

ASME
BOARD ON TECHNICAL KNOWLEDGE DISSEMINATION (BTKD)

OPERATION GUIDE

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MISSION STATEMENT: Board on Technical Knowledge Dissemination (BTKD) is one of the boards of the Technical Communities Operating Board (TCOB), which is an integral part of the Society's Knowledge and Community Sector (K&C). The BTKD was founded in 2008 to guide the technical knowledge dissemination activities of the Knowledge and Community (K&C) Sector, and is comprised of six subordinate Committees. In accordance with the Technical Communities Operating Board Bylaws, the BTKD reports directly to the TCOB. Since the duties of the BTKD have to do primarily with policy and oversight, it is led by the volunteers with the support of the ASME staff.

1 DUTIES

The Operation Guide of the Technical Communities Operating Board (TCOB) states: “The Board on Technical Knowledge Dissemination shall guide the technical knowledge dissemination activities of the Knowledge and Community (K&C) Sector.” The BTKD’s duties include:

1. TCOB representative to ASME as a whole with respect to technical knowledge dissemination (within K&C and outside K&C).
2. Reports to the Technical Communities Operation Board (TCOB);
3. Oversees, coordinates, and guides six standing Committees that are listed in Section 3 of this document);
4. Provides the TCOB with the services of the six standing committee (see PREFACE);
5. Facilitates pertinent information flow and coordination within TCOB committees/Boards;
6. Oversees pertinent information flow and coordination within BTKD committees;
7. Provides Annual Report to TCOB on Committee performance by May of each year, based on ASME’s fiscal year; and
8. Acts on behalf of TCOB to manage/oversee New Product Development (NPD) Funding Process.

The procedures of the Technical Communities Operating Board and procedures applicable to all components of it are found in the Technical Communities Operating Board Operation Guide, with which, all components of the Technical Communities must comply.

2 MEMBERSHIP OF THE BOARD ON TECHNICAL KNOWLEDGE DISSEMINATION

2.1 BTKD MEMBERSHIP

The BTKD shall consist of the Chair, Vice Chair, and six Members respectively from its six standing Committees. The BTKD shall consist of at least one volunteer member from each of its six committees. These representatives shall participate actively in all duties of the BTKD.

There are eight Voting Members of the Board on Technical Knowledge Dissemination:

1. BTKD Chair,
2. BTKD Vice Chair,
3. Chair of STRATEGIC PLANNING COMMITTEE (SPC),
4. Chair of CONFERENCE PLANNING COMMITTEE (CPC),
5. Chair of TECHNICAL COMMITTEE ON PUBLICATIONS AND COMMUNICATIONS (TCPC),
6. Chair of CONGRESS STEERING COMMITTEE (CSC),
7. Chair of INTERDISCIPLINARY COUNCILS COMMITTEE (ICC), and
8. Chair of COMMITTEE ON INTER-UNIT SERVICE (CI-US).

When one of the BTKD member is representing two committees of the BTKD, a designee from one of the committees shall be assigned to cast votes on behalf of that committee.

The non-voting member is the Vice President of the TCOB. Other non-voting members may be appointed by the Chair of the BTKD, such as the Chairs of the Committees (Standing or Special), Chairs

of Ad Hoc Entities (unless the Chairs are already voting members) reporting to the BTKD Chair, and the Staff Member of BTKD.

2.2 GENERAL QUALIFICATIONS OF BTKD MEMBERS

Desired qualifications are well-demonstrated abilities to achieve the goals and mandates of the Society and its members, as defined by: Society leaders and strategic plans; by Society nominations procedures and requirements; and by the missions of the Board on Technical Knowledge Dissemination and its Committees. The members are expected to have experience as chair of one of the Board Committees or a Member-at-Large of SPC, CPC, ICC, CSC, TCPC or CI-US.

2.2.1 Role and Duties of the BTKD Chair and Vice Chair

The Chair and the Vice Chair of the BTKD are volunteers of the Society and are voting members of the BTKD. The Chair of the BTKD is also a voting member of the TCOB. As such, the Chair participates in meetings of the BTKD and reports periodically to the TCOB regarding the activities, programs, policy responsibilities, and make recommendations. Also, the Chair is responsible for recording information generated by the BTKD. The Chair is responsible for revisions to the Operation Guide according to the requirements of the [K&C Sector Operation Guide, Section 21](#), the requirements of the Technical Communities Operating Board, and [Society Policy P 4.12](#), "Operation Guides."

The Vice Chair shall: assist the Chair as required and keep such records and prepare reports as may be requested by the BTKD. The Vice Chair shall assist in the election of a new Chair if the position of the Chair becomes vacant. Upon completion of the term, transmit all correspondence, records and related information to the new Chair.

2.2.2 Election Process for the BTKD Chair and Vice Chair

The BTKD Chair and Vice Chair are appointed to a three-year term with the possibility of a single three-year re-appointment term for a total of six consecutive years for each of them and in a manner that facilitates replacements in a staggered manner. The BTKD Chair is appointed by the TCOB; The BTKD Vice Chair is reported to the TCOB.

2.2.3 Absences of the BTKD Chair

In the event of temporary absence by the Chair, the Vice Chair of BTKD shall assume all the responsibilities of the Chair. In cases when both the Chair and the Vice Chair are absent an assigned officer of the moment should be designated by the Chair to officiate.

2.2.4 Filling Vacancy for the BTKD Chair

If the BTKD Chair becomes unable to serve, the Vice Chair may temporarily be appointed as the Interim Chair by the TCOB. The BTKD will subsequently recommend a new Chair for appointment by the TCOB. The successors may complete the current term and be eligible for a new three-year term.

2.3 ROLE AND DUTIES OF THE BTKD MEMBERS

The role of the BTKD's members is to represent the needs and goals of the BTKD and their respective committees. These members will chair and support their respective committees in planning and management of their responsibilities.

2.3.1 Terms of Office

In accord with the TCOB, a BTKD member shall serve for three years with the possibility of a single three-year extension. Member terms end June 30th and begin July 1st.

2.3.2 Selection Process

The BTKD's members are recommended by their respective BTKD committees that they serve as the chair. All chairs of the BTKD committees are appointed by the approval of the BTKD after receiving an autobiographical sketch of the candidate with a recommendation from their respective committees.

Upon approval of the BTKD board members, he/she must receive final approval by the TCOB. Vice Chairs do not need a final appointment from the TCOB, but their appointments reported to the TCOB for information.

2.3.3 Absences of BTKD Members

In the event of a single-meeting absence by any of the members: the vice chair of the respective committee or a designated substitute may be proposed only by the absent Voting Member, by means of a message conveyed to the BTKD Chair and the Vice Chair. All respective committee vice chairs are recommended by their corresponding committees and approved by the BTKD; they are expected to attend all meetings of the BTKD.

2.3.4 Removal, Resignations, and Filling Vacancies

In the event of incapacity and/or lack of performance of duties by a BTKD member, the BTKD members shall meet to rule upon the conduct of said member and to recommend his/her removal and/or temporary replacement, such removal and/or replacement recommendation shall become effective upon the approval of at least a simple majority of the BTKD members and final approval of the TCOB. Note: the Vice Chair of the related committee shall be notified of the situation so that corrective action can be taken before the decision to remove a member is discussed.

Any BTKD member may resign from office at any time. Such resignation shall be immediately accepted upon written notice to the BTKD Chair. If any of the BTKD members becomes unable to serve, a successor for the vacant position shall be presented to the BTKD for approval and seating, in accordance with the BTKD.

3 WORKING COMMITTEES

ASME practice allows for the establishment of standing or special committees to serve the needs of the BTKD. Committee titles, tasks, appointments, progress reports, and completions / dissolutions shall appear in meeting Minutes as described in Section 4.6. Functions of BTKD's six committees are outlined below.

3.1 STRATEGIC PLANNING COMMITTEE (SPC)

1. Coordinates with various BTKD related units (divisions, groups, committees) on strategic analysis and provides recommendations on strategic guidelines through the BTKD;
2. Assists socialization and communication among technical divisions, technical groups, and the BTKD managed committees to formulate successful and efficient strategic guidance; and
3. Emphasizes the multidisciplinary and inter-division emerging technology topics.

3.2 CONFERENCE PLANNING COMMITTEE (CPC)

1. Reviews submitted documents by conferences developed by units of the K&C Sector to enable suggestion(s) for improvement and recommendation for endorsement by the K&C sector leader;

2. Reviews and assesses plans for new conferences originated within the K&C sector and seek appropriate division(s) for possible financial support;
3. Reviews and evaluates proposals from other organizations inviting the unit(s) of the K&C sector for collaboration in the form of co-sponsorship or participation;
4. Develops plans to improve the quality of the K&C conferences, such as reducing “no shows” and other conference related issues;
5. Trains future conference organizers by organizing training sessions in large conferences;
6. Advises conference organizers regarding planning and appropriate budgets;
7. Promotes the development of interdisciplinary conferences;
8. Coordinates efforts with the Strategic Planning, Publications and Communication, Interdisciplinary Councils, and Congress Steering Committees of the BTKD.

3.3 TECHNICAL COMMITTEE ON PUBLICATIONS AND COMMUNICATIONS (TCPC)

1. Approves editors and associate editors, approves journal pages, approves new journals;
2. Implements strategies to increase quality and impact;
3. Advises journals operating budgets;
4. Provides input to Committee on Finance and Investment (COFI) on the distribution of journal revenues to constitutive Divisions, Groups and Units;
5. Approves copyright process; and
6. Creates modes of readily available technical information.

3.4 CONGRESS STEERING COMMITTEE (CSC)

1. Responsible for high-level logistics for the International Mechanical Engineering Congress and Exposition (IMECE) (location, duration, budget, technical programs, operational guidelines) to satisfy K&C objectives;
2. Oversees Congress Technical Program Committee.

Purpose: The mission of the Congress Steering Committee (CSC) is to deliver an annual ASME International Mechanical Engineering Congress and Exposition (IMECE) of the highest value to all attendees by:

1. Organizing a program of the highest quality that highlights new disciplinary knowledge, multidisciplinary research and the early stages of innovation that will have an impact on the competitiveness of the global ASME engineering community;
2. Facilitating professional interactions and network building that produce and strengthen engineering research and innovation communities.

The Congress Steering Committee will accomplish this mission through policy decisions to direct and manage the IMECE. These decisions pertain to recommending venues and dates, approving annual Congress budgets, registration fees and waivers, encouraging innovations in programming, and distribution of net-above-cost revenues to Divisions and Units.

3.5 INTERDISCIPLINARY COUNCILS COMMITTEE (ICC)

1. Sponsors timely cross-disciplinary activities/products to foster collaboration among ASME Technical Groups/Divisions and provides institutional agility to respond quickly to new strategic opportunities;
2. Establishes and incubates new interdisciplinary councils recommended by SPC/BTKD. Fosters development of their products and services with an eye towards establishing ASME as the lead society in these new topical areas; and
3. Periodically assesses performance of interdisciplinary councils and makes recommendations for their future direction.

3.6 COMMITTEE ON INTER-UNIT SERVICE (CI-US)

1. Implements industrial-focused communications for K&C in partnership with other Sectors
2. Identification of areas for cooperation with industry or other units of the ASME
3. Determination of trend and projections of knowledge dissemination needs by industry
4. Evaluation and determination of other means of knowledge dissemination

4 MEETINGS

4.1 FREQUENCY

Subject to budget or policy constraints, the BTKD shall meet, at least, twice annually in person. These could be at the two yearly Business Meetings of the Society and/or at the Leadership Training Conference (“LTC”). The BTKD may meet at other times electronically, as called by the chair or by a majority of a Quorum of its Voting Members.

4.2 NOTICE

At least 30 days notice shall be given for in-person meetings, at least 14 days notice for formal Webcast meetings, and at least 6 days notice for telephone-conference meetings. For telephone and electronic meetings of limited duration, “attachment” documents shall be provided sufficiently in advance, so as to allow proper receipt and study prior to meeting.

4.3 AGENDA

Notification of each board member and its agenda shall be prepared by the Chair, Vice Chair or the staff, under the direction of the Chair, and be provided, electronically or otherwise, to all board members, to all chairs of the Boards on Technical Knowledge Dissemination, to all member’s committee Vice Chairs, and to other persons whose presence and expertise would be advantageous. Proposals for singular and unique Agenda items shall be directed to the BTKD Chair.

During Agenda preparation, schedules for “external mandatory” meetings (Society Officer Training, Nominating Committee appearances, etc.) shall be taken into account, so as to minimize extensive absences of board members.

Committee meetings, held near the time of a Board meeting, are encouraged not to overlap with one another.

4.4 QUORUM AND VOTING REQUIREMENTS

A Quorum shall consist of the presence of a simple majority of the established number of Voting Members of the BTKD. An incomplete Quorum may be completed by accepting designated substitutes for voting members, as defined in “Absences of BTKD Members” Section of this Guide.

The BTKD Chair or presiding officer may choose to conduct an electronic vote of the BTKD members when time is of the essence. Reasonably sufficient information is required to make a well thought decision. If a voting member believes that information provided is insufficient, that member can request additional information to be provided to all of the voting members, or abstain from the vote. The number of yea or nay votes tallied by the Chair or presiding officer must meet the requirements for a Quorum. Abstaining votes will not count toward the Quorum.

4.5 PROXIES

Proxies for vote may be assigned only if provided in written form with a limited duration of usage, in anticipation of the absence of a voting member. Proxies may only give specific voting instructions, and shall not provide any general or undefined voting authority to any person. The existence and intent to vote a proxy shall be disclosed prior to the vote at hand, with or without revealing content or instructions. Proxies may be examined privately for validation by the BTKD. The presence of a Proxy does not contribute to the establishment of a Quorum. If the author of the Proxy is present, that Proxy shall become null and void.

4.6 RULES

In accordance with ASME By-Law 4.1.3, formal and parliamentary portions of meetings shall be conducted in accordance with Robert's Rules of Order. The most recent version of Robert's Rules of Order, as is readily available at the meeting, in book or electronic form, shall prevail. Informal portions of meetings may be conducted in any productive and transparent business or volunteer-organization format. A return to Robert's Rules format may be declared at any time.

4.7 RECORDS

Meeting minutes, key reports and documents, and the reportable results of BTKD meetings, shall be maintained by the BTKD's Chair or Vice Chair and the ASME staff representative. Documents of broad interests shall be posted on its ASME websites. Moreover, an Operation Guide shall be maintained and updated periodically, subject to Board and TCOB approvals.

4.8 TRAVEL EXPENSES

Travel expenses shall be in accordance with ASME Policy P-4.5 and additional Travel Procedures set forth by the K&C Sector leadership. In instances of combined personal travel and travel for ASME business purposes, only properly proportional expenses may be submitted. A determination of persons eligible for travel reimbursement shall be defined in the budget-plans for each event.

5 SCHEDULED OPERATIONS

5.1 OPERATIONS AND TRAINING

The BTKD shall ensure that an annual report and plan for the next Year Fiscal are completed (by May 30th of each year) by the Board to provide trend information for planning. The BTKD shall ensure that there are mechanisms in place to provide adequate support for its current and future operations.

6 BTKD RESPONSIBILITIES

6.1 RESPONSIBILITIES

1. Provides monthly reports to TCOB on BTKD committee activities, challenges & opportunities;
2. Recommends solutions to challenges as necessary;
3. TCOB representative to ASME writ large with respect to technical knowledge dissemination (within K&C and outside K&C);
4. Facilitates pertinent information flow and coordination within TCOB committees/Boards;

5. Oversees pertinent information flow and coordination within BTKD committees;
6. Initiates and supports New Product Development (NPD) Funding Process and
7. Prepares an Annual report to the TCOB on Committee performance by May 30th of each year.

6.2 COMMUNICATIONS FLOW

In:

1. guidance/direction from the TCOB; committee reports/feedback;
2. coordination/communication from the BTKD

Out:

1. guidance/recommendations to the TCOB;
2. guidance/direction to 6 committees and other sectors.

7 AMENDMENTS

Amendments to the BTKD Operating Guidelines shall be acted upon at a BTKD meeting. Proposed amendments shall be submitted in writing to the Chair of the BTKD. As stated in Section 4.1 of this document, there shall be a one-month period prior to the meeting of the BTKD during which amendments are to be acted upon for review by all BTKD members.

The Operating Guide of the BTKD may be amended by the approval of two-thirds or more of a quorum of the BTKD. After approval by the BTKD, amendments shall be submitted to the TCOB to seek its approval for publication.

8 WEB POSTING

The ASME assigned staff is responsible for web posting and other means of communications. This person shall act in concert with the Committee to assure the collection and prompt posting of current documents. In every case, a current copy of each document, with "Approved" dates, shall be promptly provided by the BTKD Chair to the assigned staff.

Master copies of the BTKD Documents are posted electronically at the BTKD Home Page in an electronic download-friendly and printer-friendly format.

9 STAFF SUPPORT REQUIRED

Full support of an ASME staff for scheduling the Board's activities, arranging its meetings, posting information, strategic input, guidance, and acting as a liaison with ASME's Departments is required.