

**BYLAWS**

**AND**

**OPERATING GUIDE**

**for the**

**Energy Resources Board**

**of the**

**American Society of Mechanical Engineers**

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**BYLAWS AND OPERATING GUIDE**  
**for the**  
**ENERGY RESOURCES BOARD**  
**AMERICAN SOCIETY OF MECHANICAL ENGINEERS**

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**BYLAWS AND OPERATING GUIDE**  
**for the**  
**ENERGY RESOURCES BOARD**

# AMERICAN SOCIETY OF MECHANICAL ENGINEERS

## 1. BYLAWS

### ARTICLE A. ORGANIZATION

#### 1. **Energy Resources Board**

The name of this organization shall be the Energy Resources Board.

#### 2. **Reporting Structure**

This Board shall report to the Council on Engineering of the American Society of Mechanical Engineers.

### ARTICLE B. PURPOSE AND SCOPE

#### 1. **Purpose**

The purpose of this Board shall be to

- a. Constitute an operating Board in accordance with the Constitution and Bylaws and Policies of the American Society.
- b. Promote the art and science of mechanical engineering in the field of energy resources;
- c. Encourage, promote and coordinate the Energy Resources Technical Group's divisional organizations, publications, and technical meetings. To foster their activities dealing with member interests, membership development, and long range planning; to encourage participation in National Nominating Conferences and liaison with other divisions, sections, regions, and operating boards; and to conduct all of the above activities within the policies and goals of ASME; and
- d. Represent and present the interests of the divisions of the Energy Resources Technical Group to the Council on Engineering of the Society, appropriate to the needs and concerns of the Group's divisions and the needs of the Council.

#### 2. **Scope**

The scope of activities of the Energy Resources Board includes that technology dealing with all phases of the exploration, development, transportation, manufacturing, and conversion of all forms of energy -- fossil fuel, solar, ocean, and all advanced energy systems concepts including the related support technologies to provide access to the energy source sites.

## **ARTICLE C. ORGANIZATION**

### **1. Designation as Manager of Group**

The affairs of the Technical Group shall be managed by a Board, which shall be designated as the Energy Resources Board (ERB).

### **2. Superiority of ASME Bylaws and Rules**

The Board shall be constituted and operated in accordance with the Constitution and Bylaws and Policies of the Society. Whenever a provision of these Bylaws conflicts, the Constitution and Bylaws and Policies of the Society shall govern. The invalidity of any such Bylaw provision shall not affect the validity of the other provisions.

### **3. Composition of the Board**

The membership of the Board shall be as follows:

- a. A duly elected Technical Group Vice President;
- b. Seven Members-At-Large;
- c. A representative and an alternate representative from each Division of Subdivision Executive Committee in the Technical Group;
- d. A representative and first and second alternates to the National Nominating Committee; and

### **4. Ad Hoc Committees**

Members-At-Large, responsible for specific functions within the Board, may organize ad hoc committees to accomplish a specific objective within their area of responsibility.

### **5. Selection and Terms of Board Members**

- a. The Vice President shall be elected and shall serve in the manner and for the term specified in the Society's Constitution and Bylaws. The term is currently specified as three years.
- b. Members-At-Large shall be elected by the Board annually and shall be appointed by the Council on Engineering of the Society for a term of four years, beginning at the close of the next succeeding Summer Annual Meeting and ending at the close of the Society's Summer annual meeting in the fourth year thereafter. Their terms shall be arranged such that no more than two Members-At-Large shall be elected in any single year.

A Member-At-Large may serve only one term. A Member-At-Large that is filling a vacancy may be nominated and appointed to succeed himself if he has served for no more than two years of a term.

- c. Each Division shall annually nominate a Representative and an Alternate Representative. The Division Representative should preferably be the Division Chairman but may be any other person at the Division's discretion. Both Representative and Alternate should attend all meetings of the Board.

The Alternate Representative will normally become the Division Representative following his term as Alternate. The nomination of the Alternate Representative shall be approved by the Group Vice President.

- d. The voting members of the Board shall be the Members-At-Large and the designated Division Representatives. Each Division is entitled to one vote, which may be cast by the Division Representative or, in the case of his absence, by his Alternate or any duly designated proxy. In the event of a tie vote, the Vice President may vote for the purpose of ending the tie.
- e. All terms of office shall begin at the close of the next succeeding Summer Annual Meeting of the Society; they shall end at the close of the appropriate Summer Annual Meeting, in accordance with the respective office term.
- f. Liaison representatives to other duly constituted Operating Boards, national committees, and committees of the Council on Engineering shall be appointed biannually by the Vice President prior to the Society's Summer Annual Meeting and shall serve for a term of two years, beginning at the close of the next succeeding Summer Annual Meeting.

## **6. Selection of Replacements**

- a. In the event that the elected Vice President is unable to serve, an interim Vice President shall be appointed by the Board of Governors, in consultation with the Board, to complete the term.
- b. A vacancy occurring during the term of a Member-At-Large shall be filled for the unexpired term on nomination by the Group Vice President and appointment by the Chairman of the Council on Engineering.
- c. A nomination to fill a vacancy occurring during the term of the Division Representative or his Alternate shall be made according to the procedures or policies of the particular Division and approved by the Group Vice President.
- d. A vacancy occurring the term of a liaison representative shall be filled by appointment of the Vice President.
- e. All Technical Division Executive members and representatives to the Board must be approved by the Board and appointed to their positions by the Vice President.

## **ARTICLE D. OFFICERS**

### **1. Officers of the Board**

The officers of the Board shall be the Vice President of the Society, who shall be Chairman of the board; a Vice Chairman; and the Secretary, who is a member of staff and serves ex officio.

**2. Vice President**

The Vice President shall preside at meetings of the Board and shall receive and act on Division and Committee nominations for positions in the Society and on the Board. He shall also perform such other duties as may be prescribed by the Constitution and Bylaws and Policies of the Society.

**3. Vice Chairman of the Board**

The Board shall elect a Member-At-Large Vice Chairman from those voting Members who have served on the Board for two or more years. He shall serve as Vice Chairman and, in the absence of the Vice President, shall preside at meetings of the Board. The term of the Vice Chairman shall be elected annually at the winter meeting.

**4. Secretary of the Board**

The usual duties and responsibilities of the Secretary of the Board shall be performed by the Society's staff representative assigned by the Society to the Board. In addition, the staff representative shall also have such other responsibilities and duties as are specified by the Society's Bylaws or which may be assigned from time to time by the Society.

**5. Secretary Pro Tem**

At any meeting the Vice President may name a Secretary pro tem from among the voting members of the Board. The Secretary pro tem shall have the responsibilities and perform the duties of Secretary at any meeting of the Board from which the Secretary is absent.

**ARTICLE E. MEETINGS**

**1. Regular and Special Meetings**

There shall be at least two regular meetings of the Board each year at times and locations specified by the Vice President. Insofar as practicable, one shall be held during the Energy-sources Technology Conference and Exhibition (ETCE), and the second at the Intersociety Energy Conversion Engineering Conference (IECEC).

The Vice President, at his discretion, or at any time may call additional or special meetings by a majority of the voting members of the Board.

**2. Notice of Meetings**

Notice stating time, place, and purpose of all meetings of the Board shall be given in writing by the Secretary to each member of the Board not less than 45 nor more than 90 days prior to the meeting.

**3. Definition of Quorum**

At each meeting of the Board, the presence of at least six voting members in addition to the Vice President or his designated alternate shall constitute a quorum. A majority vote of the voting members present at a meeting where there is a quorum shall be sufficient for any action to be taken by the Board except as otherwise provided by these Bylaws or by the Constitution and Bylaws or Policies of the Society.

#### **4. Adjournment and Reconvention**

The members of the Board present at any meeting may, by a majority vote, adjourn the meeting, and such adjourned meeting may be reconvened without further written notice. If a quorum is present at such reconvened meeting, any business may be transacted which legally could have been transacted at the meeting originally scheduled.

#### **5. Proxies**

Proxies are authorized for all operational aspects of board activity, with the exception of changing the Bylaws where proxies are not acceptable. The proxies must be signed and dated by the member giving the proxy. The proxy shall be submitted to the meeting chairman at the start of the Board meeting for verification and recognition (a suggested Proxy format is given in Appendixes.)

### **ARTICLE F. DUTIES OF MEMBERS-AT-LARGE**

#### **1. Division Operations**

In addition to such functions as may be assigned from time to time by the Board, the Member-At-Large responsible for Division Operations shall have the following principal functions:

- a. Monitor new developments in technology affecting the Board and promote Division Activities and programming to make certain that there are no gaps in coverage of the technological areas within the scope of its operations.
- b. Initiate, review and make recommendations with respect to proposals to establish or abolish Divisions within the Technical Group.
- c. At intervals of not more than four years, review the effectiveness of each Division in the Technical Group and make such recommendations as may be appropriate.
- d. Monitor and make recommendations regarding coordination, cooperation, and communication between Divisions in the Technical Group.
- e. Encourage and make recommendations for joint participation in common interest activities by the Divisions of the Technical Group and between those Divisions and other Divisions and Operating Boards of the Society.
- f. Review the performance and future plans of the Divisions in the Technical Group with respect to sponsorship, cosponsorship, participation, or cooperation in technical sessions, meetings, and conferences, and take such action as may be appropriate.
- g. Review National Agenda Items and advise the appropriate Divisions in the Technical Group of applicable items.

#### **2. Board Operations**

In addition to such functions as may be assigned from time to time by the Board, the Member-At-Large responsible for Board Operations shall have the following principal functions:

- a. Review and recommend appropriate changes concerning the Bylaws, Operating Guidelines, and other operating procedures of the Board and of the Divisions comprising the Technical Group for the purpose of determining that their provisions are adequate to the needs of the Board and the Divisions and that they do not conflict with the Board Bylaws or with the Constitution and Bylaws or Policies of the Society.
- b. Review and resolve overlaps and conflicts in scope of operation, technical coverage, and other matters among the Divisions within the Technical Group and with other Groups of the Society.
- c. During the Summer Annual Meeting, or as soon thereafter as practicable, review the long range plans of each Division within the Technical Group and, as appropriate, formulate recommendations to each Division regarding its plans for the ensuing year.
- d. During the Summer Annual Meeting, or as soon thereafter as practicable, review the Board's long range plans for the succeeding five years, and revise the same from time to time as appears necessary or desirable.
- e. Monitor and make recommendations respecting the effectiveness of the Board's and its Divisions' long range-planning performance.
- f. Bring to the Board from an inquiry prior to the meeting the status of activities of the COE Committee on Technical Planning (CTP).

### **3. Strategic Directions**

In addition to such functions as may be assigned from time to time by the Board, the Member-at-Large responsible for Strategic Directions shall have the following principal functions:

- a. Provide guidance and leadership for Operating Board strategic planning retreats as requested and directed by the Vice President and members of the Board.
- b. Establish criteria for Long Range Planning by the Board and Technical Divisions in the Technical Group.
- c. Apprise the Board of diverse member interests within the Technical Group, which may tend to encourage the formation of separate technical societies and groups outside the Group and Society. Encourage and recommend plans, programs, and policies which, insofar as the Constitution and Bylaws and Policies of the Society permit, will enable member interests to be met within the scope of the Group's activities.
- e. Bring to the Board from an inquiry prior to the meeting the status of activities of the Board on Metrication.
- f. Bring to the Board from an inquiry prior to the meeting the status of activities of the Board on Research and Technology Development

### **4. Member Affairs**

In addition to such functions as may be assigned from time to time by the Board, the Member-At-Large responsible for Member Affairs shall have the following principal functions:

- a. Designate a representative to the National Member Interests Committee (NMIC); this representative shall represent the ERB to the NMIC and shall attend all NMIC meetings unless an alternate is selected. Bring to the Board meeting information on the activities of the NMIC and of the Technical Divisions as to their aims and goals.
- b. Designate a representative to the National Member Development Committee (NMDC); this representative shall be a full voting member of the NMDC and shall attend all NMDC meetings unless an alternate is selected. Bring to the Board meeting information on the activities of the National Membership Development Committee and of the Technical Divisions as to their aims and goals.
- c. Monitor and report to the Board on activities of the Council on Professional Development and on the Satellite Programming Committee of the Council on Engineering.
- d. Review annually Division honors and awards, compiling a list of each and serve as a resource for Divisions who anticipate developing new Divisional awards.
- e. Monitor activities of the Henry R. Worthington Award Committee.
- f. Ensure that Divisions within the Energy Resources Technical Group vigorously pursue a Fellow-grade promotion program.
- g. Seek out nominations for Society awards that fall within the purview of the Board.
- h. Obtain historical data from all award or position nominees and deposit that data in the Society's candidate historical file database.

## **5. External Affairs**

In addition to such functions as may be assigned from time to time by the Board, the Member-At-Large responsible for External Affairs shall have the following principal functions:

- a. Monitor the activities of the Council on Public Affairs and report to the Energy Resource Board on items of interest.
- b. Provide expertise to the Board and its Divisions concerning Society policy and practice concerning public statements in matters of concern to the Energy Resources Technical Group and its Divisions.
- c. Provide guidance and recommendations to the Board and the Divisions of the Energy Resources Board concerning Division/Section interaction; monitor Division activities in this regard and bring regular reports of such activities to the Board.
- d. Bring to the Board regular reports of the activities of other Boards and organizations within the Society which would be of interest to the Board or the Divisions of the Energy Resources Technical Group, specifically including the Energy Committee, the Council on Codes and Standards, International Affairs, and the Center for Analysis and Dissemination of Demonstrated Energy Technology (CADET).

## **6. Conferences**

In addition to such functions as may be assigned from time to time by the Board, the Member-At-Large responsible for Conferences shall have the following principal functions:

- a. Monitor the activities of the Conference Committee of the Board on Communications, report to the Energy Resource Board on items of interest, and report to the Conference Committee items of concern expressed by the Energy Resources Board and its Divisions.
- b. Maintain an up-to-date record of Division Conferences and other conferences and exhibitions of interest to the Divisions within the Energy Resources Group.
- c. Bring to the Board regular reports of the status and activities of the Winter Annual Meeting Committee, the IECEC, ETCE, MI conference series, Ecoworld, OTC, and such other conferences as may be of interest to the Divisions of the Group.

## **7. Publications**

In addition to such functions as may be assigned from time to time by the Board, the Member-At-Large responsible for Publications shall have the following principal functions:

- a. Monitor activities of the Publications Committee of the Board on Communications, report to the Energy Resource Board on items of interest, and report to the Publications Committee items of concern expressed by the Energy Resources Board and its Divisions.
- b. Bring to the Board regular reports of the status and activities of the Senior Editor of the Journal of Energy Resource Technology (JERT).

## **ARTICLE G. SCOPES OF THE DIVISIONS**

### **1. Advanced Energy Systems Division**

The Advanced Energy Systems Division addresses new and emerging energy resource and conversion technologies. Included within its scope are thermal system analysis; magnetohydrodynamics; fuel cells; thermoelectrics, thermionics, and thermal system management; cogeneration and combined cycles; fluidized bed combustion; energy storage and transport; geothermal and synfuels technologies; Stirling Engine and heat pump technology; and superconducting energy systems. The range of interest includes both systems analysis and system design.

### **2. Ocean Engineering Division**

The Ocean Engineering Division promotes science and technology related to ocean energy resources, wave and ocean thermal energy conversion, underwater work systems, power development, hyperbaric systems, advanced marine and submarine systems, and ocean transportation and environment.

### **3. Petroleum Division**

The Petroleum Division provides a leadership role in the dissemination of technical and other information to mechanical engineers and other engineers who are directly or indirectly engaged in industries developing and producing energy resources and transporting and converting them into basic raw materials and fuels. These include petroleum natural gas, coal, oil shale, petrochemicals, and other energy-oriented industries.

#### **4. Solar Energy Division**

The Solar Energy Division is concerned with the utilization of solar energy including characterization of the solar resource; simulation; testing and measurements; water heating; heating and cooling of buildings; passive space conditioning and buildings energy conservation; solar thermal power systems; space power; biomass systems; industrial process heat; distillation; effects on materials; indirect solar energy utilization, such as ocean energy systems and wind energy; and other uses of solar flux, such as for waste detoxification and for addressing the greenhouse effect and ozone depletion.

### **ARTICLE H. AMENDMENTS TO BYLAWS**

#### **5. Amendments**

These Bylaws may be altered, amended, or repealed and new Bylaws established within the Constitution and Bylaws and Policies of the Society. Amendments may be adopted by affirmative vote of not less than two thirds of the voting members of the Board present at any regular or special meeting of the Board at which a quorum is present and for which notice of the proposed change is given with the notice of the meeting.

**BYLAWS AND OPERATING GUIDE  
for the  
ENERGY RESOURCES BOARD**

**II. OPERATING GUIDE**

**A. INTRODUCTION**

**1. Scope of the Board**

The Energy Resources Board shall represent the Technical Divisions of the Society dealing with the technology of all phases of the exploration, development, transportation, manufacturing, and conversion of all forms of energy - fossil fuel, solar, ocean, thermal, and all advanced energy systems concepts, including the related support technologies to provide access to the energy source sites.

**2. Purpose of the Operating Guide**

This Operating Guide serves several functions:

- a. It supplements the Bylaws of the Board.
- b. It prescribes specific procedures to implement the Board's Bylaws.
- c. It provides guidance to the Board's officers, members, and liaison representatives in carrying out their functions.
- d. It serves as a reminder of specific actions, which must take place at the various Board meetings in order to meet the necessary deadlines established by the Board and the Society.
- e. It assists the Board in operating in a progressive fashion in conformance with the major goals and objectives of the Board and the Society.
- f. It informs Division representatives of their responsibilities to the Board.

**B. ORGANIZATION OF THE BOARD**

**1. Board Composition**

The Board is composed of the personnel indicated in Article C.3 of the Board's Bylaws. The voting members consist of the seven Members-At-Large, and a representative of each Technical Division within the Energy Resources Group the Vice President may vote in order to resolve a tie vote. In accordance with the Society Constitution and Bylaws, the Representative and First and Second alternates to the National Nominating Committee are

ex officio members of the Board, without vote. Representatives and alternates to other operating boards, national committees, committees of the Council on Engineering, and Division alternate representatives are also nonvoting members.

Both voting and nonvoting members are expected to attend all meetings of the Board, report on the activities for which they are responsible, and participate in the discussion of topics brought before the Board.

The Society's staff representative is the Secretary of the Board and serves without vote.

**2. Officers of the Board**

The Vice President serves as Chairman of the Board, and a duly elected senior Member-At-Large serves as the Vice Chairman.

**3. Members-At-Large**

A Member-At-Large serves for a term of four years, the terms being arranged so that the terms of no more than two expire each year. The Board Bylaws provide in Article C.5 that a Member-At-Large may serve only one term unless appointed to fill a vacancy and having served no more than two-years in that capacity.

At the summer meeting of the Board, usually held in conjunction with the Intersociety Energy Conversion Engineering Conference (IECEC), members shall suggest the names of candidates to replace the outgoing Members atlarge. Candidates shall have previously served as a voting member of the Board or on a Division Executive Committee.

At the winter meeting of the Board, usually held in conjunction with the Energysources Technology Conference and Exhibition (ETCE), nominations for positions on the Board may be made from the floor. The Board shall then elect the Member(s)At-Large for appointment by the Council on Engineering.

In the event that a vacancy occurs during a term, the Board shall nominate a qualified replacement for the unexpired term for appointment by the Council on Engineering.

**4. Division Representatives**

In accordance with the Society Constitution and Bylaws and the Operating Board Bylaws, each Technical Division within the Energy Resources Technical Group shall name a voting representative, preferably the Division Chairman, and an alternate representative, preferably the Division Vice Chairman, to serve as members of the Board. Both Representative and Alternate should attend all meetings of the Board.

**5. Special Committees**

The Vice President may, from time to time, organize special committees of the Board, each to be chaired by a Member-At-Large. These special committees will assist the designated Member-At-Large in the performance of assigned functions.

Division representatives, alternates, and other Division members may be assigned to any special committee of the Board.

**6. Liaison Representatives**

Prior to the Summer Annual Meeting, and for a term beginning at the close of the Summer Annual Meeting, the Vice President shall appoint liaison representatives to other Society activities as required by the Society Constitution and Bylaws, requested by the activity, or recommended by the Board. Any vacancy occurring during a term shall be filled by appointment by the Vice President for the remainder of the term

A list of liaison representatives and their functions are described in Section F. of this Operating Guide. Appendix I illustrates the Board's structure.

**7. Secretary Pro Tern**

As provided in Paragraph B. I of this Operating Guide, the Society's staff representative is the Secretary of the Board. However, in the Secretary's absence, the Vice President shall appoint a secretary pro tern who shall have the responsibilities and perform the duties of the Secretary at such meeting. The minutes of such meeting, after preparation by the Secretary pro tem and concurrence of the Vice President shall be reproduced and distributed by the Secretary.

**C. MEETINGS**

**1. Notice and Agenda**

A written notice of each Board meeting and its respective agenda shall be prepared by the Secretary under the direction of the Vice President. The meeting notice shall be mailed at a time between 45 and 90 days prior to the meeting and shall identify the time and place of the meeting. Material for the agenda shall be in New York 30 days prior to the meeting so that the agenda may be mailed not less than 20 days prior to the meeting; the agenda shall have appended to it all written reports that have been submitted (See Paragraph 2 below.).

A similar procedure shall be followed concerning adjourned meetings for which written notice is provided.

**2. Written Reports**

Each member of the Board, liaison representative, or special committee chairman should submit a written report of his activities since the prior meeting in a format such that the Secretary can append it to the agenda for the Board meeting. As noted above, these reports must be available at ASME Headquarters at least 30 days prior to the scheduled meeting date.

Division reports should contain a brief summary of

- a. Administrative changes and organization;
- b. Technical program summary (sessions, problems, or other actions required);
- c. Honors and awards progress;
- d. Intersociety and intrasociety issues;

- e. Board-specific items; and
- f. New business or issues requiring Board action which have developed since the last Board meeting.

### **3. Board Meetings**

The Board will normally meet twice each year at times and locations specified by the Vice President. Insofar as practicable, the meetings shall be held in conjunction with the EnergySources Technology Conference and Exhibition (ETCE) and the Intersociety Energy Conversion Engineering Conference (IECEC).

Special meetings of the Board may be called at any time by the Vice President or by a majority of the voting members of the Board.

Members-At-Large, Division representatives and alternate representatives, and liaison representatives are expected to attend each meeting of the Board.

### **4. Procedures at Meetings**

The Vice President normally conducts Board meetings in accord with the following agenda:

- a. Approval of Minutes of Prior Meeting
- b. Approval of the meeting agenda
- c. General report of the Vice President
- d. Report of each of the Division representatives
- e. Report of each of the Members-At-Large, including reports of liaison responsibilities within the respective MAL's responsibility
- f. Response to requests from the Council on Engineering and other Society activities
- g. Elections or appointments as necessary
- h. Finances
- i. ASME Staff Report
- j. Review of past meeting action items
- k. Old business
- l. New business
- m. Summary of current meeting action items
- n. Date and place of next meeting
- o. Adjournment

Normally, the Vice President will preside at all meetings of the Board. In the event of the Vice President's absence, the duly-elected Vice Chairman will preside. The minutes of the meeting shall be taken by the Secretary, drafted promptly after the meeting, submitted to the Vice President for concurrence or editing if desired, and reproduced and distributed to all members of the Board and others in attendance.

In the absence of the Secretary, a Secretary pro tem. shall prepare the draft of the minutes and submit it to the Vice President. The Secretary will perform the reproduction and distribution functions.

## **5. Required Board Meeting Actions**

This section provides guidance to the members of the Board in preparing for each meeting and assures that all necessary elections or appointments are executed at the proper times.

These actions must be taken at the times indicated or in writing prior to the meeting.

- a. Summer Meeting (at the IECEC)
  - Conduct the Board organizational meeting.
  - Develop list of potential candidates for replacement of outgoing MembersAt-Large.
  - Propose list of potential Board committee chairmen to take office at the close of the next Summer Annual Meeting.
  - Propose list of candidates for appointment as representatives to other operating boards, national committees, committees of the Council on Engineering, or other Society activities.
  - Propose and submit candidates for ASME awards.
  - Review the Board's Long Range Plans and related activities in preparation for revision by the Member-At-Large for Board Operations.

By the time of the next Summer Annual Meeting, the appropriate appointments will have been finalized and arrangements made for transfer of applicable files and records to the incoming Members-At-Large, Technical Division representatives, representatives to other operating boards, national committees, committees of the Council on Engineering and other ASME activities.

At this time, the Secretary will send a copy of the Society Constitution and Bylaws, AC10, and the Board Bylaws and Operating Guide to incoming members of the Board, both voting and nonvoting.

- b. Winter Meeting (at the ETCE)
  - Receive from the MemberAt-Large for Division Operations a review of National Agenda Items that are of concern to the Board and make appropriate recommendations to the Society governing body.

- Receive from the Member-At-Large for Board Operations the revised long-range plan resulting from the Summer Meeting working session.
- Appoint (by the Vice President) Board representatives to other operating boards, national committees, committees of the Council on Engineering, and other ASME activities listed in Section F of this Operating Guide.
- Nominate and elect candidates to replace the outgoing Members-At-Large.
- Hold the Board Nominating Conference in accordance with the provisions of Section G of this Operating Guide. The Nominating Conference is normally convened immediately following the adjournment of the Board meeting.

**D. MEMBERS-AT-LARGE**

Each Member-At-Large, upon election, will have a continuing assignment with ongoing responsibilities. These assignments are as follows:

- Division Operations
- Board Operations
- Strategic Directions
- Member Affairs
- External Affairs
- Conferences
- Publications

The Members-At-Large

- serve as a resource in their respective areas of expertise;
- coordinate activities within their assigned area of responsibility;
- maintain cognizance of Division operations within their area of responsibility;
- serve on special committees at the request of the Vice President or the Board; and
- maintain liaison between the Board and other ASME organizations in their area.

In the performance of these assignments, the Member-At-Large may personally be the Board liaison or may recommend another person for approval by the Board and the Vice President. The Member-At-Large may also establish special committees comprised of members of the Board or other Division personnel. For instance, the Member-At-Large responsible for Division Operations will normally call upon the Division representatives, who are members of the Board, to perform Division peer reviews. The Members-At-Large responsible for other functions may call upon their Division counterparts as appropriate for assistance in carrying out their assigned functions.

In general, the Members-At-Large will conduct their affairs through correspondence and telephone communications with such occasional meetings as required to meet their commitments.

## 1. Division Operations

The Member-At-Large with responsibility for Division Operations shall encourage and monitor the activities of the several Divisions within the Energy Resources Technical Group. His assignments include:

- a. Reviewing and recommending Board approval of Division Executive Committee Members;
- b. Monitoring Division status and activities and recommending establishment or discontinuance of Divisions within the Group;
- c. Assisting the Divisions and encouraging their programs and activities, including joint participation in common interest activities between the Group's Divisions and with other organizations, both within the Society and otherwise;
- d. Encouraging Board representation at Division meetings and Division representation at Board meetings;
- e. Coordinating and encouraging the use of developmental and custodial funds in the interest of the Division and the Board; and
- f. Advising the Divisions concerning Board and Society activities, such as National Agenda items, which might affect their operations.

The Member -At-Large assigned to this function shall coordinate the review of activities of the Technical Divisions in the Technical Group such that each Division is reviewed once every four years. This review includes

- organizational structure;
- programming activities;
- attendance at Division conferences and meetings;
- standing committees and their activities;
- membership development,
- coordination, cooperation, and communication with other divisions in the Technical Group;
- Division response to the ASME Goals Program; and other appropriate subjects.

A guideline for Division reviews is included in Section M, Appendix 3, of this Operating Guide.

When the review has been completed for a particular Division, the MemberAt-Large shall assess it for the Board. The report should discuss both the successful and constructive activities of the Division and those areas of weakness and offer suggestions for improvement



The Secretary will assist in the investigation and review by supplying factual data available from Headquarters' records.

Six months after the review has been completed, the Member-At-Large shall contact the Division to determine what actions have been taken on its findings.

## **2. Board Operations**

The Member-At-Large assigned to this function is responsible for maintaining the Board's Bylaws and Operating Guide and Long Range Plan, recommending changes to the Board for consideration and responding to Board requests for changes or studies. He or she is also responsible for the long range planning activities of the Divisions of the Energy Resources Technical Group.

The Member-At-Large shall review the scopes of the Divisions within the Technical Group. He shall recommend changes necessary to eliminate undesirable overlap between these scopes. Changes in scope submitted by the Divisions shall be reviewed and recommendations made to the Board for action.

The Member-At-Large shall also review Division Bylaws and Operating Guides and respond to requests from the Division for reviews of proposed changes or modifications to these documents. After his review, he shall recommend approval or modification to the Board. (Appendix 4 describes the content of Division Bylaws and Operating Guides)

The Member-At-Large shall monitor new technological developments affecting the Board. When desirable, appropriate division activities and programming should be encouraged to assure that there are no gaps in Board coverage of the technological areas within the scope of Group and Board operations.

The Member-At-Large shall review the Board's and the Divisions' long range plans annually to assure their continuing relevance and viability. At the winter (ETCE) meeting of the Board, the Divisions should submit their long range plans to the Member-At-Large for review and comment. The results of these reviews should be included in the Board's long range plan. Subjects of interest may include:

- programming.
- membership development,
- member interests,
- response to new technological developments, and
- conduct of Division and cosponsored conferences with other societies or Divisions of ASME.

An outline for Division long-range plans is included in Appendix 5 of this Operating Guide. The Member-At-Large shall also report the status of the activities of the COE Committee on Technical Planning to the Board.

## **3. Strategic Directions**

The Member-at-Large responsible for Strategic Directions

- maintains an awareness of the diverse member interests within the Technical Group which might tend to encourage the formation of separate technical societies and groups outside the Group and Society;
- encourages and recommends plans, programs, and policies which, insofar as the Constitution and Bylaws and Policies of the Society permit, will enable member interests to be met within the scope of the Group's activities;
- provides guidance and leadership for Operating Board strategic planning retreats as requested and directed by the Vice President and the Board;
- establishes criteria for Long Range Planning by the Board and Technical Divisions in the Technical Group for action by the Member-At-Large for Board Operations;
- brings to the Board reports of the status of activities of the Board on Metrication; and
- brings to the Board reports of the status of activities of the Board on Research and Technology Development.

#### **4. Member Affairs**

The Member-At-Large assigned to this function shall coordinate all aspects of the Board's membership development, member interests, and honors and awards efforts.

Because the National Member Interests Committee (NMIC) and the National Membership Development Committee (NMDC) meet simultaneously, the Member-At-Large cannot individually serve as the representative to both Committees, but must designate, with the assistance and approval of the Board, at least one other person who will serve as the liaison to one of the two Committees. Both positions are full voting positions, and the Board must be suitably represented to both organizations.

The NMDC and the NMIC both normally meet for two full days during the Summer Annual Meeting - usually Friday and Saturday. The organizational meeting for the ensuing year is usually held during the Summer Annual Meeting following the completion of work for the existing committee. The NMDC and NMIC may, if they request, receive a travel contribution at the prevailing ASME rates for service during the summer Annual-meeting sessions. ASME Manual MS-53 provides helpful information to guide the representatives in carrying out the functions of this office.

The Board representative is responsible for keeping the Board and Technical Membership Development chairmen apprised of national affairs, goals, and aims of the NMDC and the NMIC. Guidance should be provided to the Technical Division Membership Development and Member Interest. Committee personnel and the Divisions should be encouraged to provide the proper emphasis and importance on membership development and member interest activities.

The Member-At-Large also maintains cognizance of all Board- and Division-sponsored or administered ASME awards, serves as a resource for the establishment of new honors and awards, and reports at least annually on the status and recipients of all awards within the purview of the Board. The Member-At-Large also coordinates the development of guidelines for the establishment of Division and Board awards.

The Member-At-Large shall develop and promote a vigorous program for the increase of Fellow-grade nominations in the Divisions of the Energy Resources Technical Group.

The Member-At-Large shall seek out suitable candidates from among the Divisions of the Technical Group for ASME honors and report the findings to the appropriate Divisions and the Board. As a part of this effort, the Member-At-Large shall obtain historical data from all award or position nominees and deposit that data in the Society's candidate historical file database.

The Member-At-Large is also responsible for liaison to the Council on Professional Development and the COE Satellite Programming Committee.

## **5. External Affairs**

The Member-At-Large for External Affairs has the responsibility for maintaining communications with three of the four ASME Councils, external to *the* Council on Engineering, including the Council on Member Affairs (for Division/Section interaction), the Council on Public Affairs (for international liaison as well as policy statements and government interaction), and the Council on Codes and Standards. Specifically, the Member-At-Large has the responsibility to:

- a. Monitor the activities of the Council on Public Affairs (and, specifically, the Board on International Affairs) and report to the Energy Resource Board on items of interest;
- b. Provide expertise to the Board and its Divisions concerning Society policy and practice concerning public statements in matters of concern to the Energy Resources Technical Group and its Divisions;
- c. Provide guidance and recommendations to the Board and the Divisions of the Energy Resources Board concerning Division/ Section interaction; monitor Division activities in this regard and bring regular reports of such activities to the Board;
- d. Bring to the Board regular reports of the activities of other Boards and organizations within the Society which would be of interest to the Board or the Divisions of the Energy Resources Technical Group including, in addition to those noted earlier, the Energy Committee and the Center for Analysis and Dissemination of Demonstrated Energy Technologies (CADET).

## **6. Conferences**

The Member-At-Large for Conferences is responsible for all of the Board's conference and exhibition activities and represents the Board on the COE Conferences Committee (which position is not automatically that of a full voting member). In meeting this responsibility, the Member-At-Large coordinates interdivisional activities and those, which may affect activities of the Divisions within the Energy Resources Technical Group. In the case of conference and exhibition activities entered into by a single Division within the Group, the Member-At-Large may have no specific responsibility, except to assure that the conference schedule and content are coordinated with the other Divisions within the Group or within other Groups of the Council on Engineering. Specific duties assigned by the Bylaws include the following:

- a. Monitor the activities of the Conference Committee of the Board on Communications and bring to the Board regular reports on items of interest.
- b. Report to the Conference Committee of the Board on Communications items of concern expressed by the Energy Resources Board and its Divisions.
- c. Maintain an up-to-date record of Division Conferences and other conferences and exhibitions of interest to the Divisions within the Energy Resources Group, including the IECEC, ETCE, MI series, Ecoworld, and OTC.
- d. Bring to the Board regular reports of the status and activities of the Winter Annual Meeting Committee.

## **7. Publications**

The Member-At-Large for Publications represents the Energy Resources Board on the COE Publications Committee (which position is not automatically that of a full voting member); in addition, he or she is responsible for coordinating all publications-related issues that affect the Energy Resources Technical Group. The responsibilities of this position include the following:

- a. Monitor activities of the Publications Committee of the Board on Communications and report to the Energy Resource Board on items of interest.
- b. Report to the Publications Committee of the Board on Communications items of concern expressed by the Energy Resources Board and its Divisions.
- c. Bring to the Board regular reports of the status and activities of the Senior Editor of the Journal of Energy Resource Technology (JERT).

## **D. DIVISION REPRESENTATIVES AND ALTERNATIVES**

### **1. Appointment**

The Executive Committee of each Division in the Energy Resources Group shall annually name a Representative and Alternate to the Board. The Representative serves with vote, and the Alternate serves without vote. These nominations should be made at the winter meeting of the Board, normally in conjunction with ETCE.

### **2. Representative**

The Division Representative should preferably be the Division Chairman since matters that come before the Board are often of a policymaking nature, and the Division Representative will be expected to vote for his Division.

**3. Alternate Representative**

The Division Alternate Representative serves on the Board without vote and should preferably be the Division Vice Chairman; he or she should attend all Board meetings. In the absence of the Division Representative, the Alternate Representative or duly appointed proxy may vote for the Division.

Since the Alternate Representative will normally succeed the Representative, this position requires a two-year commitment to serving on the Board and inherently assures a measure of continuity.

**4. Responsibilities to the Board**

The, Division Representative and Alternate provide the liaison between the Division and the Board by regular attendance at Board meetings and reporting on Division activities. In addition, the Vice President may make additional assignments in the course of normal Board operations. The primary responsibilities of the Representative are as follows:

- a. Report to the Board the activities, needs, and interests of the Division.
- b. Act as liaison between Division Coma-duce Chairmen and the corresponding Members-At-Large, and Liaison Representatives of the Board.
- c. Coordinate publication and conferences activities with the Representatives of other Divisions within the Board.
- d. Represent the Division in all actions of the Board.

**5. Responsibilities to the Division**

The Representative and Alternate should also attend the meetings of their respective Division's Executive Committee and/or general business sessions so that Division members may be kept apprised of Board matters having a direct effect on Division activity. The Representative should report to the Division the activities, needs, and interest of the Board and the Society.

**F. LIAISON REPRESENTATIVES**

The Vice President is responsible for appointing individuals to serve as LIAISON representatives of the Board to other operating boards, national committees, and committees of the Council on Engineering. These representatives relay the interests of this Board to the function to which they are appointed and report to the Board those activities of the other groups, which are of interest to the Board or affect the members of the Board and the Energy Resources Technical Group.

The liaison representatives are expected to attend the meeting of the group to which they are assigned, as well as the meetings of this Board. In addition, they are expected to serve that group in whatever manner is deemed appropriate by that board, national committee, or committee of the Council on Engineering. The liaison representatives are not voting members of the Energy Resources Board.

Because of the added burden of attending meetings of both this Board and the national group to which they are assigned, it is important that the selection of representatives be carefully made. Insofar as possible this selection should consider the individual's employment activities, interests, and constraints.

A careful analysis of potential candidates will often reveal individuals who will be attending the meetings during which the other operating boards, national committees, and committees of the Council on Engineering meet, or whom have business affiliations closely allied to those activities.

Representatives to other operating board, national committees, or committees of the Council on Engineering need not be a current member of the Board.

### **1. National Nominating Committee**

In accordance with Society Bylaws, each Board elects a Representative to the National Nominating Committee (NNC) at its Board Nominating Conference (Section G.). The representative serves a two-year term in conjunction with that of the Vice President.

First and Second Alternate representatives to the NNC are elected each year at the Board Nominating Conference. Normally, an individual moves sequentially from Second Alternate to First Alternate to Representative. Thus, it is important that the individual who accepts an appointment as Second Alternate is willing, in essence, to make a six-year commitment.

It is highly desirable that the Alternates attend the NNC meetings during the summer and Winter Annual Meetings in order to assist in NNC activities and to become with the procedures and methods of operation of the NNC. Experience has shown that to be a truly effective member of the NNC on behalf of the Energy Resources Board, the individual needs the experience of serving as an Alternate before becoming the Representative.

The NNC normally meets for three full days during the Summer Annual Meeting, at which time candidates for national offices are interviewed. This period may include sessions from early morning to late at night. Continuous attendance during those periods is mandatory. Mw Representative attending this meeting may receive a travel contribution at the prevailing ASME rates.

In addition to the Summer Annual Meeting sessions, full or partial-day meetings are frequently held during the Winter Annual Meeting for special assignments, committee reports, and organizational plans for the next NNC meeting to be held at the Summer Annual Meeting.

While serving as a Representative or Alternate, an individual may not become a candidate for an elected national Society office. Should the Representative miss the first Summer Annual Meeting of the NNC for which he has been appointed, the First Alternate must attend, participate in the deliberations, and vote on behalf of the Board. In this event, according to Society Bylaws, the Representative may~~not~~ serve the second year of the two-year term. The Alternate who attends and votes as Representative will complete the term of the former representative and the Second Alternate will assume the position of First Alternate.

**2. Board on Metrication**

The representative, appointed for a two-year term by the Vice President, is expected to attend and participate in the activities of the Metrication Board, which is under the direction of the Council on Codes and Standards. The representative may be renominated for additional terms.

The Board of Metrication normally meets two times per year; however it may meet more frequently as required by circumstances.

The representative is responsible for transmitting to the Board on Metrication advice and comments from the Energy Resources Board and relaying back to the Board plans and progress of metric conversion as discussed during Board on Metrication meetings.

The representative reports to the Board through the Member-At-Large for Strategic Directions.

**3. COE Committee on Technical Planning**

The representative, appointed for a two-year term by the Vice President, is expected to attend and participate in the activities of this standing committee of the Council on Engineering. The representative may be renominated for additional terms.

The Committee on Technical Planning (CTP) normally meets twice each year, at SAM and WAM, but additional meetings may be scheduled if circumstances warrant. The committee is concerned with the structure and scopes of Technical Divisions, assessments of emerging technologies, developing proposals for activities not currently covered by the Technical Divisions, and reviewing intersociety agreements and other activities related to technical planning and coordination.

The representative is responsible for transmitting matters of concern to the CTP and relaying back to the Board matters which will affect the activities of the Group and its Technical Divisions.

The representative reports to the Board through the Member-At-Large for Board Operations.

**4. Winter Annual Meeting Committee**

This committee is comprised of a representative from each Technical Group and from each of the five councils. It reports to the Board on Communications and is responsible for planning and monitoring the content of WAM, including the number of sessions, time and length of sessions, scheduling of lectures, forums, luncheons and dinners, and determining the theme of the meeting. The committee meets at least four times each year.

There are five principal offices within the Committee: Chairman, Vice Chairman, Technical Program Chairman, Secretary, and Publicity Chairman. Members of the committee progress through these offices and ultimately serve as Chairman. This suggests, at the minimum, a five- to eight-year commitment.

The Board representative is responsible for transmitting to the Committee all actions of the Board that relates to the WAM. The representative also serves as the focal point for all activity concerning the number of sessions and scheduling of sessions that relate directly to Technical Division interest in WAM.

The Representative to the Winter Annual Meeting Committee reports to the Board through the Member-At-Large for Conferences.

#### **5. Conference Committee**

The Representative, appointed for a two-year term by the Vice President, is expected to attend and participate in the activities of the Conference Committee. The Representative may be renominated for additional terms.

The Conference Committee normally meets two times per year; however, it may meet more frequently as required by circumstances. The Representative is responsible for transmitting to the Committee advice and comments from the Energy Resources Board and relaying back to the Board plans and progress as discussed during Committee meetings.

The Representative reports to the Board through the Member At-Large for Conferences; this position may be assumed by the Member-At-Large or delegated to another individual.

#### **6. Publications Committee**

The Representative, appointed for a two-year term by the Vice President, is expected to attend and participate in the activities of the Publications Committee. The Representative may be renominated for additional terms.

The Publications Committee normally meets two times per year; however, it may meet more frequently as required by circumstances.

The Representative is responsible for transmitting to the Committee advice and comments from the Energy Resources Board and relaying back to the Board plans and progress as discussed during Committee meetings.

The Representative reports to the Board through the MemberAt-Large for Publications; this position may be assumed by the MemberAt-Large or delegated to another individual.

**7. Board on Research and Technology Development**

The representative, appointed for a two-year term by the Vice President, is expected to attend and participate in the activities of the Board on Research. The representative may be renominated for additional terms.

The Board on Research normally meets four times per year; however, it may meet more frequently as required by circumstances. The meetings usually take two days and are usually held in Washington, DC.

The representative is responsible for transmitting to the Board on Research advice and comments from the Energy Resources Board and relaying back to the Board plans and progress as discussed during Board on Research meetings.

The representative reports to the Board through the MemberAt-Large for Strategic Directions.

**G. NOMINATING PROCEDURES**

**1. Board Nominating Conference**

The Board Nominating Conference will normally be held immediately following the winter (ETCE) Board meeting. The Board representative to the NNC serves as Chairman of the Conference. In the Chairman's absence, the First Alternate Representative to the NNC serves as chairman, and if the First Alternate is not present, the Second Alternate serves as Chairman. In the event that neither Representative nor Alternate is present, the Vice President shall appoint a Chairman pro tem.

The voting members of the Conference shall be two certified delegates from each Technical Division within the Technical Group. Members of the Board may attend but may not vote unless they have been designated as a delegate by a Technical Division

A quorum shall consist of at least one-half of the total number of possible certified delegates. If there is no quorum, business shall proceed as though a quorum was present but the results shall be ratified by a letter ballot to be circulated by the Secretary following the Conference. Proxy votes shall not be permitted.

**2. Delegates**

Each Technical Division shall designate two delegates to the Nominating Conference and certify them to the Vice President. The Division Executive Committee will suggest to their delegates the names of potential candidates for the elective offices to be filled at the national and operating board levels.

Although it is recommended that the Technical Division delegates be the representatives to the Energy Resources Board, any members of the Division may be chosen. The Division's Executive Committee may choose the delegates or they may delegate their prerogative to the Chairman.

### **3. Nominating Procedures**

Proposal for Nominations for elective national offices shall be made according to the following procedure:

- a. The Conference Chairman will open nominations for an office.
- b. Any delegate may propose an eligible member for national elective office, preferably with willingness to serve confirmed.
- c. The Chairman will accept proposed nominations for the office.
- d. The Chairman will declare nominations closed for that office.
- e. The proposed nominations must be confirmed individually by a simple majority except for the Board's Representatives and Alternate Representatives to the National Nominating Committee.
- f. The spirit of the Conference should be such that the National Nominating Committee shall have a large slate from which to select well-qualified nominees for each office.

### **4. Nominations to ASME Elective Offices**

Nominations for the following offices will be sought. As appropriate, at the Board Nominating Conference for consideration by the National Nominating Committee at the Summer Annual Meeting (SAM) for the indicated year.

Refer to Table on page 34.

#### **NOTE:**

The Board should seriously consider nominating qualified individuals for the offices of President and members of the Board of Governors.

At least two proposals for Vice President, Energy Resources Group, shall be made considering previous and present members of the Energy Resources Board.

Proposals may be made for other Vice Presidents as outlined above.

### **5. Nomination of NNC Representatives**

Nominations for the Board Representative (every two years) and Alternate Representatives (annually) to the National Nominating Committee shall be made from the floor.

After nominations have been closed, a vote shall be taken:

- a. If any nominee receives a majority, the nominee shall be designated for proposal to the Council on Engineering for appointment after the nominee's willingness to serve has been affirmed.
- b. If no nominee receives a majority, a runoff election shall be held between the two candidates receiving the largest number of votes.
- c. The runner-up to the Representative shall automatically become the designated First Alternate to the NNC; the Second Alternate shall then be nominated.

The Representative and Alternates to the NNC are elected by the ASME Membership at the Summer Annual Meeting.

## **6. Submittal of Nominations**

The Chairman shall designate a qualified person (or, preferably, the delegate who first proposed the candidate) to sponsor and prepare the formal proposal of nomination and submit to the Secretary of the National Nominating Committee, on behalf of the Board.

The Secretary of the National Nominating Committee should receive the proposal package by April 15 to allow time for distribution to National Nominating Committee Representatives prior to the Summer Annual Meeting. Proposal packages received at the last minute during the Summer Annual Meeting tend to lose their effectiveness. It is suggested that the Chairman check on progress of each proposer (sponsor) during March and again in April.

## **7. Records**

The Chairman of the Board Nominating Conference shall be responsible for keeping records and transmitting them to the successor.

The records should not include the results in any votes or ranking by the Nominating Conference.

The Chairman will submit to the Chairman and Secretary of the National nominating Committee a report on the Board Nominating Conference.

## **H. INTERSOCIETY CONFERENCES**

The Energy Resources Boards Technical Division participates in a number of joint conferences with other technical societies as well as with other Technical Division of ASME. In some instances those are governed by a separate conference charter, while in other cases a less formal working agreement has been developed.

The listing which follows, identifies some of those joint conferences:

### **1. Intersociety Energy Conversion Engineering Conference (IECEC)**

The Intersociety Energy Conversion Engineering Conference (IECEC) is held annually in late summer at differing locations. The Advanced Energy System and Solar Energy Division on behalf of ASME, administer the conference once every seven years. Other participants include the American Nuclear Society (ANS), the Society of Automotive.



Engineers (SAE), the American Chemical Society (ACS), the American Institute of Aeronautics and Astronautics (AIAA) the Institute of Electrical and Electronics Engineers (IEEE), and the American Institute of Chemical Engineers (AIChE). The ASME representatives to the IECEC Steering Committee are selected by the Advanced Energy Systems and Solar Energy Divisions and approved by the Operating Board.

**2. Energy-Sources Technology Conference and Exhibition (ETCE)**

The Energy-Sources Technology Conference and Exhibition is conducted primarily by the Petroleum Division and jointly entered by Divisions of the Energy Resources Technical Group, other Divisions of ASME, and other technical societies. It is held annually at differing locations and is governed by procedures and policies developed by the Executive Committee of ETCE.

**3. Offshore Technology Conference(OTC)**

The Petroleum Division represents the ASME in the Offshore Technology Conference (OTC), which is held each spring. The Petroleum Division is represented on the Board of Directors of the conference; this representative serves a threeyear term on that Board.

**4. Manufacturing, International Series (MI88, MI90, MI92, MI...)**

The Board appoints a representative to the Manufacturing International Conference Committee; the term of office is two years.

**I. INTRASOCIETY CONFERENCES**

Several Divisions of the Energy Resources Technical Group jointly sponsor conferences with other Technical Divisions and Sections of the Society from time to time, The Board supports these conferences at the request of the Division(s) involved and in the manner specified by the Division(s).

**J. DIVISION CONFERENCES**

Technical divisions also sponsor individual conferences. Historically, some of the present inter- and intrasociety conferences began as a single-division conference and later evolved into a larger conference.

**1. Solar Energy Conference**

This annual conference sponsored by the Solar Division is held in various locations in the spring.

**2. Petroleum Conference and Workshop**

This annual conference of the Petroleum Division is held in the late summer/early fall in various locations.

**3. Fluidized Bed Combustion Conference**

This Conference, sponsored by do Advanced Energy Systems Division, is held biannually.

## **K. HONORS AND AWARDS**

This section of the Operating Guide is intended to provide an overall summary of the various honors and awards which are sponsored by the Board and the Technical Divisions in the Energy Resources Technical Group. The details of appointments to the Honors and Awards committees may be found in the operating guides of the individual Divisions.

### **1. ASME Awards Administered by the Board**

At this time, there are no ASME awards sponsored or administered by the Board for the ASME Committee on Honors. Representatives from the Board may serve on awards committees of other operating boards or on the Committee on Honors if requested.

### **2. ASME Awards Sponsored by Divisions**

The Henry R. Worthington Award is sponsored by the Petroleum Division. The award, in the form of a bronze medal, a certificate, and a \$ 1,000 honorarium, is made for eminent achievement in the field of pumping machinery.

### **3. Division Awards**

Divisions, sponsor awards, for distinguished service, outstanding papers, and other aspects of service to the Division. These awards take the form of certificates, plaques, and, in some cases, an honorarium. Division operating guides should be consulted for specific details.

### **4. Other ASME Awards**

ASME sponsors numerous achievement, literature, and special awards for which nominees are actively sought. The ASME Honors Manual MS-71, should be consulted for specific details.

## **L. AMENMENTS TO THE OPERATING GUIDE**

This Operating Guide may be revised, consistent with the Constitution and Bylaws and Policies of the Society and those of the Energy Resources Board. Enactment requires an affirmative vote of not less Than twothirds of the voting members of the Board present at any regular or special meeting of the Board at which a quorum is present and for which notice of the proposed change is given with the notice of the meeting.

## **M. APPENDICES TO THE OPERATING GUIDE**

1. Organization Chart
2. Board Appointment/Nomination Chart
3. Guideline for Division Reviews
4. Division Bylaws and Operating Guides
5. Strategic Planning for the Technical Group and Division
6. Division Long Range Plans
7. Society Policies and References

## **Appendix 2: Board Appointment/Nomination Calendar**

**Note:** The Board Nominating Conference is held at the winter meeting [normally held at the Energy-Sources Technology Conference and Exhibition (ETCE)]. The Board selects its nominees for the office of Vice President Energy Resources and confirms appointees to Board and Division offices as indicated below.

Vice Presidential nominees appear before the National Nominating Committee (NNC) at the next Summer Annual Meeting (SAM) of the Society; one nominee is selected by the NNC for listing on the Society-wide election ballot distributed in the fall. The elected Vice-President takes office at the following SAM, nominally 17 months after the Board's Nominating Conference.

Board Members-At-Large and other Board and Division Officers take office at the SAM following the nominating conference.

The table on page 32 and 33 provides a listing of all ASME elective offices from 1993 through 2000.

The table on page 34 indicates ERB offices, the time of Board selection (s), NNC nomination (n), and the beginning of the term of office (t).

ASME ELECTIVE OFFICES SCHEDULE

OFFICE	SAM 1993	SAM 1994	SAM 1995	SAM 1996	SAM 1997	SAM 1998	SAM 1999	SAM 2000
President	Start	Start	Start	Start	Start	Start	Start	Start
Board of Governors								
Board of Governors: 1	NNC	Start		NNC	Start		NNC	start
Board of Governors: 2	NNC	Start		NNC	Start		NNC	Start
Board of Governors: 3	NNC	Start		NNC	Start		NNC	Start
Board of Governors: 4	NNC	Start/N NC	start		NNC	start		NNC
Board of Governors: 5	start	NNC	start		NNC	Start		NNC
Board of Governors: 6	start	NNC	Start		NNC	Start		NNC
Board of Governors: 7	Start		NNC	Start		NNC	Start	
Board of Governors: 8	start		NNC	Start		NNC	Start	
Board of Governors: 9	Start		NNC	Start		NNC	Start	
Codes and Standards								
Pressure Technology	Start		NNC	Start		NNC	Start	
Nuclear Codes and Standards	Start		NNC	Start		NNC	Start	
Accreditation and Certification	NNC	Start		NNC	Start		NNC	start
Safety Codes and Standards	NNC	start		NNC	Start		NNC	start
Standardization		NNC	Start		NNC	Start		NNC
Performance Test Codes	Start	NNC	Start		NNC	Start		NNC
Council on Education								
Professional Development	start		NNC	start		NNC	start	
Engineering Education	NNC	start		NNC	Start		NNC	Start
Precollege Education		NNC	Start		NNC	Start		NNC
Council on Engineering								
Basic Engineering		NNC	Start		NNC	Start		NNC
Communications		NNC	Start		NNC	start		NNC
Energy Conversion		NNC	Start		NNC	start		NNC
Research	Start	NNC	Start		NNC	start		NNC

ASME ELECTIVE OFFICES SCHEDULE  
(Continued)

Energy Resources	Start		NNC	Start		NNC	Start	
Manufacturing	Start		NNC	Start		NNC	Start	
Materials and Structures	Start		NNC	Start		NNC	Start	
Systems and Design	Start		NNC	Start		NNC	Start	
Environment and Transportation		Start		NNC	Start		NNC	Start
General Engineering		Start		NNC	Start		NNC	Start
International Gas Turbine Institute		Start		NNC	Start		NNC	Start
Council on Member Affairs								
Region I	NNC	Start		NNC	Start		NNC	Start
Region II	Start		NNC	Start		NNC	Start	
Region III		NNC	Start		NNC	Start		NNC
Region IV	NNC	Start		Start		NNC	Start	
Region V		NNC	Start		NNC	Start		NNC
Region VI	Start		NNC	Start		NNC	Start	
Region VII	NNC	Start		NNC	Start		NNC	Start
Region VIII	Start		NNC	Start		NNC	Start	
Region IX	NNC	Start		NNC	Start		NNC	Start
Region X		NNC	Start		NNC	Start		NNC
Region XI	NNC	Start		NNC	Start		NNC	Start
Region XII		NNC	Start		NNC	Start		NNC
Professional Practice		NNC	Start		NNC	Start		NNC
Member Interest & Development	NNC	Start		NNC	Start		NNC	Start
Council on Public Affairs								
International Affairs	Start		NNC	Start		NNC	Start	
Minorities and Women	Start		NNC	Start		NNC	Start	
Government Relations	NNC	Start		NNC	Start		NNC	Start
Public Information		NNC	Start		NNC	Start		NNC



BOARD APPOINTMENT AND NOMINATION CALENDAR

Year	9 4	9 5	9 6	9 7
Sequence	N	N+1	N+2	N+3
Month	J J	J J	J J	J J
	A U	A U	A U	A U
Board Position	N N	N N	N N	N N
CHAIRMAN (VicePresident, ERB)	s n	t	s n	t
<b>MEMBERS-AT-LARGE</b>				
Division Operations	s t			
Board Operations	s t			
Publications		s t		
Member Affairs			s t	
External Affairs			s t	
Strategic Directions				s t
Conferences				s t
<b>DIVISION REPRESENTATIVES</b>				
Representative	s t	s t	s t	s t
Alternate	s t	s t	s t	s t
<b>NATIONAL NOMINATING COMMITTEE</b>				
Representative	s	t	s	t
First Alternate	s t	s t	s t	s t
Second Alternate	s t	s t	s t	
<b>BOARD REPRESENTATTVES</b>				
Center for Research		s t		s t
National Member Interest Committee		s t		s t
National Membership Development Committee		s t		s t
Board on Metrication		s t		s t
Committee on Technical Planning	s t		s t	
WAM Committee		s t		s t
Division Coordinator	s t		s t	

Board selection: s  
 NNC nomination: n  
 Beginning of term: t

### Appendix 3: Guideline for Division Reviews

#### a. **Introduction**

Every four years, one of the four Divisions in the Energy Resources Technical Group (ERTG) reviews one of the others according to the following format. Division records provide the historical information for this review.

The reviews will be held in accord with the following schedule; additional reviews will be specified by the Member-At-Large for Division Operations.

<u>Year</u>	<u>Division Reviewed</u>	<u>Reviewer</u>
1995	Ocean	Advanced Energy Sys.
1996	Solar	Petroleum
1997	Advanced Energy Sys.	Solar
1998	Petroleum	Ocean
1999	Ocean	Petroleum
2000	Solar	Ocean
2001	Advanced Energy Sys.	Solar
2002	Petroleum	Advanced Energy Sys.

#### b. **Organization**

##### Bylaws:

1. Date of latest revision?
2. Does Division operate in accordance with Bylaws?
3. What operations need to be added or deleted?
4. Is there a person or committee responsible for reviewing and revising the Bylaws?
5. What revisions are recommended but not implemented?
6. Is there an organizational chart?

##### Operating Guide:

1. Does Division have one?
2. If so, what is the date of the latest revision?
3. Are any changes necessary?
4. If no Operating Guide exists, could Division benefit from having one?

##### Long Range Planning:

1. Does a function exist? What is composition?
2. Date of latest plan or revision?
3. Have objectives of plan been met?
4. If not, which were not met?
5. Suggestions for improving LRP functions?

##### Honors & Awards:

1. Is there an active H & A committee or function?
2. In the past three years, how many and what type of honors/awards has been recommended? How many awarded?
3. Percentage of Follows in Division?
4. Is there a membership upgrading program?
5. How effective is the upgrading program?

#### c. **Operations**

##### Technical Programs:

1. In the past three years, how many technical sessions and papers have been sponsored by Division? (Count cosponsored sessions as one-half and include only papers obtained by Division.)

2. Identify meetings and dates.
3. How many papers have been published in Society Journals or Transactions?
4. Does Division sponsor a Journal? If not, where are papers published?
5. How many Special Publications have been issued?
6. Has Division sponsored any continuing education activities? If so, when and how well attended?
7. Does Division sponsor a stand-alone conference? If so, when and for what purpose?

**Division Meetings:**

1. For the past three years, list dates and attendance of Division Executive Committee Meetings.
2. Are agendas submitted in advance of meetings?
3. Are minutes distributed promptly afterwards?
4. Does Division have a separate Planning Conference? If so, when and for what purpose?

**Relations With Other ASME Bodies:**

1. How are Representative and Alternate to Technical Group Operating Board appointed? In the past three years, at how many Operating Board meetings has Division not been represented?
2. How are Operating Board actions disseminated to the Division?
3. Has Division submitted Annual Reports to Headquarters for each of the past three years?
4. How many delegates attended the most recent Technology Executives Conference? Did they report meeting summary to the Executive Committee?
5. Does the Division maintain liaison with other ASME Divisions? How is it accomplished? Do any additional contacts appear desirable?

**Membership:**

1. Is the number of active members increasing, decreasing, or staying constant?
2. Is there an active Membership Development Subcommittee?
3. Are delinquent members contacted?
4. Are new members welcomed and encouraged to become active?
5. Is there difficulty in filling positions of responsibility?
6. Is there a Member Interest Committee?

**Publicity:**

1. How often has Newsletter been published?
2. How is content determined?
3. Does Division have a brochure on its organization and activities?
4. Are Division's activities publicized in any other way?

**Finance:**

1. How has Custodian Fund varied in past three years?
2. What are sources and uses of Custodial Fund?
3. Who controls the Custodial Fund?
4. Does Division have an annual budget? How is it prepared?
5. Does Executive Committee review conference budgets?
6. Does Division have other sources of income? If so, what are the sources?

**Government Relations:**

1. Is there a Government Relations Committee?
2. What is its composition?
3. How are inquiries from Washington Office handled?

**Miscellaneous:**

1. Is liaison maintained with any bodies outside of ASME?
2. How is it accomplished?
3. Do any additional contacts appear desirable?

**d. Summary and Conclusions**

1. What have been the outstanding accomplishments of Division during past three years?
2. What are the most pressing problems facing the Division at present? How will these be resolved?

## Appendix 4: Division-Bylaws and Operating Guide

**a. Introduction**

Upon formation of a Technical Division or Subdivision, and periodically thereafter, the purpose of an organization and its operating procedures should be documented in a clear and understandable way. These "Bylaws and Operating Guides" are used to guide the succession of officers of the organization.

The following provides assistance in creating the initial set of Division Bylaws and Operating Guides and serves as a check list by which they may be periodically reviewed and updated to accurately reflect the organization's current operations.

**b. Bylaws**

Bylaws are intended to establish an organization by name, purpose, and how it is organized.

This latter part generally includes the definition of the officers and their duties and responsibilities. The Bylaws should also define the activities of the organization and the committees established by the organization to conduct them. The functions of the committees should be described as well.

Bylaws are usually separated into articles- that may contain multiple sections:

**Article I** normally defines the name of the organization and if this organization is part of a larger operating organization, identifies the reporting structure of the organization being defined.

**Article II** normally sets out the purposes of the organization.

**Article III** normally sets forth the structure of the organization, including its officers and other members. It also usually defines the titles and responsibilities of the officers.

This Article should also indicate the method by which officers and members are selected, how committees are established, and how officers or members may be replaced in the event that a vacancy should occur.

**Article IV** usually defines the meetings of the organization, with regard to when they are held, who decides when they should be held, how unscheduled meetings may be called, what quorum requirements exist and what actions may be taken at the meetings.

**Article V** should define the committees of the organization, including their composition, who establishes their function, and the tenure of the committee members. A typical division might include the following committees:

Executive	General	Professional Development
Operating	Advisory	Long Range Planning
Awards	Membership	Student Affairs
Programs	Nominating	Continuing Education
Publications		

**Article VI** should define the activities of the various committees.

**Article VII** should define the Bylaw amendment procedure.

The following outline reflects this structure:

- I. NAME  
Reporting Structure
- II. PURPOSE  
Scope
- III. ORGANIZATION  
Officers  
Members  
Selection Process  
Creation of Committees

- Replacements
- Office Titles
- Responsibilities
- IV. MEETINGS
  - Schedules
  - Determination
  - Unscheduled Meetings
  - Quorum Requirements
  - Actions
- V. COMMITTEES
  - Composition
  - Purpose
  - How Established
  - Member Tenure
  - Name and Description (See list above.)
- VI. COMMITTEE ACTIVITIES
- VII. AMENDMENT PROCEDURES

**c. Operating Guide**

In contrast with the Bylaws, an Operating Guide describes how the organization works, and how the various committees perform their tasks of conducting activities to accomplish the objectives and duties set forth in the Bylaws. The Bylaws set up the structure and the Operating Guide provides the "how to" information.

An Operating Guide should begin by defining the purpose and scope of the organization. The scope should be the same as that defined by the ASME and the Technical Group's governing Board; if needed, the Division can petition the Board to modify its scope.

An organizational chart should be included, either within the Operating Guide or as an appendix. The organization defined in the chart should be described in the Guide. The organization's interfaces with other organizations should be defined.

The Guide should describe how to conduct meetings, including preparation and distribution of agenda and procedures for the meetings. Regular meetings should be defined, as should scheduled actions during these meetings.

The Guide should include a discussion of the activities of each of the committees, defining how they accomplish the tasks assigned to them by the Bylaws.

A section should describe how to organize a technical conference, since it is one of the primary activities of a Division. The section should consider conference organization, budgeting, and interaction with Headquarters, local sections, and cosponsoring Divisions.

Technical papers and other publications should be discussed, either in the context of conferences or separately.

Honors and awards, and the method selection might be described in a separate section. Special Division awards should be addressed in detail.

Finally, the Operating Guide should address finances, discussing sources of and uses for funding. Responsibilities regarding the Division's budget and expenditures should be clearly defined.

As earlier, an outline might help:

**ORGANIZATION**

Description and Chart

**PURPOSE OF ORGANIZATION**

**SCOPE OF ORGANIZATION**

Consistent with ASME MM-2, Board

**INTERACTIONS**

**MEETINGS**

- Agenda
- Preparation
- Notification
- Schedule and Distribution
- Procedures

**COMMITTEE ACTIVITIES**

- How jobs are done

**CONFERENCES**

- Organizing
- Conference Committee
- Budgets
- Interactions
- Papers review
- Session organization and management

**FINANCES**

- Responsibilities
- Funding Sources
- Financial Reports
- Content and Schedules

**HONORS AND AWARDS**

- Identification
- Procedures

**Appendix 5: Strategic Planning for the Technical Group and Division**

(Excerpted from J. Michael Nash's Presentation to the  
Technical Executives Conference, March 10-12,1989)

**a. Technical Group and Division-- Planning Criteria**

ASME Technical Group and Division duties include the mandatory functions which are key to the Group and Division's responsibility to promote the art and science of mechanical engineering:

- Establish specific objectives in the technological areas of the Operating Board and formulate plans for attaining them in order to advance the technical knowledge of the Society.
- Report to the Council on Engineering on the progress made in the attainment of the objectives.

The Group Vice President and Division Chairmen are responsible for planning related activities of the Operating Board and Divisions. These include the development of planning criteria, review of both the Board's and Divisions' long range plans, recommendation of plan modifications, and the resulting maintenance of the planning documents of the Board and Divisions. The criteria for the Long Range Plan are derived from the Bylaws and Operating Guide.

Board and Division long-range Plans should provide measurable objectives covering at least the next five years from the date of their approval. The plans should also provide a record of actual versus planned accomplishments for the prior three years. Objectives which are not measurable or which extend beyond the next five years may also be included in the plan as appropriate.

Each mandatory function of the Operating Board must be considered as an objective of the Board's Operating Plan. Responsive and discretionary functions should also be considered. Divisions should submit their long-range plans annually to the Board. It is recommended that this be at a designated meeting of the Board so that the plan can be supported by discussion at the Board meeting as appropriate. After review by the Board, key elements of Division plans should be included in the Operating Board's Long-Range Plan. Specifically, results of Division plan reviews should be a measurable objective of the Board. Further, extracts from the Division's measurement criteria should be included in the Board's plan to ensure that the Board shares a similar set of long range objectives. Subjects of interest could include technical programs, membership development programs, member interests, and response to new technical developments, and Division and jointly sponsored conferences with other societies or Divisions of ASME.

The Operating Board long-range Plan should be reviewed annually for recommended modifications. The Board member responsible for long range planning should conduct the review and present recommended revisions of the plan to the Operating Board at a designated annual meeting of the Board. It is recommended that the Board plan be present at a Board meeting following the meeting when Division plans are presented. This schedule allows the Division plans to be considered in the recommended revisions to the Board's plan.

**b. Technical Group and Division-- Planning Process**

Operating Board long-range Plans should reflect the intended performance of the Board's members as they follow the Board's Operating Guide in accordance with the structure and authority delegated to them by the Board's Bylaws. It should also incorporate sufficient detail from the Long Range Plans of the Group's Divisions to allow measurement of how well the Divisions meet their intended performance.

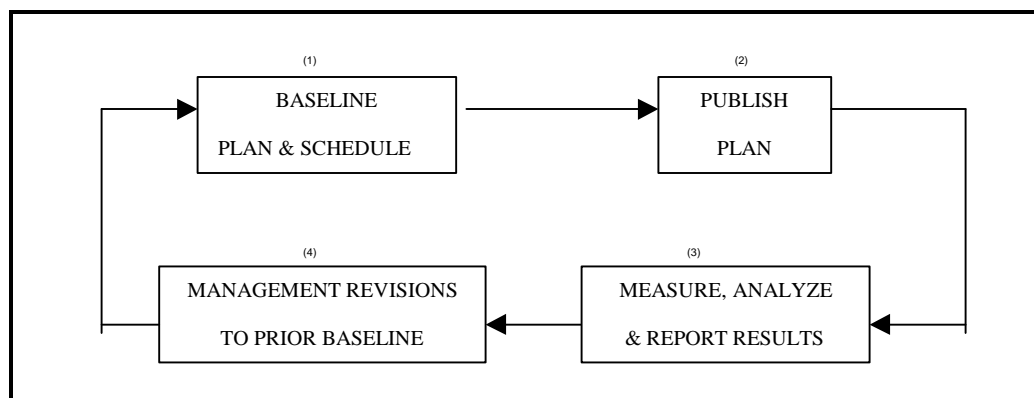
The purpose of the Operating Board's Long-Range Plan is to set the direction and philosophy of the Board in performance of its responsibilities and functions. The Long-Range Plan also provides objectives and measurements to guide the Board in making the necessary management decisions required in discharging its duties and communicates the Board's perspective to its members, its technical Divisions, and to other organizations within the ASME.

The purpose of a technical Division Long Range Plan is to set the direction and philosophy of the Division's Executive Committee in the performance of their responsibilities and functions. The Division Long-Range Plan provides objectives and measurements to guide the Division's Executive Committee in making the necessary management decisions required in discharging its duties and communicating the Committee's perspective to the members of the Division, the other Technical Divisions within the Group, the Division's operating leadership, and other organizations within the ASME.

The planning process is an annual cycle. Although the Operating Board has final approval of a Group's Long Range Plan, all of a Technical Group's management (Operating Board members, representatives and alternates to other Boards and Committees, and the management of the Board's Divisions) share the responsibility of participating in the planning process.

In a similar manner, all of a Technical Division's management (Executive Committee members, representatives and alternates to other committees and boards, and the management of the Division's technical and administrative committees) share the responsibility of participating in the planning process.

To be successful, those charged with implementation of a plan must share in the planning process.



**Figure 1: The Planning Process**

The scheduled steps in the planning process, shown in Fig. 1 are as follows:

- (1) **BASELINE PLAN AND SCHEDULE.** The baseline plan reflects actions as of the Board/Executive Committee meeting designated for plan revision and update.
- (2) **PUBLISH PLAN.** The Board/Executive Committee member responsible for planning ensures that the updated baseline plan is published prior to the next Board/Executive Committee meeting. The published Division plans are submitted to the Group Operating Board prior to the designated Board meeting for Division plan submission. These plans are the basis for the Vice President's status reports to COE on their Group's plans for the future. Published plans are also used to show response to key goals and directions that have been identified for special emphasis.

- (3) **MEASURE, ANALYZE, AND REPORT RESULTS.** Under the direction of the Board/Executive Committee member responsible for planning, the latest plans of the Board and/or Divisions are reviewed prior to the meeting designated for plan revision and update. Actual versus planned results for measured objectives are analyzed and reported to the Board and/or Divisions. Recommended revisions to the Plan are presented by the Board/Executive Committee member responsible for planning at the Board/Executive Committee meeting designated for plan revision and update.
- (4) **MANAGEMENT REVISIONS TO PRIOR BASELINE.** Operating Boards and Executive Committees should approve their updated Long-Range Plan at the meeting designated for plan revision. In addition to the recommended plan revisions submitted by the Board member responsible for planning, recommendations for the Board plan should be specifically solicited from the Division representatives to the Operating Board. Recommended revisions to the Division plan are required from the Executive Committee member responsible for planning. Recommendations for the Division plans should also be specifically solicited from the Division's technical and administrative committees. Deviations to a Board of Division plan may be approved by the appropriate Board or Executive Committee at any time. & Revisions to a plan should only be made at the meeting designated for plan revision.

Planning sessions may be held to assist the plan revision and approval process. Where the plan approval activity is a regularly scheduled business item at a designated meeting, planning sessions are generally unstructured and may be held at any time throughout the year.

**c. Planning Considerations for the Annual Review**

Five key considerations should be made by the Board/Executive Committee member responsible for planning during his/her annual review of the plan and by the Board/Executive Committee during its approval of the updated plan baseline. These are mission, environment, objectives, challenges, and measurements:

- (1) **MISSION.** Who are the constituents' of the Board/Executive Committee? Whose interest is the Board/Committee charged to advocate? What is the Board/Committee chartered to accomplish? Are the planned objectives within that charter? If not, should they be? What is the scope of the Board/ Committee's activities specified in the Board's or Committee's Bylaws? Does the plan address accomplishment of each of the functions of the Operating Board Technical Division? Describe in less than one-half page each what the Group/Divisions do. Assume that the reader is an ASME member but not familiar with the Group/Divisions.  
Questions, which should be asked, are:
  - Will technology changes be such that the Group or Divisions should drop old activities and go into new ones?
  - Should the international aspects be increased? If so, how?
  - Are the Operating Board and Division goals consistent? If not, is a charter change appropriate?
- (2) **ENVIRONMENT.** What is the current status of the industries represented within the Group's Technical Divisions? What is the status of current relationships between the Group and its Divisions? What is the status of relationships with other ASME organizations? Historically, what has been the Group/Division's environment and what was the impact on Group/Division activities and performance? What has been the success of past plans? How have the measured accomplishments of the Group or Division compared with its previous plans?

### Group/ Division Strengths and Weaknesses

What are the Group's/Division's strong points, both technical and organizational? What Group/Division areas are the weakest? What actions are being taken to remedy these? Is there anything that the Operating Board or Division Executive Committee should do to help?

Questions that should be asked are

- Will membership be up or down? Is the Group and/or Division participation adequate?
- What are some of the big breakthroughs, or new emphases, or new technical events likely to be? Is the Group prepared to handle them? Are the Divisions prepared? If not, what steps are planned?
- Is the "health" of the industry going to be up or down? Are meeting sessions and types of planned activities commensurate with this?
- To what extent are the industries represented by the Group/Division affected by regulatory agencies? Is the Group/Division active in this area?
- To what extent are the industries represented by the Group/Division affected by Codes and Standards? Is the Group/Division active in this area?
- Are newsletters being published at regular intervals? Are they of high quality? Do they serve to inspire readers to participate in Division activities?

- (3) **OBJECTIVES.** Have each of the Board's/Executive Committee's mandatory functions been considered as objectives? Have "ASME Goals and Strategic Directions" been considered? Are there other objectives that should be included in the plan? Can the accomplishment of these objectives be measured? What is the schedule for achieving the planned objectives?

### Group/Division Goals and Objectives

Are Group/Division activities consistent with the stated goals? If not, consider modifying either the goals or activities. Are they meaningful? If not, restate them so that they are. Looking ahead five years, are they likely to remain static?

### Specific Meetings and Sessions

Sessions and conferences should be projected by subject and date for the next three to five years. It will serve as a planning skeleton for the various committees. Without it the Group and Divisions may find themselves in a reaction mode instead of being in control. Overall, the question, should be faced as to whether or not the programs are consistent with the environment and objectives of the Group and Divisions.

Questions, which should be asked, are:

- Are the honors and Awards to Group and Division members above or below average? What steps are needed for improvement?
- Are there opportunities for more cooperation between the Divisions? With other Technical Groups?

- (4) **CHALLENGES.** What challenges exist that might impact the successful accomplishment of the plan's objectives? For each objective, what strategy will be used to address its challenges and reduce their impact? Based on past performance, is there confidence that the challenges have been completely and correctly identified?

Questions, which should be asked, are:

- Are the Group's and Division's organizations and talent consistent with the environment? If not, what specific steps will be taken to remedy the situation?
- Which sessions were successful and which were not? Which conferences? Why?

- (5) **MEASUREMENTS.** Have quantifiable accomplishments been established for each measurable objective? Is each presented with at least a three-year historical trend and a five-year outlook? Are the objectives reasonable based on past performance? If not, has the environment changed or the strategy compensated for the objective's challenges?

Specific Objectives and Actions Planned

The goals and objectives listed in each area should be specific as to the actual action intended; avoid generalities. They should be quantified as much as possible and measurable. ("...increase the number of sessions by 20% within three years...") Human nature will rebel at pinning yourself down, but unless one does so, the objectives and actions will not serve as a spur to get things done.

**d. Setting Technical Group and Division Goals**

The following are strategic goals identified for the ASME Council on Engineering organizations in "ASME Goals and Strategic Directions, 1989/1990 - 1990/1991 Cycle, Council Program Planning." Each Technical Group and its Divisions should establish specific objectives and assign responsibility to specific members for addressing each of these areas.

- (1) Develop means of identifying emerging technical interests and "champions."
- (2) Increase members' awareness of technical activities.
- (3) Identify organizations that could have a rich synergistic relationship to ASME in new areas. Explore possibility of strong affiliation ties.
- (4) Explore cost-effective ways to support emerging technical interest groups. If warranted, develop fast-response services to emerging interest seminars, symposia, courses, etc.
- (5) Explore development of services designed to provide timely access to new ASME technology
- (6) Conduct overall review of conferences and publications. Has ASME kept pace with changes in industry?
- (7) Identify new needs and opportunities for ASME products and services related to technology management.
- (8) Identify special needs of small engineering firms and consultants and evaluate as possible new markets.
- (9) Actively explore new opportunities presented by federal, state, and local government programs and private sector collaborative R&D initiatives.
- (10) Continue expansion of sponsored research through the Center for Research and Technology Development and Institutes.
- (11) Identify new opportunities resulting from the changes in the practice of engineering.
- (12) Facilitate participation by ASME members in the regulatory process and inform members of new opportunities available in this growth area.
- (13) Develop a plan for an organizational structure to facilitate overseas recruitment and programming.
- (14) Continue efforts to facilitate international information exchange but with emphasis on improving transfer of foreign technology into the USA.
- (15) Continue and expand the manufacturing science and Technology Program initiative and related Division activity, including research projects.
- (16) Identify productive manufacturing linkages with related organizations.
- (17) Continue and enhance the manufacturing related content in ASME programming, e.g., section activities, conferences, exhibits, continuing and formal education.
- (18) Strengthen interaction between Technical Divisions and Sections.

- (19) Identify innovative ways of utilizing section network to selectively market ASME products and services.
- (20) Develop overall plan for conferences and exhibits.
- (21) Develop plans to encourage greater industry support.
- (22) Develop program proposals to increase net income.
- (23) Staff must have a major role in the commercialization of ASME products and services.
- (24) Actively explore new markets for existing ASME products and services.
- (25) Review financial arrangements of collaborative efforts with other organizations.

## **Appendix 6: Division Long Range Plans**

### **a. Introduction**

Each of the Energy Resources Group's Divisions maintains a Five Year Operating Plan as a guide for its activities. They revise and provide these plans each year to the Energy Resources Board each year for review and approval.

The plans review the current status of the Divisions and the environment in which they operate; in addition, they chart the future courses of the Divisions and set specific performance objectives. The following outline provides a guide for preparing these plans. If the major items in the outline are covered, the plan will not only serve as a guide for Division action, but the documentation will also meet the needs of the Board.

### **b. Long Range Plan Outline**

- I. EXECUTIVE SUMMARY
- II. INTRODUCTORY AND BACKGROUND
  - A. Purpose of the Plan
  - B. Planning Period
  - C. Background
- III. MISSION AND ACTIVITIES OF THE DIVISION
  - A. Mission
  - B. Technical Scope
  - C. Division Activities
    1. Description of Division Activities
    2. Consistency of Activities with Mission/Goals
    3. Responsiveness to Change
- IV. ANALYSIS OF THE DIVISION
  - A. **External Influences**
    1. Increasing Pace of Technological Change
    2. Technological Breakthroughs.
    3. Internationalization of Technology, ASME
    4. New Manufacturing Technology
    5. Integration of Engineering, Finance, and Management
    6. General "Health" of the Technology
    7. Regulatory Agency Influence on Industry
    8. Codes and Standards Influence on Industry
    9. ASME/ERB Influence on the Division
  - B. **Internal Influences**
    1. Trend in Membership Figures.
    2. Organizational Strengths
    3. Consistency of Division and Board Goals
    4. Attention to International Activities
    5. Opportunities for Cooperative Efforts
  - C. **Current Status**
    1. Coherence of Goals, Strategy, and Activities
    2. Membership Status and Trends
    3. Honors and Awards Status and Trends
    4. Leadership Status and Trends
    5. Financial Status and Trends
    6. Responsiveness to Technological Change



7. Division Conferences and Programming Activities
8. International Activities
9. Frequency and Effectiveness of Newsletter

**D. Division Strengths**

1. Programming Successes and Failures.
2. Technical Strengths
3. Organizational Strengths

**E. Division Weaknesses**

1. Technical/Organizational Weaknesses.
2. Actions to Strengthen.

V. PLANNING STRATEGY AND OBJECTIVES

- A. Consistency of Goals/Strategy/Activities
- B. Relevance of Strategy To External/Internal Influences
- C. Strategy and Specific Qualified Objective Statements.
  1. Organization and Technical Coverage
    - a. Technical Committee Structure
    - b. Documentation
    - c. Leadership Development
    - d. Strategic Planning
    - e. Specific Objectives
  2. Membership
    - a. Serving Member Interests
    - b. Technical Committee's Role
    - c. Increasing Active Participation
    - d. Specific Objectives
  3. Programming
    - a. Technical and Financial Success
    - b. Relationship of Strategy and Activities
    - c. Specific Objectives
  4. Internationalization
    - a. Strategy for Increased Participation
    - b. Specific Objectives
  5. Honors and Awards
    - a. Relationship of Honors/Awards and Membership
    - b. Strategy
    - c. Specific Objectives

VI. SUMMARY OF OBJECTIVES

- A. Organization and Technical Coverage
- B. Membership
- C. Programming
- D. Internationalization
- E. Honors and Awards

## Appendix 7: Society Policies and References

<b>a.</b>	<b>ASME Policies</b>		
	1.1	Policy on Policies	6/85
	1.2	Certificates of Award	6/85
	1.3	Election of Society Officers	12/83
	1.5	Voting Procedure for Amendments to the Constitution and Bylaws	12/83
	2.1	Custodian and Operating Funds	6/84
	2.2	Investment Policy of the Society	6/83
	2.3	Budget and Financial Administration	4/85
	2.5	Development Fund	6/85
	2.6	Capital Additions, Furniture, Fixtures and Equipment	9/82
	2.7	Solicitation of Funds	6/85
	2.8	Appropriations for Sections, Subsections, Local Groups, Student Sections, and Mechanical Engineering Clubs	9/85
	3.1	Polling and Balloting Procedures for Honors, Medals, and Awards	6/85
	3.2	Establishment of New ASME Awards and Contests	11/82
	4.1	Affiliation Between ASME and Other Organizations	6/85
	4.2	Selection, Nomination, and Appointment of ASME Representatives to Other Organizations	4/95
	4.3	Qualifications and Dudes of ASME Elected Officers	3/85
	4.4	Selection, Nomination, and Appointment of ASME Committee Personnel	1/86
	4.5	Travel Expense Contribution	3/84
	4.6	Travel Expense Reimbursement	4/85
	4.7	Location and Timing of Administrative Meetings	6/83
	4.8	Annual Reports by Councils and Committees Reporting to the Board of Governors	1/86
	4.9	Committees	6/82
	4.10	Service on ASME Committees by Members and Staff	11/82
	4.11	Controlling and Reporting Overseas Travel	1/86
	5.2	Establishment of ASME Student Sections and Clubs	12/84
	5.3	Formation and Operation of Sections, Subsections and Local Groups	3/84
	5.4	Chartering of Airplanes, Ships, and Buses and Arrangements for Group Tours	1/84
	7.1	Recognition of Staff -- 25 Years and More of Service	6/83
	7.2	Affirmative Action Policy	6/83
	8.1	Technical Departments, Divisions, and National Groups	3/84
	9.1	Metric System	12/93
	12.1	Procedure Relative to Cosponsorship, Participation, and Cooperation with Other Organizations on Events	3/85
	12.2	Locations, Dates, and Procedures for Society Annual	

	Meetings, Division Conferences, Meetings with Other National Societies, and International Conferences	9/84
12.3	Procedures Governing Exhibits/Expositions	8/85
12.4	Distribution of Income and Expense for Meetings and Conferences	8/85
12.5	Distribution of Transactions to Student Sections and College Depositories	6/82
12.6	ASME Editorial Policy - Periodical Publications	11/83
12.7	Publicity for ASME Papers	6/78
12.8	Distribution of ASME Mailing Lists	6/84
12.9	Annuals, Manuals, and Other Periodicals Not Covered by P- 12.6.	8/85
12.10	Fiscal Policy Relating to Publications	6/83
12.11	Fiscal Policy Relating to Meetings and Exhibits	3/84
13.2	Student Loan Fund	2/95
13.3	Professional Development	11/82
13.4	In-House Programs or Courses	9/78
13.5	ASME Scholarship Program	6/83
13.6	Short Course Honorarium or Expense Reimbursement	12/79
13.7	ASME Sponsored/Cosponsored PD Programs	12/79
14.1	Registration in Technical Divisions	6/83
14.2	Recognition of Deceased Members	6/83
14.3	Inactive Membership Status	6/83
14.4	Reinstatement of Dropped/Resigned Members	6/83
14.5	Dues and Fees	3/85
14.6	Society Name, Seal, Emblem, Initials, Titles, Identification, and Certificates	12/83
14.7	Recognition of Years of Membership	6/83
14.8	Special Consideration for Members of Long Standing	6/83
14.9	Special Consideration-Unemployed Members	6/83
14.10	Agreement for Mutual Extension of Guest Membership Privileges	6/83
14.11	Life Membership for Calvin Rice Lectures	1/84
14.12	Requirements for Membership in ASME	6/83
15.1	Public Affairs and Public Statement	6/85
15.2	Professional Engineers Registration	3/84
15.4	Violations of the Constitution, Bylaws or Code of Ethic/Procedure for Unethical Conduct Cases	6/85
15.5	Congressional Fellow Program.	12/83
15.6	History and Heritage Landmarks	1/84
15.7	Ethics	7/84
15.8	Conflicts of Interest	1/86
15.10	Public Relations	6/83
16.1	Research	9/84
16.2	ASME Gear Research Institute Trustees	1/86



**b. Other Useful References**

ASME Manuals

ASME Manual MMI: ASME Constitution and Bylaws  
ASME Manual MM2: ASME Organization - Activities  
ASME Manual MS4: An ASME Paper  
ASME Manual MS4A: Presenting Your ASME Paper  
ASME Manual MS5: Guide for Technical Divisions and Conferences  
ASME Manual MS52: Membership Development  
ASME Manual MS53: Member Interests Manual  
ASME Manual MS63: Public Information Guide  
ASME Manual MS7 1: Honors  
ASME Manual MS72: Guide to History and Heritage

Miscellaneous Publications:

Technical Division Manual of Operations

ASME Forms

AC-10: Submission of Information for ASME Directory  
COA- 1: COE: ASME Appointment Form  
M&P 1257: Paper Review Form  
M&P 1258: Recommendation of a Paper for Publication/Honors  
M&P 1338: Technical Session Form  
M&P 1903: Offer of a Technical Paper

**Appendix 8: General Proxy Form**

**GENERAL PROXY FORM  
FOR  
ENERGY RESOURCES BOARD**

The undersigned, holder of \_\_\_\_\_  
\_\_\_\_\_  
(office) appoints \_\_\_\_\_  
(name) as proxy to vote and otherwise represent me in operational matters coming before the board (other than amending Bylaws and Operating Guide).

The proxy named in the proxy shall represent the undersigned at the ERB meeting to be held on \_\_\_\_\_.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Name

**BYLAWS AND OPERATING GUIDE**  
**for the**  
**ENERGY RESOURCES BOARD**  
**AMERICAN SOCIETY OF MECHANICAL ENGINEERS**

**III. FUNCTIONS OF THE ENERGY RESOURCES BOA**

**A. INTRODUCTION**

The Bylaws of the Energy Resources Technical Group Operating Board (ERB) state its purposes as follows:

1. To constitute an Operating Board in accordance with the Constitution, Bylaws and Rules of the American Society of Mechanical Engineers;
2. To promote the art and science of Mechanical Engineering in the field of Energy Resources;
3. To encourage, promote and coordinate the activities of the Energy Resources Technical Group Division's organizations, publications, and technical meetings; to foster their activities dealing with Member Interests, Membership Development and Long range Planning; to encourage participation in National Nominating Conferences and liaison with other Divisions, Sections, Regions, and Operating Boards; to conduct all of the above activities within the policies and goals of ASME; and
4. To represent the interests of the Divisions of the Operating Board to the Council on Engineering of the Society, and to present to the Council information appropriate to the needs and concerns of the Operating Board's Divisions and the needs of the Council.

The Bylaws thus present an overview of the functions of the Board and the constraints under which it operates:

Functions:

- Constitute an Operating Board.
- Promote the art and science of mechanical engineering.
- Encourage, promote, and coordinate the activities of the Technical Divisions.
- Represent the interests of the Divisions.

Constraints:

- In accord with the Constitution, Bylaws and Rules of the ASME.
- In the field of Energy Resources.

- Within the scope of the Energy Resources Technical Group.

The Bylaws specify the scope of the Energy Resources Technical Group as including "technology dealing with all phases of the exploration, development, transportation, manufacturing, and conversion of all forms of energy -- fossil fuel, solar, ocean, and all advanced energy systems concepts including the related support technologies to provide access to the energy source sites."

The Board's functions may be further classified as

- Mandatory: required of the Board or necessary for its operation;
- Responsive: carried out in response to specific requests; or
- Discretionary: exercised at the option of the Board.

The following sections list the Board's functions within this framework. Throughout, we emphasize the primary role of the Operating Board: to supervise, coordinate, and provide focus to the activities of the Divisions and Subdivisions, which make up the Group (Constitution). The Board must maintain an environment of support and a feeling of "freedom. to act" on the part of the Divisions, as long as the actions are within ASME policy and practice.

## **B. CONSTITUTE AN OPERATING BOARD**

### **1. Mandatory Functions**

- a. Establish Bylaws, Operating Guides, and other documents essential to the operation of the Board. (Bylaws F.2)
- b. Hold regular meetings. (Bylaws E. 1; OG)
  - Normally in conjunction with the
    - Intersociety Energy Conversion Engineering Conference
    - Energy Sources Technology Conference and Exhibition
  - Publish notices, agenda, and minutes of the meetings.
  - Board Members have the responsibility to attend meetings.
- c. Maintain an organization. (Bylaws C3; ASME P-4-9)
  - Voting Members(Bylaws C.5; Operating Guide)
    - Chairman (Vice President of ASME for Energy Resources)
    - Member-At-Large: Division Operations
    - Member-At-Large: Board Operations
    - Member-At-Large: Member Affairs
    - Member-At-Large: External Affairs

- Member-At-Large: Strategic Directions
  - Member-At-Large: Conferences
  - Member-At-Large: Publications
  - Representative from each Division and Subdivision
  - Nonvoting Members
    - Representative to Board of Metrication
    - Representative to COE Technical Planning Committee
    - Representative to Winter Annual Meeting Committee
    - Representative to National Nominating Committee
    - 1st Alternate to National Nominating Committee
    - 2nd Alternate to National Nominating Committee
    - Alternate Representative from each Division and Subdivision
    - Secretary
- d. Approve Technical Division representatives to the Operating Board. (Bylaws D.2)
  - e. Maintain a Long-Range Plan for the Board. (Bylaws F.2; OG)
  - f. Appoint representatives to other Boards, national committees, committees of the COE or other Society Activities. (Bylaws C.5; OG)
  - g. Provide Board representation to the National Membership Development Committee. Monitor and report on its activities. (Bylaws F.4; OG)
  - h. Provide Board representation to the National Member Interests Committee. Monitor and report on its activities. (Bylaws FA; OG)
  - i. Monitor activities of the Board on Communications and its committees and report to the Energy Resources Board on items of interest. (Bylaws F.6, F.7; OG)
  - j. Maintain ERB awareness of the activities of WAM Committee, the Board on Communications, and the Senior Editor of the Journal of Energy Resources Technology. (Bylaws FA F.7: OG)
  - k. Monitor the activities of the COE Technical Planning Committee. (Bylaws F.2; OG)
  - l. Monitor the activities of the Board on Metrication. (Bylaws F3, OG)

- m. Carry out the policies and directives and assist in the activities of the ASME, the COE, and other ASME Councils, Boards, and organizations as they affect the Energy Resources Technology Group.

**2. Responsive Functions**

None

**3. Discretionary Functions**

- a. Organize ad hoc committees to accomplish specific objectives. (Bylaws CA., OG)

**C. PROMOTE THE ART AND SCIENCE OF MCHANICAL ENGINEERING**

**1. Mandatory Functions**

- a. Establish specific objectives in the technological areas of the Board and formulate plans for attaining them in order to advance the technical knowledge of the society. (Duties II.B)
- b. Report to the Council on Engineering on the progress made in the attainment of the objectives. (Duties II.B.4)
- c. Review periodically the Society's performance, activities, and plans for cooperative technological activities within the Board's scope of responsibilities. (Duties II.B.5)
- d. Recommend the establishment, continuation, or discontinuance of Society participation in such cooperative technological activities. (ASME P4. 1, Duties II.B.6)
- e. Review Division honors and awards activities, maintain a listing of awards, and encourage and support awards activities. (Bylaws F.4; OG D)
- f. Monitor the activities of the Henry R. Worthington Award Committee. (Bylaws F.4)

**2. Responsive Functions**

- a. Review and approve, as appropriate, Division recommendations for National landmarks. (ASME P- 15.6)

**3. Discretionary Functions**

- a. Recommend and sponsor candidates for ASME honors, awards, and certificates of appreciation. (ASME P-1.2, P-3.1; OG)
- b. Coordinate Division nominations for ASME awards. (OG)
- c. Nominate (or recommend for appointment) ASME representatives to other organizations. (ASME P-4.2)

- d. Recommend Agreements of Cooperation and Affiliation between ASME and other organizations. (ASME P-4. 1)
- e. Recommend candidate projects to the ASME Center on Research and Technology.
- f. Provide historical data for award or position nominees to the Society's candidate database. (Bylaws F.4.e., OG)
- g. Encourage and initiate entrepreneurial activities.
- h. Sponsor special projects.

**D. ENCOURAGE, PROMOTE, AND COORDINATE THE ACTIVITIES OF THE TECHNICAL DIVISIONS**

**1. Mandatory Functions**

- a. Monitor technological developments and encourage appropriate Division activities and programming to assure coverage within the scope of Operating Board coverage. (Bylaws F.1;OG)
- b. Initiate, review, and recommend action to establish, reorganize, or abolish Technical Divisions or Subdivisions within the board's scope. (ASME P8. 1, Bylaws F.1; Duties D.2)
- c. Review and resolve overlaps in scope of operations, technical coverage, and other matters among the Divisions, both within the ERTG and with other Operating Boards of the Society. (Bylaws F.2; OG D)
- d. Determine and establish policies for the administrative and technical activities of the Technical Divisions assigned to the Technical Group, except those specifically assigned to other Policy Boards. (Duties II.A.1)
- e. Review, make recommendations, and approve Division Bylaws. Operating Guides, and other divisional operating documents. (Bylaws F.2; OG)
- f. Review, make recommendations and approve Division LongRange Plans. (Bylaws F.2; OG)
- g. Approve Division Executive Committee Members. (ASME P8. 1, Bylaws C.6)
- h. Establish long-range planning criteria for the Board and the Divisions and make recommendations regarding long-range planning performance- (Bylaws F.3; OG)
- i. Review Division status reports and take necessary action. (OG)
- j. Review performance, activities, and plans of each Division and recommend changes or corrective action. (Bylaws F.1; Duties II.B. 1, OG)

- k. Review the Divisions' performance and future plans with respect to cosponsorship of technical sessions, meetings, and conferences and take such action as may be appropriate. (Bylaws F.1; OG)
- l. Approve IECEC Steering Committee Members (OG)
  - Advanced Energy Systems Division (I Representative)
  - Solar Energy Division (I Representative)
- m. Review the Divisions' member interest activities and provide a report to the Board. (Bylaws F.4)
- n. Encourage and recommend plans, programs and policies which meet member interests within the scope of Board activities. (Bylaws F.3; OG D)
- o. Review the Divisions' membership development activities and provide a report to the Board. (Bylaws F.4; OG)
- p. Maintain an up-to-date record of Division Conferences and other conferences and exhibitions of interest to the Divisions within the Energy Resources Group. (Bylaws F.6; OG)
- q. Conduct Operating Board Nominating Conference (OG)
  - Two delegates per Division
  - Mandatory nominations:
    - Vice President Energy Resources Group (two nominations)
    - Representative/alternates to National Nominating Committee
- r. Monitor the activities of the Council on Public Affairs and report to the Board on items of interest (Bylaws F.5.a)

**2. Responsive Functions**

- a. Encourage, recommend, and support Technical Division participation in cooperative efforts and events with other organizations. (Bylaws F.1; ASME P-12.1)
- b. Receive and act on Division and Committee nominations for positions in the Society and on the Board. (Bylaws C.5)
- c. Coordinate and adjudicate allocation of Winter Annual Meeting (WAM) sessions through the InterCouncil Committee on WAM (WAM Committee). (OG)
- d. Review and approve, as appropriate, ASME scholarship programs recommended by a Division or Subdivision. (ASME P- 13.5)
- e. Encourage, support, and coordinate Division requests for Development Funds. (ASME P-2.5)

- f. Review and approve, as appropriate, Division fund raising projects. (ASME P-2.7)
- g. Support and coordinate Technical Division education and training activities such as workshops, short courses, and leadership seminars.
- h. Promote Division retreats or other forms of self-examination.
- i. Provide expertise to the Board and to its Divisions concerning public statements (Bylaws F.5)
- j. Provide guidance and recommendations to the Board and its Divisions concerning Division/Section interactions. (Bylaws F.5.b)

**3. Discretionary Functions**

- a. Insofar as possible, provide an operating environment of "freedom to act"-- encouragement and support for Technical Division activities, within the constraints of ASME policies and procedures.
- b. Assist Divisions in setting and meeting objectives, in the knowledge of ASME policies, and in learning how to operate within ASME.
- c. Enhance coordination, cooperation, and communication among the Divisions and between the Divisions and the Operating Board. (Bylaws F.1.d.)
- d. Encourage use of custodial funds to support ASME goals and objectives. (ASME P-2.1)
- e. Encourage and promote entrepreneurship in the Divisions.
- f. Have a Board representative attend at least one Executive Committee meeting of one of the four Technical Divisions each year.

**E. REPRESENT THE INTERESTS OF THE DIVISIONS**

**1. Mandatory Functions**

- a. Review National Agenda Items and advise Divisions of applicable items (Bylaws F.1; OG)
- b. Nominate representatives to COE for the Intersociety Energy Conversion Engineering Conference (IECEC), the Offshore Technology Conference (OTC), and the Energy-Sources Technology Conference and Exhibition (ETCE) and maintain ASME liaison with those conferences in accord with ASME agreements and ASME Policy P-4.2. (ASME P-4.2, Duties II.B.7)
- c. Report to the Board on Communications and its committee's items of concern expressed by the Energy Resources Board and its Divisions.

**3. Responsive Functions**



- a. Review and authorize, as appropriate, statements on behalf of an ASME Division or Subdivision on public issues that concern or affect that Division or Subdivision. (ASME P- 15. 1)
- b. Carry forward the Divisions' National Agenda items.

**3. Discretionary Functions**

- a. Facilitate upward as well as downward communication.

**F. APPENDICES TO THE LISTING OF BOARD FUNCTIONS**

**1. Functions Listed by Responsibility**

<u>Ref.*</u>	<u>Assigned Responsibility</u>	<u>Schedule</u>
<b>a.</b>	<b><u>ENERGY RESOURCES BOARD</u></b>	
B.1.c.	Maintain an Organization	Continuing
B.1.m.	Carry out Policies	Continuing
B.3.a.	Organize ad hoc Committees	As Required
C.3.d.	Recommend Coop. Agreements	Continuing
C.3.e.	Recommend Research Projects	Continuing
C.3.h.	Sponsor Projects	As Required
D.3.d.	Encourage Use of Custodian Fund	Continuing
E.3.a.	Develop Agenda Items	Continuing
E.3.b.	Facilitate Communication	Continuing
<b>b.</b>	<b><u>VICE PRESEDENT</u></b>	
B.1.b.	Hold Regular Meetings	Semiannual
B.1.d.	Approve Division Reps. to Board	Annual--ETCE
B.1.f.	Appoint Representatives	Annual--ETCE
C.1.b.	Report to the COE	Annual--May
C.3.c.	Recommend ASME Representatives	Continuing
D.1.1.	Approve IECEC Representatives	Annual--ETCE
D.2.b.	Act on Nominations	As Required
E.1.b.	Nominate Representatives	As Required
E.2.a.	Review Issue Statements	As Required

E.2.b.	Carry National Agenda Items	Annual
<b>c.</b>	<b><u>MAL FOR DIVISION</u></b>	
	<b><u>OPERATIONS</u></b>	
D.1.a.	Assure Tech. Cov. Within Scope	Continuing
D.1.b.	Review Technical Div. Status	As Required
D.1.d.	Estab. Policies/Board's Divs.	Continuing
D.1.g.	Approve Division Exec. Comm.	Annual--ETCE
D.1.i.	Monitor Division Status	Continuing
D.1.j.	Review Div. Plans and Perf.	Annual
D.1.k.	Review Div. Conf. Plans & Perf.	Continuing
D.2.a.	Review Tech. Div. Coop. Efforts	As Requested
D.2.e.	Coordinate Use of Dev.	As Required
D.2.f.	Review Division Projects	As Required
D.2.g.	Support Div. Educ. & Training	Continuing
D.2.h.	Promote Division retreats	Continuing
D.3.a.	Encourage Division Activities	Continuing
D.3.b.	Assist Division Operations	Continuing
D.3.c.	Enhance Div. Coord., Comm.	Continuing
D.3.e.	Encourage Entrepreneurship	Continuing
D.3.f.	Attend Division Meetings	Continuing
E.1.a.	Advise Div. re Nat. Agenda	Annual--ETCE
<b>d.</b>	<b><u>MAL FOR BOARD</u></b>	
	<b><u>OPERATIONS</u></b>	
B.1.a.	Establish Bylaws, Oper. Guides	Annual-ETCE
B.1.e.	Maintain Board's LR Plan	Annual-IECEC
B.1.k.	Report on COE CTP.	As Requested
C.1.a.	Establish Plans for Board	Annual-ETCE
C.1.c.	Review Board's Coop. Activities	Annual
C.1.d.	Recommend Participation	As Required

D.1.c.	Review/Resolve Scope Overlap	Continuing
D.1.e.	Review Div. Bylaws, Op. Guides	Annual
D.1.f	Review Division Long Range Plan	Annual--ETCE
<b>e.</b>	<b><u>MAL FOR STRATEGIC DIRECTIONS</u></b>	
B.1.1.	Report on Board on Metrication	As Requested
D.1.h.	Guide & Monitor LRP Process	As Required
<b>f.</b>	<b><u>MAL FOR MEMEBER AFFAIRS</u></b>	
B.1.g.	Report on Activities of NMDC	Semiannual
B.1.h.	Report on Activities of NMIC	Semiannual
C.1.e.	Review Division Honors, Awards	Annual
C.1.f	Monitor Worthington Award Acti	Continuing
C.2.a.	Approve Recomm.. for Landmarks	As Required
C.3.a.	Recommend Candidates for Awards	Continuing
C.3.b.	Coordinate Divs. Award Noms.	Annual-IECEC
C.3.f.	Provide Historical Data to ASME	Continuing
C.3.g.	Encourage Activities	Continuing
D.1.m.	Report on Division MI Activ.	Semiannual
D.1.n.	Rec. MI-Related Plans & Prog.	Continuing
D.1.o.	Report on Division MD Activ.	Semiannual
D.2.d.	Review Division Scholarships	As Required
<b>g.</b>	<b><u>MAL FOR EXTERNAL AFFAIRS</u></b>	
F.5.a	Monitor activities of CPA	Semiannual
F.5.b	Provide expertise restatements	Continuing
F.5.c	Provide guidance re. Div./ Sections	Continuing
<b>h.</b>	<b><u>MAL FOR CONFERENCUR</u></b>	
B.1.i.	Monitor/Report on Conf. Comm.	Semiannual
B.1.i.	Advise on WAMC activ.	Continuing
D.1.p	Maintain record of conferences	Semiannual

<b>i.</b>	<b><u>MAL FOR PUBLICATIONS</u></b>	
B.1.i	Monitor/report on Pub Comm.	Semiannual
B.1.j	Monitor/report on JERT	Semiannual
e.1.c.	Report to Board on Comm.	Semiannual
<b>j.</b>	<b><u>REPRESENTATIVE TO WAM</u></b>	
	<b><u>COMMITTEE</u></b>	
D.2.c.	Coord. and Adjud. WAM Sessions	Annual
<b>k.</b>	<b><u>REPRESENTATIVE TO NNC</u></b>	
D.1.q.	Conduct Board Nominating Conf	Annual-ETCE

\*Ref. indicates Function listing in Part III.

## 2. References

- a. **CONSTITUTION:** ASME Manual MM-1: Constitution and Bylaws, American Society of Mechanical Engineers
- b. **BYLAWS:** Bylaws of the Energy Resources Board, American Society of Mechanical Engineers
- c. **OPERATING GUIDE:** Operating Guide of the Energy Resources Board, American Society of Mechanical Engineers
- d. **DUTIES:** "Assignment of Duties to the Energy Resources Technical Group Operating Board by the 1984-1985 Council on Engineering"
- e. **ASME POLICIES:**
  - ASME Policy P-1.2: "Certificates of Appreciation"
  - ASME Policy P-1.3: "Election of Society Officers"
  - ASME Policy P-2.5: "Development Funds"
  - ASME Policy P-2.7: "\*Solicitation of Funds:"
  - ASME Policy P-3. 1: "Polling and Balloting Procedure for Honors, Medals, and Awards"
  - ASME Policy P-4.1: "Agreements of Cooperation and Affiliation Between ASME and Other Organizations"
  - ASME Policy P-4.2: "-Appointment of ASME Representatives to Other Organizations"
  - ASME Policy P-8. 1: "Technical Groups, Divisions, and Subdivisions"

- ASME Policy P-12.1: “Procedure Relative to Cosponsorship, Participation, and Cooperation With Other Organization on Events.”
- ASME Policy P-13.5: “ASME Scholarship Programs”
- ASME Policy P=15.6: “History and Heritage Landmarks”