ASME BTH Standards Committee on the Design of Below-the-Hook Lifting Devices

Supplement to Procedures for the ASME Codes and Standards Development Committees

The provisions within the following supplement, in conjunction with Revision 17 of the Procedures for ASME Codes and Standards Development Committees, constitute the formal operating procedures for the BTH Standards Committee.

Approved by BTH Standards Committee: 5/17/2015
Approved by BSCS: 6/18/2015
Administratively changed to refer to Revision 17 on January 22, 2020.
These procedures include the Procedures for ASME Codes and Standards Development Committee, Revision [17], Dated September 2018, as supplemented below:

**Charter (Ref. 1.1)**

The charter of the ASME BTH Standards Committee on the Design of Below the Hook Lifting Devices of the American Society of Mechanical Engineers (ASME) shall be the standardization of design criteria for below-the-hook lifting devices. Note: ASME BTH Standards Committee falls under the regulations of a Product Standard.

**Number of Members (Ref. 3.1)**

The membership of the standards committee shall consist of not more than 25 individual members.

**Classification of Members (Ref. 3.2.5)**

The members of the standards committee shall be classified in accordance with their major interests from among the following categories, as appropriate.

- Manufacturers of the product, product component, or material (AK)
- Users - Purchasers or owners of the product (AW)
- Governmental bodies having regulatory power or influence over the field in question (AT)
- General Interest - Specialists having expert knowledge in the field of the Committee's work who are not otherwise covered by another category of interest, or representatives of independent laboratories (AF)

To ensure balance, no single category shall have a majority except with the recorded approval of the other classifications and the approval of the BSCS.

**Membership Requirements (3.2.3)**

During their term, standards committee members (except Honorary Members)

- are required to:
- (a) Attend at least 50% of the Standards Committee meetings;
- (b) Respond to at least 90% of all letter ballots; and

Members not meeting the above requirements will be just cause for the Chair to recommend removal from the standards committee by secret letter ballot.
Determining Standards Committee Officers (Ref. 4.2.3)

Standards committee officers shall be nominated by the weighted vote (3,2,1) method.

Executive Session (Ref. 6.2.2)

The Committee shall go into executive session when discussing personnel matters. The individual up for action shall leave the room during that discussion and voting.

Approval of Interpretations (Ref 10.3)

Interpretations to BTH standards shall be approved by a vote of the standards committee.

References:

(1) Procedures for ASME Codes and Standards Development Committees, Revision 17, dated February, 2018.