

Guide to Procedures for ASME Codes and Standards Development Committees

Version 11 (Approved August 2015)

Contents

1	General	3
2	Policies	3
3	Executive Committee	3
4	Membership Classification	3
5	Subordinate Group Approval of Standards Actions	4
6	Public Review	4
7	Honors and Awards	4
	7.1 Honorary Membership	4
	7.2 Awards	5
	7.2.1 Certificates of Appreciation	5
	7.2.2 Certificates of Achievement	5
	7.2.3 Certificates of Acclamation	6
	7.2.4 Dedicated Service Award	6
8	Cases	7
9	Member Voting and Meeting Attendance	7
	Appendix A Document Information	9

1 General

This guide provides guidance on selected topics related to the Procedures for ASME Codes and Standards Development Committees.

2 Policies

Standards Committees are obligated to be in compliance with Codes and Standards Policies. Supervisory boards may also develop policies. When such policies exist, the Standards Committees are also obligated to be in compliance with their cognizant board's policies.

3 Executive Committee

The usual purpose of the Executive Committee is to make recommendations and advise the standards committee on administrative and current operational as well as future matters. An executive committee, when established, usually consists of the standards committee officers, principal subcommittee chairs and selected members-at-large.

4 Membership Classification

There are two generally accepted membership classification systems.

(a) The members on standards committees dealing with safety codes and standards are generally classified in accordance with their major interests from among the following categories.

- 1) Manufacturers of the product, product component, or material
- 2) Purchasers or owners of the product
- 3) Employees affected by the safety code or standard
- 4) Governmental bodies having regulatory power or influence over the field in question
- 5) Specialists having expert knowledge
- 6) Designers
- 7) General interests
- 8) Insurance interests
- 9) Installers and erectors
- 10) Utilities
- 11) Independent distributors and retailers
- 12) Consumer interests
- 13) Labor

(b) The members on standards committees dealing with product standards are generally classified from among the following categories:

- 1) Producer or manufacturer interests
- 2) Distributor and retailer interests
- 3) Consumer or user interests
- 4) Federal, state or local government
- 5) General interest

Other classification systems which appropriately classify interested parties may be used.

Each member must have support available to pay for any travel expenses and time used for committee business.

Members who provide their own support, and members who provide consulting services, may be classified in the interest category that most closely reflects their experience and interest.

When a change in the classification of a member causes the membership to be out of balance, the Standards Committee is obligated to correct the imbalance by removing member(s) in the out of balance classification, by recruiting members with appropriate classifications, or other suitable means.

Member classifications are subject to review by the Standards Committee and approval of the cognizant board. Disputes on member classification can be resolved using the appeal process described in the Procedures.

5 Subordinate Group Approval of Standards Actions

When a standards committee has subordinate groups responsible for developing proposed standards actions for Standards Committee consideration, a process for approval by the subordinate group should be defined. Two common methods are:

- (a) Using a process similar to that described for approval of standards actions by the standards committee
- (b) Using voice votes at meetings

6 Public Review

Standards actions may be submitted for public review (para. 8 of the Procedures) at the same time they are submitted for standards committee vote, or they may be submitted following standards committee approval. Submission at the same time as the vote is generally used when no substantive changes are expected to the proposal(s) being considered.

7 Honors and Awards

Committees are encouraged to recognize the contributions of their members through the recommendation for honors and awards. Suggested procedures for development of recommendations for honors and awards are provided below. Committees should include these procedures or modifications, thereof, in their committee supplement to the procedures or, alternatively, in a separate document that would provide instructions addressing administrative activities of the committee.

7.1 Honorary Membership

The consensus committee may appoint a former participant to Honorary membership of the standards committee. Such individuals shall not have the right to vote. Honorary membership is continuous; there is no expiration date.

7.1.1 Honorary membership may be conferred upon a former standards committee participant only after ten years of dedicated service during which time the member shall have made significant contributions to the activities of the committee. At least five of the ten years shall have been as a participant of the standards committee.

7.1.2 The consensus committee recommends the candidate for Honorary membership to the cognizant board for appointment. A 90% affirmative vote of the membership of the consensus committee is required. Appointment is made by the cognizant board.

7.1.3 After approval, a Certificate will be issued.

7.1.4 Honorary members may take part in committee affairs in accordance with their individual desires, under the following procedure.

- (a) They are invited to submit individually or jointly, to the Chair, recommendations on any matter which they believe would benefit the activities of the committee.
- (b) They may be appointed to any special committee, or constituted into a temporary advisory committee to handle a special subject.
- (c) Upon request, they will receive notices of meetings of the committee and copies of agendas and minutes

7.2 Awards

7.2.1 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 significant service in the development of codes and standards. The consensus committee may make recommendations to the cognizant board for the issuance of Certificates of Appreciation to individuals who have given meritorious service to the committee. The following guidelines, although not mandatory, should be used in making these recommendations:

- (a) The usual times for the committee to consider the recommendation of a Certificate should be either ten years after the date of an individual's first formal appointment to a committee activity, or at the time of the individual's resignation from committee activities.
- (b) Factors to be considered in the decision of whether or not a recommendation should be made are length, continuity and diligence of service. Except for an unusually meritorious contribution, a Certificate should not be recommended at the time of the resignation of any person whose total service to the committee has been less than one term (5 years).
- (c) An individual may receive more than one Certificate of Appreciation for different activities. However, no more than one Certificate for general service should be recommended for any individual. A Certificate for general service may be recommended for an individual who has already received a Certificate for a specific service, but only if it is believed that the specific service mentioned on the existing Certificate does not cover a significant portion of his actual contribution.
- (d) The wording of a Certificate for general service should refer in a general way to service to the activities of the committee, rather than to service on specific subordinate group(s).
- (e) At the option of the awardee, a letter from the Board Chair to the individual's management expressing appreciation for sponsoring the individual should be sent.

7.2.2 Certificates of Achievement

Certificates of Achievement are Council on Standards and Certification awards. They are available annually to each standards committee to recognize significant personal achievement in the

development and promulgation of codes or standards under the committee's jurisdiction. The consensus committee may make a recommendation to the cognizant board for the issuance of a Certificate of Achievement to an individual for significant personal achievement in the development and promulgation of codes or standards under the committee's jurisdiction. The candidate's nomination requires approval by 90% of the membership of the consensus committee and is then subject to approval by the cognizant board for action on behalf of the Council on Standards and Certification.

- (a) An individual may receive more than one Certificate of Achievement.
- (b) At the option of the awardee, a letter from the Board Chair to the individual's management describing the achievement and expressing appreciation for sponsoring the individual should be sent.

7.2.3 Certificates of Acclamation

Certificates of Acclamation are Council on Standards and Certification awards available annually to each 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.

The standards committee Chair may make nominations to the cognizant board for the issuance of Certificates of Acclamation.

- (a) This award is to recognize excellence in development of a new or revised code or standard; it is not intended to be a general service award. The form of the award consists of a Certificate.
- (b) The standards committee Chair may solicit recommendations from the committee membership, including subordinate group Chairs.
- (c) The nomination shall consist of the name(s) of individuals most responsible for the development of a specific committee work product (e.g. new document, major revision).
- (d) An individual may receive more than one Certificate of Acclamation, if so deserving.
- (e) Approval by the cognizant board acting on behalf of the Council on Standards and Certification is required. The board exercises control to maintain the integrity of the award.
- (f) At the option of the awardee, a letter from the Board Chair to the individual's management describing the accomplishment and expressing appreciation for sponsoring the individual should be sent.

7.2.4 Dedicated Service Award

Annually, the Senior Vice President and each Supervisory Board Chair in Standards and Certification is allowed to present this ASME award to an individual from a committee under each board's jurisdiction, with a minimum service to the Society of ten years.

- (a) The purpose of the ASME Dedicated Service Award is to honor unusually dedicated voluntary service to the Society marked by outstanding performance, demonstrated effective leadership, prolonged and committed service, devotion, enthusiasm, and faithfulness.
- (b) Any individual or committee may nominate candidates for the Dedicated Service Award. Nomination and eligibility information may be found at <http://www.asme.org/Governance/Honors/SocietyAward>.
- (c) The candidate must have at least ten years of service on a standards committee. 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 this time.
- (d) The award consists of a plaque with medallion, a lapel pin, and certificate.
- (e) At the option of the awardee, a letter from the Board Chair to the individual's management expressing appreciation for sponsoring the individual should be sent.

8 Cases

Cases represent alternatives or additions to existing rules. Cases are written as a question and reply and are usually intended to be incorporated into the code or standard at a later date. When used, requirements prescribed in Cases are mandatory in the same sense as the text of the code or standard. However, users are cautioned that not all Jurisdictions or owners automatically accept Cases. The most common applications for Cases are:

- (a) to permit early implementation of an approved revision based on an urgent need;
- (b) to permit the use of a new material for construction;
- (c) to gain experience with alternative or additional rules prior to incorporation directly into the code or standard.

Cases are approved by ASME, but are not subsequently submitted for ANSI approval. Procedurally, Cases are handled like standards actions, except for the following:

- The Project Initiation System process is not followed. See para. 6.1.1 in the procedures.
- Announcement for public review in ANSI Standards Action is not done. See para. 8.1 of the procedures.
- The Case is not submitted for ANSI approval as described in para. 9.2 of the procedures

Cases are approved for use immediately following Board approval. Cases are usually made available on the applicable Committee Page on C&S Connect. If the Cases are published for sale, such Cases are generally removed from the website when the Cases become available in print, electronically or both.

9 Member Voting and Meeting Attendance

ASME has established a number of ways in which interested people may participate in the development of ASME codes and standards. Committees should consider types of members needed to develop the best code or standard when setting up member designations for Standards Committees and their subordinate

**Guidelines to Procedures for ASME Codes and Standards
Development Committees Version 11 (Approved August 2015)**

groups. Consideration should be given to the need to have a quorum at meetings. Note that members participating by way of a teleconference are normally counted as attending a meeting.

The following table describes established types of members, their duties regarding commenting and voting on ballots, and the usual expectations regarding attendance at meetings.

Type of Member	Standards Actions and Editorial Actions ⁴		Administrative Actions ⁴		Requests for Comment ⁴	Expected to Attend Meetings	Counted as Part of Quorum at Meetings
	Vote	Comment	Vote	Comment			
Chair	X		X		X	Yes	Yes
Vice Chair	X		X		X	Yes	Yes
Secretary ⁶		X		X	X	Yes	No
Member	X		X		X	Yes	Yes
Ex-Officio Member	X		X		X	Yes	Yes
Contributing Member		X		X	X	No ⁵	No ⁵
Honorary Member		X ²		X ²	X	No ⁵	No ⁵
Alternate	X ¹		X ¹		X	Yes ¹	Yes ¹
Delegate	X ³				X	No	No

¹Has full voting rights only if their member or delegate for whom they are an alternate has not voted; otherwise, they have comment rights. Alternates are expected to attend meetings and are counted as part of quorum only if their member does not attend.

²Honorary Members normally are asked to comment, but may be excluded

³Only votes on 1st consideration standards actions.

⁴These voting rules are set up in C&S Connect and should not be changed from that shown in the table.

⁵These meeting attendance rules are applied differently by various committees. When recognizing these members in a procedure supplement or administrative guide, the responsibilities for these members to attend meetings should be described.

⁶The table applies when the secretary is from ASME staff, as designated from the Standards and Certification Directorate. When secretary is other than ASME staff, the description for Member applies.

The table is applicable to Standards Committees and most of their subordinate groups. Some subordinate groups may have only one type of member with defined voting and meeting attendance requirements that are defined independent of these member types. An example of such a committee is the Boiler and Pressure Vessel Committee's Conference Committee.

Appendix A Document Information

General	
Title	Guide to Procedures for ASME Codes and Standards Development Committees
Owner (Individual)	Managing Director or Senior Director of Standards
Owner (Department)	Standards
Contributor(s)	S&C Directors
Approver(s)	MD or Senior Director Standards and BCO
Users	All Standards Development Staff
Access Levels	Staff, committee members and public
Review Cycle	Upon revision to the procedures
Date of Next Review	
Repository	T:\Technical\S&C Policies, Procedures and Guides\3 Guides\Guide to Procedures for ASME CS Development Committees

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