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STANDARDS & CERTIFICATION

BPVC SECTION XIII MEMBERSHIP GUIDELINES

BPV XIII Standards Committee Approved: April 7, 2020

A. INTRODUCTION

The purpose of these guidelines is to define the minimum expectations to obtain and maintain member or contributing member status on the BPV XIII Standards Committee or its subgroups. These expectations are intended 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 BPV XIII Standards Committee Chair and Vice Chair, as well as the chair of each subgroup, have the responsibility to see that these guidelines are followed with care to maintain and promote accountability. Individuals who do not meet the expectations identified for each type of membership may be removed from the respective roster. These guidelines are not to override any policies or procedures currently defined by ASME.

B. EXPECTATIONS

1. Visitor – A visitor can attend and participate in as many meetings as desired without any obligation to the BPV XIII Standards Committee or its subgroups. Visitors are welcome to provide input during the committee meetings but cannot participate in voted actions.

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 BPV XIII committees including their company's commitment to fund their attendance¹
- c. Indicated which subgroup they would prefer to be assigned to and is technically qualified for that subgroup
- d. Attained the recommendation of the chair of the requested subgroup
- e. Participated in at least one work item

Standard practice is for visitors to become subgroup members prior to being considered for standards committee membership.

¹ A company's commitment to funding a member's attendance at committee meetings may simply be communicated between the applicant and the chair verbally. Formal documentation is not needed.

There are no participation prerequisites for a visitor to apply for contributing membership at either the subgroup or standards committee level.

2. Subgroup Contributing Member – A subgroup contributing member is not required to attend meetings but may be asked to work on assigned revisions and provide feedback on items circulated to them for review and comment. Subgroup contributing members are expected to report the status of their items either at the meeting or by a report to the subgroup chair prior to the meeting if they are not able to attend.

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

- a. Provided a status report prior to meetings
- b. Participated in at least one work item each year over the last 3 years

3. Subgroup Member – A Subgroup Member is expected to attend most meetings and actively participate in their assigned Subgroup including regular reporting on the status of their assigned tasks and voting on items presented to their subgroup for approval.

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

- a. Maintain at least 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 3 years

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

- a. Been a Subgroup Member for at least 1 year
- b. Attended at least 2 of the last 3 meetings
- c. Sent a representative or provided a status report when not able to attend 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

4. Standards Committee Contributing Member – A standards committee contributing member is not required to attend meetings but may be asked to work on assigned revisions and provide feedback on items circulated to them for review and comment. Standards committee contributing members are expected to report the status of their items either at the meeting or by a report to the BPV XIII Standards Committee Chair prior to the meeting if they are not able to attend.

A standards committee contributing member is expected to meet the following criteria:

- a. Provided a status report prior to meetings

Standards committee contributing members seeking standards committee member status are expected to meet the criteria as described in 3.b.(1) through 3.b.(5).

5. Standards Committee Member – A standards committee member is expected to attend meetings (or send a representative or alternate in their place if they are not able to attend), vote on all ballots, and actively participate in their subgroups.

A standards committee member is expected to meet the following criteria:

- a. Attended at least 2/3 of the standards committee meetings in the past three years (including representatives/alternates sent in their place)
- b. Voted on at least 75% of the ballots

C. EXCEPTIONS

Deviations to these guidelines may be allowed at the chair's discretion based on the applicant's previous involvement and circumstances as well as committee needs and balance.