ASME

CODES AND STANDARDS

BOARD ON STANDARDIZATION

AND TESTING

OPERATION GUIDE

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BOARD ON

STANDARDIZATION AND TESTING

OPERATION GUIDE

1.0 CHARTER

1.1 The charter of the Board on Standardization and Testing (hereafter called the "Board") is the management of all ASME codes and standards activities relating to the dimensional, design application, drafting, performance testing, measurement, acceptance procedures, and miscellaneous standards activities of the Society, and the development of criteria for related conformity assessment programs (i.e., accreditation and certification).

1.2 Except when otherwise recommended by the Consensus Committee and by the Board on Standardization and Testing, the codes and standards developed by the Consensus Committees supervised by the Board are intended to be submitted to the American National Standards Institute to become American National Standards. Such standards committees include the consensus groups (the group composed of individual members of the standards committee that has responsibility for voting on final approval of standards actions) reporting to the Board.

2.0 ORGANIZATION

2.1 The Board is responsible to the ASME Council on Standards and Certification, which shall ensure that the Board is acting within its assigned duties and authority.

2.2 The Board may establish at its discretion an Executive Committee, Standards Committees¹ and Special Committees to assist it in the discharge of its duties.

2.3 If a Board on Standardization and Testing Executive Committee is established, its function shall be advisory.

2.4 A Consensus Committee² is the consensus³ group responsible to the ASME Board on Standardization and Testing.

2.5 If Special Committees are established, their function shall be to harmonize and prepare recommendations. Special Committees are not standards writing committees.

¹ Standards Committee means the consensus committee plus delegates and contributing members
² Consensus Committee means the group composed of individual members of the standards committee that has responsibility for voting on final approval of standards actions.
³ Consensus [see ANSI Procedures for the Development and Coordination of American National Standards] means substantial agreement has been reached by directly and materially affected interest categories. This signifies the concurrence of more than a simple majority, but not necessarily unanimity. Consensus requires that all views and objections be considered, and that an effort be made toward their resolution.
3.0 BOARD DUTIES

The duties of the Board within the stated charter, assigned by the Council on Standards and Certification, shall be to:

3.1 Supervise the development of codes, standards, technical reports and criteria for conformity assessment programs developed by Consensus Committees under its jurisdiction.

3.2 Assess the need for codes, standards, technical reports and related conformity assessment activities within their assigned area of responsibility. (See Codes and Standards Policy CSP-49, Guide for Establishing New Codes or Standards Projects.)

3.3 Recommend for Council on Standards and Certification approval the establishment of new Standards Committees and related conformity assessment programs.

3.4 Recommend new and revised Standards Committee charters for approval by the Council on Standards and Certification.

3.5 Establish the necessary structure to develop and maintain needed codes and standards.

3.6 Standards Committees Membership

3.6.1 The Board shall vote on personnel from its Standards Committees (i.e., appointments, and terminations). When reviewing membership changes, the member's classification shall be reviewed to ensure proper balance. Board approval is not required for reappointment of Standards Committee members, except when the reappointment results in a continued state of unbalanced consensus committee membership. Reappointments that results in a continued state of unbalanced consensus committee membership needs to be brought to the Board for approval and this detail shall be noted in the vote. The Board shall vote on reappointment of Standards Committee officers.

3.6.2 The Board shall approve a member classification system appropriate to the subjects of the Standards Committees reporting to the Board.

3.6.3 The Board shall review and approve the category of interest assigned by the Standards Committee to its members, including the maximum number of members permitted in each category.

3.7 Approve new and revised Supplemental Procedures for Development Committees.

3.8 Approve for ASME all codes, standards, technical reports, and conformity assessment criteria prepared by committees under its jurisdiction. Approval by the Board of a specific code, standard or accreditation program shall be based on assurance that a Consensus Committee which developed the code, standards or technical reports has:
   (a) operated under procedures that have been accredited as meeting the criteria for American National Standards; and
   (b) achieved consensus

3.9 Review and approve new and revised scopes of codes, standards and technical reports. It is preferable that the Board review the new or revised scope concurrent with the Consensus Committee approval of the scope. Approval by the Board will usually be performed concurrent with acting on the new or revised standard or technical report.

3.10 Approve withdrawal of existing codes, standards and technical reports.
3.11 Ensure that all committees within the supervision of the Board are providing procedural due process.

3.12 Provide any review, hearing, or other functions required to ensure procedural due process.

3.13 Recommend for Council on Standards and Certification approval the termination of existing Standards Committees and conformity assessment programs.

3.14 Report related conformity assessment activities to the Board on Conformity Assessment.

3.15 Develop recommended policies for consideration by the Council on Standards and Certification.

3.16 When appropriate, consider Consensus Committee recommended positions with interfacing bodies, including regulatory agencies and enforcement authorities, on matters within the scope of the Board on Standardization and Testing.

3.17 Nominate and/or approve individuals for Certificates of Award, honors, medals and other appropriate awards.

3.18 When deemed necessary to preserve the integrity of the standards development process and/or to protect the interest of ASME, the Board may take administrative action necessary to fulfill its oversight obligations. Actions may include membership actions resulting from an appeal decision and delay or suspension of a Consensus Committee action, including revisions to standards. Such actions are subject to due process provisions established by the Council on Standards & Certification.
MEMBERSHIP OF THE BOARD

4.1 The Board shall consist of the Chair, Vice Chair, Secretary, members-at-large, ex-officio members, and non-voting Honorary Members and Contributing Members. When a member of the Board is appointed as an officer, the expiration date for their membership term shall be adjusted to match the term of office.

4.2 The Board may add a member or terminate a member’s term of appointment to the Board with the concurrence of the Council on Standards & Certification.

4.3 Types of Members

Members do not represent particular companies or organizations, but are individual members who shall have recognized background and experience in the field addressed by the scope of this Board.

4.3.1 Ex-Officio. An Officer of a Standards Committee reporting to the Board shall be invited to become an ex-officio member of the Board with vote. These ex-officio members shall serve on the Board during their tenure as Standards Committee Officer, subject to confirmation by the Council on Standards & Certification. If a Standards Committee officer is unable to serve on the Board, a member of the particular standards committee may be nominated by that committee and appointed by the Board as an ex-officio member.

4.3.2 Members-at-Large. Members-at-large shall be selected by the Board and recommended for appointment or reappointment to the Council on Standards and Certification for a term not to exceed five years. Terms shall expire on June 30 of the appropriate year. 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.

4.3.3 Representatives. Representation of an absent member may be by a representative. A representative is a person selected by a member of the Board to attend the meeting to observe and express the member’s views. Such a representative may vote at a meeting on actions other than standards actions provided they have signed an ASME Codes and Standards Participation Acknowledgement form (i.e., agree to adhere to the Society's code of ethics and conflict of interest policy). An absent member may not select another voting member of the Board as his/her representative; however, a member may request another member to express his/her views on items before the Board. Such service by a representative automatically terminates at the conclusion of the meeting at which the individual is representing the absent member.

4.3.4 Honorary Member. Honorary Member status is reserved for:

- a Board member who in the past was an active member but lately has not been able to fully participate and the Board feels their expertise would be missed. Under these conditions, a member may be nominated for Honorary status.
- a Board member who is resigning from the Board and a Board member wishes to nominate him/her for Honorary status.

The member shall have served on the Board for a minimum of 5 years to be eligible. Once nominated, the proposal is sent to the entire Board for approval. A 2/3 affirmative vote of the listed membership is required for election to Honorary member. Approval by the Council on Standards & Certification is not required.
The Honorary status is effective immediately. Honorary members shall be appointed for a term not exceeding five years and expiring June 30 of the appropriate year. An Honorary member is eligible for reappointment if the Board and member agree. Preferably, the Honorary member should not serve more than two consecutive terms. There is no limit to the number of Honorary members.

While the Honorary member does not have a vote, they will be included on all Board mailings (including Minutes, Agendas and Ballots) and notified concerning all Board meetings. Honorary members may be asked to perform special, finite projects consistent with their situation.

4.3.5 Contributing Members. A contributing member is usually:

- an active Board member who wishes to participate but may be unable to fully participate for the foreseeable future.
- a Chair of a Standards Committees reporting to the Board that was invited to become member of the Board but may not have his company support for Board membership or is not able to serve as a member

A contributing member is an individual non-voting member whose contribution to the Board is through review and comment on proposals. Attendance at committee meetings is encouraged but not required. Participation may be accomplished through attendance at meetings when possible, by correspondence, and by telephone, teleconference, or other means.

4.4 Duties of Members. The duty of each member is to give thorough consideration to each subject brought before the Board for action, to vote on each proposal, to contribute their expertise in the preparation of codes, standards and technical reports, to advise on personnel for membership on the Board, Standards Committees, and subordinate groups, and to assist generally in carrying out the functions of the Board. Such duties may be carried out by attendance at meetings, by correspondence, and by telephone, teleconference or other electronic means.

4.4.1 Members failing to carry out their duties shall be subject to having their appointment terminated by the Board. Individuals whose appointments have been terminated may appeal this action.
5.0  BOARD OFFICERS AND THEIR DUTIES

5.1  The Officers of the Board shall be the Chair, Vice Chair, and Secretary.

5.2  Chair

5.2.1  The Chair of the Board on Standardization and Testing, shall be appointed by the Council on Standards and Certification, acting on a recommendation of the Board, for a three-year term, and may not be appointed for consecutive terms. The term shall expire on June 30, of the appropriate year.

The nomination of the Chair of the Board on Standardization and Testing shall be conducted using the Weighted Vote (3, 2, 1) method, as follows:

(a)  To be eligible to serve as the Chair of the Board a member shall:
   1. have served a minimum of three years on the Board
   2. have broad engineering expertise
   3. have broad codes and standards experience
   4. be an ASME member; registration as a Professional Engineer is preferred but not required

   The Secretary shall submit to the Board a list of the names of the Board members who are qualified to serve and are willing to serve in the office. Individual members on this list may be excluded from the ballot if they so request.

(b)  Board members will be given a secret ballot and requested to mark their preference for the office by the numerals 3, 2, 1 (i.e., 3 for first choice, 2 for second choice, and 1 for third choice). Ballots from at least 2/3 of the Board members must be returned for the nomination process to be valid. The balloting process should be carried out using C&S Connect.

(c)  The two persons whose name receive the highest number of points are the nominees. If there is a tie for first place, these two names will be the nominees. If there is a tie for second place, there will be a runoff using the process (b) above to determine the second nominee.

(d)  The Secretary shall submit the names of the nominees on a ballot to all members of the Board for voting. If one of the nominees is not willing to serve then the member with the next highest number of points becomes the nominee.

(e)  The Chair of the Board shall be elected by a majority of the members of the Board on Standardization & Testing subject to approval by the Council on Standards and Certification.

If no eligible Board member is willing to serve as Chair then the remaining members of the Board not meeting the criteria given in (a) above may be considered using the selection process outlined in (b) thru (d) above.

5.2.2  The Chair shall be the executive officer of the Board, shall preside at meetings, and shall perform such duties as customarily attached to such an office.

5.2.3  The Chair may, to the extent consistent with ASME established policy (CSP-18), “speak for the Society” on standards and certification matters, including government and other external organization actions within the scope of responsibility of the Board on Standardization and Testing.
5.2.4 The Chair shall serve a concurrent term on the Council on Standards & Certification, unless for worthy reason another member of the Board is elected by the Board to serve instead of the Chair.

5.2.5 The Chair of the Board shall be responsible for advising the Council on Standards & Certification of Board matters that may require consideration or action by the Council.

5.3 Vice Chair

5.3.1 The Vice Chair shall be selected from the membership of the Board and shall be an ASME member. The Vice Chair shall be elected by ballot of the Board, subject to confirmation by the Council on Standards & Certification.

5.3.2 The term of office for the Vice Chair shall be concurrent with that of the Chair.

5.3.3 In the absence or inability of the Chair to serve, the Vice Chair shall perform the duties of the Chair.

5.4 Secretary

5.4.1 The Secretary, shall be the Director, of the Standardization and Testing Department.

5.4.2 The Secretary shall record and distribute agendas and minutes of all meetings of the Board to all members of the Board and, if so directed by the Chair, to guests at the meetings. The Secretary shall receive and maintain all documents relative to the Board, distribute and receive proposals for standards actions, record votes, correspond with external organizations or individuals in the name of the Board, maintain a roster of the Board, report to the Council on Standards & Certification administrative matters which require Council consideration or action, and perform other secretarial functions.

5.4.3 In the absence of the Chair and Vice Chair at a meeting of the Board, the Secretary shall take the chair for the purpose of nomination and election of a Chair pro tem, who shall then preside at the meeting.

5.4.4 The Secretary is a non-voting member of the Board.
6.0 BOARD ACTIONS

6.1 Board actions are of three types:

6.1.1 approval of standards actions (e.g., a proposed new code, standard, guide or technical report; revision, reaffirmation, or withdrawal of an existing code, standard, guide, technical report or conformity assessment criteria) [see para. 6.2]. Approval of a proposed new Standards Committee charter or revision to a standards committee’s charter shall be processed as a standards action (Board on Standardization & Testing and Council approval are required).

6.1.2 approval of personnel and administrative items, or actions relating to policy (see para. 6.5).

6.1.3 providing positions on external documents submitted for review or U.S. Government Body/Agency regulation, guide or policy (see para. 6.6).

6.2 Processing Standards Actions

6.2.1 At appropriate stages of the development process the Standards Committee or project team, as appropriate, shall provide access to draft proposals for review and comment (preferably by electronic means) by Board on Standardization and Testing members. Board members are encouraged to provide technical comments on draft standards actions as early as possible in the process.

All standards actions shall be forwarded to the Board for review and comment (typically concurrent with the Standards Committee voted action). When this occurs, Board members will be provided with the opportunity to provide technical comments on the proposal within a specified period with a specific closing date for submittal of comments stated. If the Standards Committee first consideration vote is taken during a meeting the proposal shall be sent to the Board for review and comment after the meeting. If a Consensus Committee recirculation vote is needed because of technical changes to the proposal the proposal shall be forwarded to the Board for review and comment (typically concurrent with the Consensus Committee voted action).

Board comments received shall be transmitted to Committee officers for consideration and developing and issuing a response.

6.2.2 When a proposed standards action (described in para. 6.1.1 above) has been approved by the Consensus Committee, it shall be submitted to the Secretary of this Board, along with a tally of the voting in the Consensus Committee. Included shall be documentation of any consensus committee unresolved disapprovals and Board and public review comments still remaining and the Consensus Committee's consideration and treatment of such disapprovals and comments.

a) Unanimously Approved Standards Actions

Procedural review and administrative approval of standards actions with no unresolved consensus committee disapproved votes, substantive Board comments or public review objections shall be accomplished by the responsible ASME staff with no formal recorded vote of the Board required. Such administrative approvals shall be provided in list form to the Board in their meeting agenda for information.
If a unanimously approved Standards action subsequently receives a public review comment it shall be send to the Consensus Committee for action (see para. 6.4.7).

b) Approved Standards Actions with Remaining Objections

Proposed standards actions presented to the Board for approval shall be acted upon through the voting procedure described in paras. 6.3 and 6.4.

6.2.3 Adoption of an ASME Document by ISO/IEC or ISO/IEC Document by ASME

Council on Standards & Certification approval is required prior to:
(a) submitting an ASME copyrighted code, standard or technical report to ISO or IEC for approval consideration by these international bodies, and,
(b) submittal of an ISO or IEC copyrighted document (e.g., standard, technical specification, technical report) to an ASME committee for approval consideration as an ASME code, standard or technical report.

Upon receipt of a recommendation from a Consensus Committee to proceed as per (a) or (b) above, the Board shall take action on consideration of the recommendation for submittal to the Council on Standards & Certification. Action may be taken by ballot in accordance with paras. 6.3 and 6.4 or during a meeting where the item shall proceed upon approval by two-thirds of those members present and eligible to vote provided a quorum is present.

6.3 Voting Procedures

6.3.1 Voting Obligations. Each member shall exercise his/her voting privilege within prescribed time limits. When a member fails repeatedly to vote when due, or consistently abstains from voting, the member’s appointment may be subject to termination by the Board. The individual may appeal such action.

6.3.2 Voting Period. The voting (C&S Connect ballot) period for standards actions is typically four weeks. Voting periods shall not be shorter than two weeks unless agreed to by the consensus committee Chairman or officer of the Board.

6.3.3 Vote. All voting members of the Board shall have the opportunity to vote. Recorded votes are preferable obtained using C&S Connect. They may be obtained by letter, fax, recorded votes at meetings, or electronic means.

6.3.4 Submittal. The Secretary shall submit the ballot to the Board.

6.3.5 Forms of Response.

a) Forms of Response for Standards Actions. The voting form shall contain three forms of response: No Objection, Objection and not voting with reason. A response of “not voting with reason” indicates that the member has reviewed the proposal and does not wish to either approve or disapprove the proposal because he/she has a conflict of interest on the subject matter being voted. Not voting with reason reduces the total Board voting membership by one for each “not voting with reason” ballot for that particular action.

b) Forms of Response for Administrative Actions. The voting form shall contain four forms of response: approved, disapproved with reason, abstain with reason, and not voting with reason. A response of “not voting with reason” indicates that the member has reviewed the proposal and does not wish to either approve or disapprove the proposal because he/she has a conflict of interest on the subject matter being voted. Not voting with reason reduces the total Board voting membership by one for each “not voting with reason” ballot for that
particular action. A response of “abstain with reason” signifies neither approval or disapproval, but the total Board voting membership remains unaffected by such action.

6.3.6 Follow-up. A follow-up will be sent to those who have not returned a ballot (typically twenty days after the ballot was submitted).

6.3.7 Voting Period Extension. The Board or an officer of the Board may extend the voting period.

6.3.8 Close of Voting Period. Voting periods shall be closed on their closure date (extended closure date) or upon receipt of all responses, whichever comes first.

6.3.9 Not Returned. Members who have not voted by the close of the voting period shall be recorded as Not Returned. There is no reduction in the total Board voting membership for members recorded as not returned.

6.3.10 Late Votes. Votes received by the Secretary after the close of the voting period will not be considered, unless an officer of the Board has established an extension of the voting period. When appropriate, late votes should be forwarded as comments to the developer of the action, for consideration as a possible future revision.

6.4 Procedural Review and Administrative Approval of Standards Actions

6.4.1 The basis for Board balloting of standards actions shall be limited to verification that the action is consistent with approved procedures, policies, and scope, and that the Consensus Committee has adequately addressed all comments. Members who have suggested improvements, obvious corrections, or questions should submit them as comments; disapproval for technical reasons should be exercised judiciously because the principal responsibility for developing a technical consensus is at the Consensus Committee level. Opportunity for Board members to provide technical comments on draft proposals is provided during the appropriate review and comment period described in para. 6.2.1, above.

6.4.2 On a first consideration, the standards action is approved if at least two-thirds of the members qualified to vote have voted approval and if there are no objections. All objections supported by reasons in compliance with para. 6.4.1 shall be referred to the pertinent Consensus Committee for resolution. Objections supported by reason other than those required by 6.4.1 may be ruled invalid by the Chair of the Board and will be forwarded as comments to the developer of the action for consideration of a possible future revision. In the event that one or more objections accompanied with reason (in order to be valid) are received during the ballot period, the standards action does not proceed.

6.4.3 If the Board fails to approve the standards action, the developer of the proposal shall be notified of the Board’s objections and reasons therefore and shall be requested to respond. When the developer responds, a copy of the response shall be sent to each Board member who submitted an objection on the first consideration proposal. Following review of the response, these Board members shall advise the Secretary, within fourteen days after receipt of the response, as to whether he/she elects to withdraw their original objection or retain it with or without a rebuttal to the response.

6.4.4 Standards actions, where a substantive change has been recommended by the Consensus Committee in response to a Board comment, shall be submitted for Consensus Committee acceptance before being resubmitted to the Board for a vote.
6.4.5 If all Board objections on the standards action are withdrawn, the Secretary shall advise the Board of such withdrawals and that the action proceeds.

6.4.6 When the objections are not resolved or withdrawn, the standards action shall be submitted for a two-week period during which the Board members shall have the opportunity to support the outstanding objections. A copy of the standards action, the remaining first consideration objections, the developer’s response, and any rebuttals shall accompany the recirculation (second consideration) ballot. The item is approved if less than 1/3 of the Board membership supports the objection.

The basis for an objection vote during the two-week review shall be limited to procedural matters, support of any first consideration objection, which the member feels was not adequately resolved, or on revisions made since the first ballot. In those cases in which an objection on a two-week review is not based on the above, the Chair may rule that the objection is invalid and that it be forwarded as comments to the developer of the action for consideration of a possible future revision.

If the Board fails to approve a proposed action, the developer of the action shall be notified of the Board’s disapproval.

6.4.7 Unresolved public review comments and the project team response shall be submitted to the Board for review. Board members shall be given a two-week period during which they have the opportunity to support an unresolved public review comment. Any objections by Board members shall be handled in the same manner as in para. 6.4.6, above.

6.5 Processing Administrative Actions

When an administrative proposal of the type described in para. 6.1.2 has been approved by the Consensus Committee, it shall be submitted to the Board for consideration (except as noted in para. 3.5.1).

6.5.1 Ballot Procedure for Administrative Actions

If an administrative proposal is submitted for balloting by the Board, then the procedures of para. 6.3 and the following apply:
(a) approval is by a simple majority of those eligible to vote.
(b) for personnel items if a disapproval is received one of the following methods shall be used:

(1) the disapproval shall be attached to the closure e-mail and will note that all members have the opportunity to change their vote within two weeks after the closure letter is sent. The Secretary will send a revised closure letter if appropriate. The item shall proceed if a majority of the Consensus Committee members vote approved.

(2) with the Chair’s concurrence, the personnel item would be sent for a recirculation (second consideration) ballot. The item would proceed if a majority of the Board members vote approved.

(3) with the Chair’s concurrence, the personnel item would be held to be discussed during a Board meeting. The item shall proceed when a majority of the Board members’ present vote approved and a quorum is present.
(c) for administrative items other than personnel, if a disapproval is received for a first consideration item an attempted to resolve the disapprovals shall be made. The item or revised item shall proceed upon approval by a majority of the Board during a recirculation ballot or during a Board meeting (see 6.5.2 below).

6.5.2 Voting on Administrative Actions During a Meeting

If an administrative proposal is voted on during a Board meeting approval is by a simple majority of those eligible to vote, provided a quorum is present. The Chair may rule that a motion has not passed even if a majority vote has been cast by the members present on the basis of the closeness of the vote, the abstention of members eligible to vote, or a combination of these reasons.

6.6 Consideration of a Position on an External Document Submitted For Review or U.S. Government Body/Agency Regulation, Guide or Policy

6.6.1 General

(a) A statement shall be included in the letter to the organization to the effect that such comments represent the consensus of the committee rather than that of ASME.

(b) All proposed positions shall be plainly marked “DRAFT,” until the final approved version is presented for signature.

(c) Committee positions shall identify the committee, which acted on the position.

(d) A copy of the position shall be sent to the Chair of the Board on Standardization & Testing and other Board officers for review prior to it being issued.

(e) When appropriate, the Consensus Committee accepted position along with the voting tally and comments will be submitted to the Board on Standardization & Testing for action (see 6.6.2).

(f) ASME shall not vote or provide positions on drafts submitted by other standards developers under the ANSI canvass method (see CSP-17). However, interested individuals may submit their own personal comments on such drafts during the ANSI public review period.

6.6.2 Board Action on Consensus Committee Accepted Positions

(a) ASME policy does not permit approval of a document submitted to ASME for review. Therefore, the no objection, objection, and not voting are used as the forms of response for consideration of a position on an external document.

(b) Society Policy P-15.1 should be reviewed.

(c) If a proposed position is submitted for balloting by the Board, then the procedures of para. 6.3 also apply (except for 6.3.4 the forms of response).

(d) A voting period of less than four weeks may be established by the Chair based on deadline dates.

(e) Criterion for the acceptance of the proposal is 2/3 of the voting members voting no objection, with at least 1/2 of the Board members voting. Voting members in this case excludes the not returned and not voting members.

(f) Each member who wishes to change his/her original vote after seeing the vote tally and comments provided by others on the Board shall so indicate within a specified time frame.
6.7 On questions of parliamentary procedure not covered in these operating rules, "Roberts Rules of Order" shall be used.
7.0 MEETINGS

7.1 Meetings of the Board shall be held two times a year at locations determined by the Board, or by the Chair for the convenience of the Board. Web or teleconference meetings are encouraged to minimize travel and reduce the time it takes to complete actions.

7.2 Notice of meetings shall be made available at least four weeks prior to the date of the meeting.

7.3 An agenda for the meeting shall be prepared by the Secretary after consultation with the Chair and other members of the Board who have recommendations.

7.4 At meetings, a quorum shall consist of at least 50% of the Board membership eligible to vote. In the absence of a quorum, any voted actions shall be subject to approval by recorded vote of the membership (e.g., by ballot, during the next meeting or electronic conference provided a quorum is present). If a quorum is not attained during a meeting, it shall be noted in the Minutes of the meeting.

7.5 The Chair may rule that all or a portion of a meeting be in executive session.

7.6 Taping of meetings and teleconferences is prohibited by any member of the Board, guests, or attendees. Only the secretary, who is a member of ASME’s staff, may be permitted to tape a meeting under certain guidelines (see CSP-34).

8.0 AMENDMENTS TO THIS OPERATION GUIDE

8.1 Amendments to this Operation Guide require the approval of this Board and approval of the Council on Standards & Certification.
9.0 APPEALS

9.1 Any action or inaction of the Standards and/or Consensus Committees under the supervision of the Board on Standardization & Testing, which have been thoroughly considered by the respective Consensus Committee and which remain objectionable to any party concerned with the action, may be appealed to the Board.

9.2 The procedures of each Standards Committee under the supervision of the Board shall provide for consideration of appeals by the Consensus Committee itself and shall include a reference to procedures for appeal to the Board.

9.3 Any individual, company, or organization aggrieved by any action or inaction of this Board may request reconsideration and an appeal hearing before this board. If the supervisory Board’s decision remains objectionable to any party concerned with the action, a request for an appeal, based solely upon matters relating to procedural due process, may be submitted to the Board on Hearings and Appeals, which may decide at its discretion whether or not to consider the appeal.

9.4 Appeals shall be considered according to the following sequence:

9.4.1 Appeals shall first be directed to the originating Consensus Committee.

9.4.2 Appeals, which cannot be resolved at the level of the Consensus Committee that originated the subject in dispute, may be referred to the Board.

9.4.3 If this Board’s decision remains objectionable to any party concerned with the action, a request for an appeal, based solely upon matters relating to procedural due process, may be submitted to the Council on Standards & Certifications’ Board on Hearings and Appeals (BHA), which may decide at its discretion whether or not to consider a further appeal.

9.5 The purview of appeals to this Board shall include the following considerations, as well as such others that may arise:

(a) in general, that procedural due process has been provided to the appellant;
(b) applicable policies and procedures have been properly followed;
(c) in connection with appeals regarding the promulgation of new or revised codes or standards, that consensus has been developed;
(d) regarding technical, as opposed to procedural appeals, the Board may consider submitting suggestions and/or questions for consideration and follow-up by the cognizant consensus committee; however, it must be recognized that only the balanced consensus committee can modify or revise a code or standard within its charter. A Board considering a technical appeal may require a consensus committee to report back to the Board in response to suggestions and/or questions and may put a hold on, or suspend, appealed actions pending satisfactory resolution of the issues raised; and/or
(e) regarding appeal allegations involving a conflict of interest disqualification consideration, the Board may consider the conflict issue in the first instance if it was the appointing body for the challenged committee member(s); however, Society Policy P-15.8 on Conflicts of Interest shall be adhered to and final authority regarding conflict of interest appeals, if unresolved at the Board level, is the responsibility of the ASME Committee on Ethics. Nevertheless, since alleged conflict of interest is often intertwined with other reasons for an
appeal, the Board may hear related arguments and rule as to whether related policies and/or procedures have been properly followed, provided that Society Policy P-15.8 is followed.

9.6 Appeal Procedures

Procedures for appeal to the Board shall be as follows:

9.6.1 Within 10 working days after the date of mailing of the originating committee's response to the appeal, written notice by certified mail or equivalent communication, of intent to appeal must be filed with the Secretary of the Board.

9.6.2 Within 20 working days after the date of mailing the notice of intent to appeal, an official written appeal statement shall be submitted to the Secretary of the Board with statements of the item(s) in question, the Standards and/or Consensus Committee's action with reason why the action should be modified, and the appellant's suggested modification of the action. The Secretary shall distribute copies of the official appeal statement to the members of the Board. The Standards Committee shall be notified of the request for appeal and the Chair shall be given 15 working days after receipt by the Committee Chair of a copy of the official appeal statement to comment in writing on the appeal. The response shall be made available to all concerned parties at least 15 working days prior to the date of any scheduled hearing.

9.6.3 The appeal to the Board shall be heard in accordance with (a), (b), or (c) below:
(a) the Board shall hear the appeal at its earliest practicable scheduled meeting after the date of request for appeal; or
(b) at the discretion of the Chair, the Board shall hear the appeal at a special meeting of the Board on a date mutually agreeable to all parties; or
(c) the Board shall act to have the appeal heard by a Special Appeals Panel selected by the Chair and consisting of Board members who do not have a conflict of interest or the appearance of a conflict of interest in connection with the appeal. The Special Appeals Panel shall consist of a minimum of five members.

9.6.4 The appellant, the Standards Committee, and others concerned shall be notified of the hearing at least 20 working days in advance of the date set for hearing the appeal.

9.6.5 At the time of the notification of an appeal hearing, the Secretary of the Board shall provide the parties with a copy of the Board roster or a list of the members of the proposed Special Appeals Panel, as applicable, in order to allow any concerned party the opportunity to object should they perceive the existence of a conflict of interest. Any such objections should be submitted to the Secretary of the Board no more than 10 working days after receipt of the roster, and shall then be distributed by the Secretary to the individual(s) being challenged in advance of the hearing, who shall then have the opportunity to respond prior to the hearing. Any objection should be addressed prior to the hearing in a manner consistent with Society Policy P-15.8, Conflicts of Interest. In the event that any such objection cannot be resolved the appeal shall be heard by the Board in accordance with either para. 9.6.3(a) or (b).

9.6.6 Should the appellant or the respondent not be present at the hearing, the decision of the Board, or Special Appeals Panel shall be based on the written submissions and the presentations made by the parties that are present at the hearing or who participate via teleconference.
9.6.7 The Secretary of the Board shall prepare an agenda (procedures) for the conduct of the hearing, and document the hearing.

9.6.8 Appeal hearings generally should be held in open session (other than the executive session portion). However, upon written request of either of the parties or the Board Officers, it shall be limited to the following participants:

(a) members of the Board hearing the appeal and eligible to vote;
(b) appellant(s);
(c) respondents(s);
(d) pertinent ASME Staff, and
(e) ASME legal counsel

Any such written request shall be submitted to the Secretary no more than 10 working days after receiving notification of the appeal hearing date.

9.6.9 Deliberations shall take place during executive session only. Attendees for the executive session portion of the hearing shall be limited to the following:

(a) members of the Board hearing the appeal and eligible to vote;
(b) pertinent ASME Staff; and
(c) ASME legal counsel

9.6.10 The appeal shall be upheld or denied on the basis of a majority vote of those hearing the appeal. The Secretary of the Board shall notify the appellant, the Chair of the Standards Committee, and others concerned of the Board's decision within seven working days. This notification shall be sent by certified mail, return receipt requested, or equivalent communication. The notification shall advise that, should the Board's decision remain objectionable to any party concerned with the action, they may request an appeal, based upon matters relating to procedural due process, to the Council on Standards & Certification’s Board on Hearings and Appeals, which may decide at its discretion whether or not to consider such a further appeal.

9.7 To request a further appeal, following conclusion of the Board on Standardization & Testing appeal, written notice of intent to appeal must be filed by certified mail or equivalent communication with the Secretary of the Board on Hearings and Appeals within 10 working days after receipt of the notification of the results of the Board on Standardization & Testing appeal. Thereafter, the procedures of the Board on Hearings and Appeals shall apply.

9.8 The appeal procedures of the Board on Standardization & Testing and the procedures of the Board on Hearings and Appeals are available from ASME upon request.
10.0 AWARDS

10.1 Certificates

10.1.1 Types of Certificates

A. Certificates of Appreciation
Certificates of Appreciation are Society awards issued in accordance with Society Policy P-1.2 to selected individuals for outstanding leadership and/or especially effective service in the development of codes, standards and technical reports.

On behalf of the Council on Standards & Certification, the Board shall vote on issuance of Certificates of Appreciation recommended by committees under its jurisdiction.

B. Certificates of Acclamation
Certificates of Acclamation are Council on Standards & Certification awards that are available annually to each codes and standards Committee for recognition of excellence in the development of a specific work product [e.g. new document, major revision] and are presented to an individual or a small group of individuals most responsible for the work product.

Nominations of individuals to be recognized and the specific achievement shall be made by Standards Committee Chair to the Board, who shall vote on such issuance on behalf of the Council on Standards & Certification.

C. Certificates of Achievement
Certificates of Achievement are Council on Standards & Certification awards that are available annually to each codes and standards committee for recognition of significant personal achievement. The candidate must be unanimously accepted by those members voting of the committee granting the certificate and endorsed by the Board on behalf of the Council on Standards & Standards.

10.1.2 Issuance of Certificates
Unless otherwise specified, the provisions for administrative items, as described in section 6.5 of this operation guide, shall apply for Board actions on recommendations from Standards Committees for the issuance of Certificates of Award. The Board shall exercise control to maintain the integrity of the awards and ensure nonproliferation.

10.1.3 Board Nominations for Certificates
Recommendations made by the Board for issuance of Certificates of Awards to Board members for service on the Board shall be submitted to the Council on Standards & Certification for approval.

10.2 Dedicated Service Award
Annually, the Chair of the Board on Standardization & Testing may present an ASME Dedicated Service Award to an individual from a Committee under the Board on Standardization & Testing jurisdiction, with a minimum service to the Society of ten years. The purpose of the ASME Dedicated Service Award is to honor unusual dedicated voluntary service to the Society marked by outstanding performance, demonstrated effective leadership, prolonged and committed service, devotion, enthusiasm, and faithfulness.
No person shall receive more than one ASME Dedicated Service Award. Individuals responsible for selecting a candidate for the Dedicated Service Award are not eligible to receive an award during that time.

10.3 Patrick J. Higgins Medal
Annually, the Board on Standardization & Testing is allowed to present this ASME award to an individual from a Committee under the Board’s jurisdiction. The purpose of the Patrick Higgins Medal is to honor unusually dedicated voluntary service to the development, and promotion of an ASME Standardization and Testing standard(s), code(s) or conformity assessment program(s).

No person shall receive more than one Patrick J. Higgins Medal. Individuals responsible for selecting a candidate for the Medal are not eligible to receive an award during this time.
APPENDIX A
NOMINATING COMMITTEE VOTING MEMBERS AND ALTERNATE

A1.0 The Board shall recommend to the Council one member and one alternate, if asked, to the ASME Nominating Committee. Nominating Committee voting members and alternates shall be ASME Member or Fellow grade and not serving in any elective office of the Society at the time of their selection. The voting members of the Nominating Committee are elected by the Committee for a term of two years and their alternates for a term of one year. Voting members and alternates shall begin their terms at the close of the Business Meeting at which they are elected.

The Council recommends five members and two alternates to the ASME Nominating Committee. There are five Boards under the Council so each Board recommended member will usually be appointed.