shall consist of at least 50 percent of the EESAB members eligible to vote.

2.7.5 Agendas and Minutes

ASME Staff shall be responsible for distributing agendas and minutes. Hardcopies are not required, or encouraged. Copies of agendas and minutes shall be provided to the Managing Director, Standards; Managing Director, Technology and Personnel Certification; and the Associate Executive Director, Standards & Certification.

2.8 Appeals

Any action or inaction of the EESAB may be appealed by any individual, company, or organization in accordance with the provisions of Ref [3] Section 11.

3 REFERENCES

- [1] Codes & Standards Policy Update, latest revision.
- [2] Codes & Standards Sector Operation Guide, latest revision.
- [3] Procedures for ASME Codes and Standards Development Committees, latest revision.
- [4] Guide to Procedures for ASME Codes and Standards Development Committees, latest revision.

All of the above may be obtained at:

<http://cstools.asme.org/csconnect/CommitteePages.cfm?Committee=A01000000&Action=7609>