

**ASME Standards and Certification**

**GUIDELINES**

**FOR**

**AGENDAS AND MINUTES**

**Rev. 0 – August, 1999**

**Rev. 1 – June, 2001**

**Rev. 2 – December, 2010 (editorially revised)**



# **PART A**

## **GUIDELINES FOR AGENDAS**

*Note: Guidelines for Appeal Hearing Agendas are included in a separate document.*

### **1.0 Purpose and Scope**

- 1.1 The purpose of these Guidelines is to provide Standards and Certification volunteers and ASME staff assigned to ASME Codes, Standards and Conformity Assessment Committees uniform guidance for the preparation of meeting agendas.
- 1.2 These Guidelines describe the requirements and restrictions related to the preparation of agendas and their contents. They are not intended to address issues of style or format.

### **2.0 Distribution of Agendas**

- (a) Agendas shall be distributed in sufficient time to allow members to prepare for the meeting.
- (b) C&S volunteers appointed as Secretaries shall forward a copy of the agenda to the appropriate member of the Standards and Certification staff.
- (c) Requests for agendas from other interested parties should be processed through ASME staff.
- (d) Agendas placed on Committee web pages shall be password protected.

### **3.0 Contents of Agendas**

- 3.1 In accordance with C&S Policy CSP-18:
  - (a) Agendas generated by C&S Volunteers - The letter of transmittal and/or title page shall be issued on committee correspondence stationery.
  - (b) Agendas generated by ASME Staff - The letter of transmittal and/or title page shall be issued on ASME letterhead.
- 3.2 Agendas shall contain at a minimum:
  - (a) Name of the committee;
  - (b) Place, date and time of the meeting;
  - (c) Call to order;
  - (d) Introduction of those present;
  - (e) Adoption of agenda;

- (f) Approval of minutes;
- (g) Items requiring committee action along with supporting documentation, if applicable;
- (h) Reference to and description of any attached documents.
- (i) New Business (items not included in the agenda at the time of its distribution and unrelated to any existing agenda items);
- (j) Location and time of next meeting; and
- (k) Adjournment

3.3 A portion of a meeting may be held in executive session, when considering subjects such as personnel, accreditation, certification, registration, litigation, and other administrative matters. Information and discussions regarding these items shall be addressed with suitable discretion. Items of this nature shall be listed in the main body of the agenda, simply noting that the item is to be discussed in executive session. When deemed appropriate by the Committee Officers, information and summaries of past discussions relating to the item may be distributed only to those members of the Committee, and others, eligible to participate in the executive session. Nevertheless, agendas for committees conducting conformity assessment activities may include relevant detail and information on executive session items, consistent with conformity assessment procedures for confidentiality.

## **PART B**

### **GUIDELINES FOR MINUTES**

*Note: Guidelines for Appeal Hearing Notes are included in a separate document.*

#### **1.0 Purpose and Scope**

- 1.1 The purpose of these Guidelines is to provide Standards and Certification volunteers and ASME staff assigned to ASME Codes, Standards and Conformity Assessment Committees uniform guidance for documenting committee proceedings.
- 1.2 These Guidelines describe the requirements and restrictions related to the preparation of minutes and their contents. They are not intended to address issues of style or format.

#### **2.0 Requirements and Restrictions**

- 2.1 The tape recording of meetings is prohibited by anyone except ASME staff for the purpose of serving as a backup for the preparation of minutes. For rules regarding tape recording of committee meetings by ASME staff, see Codes and Standards Policy CSP-34.
- 2.2 In accordance with C&S Policy CSP-18:
  - (a) Minutes generated by C&S Volunteers - the letter of transmittal and/or title page shall be issued on committee correspondence stationery.
  - (b) Minutes generated by ASME Staff - the letter of transmittal and/or title page shall be issued on ASME letterhead.
- 2.3 Per C&S Policy CSP-24, all minutes shall contain the following statement on the title page:

“These minutes are subject to approval and are for committee use only. They are not to be duplicated or quoted for other than committee business.”
- 2.4 If a quorum is not established at a meeting, it shall be noted in the minutes along with a statement indicating that all actions taken at the meeting are subject to approval by letter ballot or voice vote at the subsequent meeting at which a quorum is present.
- 2.5 Preferably, the minutes shall be self-contained and shall not refer to agendas for information.

2.6 Executive session deliberations shall not be included in, or be a part of, the minutes. Under such circumstances, the Secretary shall only record the final voted outcome of the Committee consideration of the item. Nevertheless, executive session deliberations of committees conducting conformity assessment activities may be included in the minutes, consistent with conformity assessment procedures for confidentiality.

### 2.7 Distribution of Minutes

- (a) Minutes should be distributed no later than 30 days after the meeting.
- (b) Minutes shall be distributed to appointed members of the committee to which the minutes apply.
- (c) C&S volunteers appointed as Secretaries shall forward a copy of the minutes to the appropriate member of the Standards and Certification staff.
- (d) Requests for minutes from other interested parties shall be processed through ASME staff. Search, retrieval, reproduction, and mailing charges may apply. Refer to C&S Policy CSP-24.
- (e) Minutes placed on Committee web pages shall be password protected.

### 3.0 Contents of Minutes

3.1 Minutes are a recorded summary of voted actions, general agreements, and related discussions occurring at the meeting. Unless specifically requested, it is not necessary to record the name(s) associated with any part of the committee proceedings.

3.2 At the discretion of the Secretary, a general summary of Committee discussions, and/or pertinent attachments, may be included, subject to the requirements of paragraph 2.6 above. Any inclusion of committee discussion should be limited to the essence or final outcome of the Committee consideration of the item.

3.3 Minutes shall contain at a minimum:

- (a) Name of the committee;
- (b) Place and date of the meeting;
- (c) Time of call to order;
- (d) Record of attendance stating members, alternates, and guests;

- (e) Record of approval of minutes;
- (f) A record of all committee votes.
- (g) Record of project assignments and agreements, such as, decisions made by the committee or its officers that aren't necessarily voted;
- (h) Indication of location and time of next meeting;
- (i) Time of adjournment;
- (j) Name and contact information of Secretary; and
- (k) Reference to and description of any attached documents.