

Applied Mechanics Division AMD Committee on Geomechanics

OPERATIONAL RULES

1. Purpose of the Committee

The Technical Committee (TC) on Geomechanics of the Applied Mechanics Division (AMD) of the American Society of Mechanical Engineers (ASME) exists to promote, support and advance the state of the art and science of Geomechanics. The area of interests include physical phenomena, theoretical, numerical and experimental modeling. The committee fulfills this purpose by:

- A. Encouraging the presentation and publication of substantive papers in the area of geomechanics by sponsoring symposia at ASME meetings and publishing the associated technical content in bound symposia volumes and in the Journal of Applied Mechanics. Joint sponsorship of symposia with other AMD TCs and ASME divisions is also encouraged.
- B. Serving as a focal point in the AMD and the ASME for Geomechanics.
- C. Serving as a spokesman for Geomechanics in the engineering community at large.
- D. Developing liaisons with other divisions of the ASME, and relevant committees of other engineering and scientific societies worldwide.
- E. Maintains and supports ASME recognition of the contributions to Geomechanics by engineers and scientists working in this area. This is accomplished through the recommendation of special and general lectures at ASME meetings and through the nomination of selected individuals for ASME awards, including promotion to Fellow of the Society.

2. Committee Members

Members are appointed by the Chair of the Geomechanics Committee for an indefinite term. Members of the Geomechanics Committee are members of the ASME from academia, industry, and government. Appointment to membership rests on the nomination of a candidate by an active member of the Geomechanics Committee based upon the excellence of the nominee's contributions to the field. The nominee must furnish a current vitae in demonstration of accomplishments in the field for review by the Chair. Nominations for membership from Committee members must be presented in writing to the Committee Chair. No person may be nominated without that person's consent.

3. Officers

The Geomechanics Committee has two officers: a Chair and a Recording Secretary. The secretary is elected every five years from among the committee membership (including the ex-officios). After five years of service in this capacity, the Secretary automatically becomes Chair of the TC and holds this position for a term of five years. The term of office for either position runs from July 1 of the year immediately following the election through June 30 five years later. An incoming secretary will be elected at least 3 months before the expiration date of the outgoing chair. Nominations for the Secretary are accepted from Committee members.

Chair Duties

- A. Calling and conducting all committee meetings. Notifying all members of a regularly called committee meeting by e-mail at least a week in advance of the meeting; this letter shall be accompanied by an agenda for the forthcoming meeting (including time and date).
- B. Representing the Geomechanics Committee at meetings of the AMD General and Program Committees.
- C. Providing a list of current TC members to the AMD Executive Committee.
- D. Ensuring that the TC maintains an adequate and active membership.
- E. Monitoring committee activities.

Recording Secretary Duties

- A. Recording attendance and taking minutes at each meeting, forwarding same to the Chair within two weeks, incorporating the Chair's additions and corrections where appropriate, and distributing the minutes to the members.
- B. Maintaining a current list of all TC members, their addresses, telephone numbers and email addresses.
- C. Maintaining committee records and transferring them to the newly elected Secretary during the transition from Secretary to Chair.
- D. Acting for the Chair when the Chair is absent from a meeting.

If either officer is unable to complete his/her term of office, the other officer automatically fills both positions until the next regularly called meeting.

4. Meetings

The Chair of the Geomechanics Committee calls a meeting once a year during a meeting of the ASME. The Chair may also call special meetings as appropriate. The agenda of a regularly called meeting includes:

- A. Reading of the minutes (including attendance) for the previous regularly called meeting.
- B. Consideration of new and continuing members.
- C. Election of a new Secretary (when required).
- D. Review of current performance regarding Committee activities.

5. Revisions of Operational Rules of Committee

This Operation Manual takes effect on January 1, 1998. It may be revised after that date at any regularly called meeting of the committee by two-thirds vote of the members present. Such revision is reported in writing to the AMD Executive Committee.