

TCVS Operating Procedures

Version Updated: August 1997

This guide is meant as an aid to members of the TCVS. Primarily it provides new members of the TCVS an orientation to the workings of the Committee. Further, it reminds committee members of some of the details of the commitments of the TCVS and suggests ways in which those commitments can be met. Unlike the TCVS bylaws – attached as an appendix – this is not an official document. It is anticipated that this document will undergo continual revision as conditions change, as practices improve, and as officers take time to add more detail. The reader should expect the writing style of this document to vary from section to section, reflecting periodic rewriting of sections by knowledgeable committee officers.

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I. Summary of Activities of the TCVS

A. Design Engineering Technical Conference (DETC)

The TCVS usually participates in the odd-year DETC. Ours is the *Biennial Conference on Mechanical Vibration and Noise* which is usually the lead conference. As sponsors of the lead conference, our conference chair is the general conference chair (GCC).

B. Awards

The TCVS selects recipients for the Den Hartog and the Myklestad Awards, subject to ratification by the Design Engineering Division (DED) Executive Committee. These awards are presented at the odd-year DETC. There is a TCVS subcommittee chair charged with coordinating this activity.

C. Even-year International Mechanical Engineering Congress and Exposition (IMECE)

The TCVS usually sponsors approximately a dozen sessions at the even-year ASME

IMECE. Most of these sessions are parts of special symposia or workshops. There is a TCVS subcommittee chair charged with coordinating this activity with the DED Executive Committee.

D. Odd-year International Mechanical Engineering Congress and Exposition (IMECE)

The TCVS occasionally sponsors approximately four sessions at the odd-year ASME IMECE. Most of these sessions are parts of special symposia. This activity is coordinated by the same subcommittee that organizes the even-year IMECE sessions.

E. National Design Engineering Show and Conference (NDESC)

The TCVS will occasionally sponsor special sessions or workshops at the even-year Spring Design Shows. Such activities will be coordinated by a specially appointed TCVS subcommittee.

II. Recurrent Schedule of the Technical Committee on Vibration and Sound

A. Even year Winter: International Mechanical Engineering Congress and Exposition (IMECE)

1. TCVS technical sessions take place at IMECE
2. Meeting of the TCVS
 - 1.
 2. TCVS chair appoints membership nominating committee
 3. TCVS chair appoints coordinating committee for sessions at IMECE one and two years into the future.

B. Odd year Spring: National Design Show, Chicago (usually 1:00 Monday)

1. Meeting of TCVS
 - 1.
 2. Elect new members to the TCVS
 3. Make selection for Den Hartog and Myklestad awards

C. Odd year Fall: Design Engineering Technical Conference (conference usually begins on a Sunday evening)

1. TCVS technical sessions take place
2. TCVS Banquet: bestow awards
3. TCVS meeting: appoint membership nominations committee

D. Even year Spring: National Design Show, Chicago (usually 1:00 Monday)

1. Meeting of TCVS
 1. Elect new members to the TCVS
 2. Elect new officers of TCVS
 3. Select chair for Biennial Vibration and Noise Conference 3½ years into future
 4. TCVS chair appoints honors subcommittee of TCVS

III. Responsibilities of officers of the TCVS

A. Chair of TCVS

- 1.Appoints subcommittee chairs, liaisons with other committees, and chair of Biennial Conference on Mechanical Vibration and Noise(BCVN). This last appointment is done with the concurrence of the TCVS
- 2.Coordination with BCVN chair and DETC chair
- 3.Coordination with TCVS honors chair, nominations chair, IMECE chair, and National Design Show chair
- 4.Report to DED executive committee
- 5.Chair meetings of the TCVS

B. Vice Chair of TCVS

- 1.Assure timely conveyance to DED newsletter editor of relevant TCVS conference and honors information and other relevant news
- 2.Maintain TCVS list of appointments and assignments
- 3.Chair regular meetings of the TCVS in the absence of the TCVS Chair

C. TCVS secretary

- 1.Notification of members one month before meeting time
- 2.Submit a draft of minutes to committee one month after each meeting. Another mailing of minutes may be done later as well.
- 3.Mail meeting minutes and agenda to the DED liaison (e.g., C. Hales in 1997).
- 4.Maintain membership roster, mailing list, bylaws, this SOP, and the TCVS binder.

D. TCVS Nominations Subcommittee Chair

Detailed instructions are attached.

E. TCVS Honors Subcommittee Chair

Detailed instructions are attached.

F. TCVS IMECE Coordinator

Detailed instructions are attached.

G. TCVS Liaison to the National Design Engineering Conference

Detailed instructions are attached.

H. TCVS Biennial Conference on Vibration and Sound Chair

Detailed instructions are attached.

I. Liaisons to other technical committees

Detailed instructions are attached.

IV. TCVS Nominations Subcommittee Chair

The chair of the membership nominations subcommittee will be appointed by the TCVS Chair during the TCVS fall meeting (at the ICE in even years and at the DETC during odd years.) The subcommittee chair and any members that he recruits to his subcommittee must be voting members of the TCVS.

The responsibility of the subcommittee will be to provide the TCVS the names and resumes of interested and qualified perspective members. That information will be provided to voting members of the TCVS in the form of a package mailed to them approximately one month before the spring meeting.

Before soliciting nominations, the chair of the subcommittee will confer with the TCVS secretary to determine how many positions will need to be filled in the forthcoming election.

The subcommittee will solicit suggestions from the TCVS for perspective members. It will examine rosters of recent TCVS meetings to identify friends of the TCVS who might want to join, and it will collect outstanding candidates by whatever other means it feels appropriate. It is preferred that the subcommittee provide the TCVS with more choices than there are openings.

The nominations subcommittee should make itself sufficiently familiar with the backgrounds of all nominees to discuss them knowledgeably at the Spring meeting of the TCVS. The nominations committee will bring appropriate ballots to that meeting.

After the election, the chair of the nominations subcommittee will present the TCVS chair with a list of the newly elected members of the TCVS. The subcommittee chair will politely remind the TCVS chair to write appropriate letters to all of the candidates.

V. Honors Subcommittee Chair

Den Hartog and Myklestad Awards

1. Place call for nominations for Den Hartog Award and Myklestad Award in J. Vibration and Acoustics and other sites in time for nomination cut-off: Dec 31, in year before DETC. (A sample call is attached.)
2. Mail nominations and resume's to voting members of TCVS at least one month prior to the Spring meeting of the TCVS at the National Design Show in the year of the DETC.
3. Send thank-you letters to every one who sent in a nomination. Inform them that their nomination will be considered in the Spring meeting of the TCVS.
4. Bring appropriate ballots to the Spring meeting of the TCVS.
5. Communication with Design Engineering Division (DED): The Design Division Executive committee must ratify the TCVS selection for Den Hartog and Myklestad winners. We must be in close communication with the DED Executive Committee.
 - 1.a. Invite the Design Engineering Division honors committee chair to attend the TCVS meeting at the Design Show at which the selection of Den Hartog and Myklestad winners will be made.
 - 2.b. If that DED honors committee chair does not make the meeting, be sure that he is provided with the results of the TCVS selection and confirmation from the DED is received before the winners are notified.
1. Assure that the Chair of the TCVS has the correct name, address, phone and fax numbers for the winners of the awards. Be sure that the TCVS chair notifies the winners and alerts them to come to the Fall DETC meeting.
2. Assure that the DED honors chair notifies the ASME Technical Affairs Staff Member

(Fred Goldfarb) of the Myklestad and den Hartog winners so that he brings plaques to the DETC.

Fellow Nominations

1. Query members of the TCVS and the vibrations community for potential nominees for Design Division Fellow. Determine whether those people are yet Fellows.
2. Report potential nominees at each meeting of the TCVS, for discussion and identification of sponsors.

SAMPLE SOLICITATION FOR Den Hartog & Myklestad NOMINATIONS. BE SURE TO CHANGE THE NAME & ADDRESS OF THE TCVS CHAIR!!!!

Solicitation for Nominations for the
J.P. Den Hartog Award
and the
N. O. Myklestad Award

The Technical Committee on Vibration and Sound (TCVS) of the ASME Design Engineering Division solicits nominations for the 1995 J. P. Den Hartog and the N. O. Myklestad awards.

The Den Hartog award, established in 1987, is presented in recognition of lifetime contributions to the teaching and practice of vibration engineering. The Myklestad award, established in 1989, is presented in recognition of a major innovative contribution to vibration engineering.

Letters of recommendation should be sent by January 1, 1995 to:

Dr. Daniel Segalman
(Chair TCVS)
Division 1434, MS 0439
Sandia National Laboratories
Albuquerque, NM 89185
Phone: 505-844-0972
Fax: 505-844-9297
Email: djsegal@sandia.gov

VI. TCVS IMECE Coordinator

Basic Responsibility and Scope

This coordinator represents TCVS to coordinate with the Division on the TCVS sponsorship of sessions for symposia to be held during the annual *ASME International Mechanical Engineering Congress and Exposition* (IMECE). Since the Biennial Vibration and Noise Conference is held during odd-numbered years, TCVS intends to have active participation (about 12 sessions) during even-numbered year IMECE and

marginal participation (about 4 sessions) during odd-numbered year IMECE.

Procedures

- 1.The coordinator should make contact with the DED representative (obtain the name from the previous coordinator or current TCVS Chair) by June of each year. This initial contact is to let the DED Rep know who to talk to from TCVS.
- 2.Send out notices to TCVS members and other interested parties for solicitation of symposia. By August, the coordinator should have an estimate of the number of sessions needed for the IMECE in the following year. Preferably, the coordinator should have the titles and scopes of the symposia to be sponsored.
- 3.Call the DED Rep (around September) and let him/her know of the number of sessions needed and the symposia titles (if available).
- 4.Around December, the DED Rep will send the coordinator a time table of deadlines to follow and a set of forms to reproduce for the symposium organizers. The time table outlines when and whom the required forms and authors' manuscripts should be sent to. The DED Rep will also inform the coordinator the number of sessions and time slots that have been approved by ASME.
- 5.Once the coordinator knows the number of sessions and their assigned time slots, he/she should contact the symposia organizers and discuss with them how many sessions they actually need and their preferred time slots. The coordinator will then decide on how to distribute the sessions to the symposia.
- 6.Follow the time table closely. The first major task is to submit the M&P 1337 forms and the names and addresses of session chairs and authors to the DED Rep. Ask the symposium organizers to provide this information for only those sessions sponsored by TCVS (typically a symposium is co-sponsored by several divisions). In order to meet the deadline, the coordinator should start soliciting this information as early as possible since revisions of the forms might be necessary.
- 7.Respond to and communicate with the DED Rep during the critical time period of March to August. The coordinator should address concerns and questions to the DED Rep or the person-in-charge at ASME.
- 8.Instruct the symposium organizers whom and where they should send the manuscripts to.
- 9.The DED Rep will send a preliminary technical program to the coordinator for proofread. This is basically the last chance for changes. The coordinator should confirm information printed on this preliminary program with the symposium organizers.

VII. TCVS Liaison to the National Design Engineering Show and Conference (NDESC)

Basic Responsibility and Scope

This coordinator serves as a liaison between the TCVS and the Division with respect to the NDESC. He coordinates the participation of the TCVS in the National Design

Engineering Show and Conference which is held annually in Chicago, Illinois. Since the Biennial Vibration and Noise Conference is held during the odd-numbered years, TCVS intends to participate in the NDESC during the even-numbered years. The ASME Design Engineering Division (DED) allows the TCVS to organize 2 or 3 sessions which have a practical nature and can be of interest to the industry community. These sessions can be tutorial, panel, or regular sessions. Papers are not required for the presentations made in these sessions.

Procedures

In March of the year preceding the even-numbered year, the coordinator makes contact with the other interested individual or parties who may be interested in organizing sessions at the National Design Engineering Show and Conference. The titles; names, addresses, telephone and fax numbers of the organizers, brief descriptions and names of other participants in the sessions must be forwarded to the DED representative (Mr. Richard A. Hirsch, 8220 Marcie Drive, Baltimore, MD 21208-1994) by the TCVS representative before May 15 of the year preceding the conference year. The DED representative will submit the proposed sessions to the ASME Executive Committee for approval. Upon approval of the sessions, the DED contacts directly the session organizers for more information if it is required.

VIII. Chair of Biennial Conference on Vibration and Noise (BEVN)

Usually the Design Division accepts the TCVS chair of the BCVN to be the general chair of the Design Engineering Technical Conference (DETC) in which the BCVN occurs. These responsibilities are discussed separately.

DETC General Conference Chair

The General Conference Chair (GCC) negotiates resources between the ASME and the constituent conference chairs (CCCs) of the DETC. The ASME conference coordinator is responsible for all negotiations with the conference hotel, but the GCC must be sure that all conference needs are met. This is done in the budget negotiation with the ASME conference coordinator where conference expenses are fixed. The ASME conference coordinator will be aware of all major requirements, but the GCC should remember to keep the following items in mind:

- ★ mailings of calls for papers
- ★ inter-session refreshments
- ★ authors breakfasts
- ★ complimentary admissions

The mailings must go out early enough to guarantee good participation at the DETC. This requires getting conference calls from the organizers of the constituent conferences and assuring that ASME does the mailing early. This is a very important

item, and the ASME staff have been known to let this item slide. With very early planning, there can also be a call placed in the Design Division Newsletter, though this may also require a part of the budget.

Inter-session refreshments are appreciated by the conference participants, but this an area where hotels tend to gouge conferences.

Authors' breakfasts are important to give session chairs an opportunity to meet the speakers and to give the conference chair and opportunity to give instructions to the session chairs.

It is important to reserve a few complimentary admissions for worthy and needy participants. These are usually allocated to the chairs of the constituent conferences (CCCs) according to the number of sessions each has. Usually these admissions are given to needy foreign participants. When bargaining with the ASME staff, one requests that these few admissions be done off-budget because the recipients would not participate at all otherwise.

Registration fees are set by dividing anticipated conference costs (which can be forecast fairly accurately) by the anticipated number of paying conference participants. The ASME staff will tend to underestimate participation, the GCC should use past conference participation to argue for larger anticipated attendance.

Items that must be negotiated with the CCCs are:

- ★ number and timing of sessions
- ★ times and locations of conference banquets
- ★ keynote speakers
- ★ paper submission deadlines

Ideally, the GCC will have a General Program Chair (GPC) to take responsibility for these items. In particular, the GPC will make sure that all CCCs have completed the reviews of papers in their sessions soon enough to provide all necessary information to the GPC early enough for printing of the conference program.

Usually, all conference proceedings are coordinated by the GCC or the GPC. In such cases, the GPC will group the manuscripts of conferences and symposia to achieve reasonable prices for the proceedings. Of course the GPC will see that all manuscripts are sent to the ASME printing office in time for publication before the conference.

Chair of the Biennial Conference on Vibration and Noise

The BCVN chair recruits organizers of session and symposia. He also takes responsibility for coordinating with the GCC for the requirements of the BCVN. This includes publicity and calls for papers. This also includes meeting all deadlines of the GPC.

IX. Liaisons to other technical committees

The primary duties of these liaisons are to coordinate activities of the TCVS with those of technical committees of related interests. The most important activity to be coordinated is the joint sponsoring of technical sessions at the IMECE and at the DETC.

The liaisons are appointed by the TCVS chair. They are usually members of the sister committee, but they may be either friends or members of the TCVS.

