Module A - Administrative

MODULE A - ADMINISTRATIVE

SUBMODULES

A1. Tools and Resources
A2. Codes and Standards Products
A3. Membership Maintenance
A4. Honors and Awards
A5. Publishing Codes and Standards
<table>
<thead>
<tr>
<th>DATE</th>
<th>SLIDE</th>
<th>REVISIONS</th>
<th>CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/10/07</td>
<td>19</td>
<td>First sentence revised.</td>
<td>First sentence revised.</td>
</tr>
<tr>
<td></td>
<td>19 Notes</td>
<td>First answer revised.</td>
<td>First answer revised.</td>
</tr>
<tr>
<td></td>
<td>23 Notes</td>
<td>Second bulleted item revised.</td>
<td>Second bulleted item revised.</td>
</tr>
<tr>
<td></td>
<td>24 Notes</td>
<td>First bulleted item revised.</td>
<td>First bulleted item revised.</td>
</tr>
</tbody>
</table>

ASME C&S Training Module A3
A3. Membership Maintenance
Objectives

This submodule will review the organization and administration of C&S committee membership.
AGENDA

I. Committee Structure
II. Officer Election Options
III. Appointment of Individual Members of the Committee
IV. Appointment of Delegates
V. Membership Records

Agenda

These are the areas we will cover.
Part I – Committee Structure

Let’s begin by looking at the composition and structure of C&S committees.
Committee Structure

The Consensus Committee is the group composed of the individual members of the Standards Committee.

The Standards Committee consists of individual members plus delegates. It is the consensus committee plus the delegates.
Consensus Committee Structure

Individual Members:
The foundation of any committee is its individual members; hereafter referred to as members. All members of a Consensus Committee are required to:
Be technically qualified in the subject of the committee’s charter
Participate as individuals, rather than representatives of their employer or of any other organization
They have the following duties:
To give thorough consideration to each subject brought before the Standards Committee for action
To vote on approval or disapproval of each proposal
To contribute their expertise in the preparation of standards
To advise on personnel for membership on the committee and subordinate groups
To assist generally in carrying out the functions of the committee
Such duties may be carried out by attendance at meetings, by correspondence, and by telephone, teleconference, or other electronic means.
Consensus Committee Structure (cont’d)

Alternate:
An alternate is a person who attends meetings or intends to vote in place of the member on standards actions.
Each member is permitted to appoint an alternate to attend meetings and act for him/her during an absence.
Appointment of the alternate is subject to approval by the Committee and the Board.
The alternate shall have the same category of interest as the member or else has an interest classification that maintains the required balance of the committee.
An alternate has all the privileges of a member during the period of his/her service in this capacity.
However, the alternate’s vote only counts if the member has not voted.
Service by an alternate automatically terminates on request of the member, on the member’s return from absence, or when the member is no longer on the committee.
Consensus Committee Structure (cont’d)

Representatives:
Representatives are intended to act on the member’s behalf at a meeting of the committee. A representative is proposed by the member and accepted by the Committee Chair. The representative, unlike the alternate, does not have to be of the same category of interest as the member.
Like the alternate, when designated as a representative, the representative must have already signed or must sign ASME’s Participation Acknowledgement Form, thereby agreeing to comply with Society Policies on Ethics, Conflicts of Interest, and copyright assignment.
The representative, unlike the alternate, is only permitted to vote on actions other than standards actions. Service by the representative automatically terminates at the conclusion of the meeting at which the individual is representing the member.
Standards Committee Structure

Delegates:
In order to make participation by folks outside the US and Canada more meaningful, Codes and Standards recently approved a new membership category of delegates. Delegates are individuals representing a group outside the US or Canada. The individual representing the group may not necessarily possess the same level of technical qualifications that we normally expect of committee members. Their main qualification might be the ability to proficiently speak and understand English, as their primary responsibility will be to serve as the communication link between the committee and the group they are representing in their country. This allows the group represented to work in their native language, and to meet where it's convenient for them.

Each group represented shall be a recognized organization within its own country. This was intentionally left broad, so that this organization could be a group of jurisdictions, users, manufacturers, or other groups with a meaningful interest in the work of the standards committee on which they would like to participate. It will be up to the standards committee, based on the information provided to them, to make the determination if the group seeking participation is, in fact, "recognized".

The method for selecting a prospective delegate is at the discretion of each group.

The appointment of a delegate may be limited in scope relative to the charter of the standards committee, as determined by the consensus committee. For example, a delegate appointed to the Boiler and Pressure Vessel Committee may only be permitted to vote on items relating to Section VIII, Pressure Vessels.

It's important to note that the introduction of the new "delegate" position does not preclude the appointment of qualified individuals from other countries as full members of our committees, which our procedures have always allowed us to do. This just provides another option that will allow meaningful input from individuals in other countries who have expertise in the committee's subject matter. As explained in the revisions to the procedures, the expectations for attendance at meetings is not as great for delegates as it is for the individual members of the committee.
Standards Committee Structure

Delegates:
They have the following duties:
To give thorough consideration to each subject brought before the Standards Committee
To vote on first consideration recorded votes of each standards action.

The only voting rights afforded to the delegates will be on first consideration recorded votes of standards actions

Such duties may be carried out by attendance at meetings, by correspondence, and by telephone, teleconference, or other electronic means.
Attendance at meetings is not required but it is encouraged.
Standards Committee Structure

Alternates:
Delegates are permitted to appoint alternates. An alternate is a person intended to vote in place of the delegate on standards actions. Alternates are proposed by the group, are subject to acceptance by the consensus committee and approval by the cognizant board. An alternate has all the privileges of a delegate during the period of his/her service in this capacity. Such service by an alternate automatically terminates on request of the group, on the delegate’s return from absence, or when the delegate is no longer on the standards committee.
Standards Committee Structure (cont’d)

Officers:
The Chair is the Executive Officer of the committee and is elected by its members. (The election process will be covered in detail in Part II of this submodule.) The Chair presides at meetings and performs duties customarily associated with such office.
The Vice Chair, also an elected position, presides in the absence of the Chair. The Vice Chair fulfills the duties of that office and performs other duties as may be assigned.

Secretary
For all Standards Committees, Boards, and some Subcommittees, the Secretary is designated from the Codes and Standards Directorate and is a member of the committee without vote.
For other Subcommittees, Subgroups, etc, a volunteer member of the Committee may actually serve as Secretary.
Part II – Officer Election Options

Let’s continue by looking at the process by which officers are elected.
Standards Committee Officer Election

Each Standards Committee has its own procedure for election of Chair and Vice Chair. Only consensus committee members are eligible to be appointed Chair or Vice Chair of the standards committee.

The election process should begin six months prior to the expiration of the officer's term. Options for electing Chair and Vice Chair include weighted ballot and Nominating Committee. Each Standards Committee should have its own procedures for the selection of subordinate group officers.

NOTE: Elections are usually conducted via secret ballot.
Election Options

Weighted Ballot:
The Weighted Vote Method is conducted in this way:
A letter ballot is sent to the consensus committee, listing the candidates. Each member indicates his/her choice for the office by assigning the number “3” to his first choice, “2” to his second choice, and “1” to his third choice. Ballots are “counted” by totaling the numbers next to each candidate’s name.
A run-off ballot is then issued for the top two choices.
The individual receiving the highest points is elected subject to approval by the appropriate Supervisory Board.
This process is used to elect both the Chair and the Vice Chair.
Election Options

Nominating Committee:
The Nominating Committee method works in this way:
The Chair will appoint a Nominating Committee of at least three members drawn from the membership of the Consensus Committee.
The Nominating Committee then nominates two candidates of the Consensus Committee for Chairman. (Some committees may supplement the Nominating Committee’s slate with recommendations from the membership.)
A ballot is then issued to the Consensus Committee for the two nominees and the individual receiving the most votes would be elected Chairman, subject to approval by the appropriate Supervisory Board.

This process is used to elect both the Chairman and Vice Chairman.
Officer Terms

Officers are usually appointed for three-year terms, and the terms of the Chair and Vice Chair should coincide.
Pop Quiz #1

Answers:
In December (six months before the expiration of the term)
Generally, two, because the Chair and Vice Chair’s terms normally coincide
Pop Quiz #2 (Extra Credit)

Answers:
c. Secretary
f. Other alternates
Part III – Appointment of Individual Members of the Committee

Let’s continue by looking at the process for appointing new members. We’ll begin by describing something that plays a key role in the selection of members for a committee – the member’s “interest classification.”
**Interest Classification**

**Definition:**
The individual members of Standards Committees are classified in accordance with the business interests of their primary source of support for committee participation. The classification system and the classifications assigned to members require the approval of the cognizant Supervisory Board.

**Common interest categories are:**
- **Manufacturers** – Those directly concerned with the production of the equipment for which the document is written
- **Users** – Those who use the equipment for which the document is written but are not involved with its production
- **Regulatory** – Governmental bodies having regulatory power or influence over the field in question.
- **General Interest** – Those employed by government, academia, consulting firms, the public at large, etc. who have interest in the equipment for which the document is written

**NOTE:** Other categories include employee/union, insurance/inspection, distributor, trainer and installer.
Interest Classification (cont’d)

Purpose:
Classification systems are used to establish balanced representation for developing evidence of consensus on Standards Committees.
To ensure consensus committee membership balance:
No more than 1/3 of the membership from any single category for those Standards Committees dealing with safety codes and standards.
No single category shall have a majority for Standards Committee dealing with product standards.
Alternates must be from the same interest category as the member represented or shall have an interest classification that maintains the required balance.
Appointment of Individual Members

Process:
The process for appointing new members works like this:
First, an applicant completes a Personnel Form (PF-1) or updates an already existing PF-1 (preferably electronically, via C&S Connect).
If this is the applicant’s first appointment to a Codes and Standards Committee, then the applicant is sent a package which includes:
Society Policies: 15.7 on Ethics, 15.8 on Conflict of Interest, and 14.6 on Society Name, Seal, Emblem, Initials, Titles, Identification, and Certificates
A Participation acknowledgement Form (PAF)
The applicant is required to return a signed PAF form before their application is processed further.
Appointment of Individual Members

Process:
The process for appointing new members works like this:
The Consensus Committee reviews each application based on the committee’s needs and the qualifications of the individual, as well as the current membership balance of the committee.
The Consensus committee then votes to recommend the appointment. Generally, the committee just above the one the applicant will join does the voting, e.g., subgroup members are approved by the parent subcommittee; subcommittee members are approved by the parent Consensus Committee, and Standards Committee members are approved by the Supervisory Board.
Once necessary approvals are achieved, and as long as a signed PAF form is on file, applicant sent appointment letter, and his or her name will be added to the roster.
Members are usually appointed for a term of five years
Appointment of Individual Members (cont’d)

Participation acknowledgement Form (PAF):
For the applicant’s first appointment to a Codes and Standards Committee, the applicant is required to return a signed PAF form. The form indicates that the member:
Agrees to adhere to the policies on ethics, conflict of interest and society name & identification in carrying out their responsibilities for all appointments and reappointments to Codes and Standards activities.
Acknowledges that copyright and all rights in all materials produced by ASME Codes and Standards Committees are owned by ASME, that ASME may register copyright in its own name, and that the only permitted reproduction of ASME copyrighted material is for committee business.
This form must be signed by all members, but need only be signed once.
For reappointments, or any subsequent appointments to other Code, Standard or related Conformity Assessment Committee, or Subordinate Group, each person for whom a signed PAF form is on file at ASME is sent a letter advising him or her of the appointment or reappointment with a reminder of the previous agreement regarding copyright and ASME policies. There is no need to sign the form again.
Reappointments/Terminations/Resignations

Reappointments:
Members can be reappointed at the discretion of the committee. Members approaching the end of their term are asked whether they wish to be reappointed. If the individual does want to be reappointed, and as long as the member has fulfilled his/her membership duties over their previous term by attending meetings, voting on items, etc, then the committee will vote to reappoint the individual subject to approval by the next highest committee. If the member/delegate has not met his membership obligations, the committee can allow the member’s term to expire.

Terminations:
One of the duties of the Chair is to review the performance of committee members at least once each year. As a result of the review, or at the time of reappointment, the Chair may recommend termination of a member’s membership subject to Supervisory Board approval. If a member’s membership is terminated, the member has the opportunity to appeal should he/she object to the termination.

Resignations:
Officers and members who wish to resign from a committee should inform the committee as soon as practical.
Part III – Appointment of Delegates

Appointment of new delegates is similar to the appointment of members.
Interest Classification for Delegates:

Delegates are classified in accordance to the predominant interest of the member’s group, for information only.

The classification will not be used in determining whether the committee has balanced representation.
**Appointment of Individual Members**

Process:
The process for appointing new delegates works like this:
First the group recommends an individual to represent them.
The group provides an explanation of their interest in participating.

Just like members, delegates are sent a package which includes:
Society Policies: 15.7 on Ethics, 15.8 on Conflict of Interest, and 14.6 on Society Name, Seal, Emblem, Initials, Titles, Identification, and Certificates
A Participation acknowledgement Form (PAF)
If this is the applicant’s first appointment to a Codes and Standards Committee, the applicant is required to return a signed PAF form

After PAF and PF-1 received, the Consensus Committee votes to recommend the appointment of delegates to the cognizant board for appointment for a term not exceeding five years.
Reappointments/Terminations/Resignations

Reappointments, Terminations and Resignations for delegates are handled the same as for a member.
**Pop Quiz #3**

Answer:
Maybe not.
Your alternate must have the same interest classification that you have or an interest classification that maintains the required balance of the committee.
Part V – Membership Records

We conclude this submodule with a look at the membership records we keep.
Membership Records

ASME Database:
ASME keeps a database which contains information about all ASME C&S volunteers, including contact information, the committees each is a member, delegate or alternate of, membership expiration dates, etc. The information contained in the database is used to create a number of standard reports including C&S Committee Rosters and the AS-11 Online Personnel Directory.
MEMBERSHIP RECORDS

• Committee Rosters
  – Produced for each committee
  – Gives, for each committee member
    • Contact Information
    • Membership Expiration Date
    • Interest Classification Code

Membership Records (cont’d)

Committee Rosters:
Committee Rosters contain the contact information (address, phone, fax, email) for each member and delegate, as well as their membership expiration date, and an interest classification code.
MEMBERSHIP RECORDS

- **AS-11 Online Personnel Directory**
  - Contact information for all C&S volunteers
  - Fully searchable database
  - Listing by committee
  - Committee charters
  - Continuously revised

**NOTE:** Members can correct contact information on ASME website

### Membership Records (cont’d)

AS-11 Online Personnel Directory:
The AS-11 Directory contains the contact information for all of the C&S volunteers. The information is searchable by committee or volunteer name. The AS-11 also contains the charters of all ASME Codes and Standards Committees. The AS-11 is revised continuously. Volunteers can now submit corrections and changes to AS-11 information such as your mailing and e-mail address and telephone and fax numbers via the ASME web page.
Pop Quiz #4

Answers:
- c. AS-11

Complete a Personnel Form (PF-1)
Summary

This concludes our review of Membership Maintenance.
REFERENCES

- Personnel Form (PF-1 Form)
  • http://www.asme.org/Codes/About/Links/Links_Codes_Standards.cfm
- ASME Society Policies (incl. P-15.7 on Ethics, P-15.8 on Conflict of Interest, and P-14.6 on Society Name, Seal, Emblem, Initials, Titles, Identification, and Certificates)
  • www.asme.org/governance/society_policies.cfm
- AS-11
  • http://cstools.asme.org/CSConnect/CommitteePages.cfm?View=AS11
- Update Contact Information
  • https://secure.asme.org/codes/addchangeform.cfm

References