

OPERATING RULES

Bylaws of the Technical Committee on Vibration and Sound (TCVS) ASME Design Engineering Division

Revised: September 1, 2009

Purpose

The purpose of the Technical Committee on Vibration and Sound (TCVS) is to foster activities pertaining to vibration, sound, and related technical areas.

Membership and Terms of Service

1. A full committee shall nominally consist of 24 regular members, with each member to serve for three years. Under special circumstances, the number of members can be expanded to more than 24 through voting of the TCVS committee. Under special circumstances, a new member may be elected to a one-year or two-year term, through voting of the TCVS committee.
2. A member may serve no more than two consecutive three-year terms and may not be re-elected within two years after expiration of the term.
3. If a member misses three consecutive TCVS meetings the membership is terminated unless extenuating circumstances are presented to the committee and the committee approves continuation of the membership by a majority vote.
4. The Committee chairperson shall be an ex officio member of the committee, with vote, for two years after completing that term office. The current vibrations conference chairperson shall be an ex officio member of the committee with vote. The current editor and associate editor(s) for vibration and noise fields in the Journal of Vibration and Acoustics shall be ex officio members of the committee, without vote, during their tenure in these positions and will not be counted in determining a quorum.
5. Officers shall serve a complete two-year term of office as voting members of the committee even if such service extends beyond the end of their normal term of committee membership. If the regular term of an officer ends while in office, the officer continues as an ex-officio voting member. If a portion of the three-year term, to which an officer was elected as a committee member, remains at the completion of the term of office, it shall be finished as a regular committee member.

Election of New Members

1. Each year, before or during the TCVS fall meeting, the committee chairperson shall appoint a nominating committee chairperson and, at most, two other members. The chairperson of this nominating committee shall be a member of the TCVS; the other members need not be members of the TCVS, but must be members of the ASME.

2. The Nominating Committee shall consider potential new members and present a list of at least five nominees to the chairperson at least two weeks prior to the spring TCVS meeting.
3. Election of new members shall be accomplished at the NDEC TCVS meeting or before the end of April of the same year if no NDEC TCVS meeting is held. The new members shall take office on July 1 following their election. Each member of the TCVS, except the chairperson, shall have one vote. The nominees with the largest number of votes shall be considered elected. The chairperson shall cast a tie-breaking vote, in case of any tie.
4. Elections of new TCVS members and/or officers shall normally be held at a meeting of the ASME in which the TCVS is involved. However, at the discretion of the chairperson, elections may be held by mail ballot.
5. If a TCVS member cannot complete the full term of membership or if removed from membership for attendance reasons, then the chairperson shall appoint a replacement to serve the remaining portion thereof.
6. Voting by proxy or absentee vote is not allowed for the election of members and officers and the selection of award recipients, unless the entire ballot is conducted by postal or electronic mail.

Officers

1. The committee shall be governed by a chairperson, vice-chairperson, and recording secretary.
2. The term of office for each officer shall be two years, extending from July 1 of an even numbered year until the end of June two years later.
3. Officers shall be elected from among the committee members, by the committee members. Elections shall be held as soon as possible after election of committee members.
4. Election shall be accomplished by plurality of the votes cast.
5. If the TCVS chairperson cannot complete the term of office, then the vice-chairperson shall become chairperson and the recording secretary shall become vice-chairperson for the remainder of the term of office. Whenever the office of recording secretary is vacant, the chairperson shall appoint a new recording secretary from the TCVS membership.
6. A sitting committee secretary or vice chair may stand for election of a higher office even if their current membership term has expired.

Subcommittees

1. The Chairperson of the TCVS has the authority to establish subcommittees, and shall appoint the chairperson of each such subcommittee.
2. The members of the subcommittees need not be members of the TCVS. The chairperson of each subcommittee must be a member of the TCVS, except in such special cases where a

majority of the members of the TCVS vote to accept a non-committee member as subcommittee chairperson.

Ratification and Amendments

1. These rules become effective upon ratification.
2. Amendments to these rules require a two-third vote of all regular members of the TCVS.