

**OPERATIONAL RULES
Technical Committee**

Materials Processing and Manufacturing

**Applied Mechanics Division
American Society of Mechanical Engineers**

1. Purpose of the Committee

The Technical Committee (TC) on Materials Processing and Manufacturing of the Applied Mechanics Division (AMD), American Society of Mechanical Engineers (ASME), exists to promote, support and advance the state of the art and science of Applied Mechanics in the area of materials processing and manufacturing. The committee's interests cover the area broadly and include analytical, numerical and experimental techniques applied to materials processing and manufacturing. The committee fulfills this purpose by:

- A. Encouraging the presentation of substantive papers in the area of materials processing and manufacturing through sponsored symposia at ASME meetings involving AMD participation and encouraging archival publications. Joint sponsorship of symposia with other AMD TCs and ASME divisions is also encouraged.
- B. Highlighting special needs and advances by promoting presentations, publications and panel sessions on selected topics in materials processing and manufacturing.
- C. Serving as a focal point in the AMD and ASME for materials processing and manufacturing and being an advocate for the subject in the engineering community at large.
- D. Developing liaisons with other divisions of ASME, with corresponding committees of other engineering and scientific societies in the nation and also in other countries.
- E. Maintaining recognition in ASME of the contributions to Applied Mechanics of engineers and scientists working in the subject area; this is principally accomplished through the recommendation of special and general lectures at ASME meetings and through the nomination of selected individuals for ASME awards, including elevation to the rank of Fellow of the Society.

2. Committee Members

"Members" of the TC on Materials Processing and Manufacturing are those present at a regularly called meeting. Members of the TC are required to be members of ASME. Any member who does not attend at least one TC meeting every two years is considered inactive and is automatically changed to "associate" of the committee as defined in item 3.

3. Committee Associates

"Associates" of the TC on Materials Processing and Manufacturing is a category of participation with the committee for people who would like to maintain contact with the committee, without being an official member. This category of membership includes former members, persons interested in the discipline, and persons who request to become an associate member.

4. Ex-officios

Ex-officios are former committee Chairs who wish to maintain official member status and have the same voting privileges as members. They do not lose their member status if they do not attend at least one meeting of the TC every two years.

5. Officers

The TC on Materials Processing and Manufacturing is served by two officers: a Chair and a Vice-Chair. The Vice-Chair is elected every two years from among the committee membership (including the ex-officios) during the ASME International Mechanical Engineering Congress and Exposition (IMECE). After two years of service in this capacity, the Vice-Chair automatically becomes Chair of the TC and holds this position for a term of two years. The term of office for either position runs from July 1 of the year immediately following the election (approximately 7 months after the election) through June 30 two years later. The following table summarizes the duration of offices, following a person through a 4 year service period:

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Nov. Year 0:	Elected Vice-Chair
July 1 Year 1:	Vice-Chair term begins
June 30 Year 2:	Vice-Chair term ends
July 1 Year 3:	Chair term begins
June 30 Year 4:	Chair term ends

Nominations for the Vice-Chair are accepted from committee members at the appropriate IMECE. A nominee is elected Vice-Chair when she/he receives a majority of the votes cast on written ballots by the committee members present. If more than two nominees are involved and no nominee receives a majority vote, the nominee with the smallest number of votes drops out of the election and a new vote is taken. This process continues until a nominee receives a majority of votes. The result of the election must be conveyed to the Secretary of the AMD Executive Committee.

Chair Duties

- A. Calling and conducting all committee meetings. Notifying all members of a regularly called committee meeting by letter or electronically at least four weeks in advance of the meeting. Notification shall be accompanied by an agenda for the forthcoming meeting (including time and date).
- B. Furnishing a meeting agenda to the Vice-Chair at least six weeks before a regularly called meeting.
- C. Representing the TC at meetings of the AMD General and Program Committees.
- D. Ensuring that the TC maintains an adequate and active membership.
- E. Monitor committee activities and motivate committee members to perform dependably and enthusiastically.

Vice-Chair Duties

- A. Recording attendance and taking notes at each meeting, forwarding these records to the Chair within two weeks, for additions and corrections, and distribution to the members.
- B. Maintaining current lists of all TC members and associates, their addresses, telephone numbers and e-mail addresses.
- C. Maintaining committee records and transferring them to the newly elected Vice-Chair upon transition to Chair.
- D. Acting for the Chair when the Chair is absent from a meeting.

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

6. Meetings

The chair of the TC on Materials Processing and Manufacturing calls a regular meeting during each IMECE of the ASME. She/he may also call special meetings as required. As a minimum, the agenda of a regularly called meeting includes:

- A. Review of the previous regularly called meeting.
- B. Election of a new Vice-Chair (when required).
- C. Review of current activities including A-E listed in Section 1 of these Operational Rules when appropriate.

7. Revision of Operational Rules of Committee

These operating rules take effect on January 1, 2000. They may be revised after that date at any regularly called meeting of the committee by two-thirds vote of the members present and voting. Such revision is subject to the approval of the AMD Executive Committee.