

**BYLAWS  
OPERATING GUIDE  
and  
NOMINATING CONFERENCE PROCEDURES  
for the  
GENERAL ENGINEERING TECHNICAL GROUP OPERATING BOARD  
AMERICAN SOCIETY OF MECHANICAL ENGINEERS**

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**PART I: BYLAWS**

**ARTICLE A. NAME AND REPORTING STRUCTURE**

**Section 1: Name**

The name of this organization shall be the General Engineering Technical Group Operating Board.

**Section 2: Reporting Structure**

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

**ARTICLE B. PURPOSE AND SCOPE**

**Section 1: Purpose**

The purposes of this Board shall be to

- a. **Constitute an Operating Board in accordance with the Constitution, Bylaws and policies of the American Society of Mechanical Engineers;**
- b. **Promote the art, science, and practice of mechanical engineering in the field of general engineering;**
- c. **Encourage, promote and coordinate the activities of the General Engineering Technical Group's technical divisions with respect to publications and technical meetings; foster their activities dealing with member interests, membership development, and long range planning; encourage participation in National Nominating Conferences and liaison with other divisions, sections, regions, and operating boards; 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 General Engineering 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.**

**Section 2: Scope**

The scope of the General Engineering Technical Group encompasses those of the technical divisions of which it is composed, as summarized below and detailed in Article G

- a. **The Management Division promotes the art, science, and practice of management among members of the Society in the fields of planning, organizing, directing and controlling human and material resources to achieve objectives in the most effective and efficient manner.**
- b. **The Safety Engineering and Risk Analysis Division promotes the development, application, and dissemination of the art, science, and practice of safety, health, and risk-related technologies.**
- c. **The Technology and Society Division seeks to increase the awareness of practicing engineers, engineering educators, and engineering students toward their responsibility to society and to foster activities which will support them in their striving to relate their work to the interest of society.**

## **ARTICLE C: ORGANIZATION**

### **Section 1: Designation as Manager of Group**

The affairs of the Technical Group shall be managed by an operating board which shall be designated as the General Engineering Technical Group Operating Board (GETGOB).

### **Section 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.

### **Section 3: Composition of the Board**

The membership of the board shall be as follows:

- a. **A duly elected Technical Group Vice President;**
- b. **Six Members At Large;**
- c. **A representative and an alternate representative from each Division Executive Committee in the Technical Group as established by the Council on Engineering;**
- d. **Liaison representatives to other duly constituted operating boards and committees of the Council on Engineering and the Society as appropriate and in accordance with the Constitution and Bylaws and Policies of the Society; and**
- e. **A representative and first and second alternates to the National Nominating Committee.**

- f. **The immediate Past Vice President of the General Engineering Technical Group (GETG), who shall serve *ex officio* on the Board without vote, as an advisor to the current Vice President.**

#### **Section 4: Voting Members of the Board**

The voting members of the Board shall be the Members-At-Large and the designated Divisions Representatives. Each Division is entitled to one vote, which may be cast by either the Representative or, in the case of his/her absence, by the alternate or any duly designated proxy. The Vice President may vote for the purposes of resolving a tie vote.

#### **Section 5: 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.

#### **Section 6: 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. This term is currently specified as three years.
- b. Members-At-Large shall be elected by the Operating Board at the Society's International Mechanical Engineering Congress and Exposition (Winter Annual Meeting of ASME) (IMECE/WAM) and shall be appointed by the Council on Engineering of the Society for a term of three years. The terms of the Members-At-Large shall be arranged such that two members shall be elected each year.

A Member-At-Large may serve no more than two successive terms. A Member-At-Large who is filling a vacancy may be elected and appointed to no more than two three-year terms.

- c. The Division Chair of each Division in the GETG shall serve as that Division's representative to the Board. The Chair-elect or Vice Chair shall be the Division's alternate representative. Both the representative and the alternate representative are expected to attend all meetings of the Board.
- d. **Liaison representative to other duly constituted operating boards, national committees, and committees of the Council on Engineering shall be appointed by the Vice President after GETGOB approval. These approvals and appointments normally take place at the Society's IMECE/WAM, with the terms of office beginning at the close of the next succeeding Summer Annual meeting of the Society. The respective terms of office shall be as specified by the Board or Committee to which the appointment is made or, if a term is not so specified, for the term as directed by the Operating Board at the time of the appointment.**
- e. The immediate past Vice President of the GETG, serving as an advisor to the current Vice President, shall serve a three-year term, concurrent with that of the Vice President.

- f. **All terms of office shall begin at the close of the next succeeding Summer Annual Meeting of the Society and shall end at the close of the appropriate Summer Annual Meeting, in accordance with the respective term of office.**

#### **Section 7: Selection of Replacements**

- a. **A member of the operating Board shall hold office for the term specified by these Bylaws, by the Constitution and Bylaws or Policies of the Society, or until a successor shall be elected or appointed.**
- b. **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 Operating Board, to complete the term.**
- c. **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.**
- d. **A vacancy occurring during the term of the Division representative or alternate representative shall be filled according to the procedures of the particular Division.**
- e. **A vacancy occurring during the term of a liaison representative shall be filled by appointment by the Vice President.**
- f. **All Technical Division Executive Committee members and representatives to the Board must be approved by the Board and appointed to their positions by the Vice President.**

### **ARTICLE D: OFFICERS**

#### **Section 1: Officers of the Board**

**The officers of the Operating 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 without vote.**

#### **Section 2: Vice President**

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

#### **Section 3: Vice Chair of the Board**

**The Member-At-Large who, during his present term in office, has served the longest period of time on the Operating Board, shall be the Vice Chair and, in the absence of the Chair, shall preside at meetings of the Operating Board. In the event that two or more Members-At-Large have served equal terms, the Board shall select the Vice Chair from among them.**

#### **Section 4: Secretary of the Board**

The usual duties and responsibilities of the Secretary of the Operating Board shall be performed by the Society's staff representative assigned by the Society to the Operating 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.

#### **Section 5: Secretary Pro Tem**

At any meeting of the operating Board, 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**

#### **Section 1: Regular and Special Meetings**

There shall be at least two regular meetings of the Operating Board each year. Additional special meetings of the Board may be called at any time by the Vice President, at his discretion or by a majority of either the voting members of the Board or the voting Division representatives to the Board.

#### **Section 2: Notice of Meetings**

Notice stating time, place, and purpose of all regular meetings of the Operating 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.

Notice stating time, place, and purpose of all special meetings of the Operating Board shall be given in writing by the Secretary to each member of the Board not less than 15 days prior to the meeting.

#### **Section 3: Definition of a Quorum**

At each meeting of the Board, the presence of at least five 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.

#### **Section 4: Proxies**

Proxies are authorized for all operational aspects of Board activity except for changes to the Bylaws, in which case proxies are not acceptable. A proxy must be signed and dated by the member giving the proxy and must be submitted to the meeting chair at the start of the Board meeting for verification and recognition.

A proxy may not be used to establish a quorum.

### **Section 5: 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.**

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

### **Section 1: Division Operations**

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

- a. Review the performance and plans of the Divisions in the Technical Group with respect to cosponsorship of technical sessions, meetings, and conferences, and take such action as may be appropriate.**
- b. 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 Board of the Society.**
- c. Monitor and make recommendations regarding coordination, cooperation, and communication between Divisions in the Technical Group.**
- d. 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.**
- e. Initiate and review recommendations and proposals to establish or abolish Divisions within the Technical Group.**
- f. Review National Agenda Items and advise the appropriate Divisions in the Operating Board of applicable items.**
- g. Bring to the Operating Board from an inquiry prior to the meeting the status of activities of**
  - The Winter Annual Meeting Committee**
  - The Board on Communications (including the Conferences and Publications Committees).**

### **Section 2: Technical Coverage and Bylaws**

**In addition to such functions as may be assigned from time to time by the Operating Board, the Member-At-Large responsible for Technical Coverage and Bylaws shall have the following principal functions:**

- a. Review and recommend appropriate changes concerning the Bylaws, Operating Guidelines, and other operating procedures of the Operating Board and the**

**divisions comprising the General Engineering Technical Group for the purpose of determining that their provisions are adequate to the needs of the Operating Board and its Divisions and that they do not conflict with the Board Bylaws or with the Constitution and Bylaws or Policies of the Society.**

- b. **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.**
- c. **Review and resolve overlaps and conflicts in scope of operations, technical coverage and other matters among the Divisions within the Technical Group and with other technical groups of the Society.**

### **Section 3. Long Range Planning**

**In addition to such functions as may be assigned from time to time by the Operating Board, the member-At-Large for Long Range Planning shall have the following principal functions:**

- a. **Establish criteria for long range planning by the Operating Board and by the Divisions in the General Engineering Technical Group and monitor and make recommendations concerning the effectiveness of their long range planning performance.**
- b. **Provide guidance and leadership for the Operating Board's strategic planning efforts as requested and directed by the Vice President and members of the Board.**
- c. **Maintain cognizance of the diverse member interests within the Group which may tend to encourage the formation of separate technical entities outside the technical group and the Society and encourage and recommend plans, programs, and policies which, insofar as the Constitution and Bylaws and Society Policies permit, will enable member interests to be met within the scope of the technical group's activities.**
- d. **During the Society's 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.**
- e. **During the Society's Summer Annual Meeting, or as soon thereafter as practicable, review the Board's long range plan for the succeeding five years and revise the same from time to time as appears necessary or desirable.**
- f. **Bring to the Operating Board from an inquiry prior to the meeting the status of activities of the Committee on Technical Planning of the Council on Engineering.**

- g. Bring to the Board from an inquiry prior to the meeting the status of activities of the Board on Metrication.**
- h. Bring to the Board from an inquiry prior to the meeting the status of activities of the Board on Research and Technology Development.**

#### **Section 4: Honors and Awards**

**In addition to such functions as may be assigned from time to time by the Operating Board, the Member-At-Large for Honors and Awards shall have the following principal functions:**

- a. Review at least annually the annual honors and awards of the Divisions assigned to the Group, compiling a list of each;**
- b. Serve as a resource for Divisions that anticipate developing new Divisional awards.**
- c. Ensure that Divisions within the Operating Group vigorously pursue a Fellow-grade promotion program.**
- d. Seek out nominations for Society awards that fall within the purview of the Operating Board.**
- e. Obtain historical data from honor or position nominees and deposit that data in the Society's candidate historical database.**
- f. Provide recommendations to the GETG Vice President for the Society's Dedicated Service Award.**

#### **Section 5: Membership Development**

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

- a. Represent the interests of the Board to the National Membership Development Committee, of which he is a full voting member.**
- b. Bring to the meetings of the Board information on the activities of the National Membership Development Committee and of the Technical Divisions as to their aims and goals.**

#### **Section 6: Member Interests**

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

- a. **Represent the interests of the Board to the National Member Interest Committee.**
- b. **Bring to the meetings of the Board information on the activities of the National Member Interests Committee and of the Technical Divisions as to their aims and goals.**

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

### **Section 1: Management Division**

Concerned with management of the engineering process at all its levels, national and international, and specifically as applied to project and program management; process of technological innovation; motivation; communication; human resources; organization and planning; technology forecasting and assessment; product and market analysis and planning; sales engineering organizations; technology transfer; finance; economic development; management and information systems; application of computer programs and data banks; small business; ecology, conservation and other issues; management development and education; measurement of performance; quality and productivity; employment of engineers, and personal growth and management.

### **Section 2: Safety Engineering and Risk Analysis Division**

Supports the advancement, implementation, and dissemination of safety, health, and risk-related technologies, both within the Society and externally. Specific fields of interest include industry environmental control; machine guarding; mechanical equipment safety; electrical equipment; plant utilities; personal protective equipment; toxic explosive dusts and gases; safety supervision management; process and operations layout design; maintenance; testing; safety codes; safety programs; transportation safety; product safety; fire protection; quantitative risk assessment; risk management; risk optimization; safety procedures; risk-based industrial emissions; risk-based codes; accident analysis and statistical databases; and risk acceptability.

### **Section 3: Technology and Society Division**

Covers all aspects of the issues concerning interactions of technology and society. To promote awareness and understanding of the interrelationships between technological innovation and the world community in which we live, especially pertaining to technology and its effect on education for and practice of mechanical engineering.

## **ARTICLE H: AMENDMENTS TO BYLAWS**

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



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**PART II: OPERATING GUIDE**

**A. INTRODUCTION**

**1. Scope of the Board**

The General Engineering Technical Group includes the Management, Safety Engineering and Risk Analysis, and Technology and Society Divisions. Its scope of interests bounds those of these Technical Divisions.

Similarly, the General Engineering Technical Group Operating Board is designated as the manager of the Technical Group; it functions, in a senior management role, to promote, guide, encourage, communicate, and represent the interests of its constituent Divisions.

**2. Purpose of the Operating Guide**

This Operating Guide serves several functions:

- It supplements the Bylaws of the Board.
- It prescribes specific procedures to implement the Board's Bylaws.
- It provides guidance to the Board's officers, members, and liaison representatives in carrying out their functions.
- 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.
- It assists the Board in operating in a progressive fashion in conformance with the major goals and objectives of the Board and the Society.
- 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 Board's Organizational Chart is shown in Appendix 1.

The voting members consist of the six Members-At-Large, and a representative of each Technical Division within the General Engineering Technical Group. The Vice President only votes 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 the most senior Member-At-Large serves as the Vice Chairman. In the event that two or more Members-At-Large have equal seniority, the Board elects the Vice Chairman from among them.

**3. Members-At-Large**

A Member-At-Large serves for a term of three years, the terms being arranged so that the terms of two expire each year. The Board Bylaws provide that a Member-At-Large may serve only two terms.

At the summer meeting of the Board, usually held in conjunction with the Society's Summer Annual Meeting, members should suggest the names of candidates to replace the outgoing Members at-large. Candidates normally will have previously served as a Division representative to the Board or on a Division Executive Committee.

At the winter meeting of the Board, usually held in conjunction with the Society's IMECE/WAM, nominations for positions on the Board may be made from the floor. The Board shall then elect the incoming Members-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 General Engineering 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 appoints 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 may 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.

**7. Secretary Pro Tem**

As provided in Paragraph B.1 of this Operating Guide, the Society's staff representative is the Secretary of the Board. In the Secretary's absence, the Vice President appoints a secretary pro tem who has the responsibilities and performs the duties of the Secretary. The Secretary reproduces and distributes the minutes after they have been prepared by the Secretary pro tem and received the concurrence of the Vice President.

**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 must be mailed not less than 45 days nor more than 90 days before the meeting; it should note the date, time, and place of the meeting. Material for the agenda should 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 or special committee chairman should submit a written activity report of his/her 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.

**Liaison representatives should submit their reports to the Member-At-Large who has cognizance over the liaison area; the Member-At-Large should submit such liaison reports with his/her own report.**

Division reports should contain brief summaries of

- administrative changes and organization;
- technical programs (sessions, problems, or other actions required);
- honors and awards progress;
- intersociety and intrasociety issues;
- Board-specific items; and
- new business or issues requiring Board action.

### **3. Board Meetings**

The Board normally meets twice each year at times and locations specified by the Vice President. Insofar as practicable, the meetings are held in conjunction with the Society's Summer Annual and IMECE/WAM (SAM and WAM, respectively).

The Vice President or a majority of the voting members of the Board may call special meetings of the Board at any time..

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 with the following agenda:

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

Normally, the Vice President presides at all meetings of the Board. In the event of the Vice President's absence, the duly-elected Vice Chairman will preside. The Secretary takes the minutes of the meeting, drafts them promptly after the meeting, submits them to the Vice President for concurrence and editing, and reproduces and distributes them to all members of the Board and others in attendance.

**In the absence of the Secretary, a Secretary pro tem prepares and submits the minutes to the Vice President. The Secretary performs 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:**

- **Conduct the Board organizational meeting.**
- **Develop list of potential candidates for replacement of outgoing Members-At-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 Board will have finalized its appointments and made arrangements for transfer of applicable files and records to the incoming Members-At-Large, Technical Division representatives, and representatives to other organizations.**

**At this time, the Secretary will send a copy of the Society Constitution and Bylaws, AC-10, and the Board Bylaws and Operating Guide to incoming members of the Board, both voting and nonvoting.**

**b. Winter Meeting**

- **Receive from the Member-At-Large for Division Operations a review of National Agenda Items which are of concern to the Board and make appropriate recommendations to the Society governing body.**
- **Receive from the Member-At-Large for Long Range Planning the revised long range plan resulting from the Summer Meeting working session.**
- **Appoint 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 Part III of this document (either at WAM or at TEC). The Conference is normally convened immediately following the adjournment of the Board meeting. Appendix 2 lists Board nominations and appointments.**

#### **D. MEMBERS-AT-LARGE**

##### **1. General Responsibilities**

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

- Division Operations
- Technical Coverage and Bylaws
- Long Range Planning
- Honors and Awards
- Membership Development
- Member Interests

##### **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 Members-At-Large may personally be the Board liaisons or may recommend other persons for approval by the Board and the Vice President. The Members-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.**

##### **2. Division Operations**

The Member-At-Large for Division Operations assures that the Operating Board and the Technical Divisions within the General Engineering Technical Group fulfill their responsibilities to each other by

- 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;**
- 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 also coordinates the peer reviews of the Technical Divisions such that each Division is reviewed at least 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;**
- **coordinating Division response to the ASME Goals Program; and**
- **other activities related to the Technical Divisions and their activities.**

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

When the review has been completed for a particular Division, the Member-At-Large assesses it for the Board. This report should discuss both the successful and constructive activities of the Division and those areas of weakness and offer suggestions for improvement. 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.

**The Member-At-Large for Division Operations also reports to the Board on the meetings of the Winter Annual Meeting Committee and the Board of Communications.**

### **3. Technical Coverage and Bylaws**

The Member-At-Large assigned to this function maintains 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.

The Member-At-Large also reviews the scopes of the Divisions within the Technical Group, recommending changes as necessary to eliminate undesirable

**overlap between these scopes. He/she also reviews changes in scope submitted by the Divisions and recommends corresponding action by the Board.**

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

**The Member-At-Large monitors new technological developments affecting the Board. When desirable, he/she encourages appropriate division activities and programming to assure that there are no gaps in Board coverage of the technological areas within the scope of Group and Board operations.**

#### **4. Long Range Planning**

**The Member-at-Large responsible for Long Range Planning**

- 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 Committee on Technical Planning and the Board on Metrication.**

**The Member-At-Large reviews the Board's and the Divisions' long range plans each year to assure their continuing relevance and viability. At the winter meeting of the Board, the Divisions 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.**

**A discussion of Division long range plans is included in Appendix 5 of this Operating Guide. Appendix 6 includes an outline for long range plans.**

## **5. Honors and Awards**

**The Member-At-Large 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 should also develop and promote a vigorous program for the increase of Fellow-grade nominations in the Divisions of the General Engineering 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 assigned to this function shall coordinate all aspects of the Board's membership development, member interests, and honors and awards efforts.

## **6. Membership Development**

**The Member-At-Large for Membership Development provides all liaison between the GETGOB and the National Membership Development Committee (NMDC), of which he/she is a full, voting member. The Member-At-Large is expected to attend and participate in all NMDC meetings. As necessary, NMDC members may request reimbursement for travel expenses at the prevailing ASME rates for attending the Summer Annual Meeting (SAM) sessions—usually held on the Friday and Saturday preceding the SAM. 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 Division Development chairmen apprised of national membership development activities, goals, and aims of the NMDC. Guidance should be provided to the **Technical Division Membership Development Committee personnel, and the Divisions should be encouraged to provide the proper emphasis and importance on membership development activities.**

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

## **7. Member Interests**

**The Member-At-Large for Member Interests provides the liaison between the GETGOB and the National Member Interests Committee (NMIC). Although he/she is not a voting member of that Committee, the Member-At-Large is expected to attend and participate in all NMIC meetings.**

**The Board representative is responsible for keeping the Board and Technical Division Development chairmen apprised of national membership interest activities, goals, and aims of the NMIC. Guidance and information concerning member interests should be provided to the Technical Divisions, and the Divisions should be encouraged to provide information and guidance back to the NMIC through the Member-At-Large..**

## **E. DIVISION REPRESENTATIVES AND ALTERNATES**

### **1. Appointment**

**The Executive Committee of each Division in the General Engineering Technical Group annually names 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 the WAM.**

### **2. Representative**

**The Division Representative should preferably be the Division Chairman since matters that come before the Board are often of a policy-making 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 Committee Chairmen and the corresponding Members-At-Large and Liaison Representatives of the Board.**
- c. Coordinate publication and conference 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 interests of the Board and the Society.**

## **F. LIAISON REPRESENTATIVES**

### **1. Appointments and Responsibilities**

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 General Engineering 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 General Engineering Technical Group Operating 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 made accordingly.. 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 who have business affiliations closely allied to those activities.

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

### **2. National Nominating Committee**

In accordance with Society Bylaws, each Board elects a Representative to the **National Nominating Committee (NNC)** at its **Board Nominating Conference (Part III of this document)**. The representative serves a two-year term.

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 Annual Meeting and IMECE/WAM in order to assist in NNC activities

**and to become acquainted 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 GETGOB, 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. The 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 IMECE/WAM 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.

### **3. 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 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 Long Range Planning.

### **4. 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 Long Range Planning.**

**5. 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.**

**The Board representative is responsible for transmitting to the Committee all actions of the Board that relate 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 Division Operations.**

**6. 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 of the Board on Communications. 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 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 Division Operations.**

**7. 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 of the Board on Communications. The Representative may be renominated for additional terms.

The Publications Committee normally meets three 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 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 Division Operations; this position may be assumed by the Member-At-Large or delegated to another individual.

**8. 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 General Engineering Technical Group Operating 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 Member-At-Large for Strategic Directions.

**G. CONFERENCES**

The Divisions of the General Engineering 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).

At the present time, the divisions within the General Engineering Technical Group participate in the IMECE/WAM and the Energy-sources Technology Conference and Exhibition (ETCE).

## **H. 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 General Engineering 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**

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

### **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**

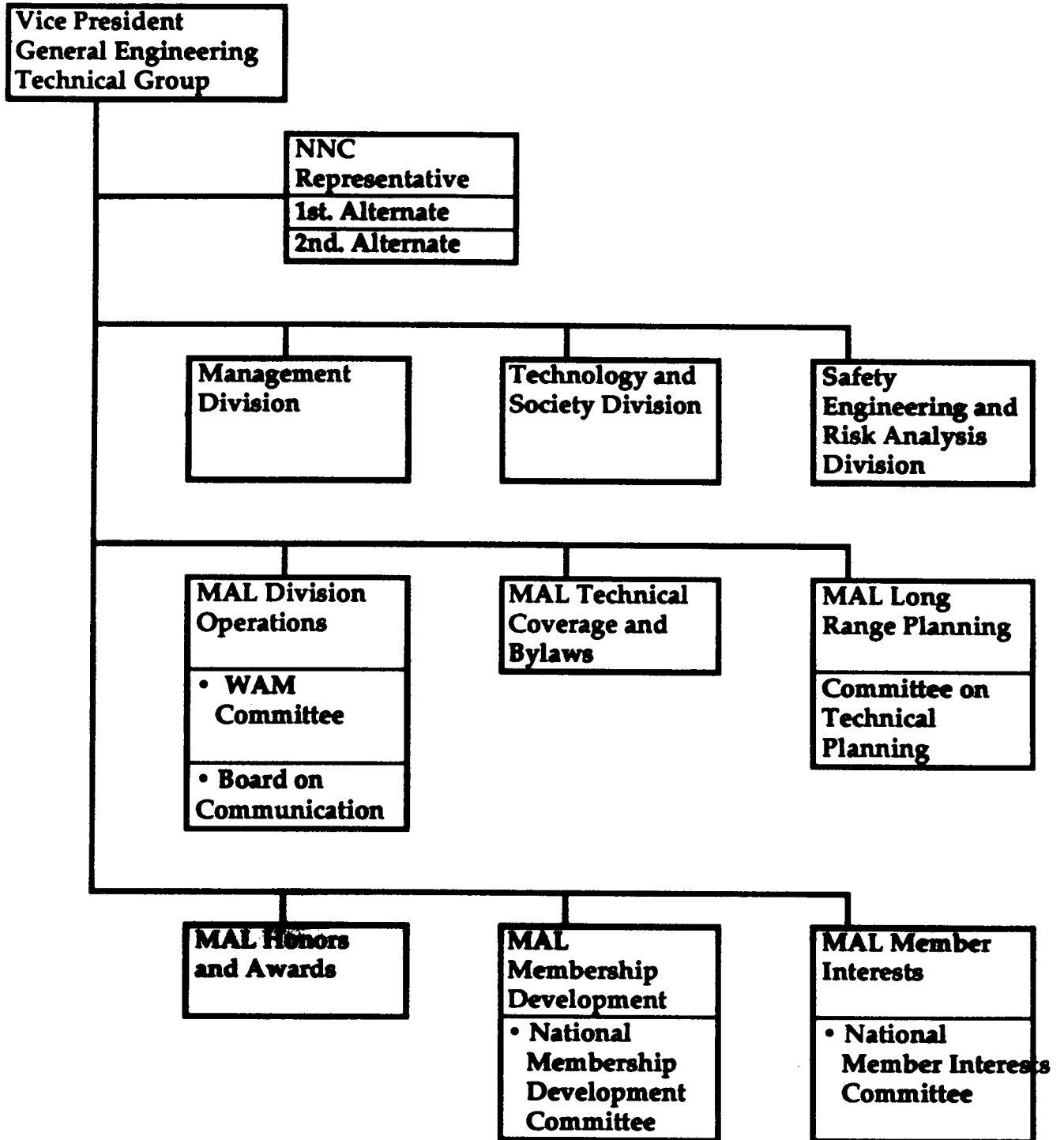
**ASME sponsors numerous achievement, literature, and special awards for which nominees are actively sought. The ASME Honors Manual, MS-71, should be consulted for specific details.**

## **I. AMENDMENTS 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 General Engineering Technical Group Operating Board. Enactment requires an affirmative vote of a simple majority 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.**



**Appendix 1: Organization Chart**



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

**Note:** The Board Nominating Conference is held at the winter meeting (normally held at the WAM or the Technology Executives Conference (TEC). The Board selects its nominees for national ASME offices and confirms appointees to Board and Division offices as indicated below.

Persons proposed for national offices 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 15 to 18 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 the following page indicates the year of NNC nomination (NNC), and the beginning of the term of office (Start).

The process followed by the General Engineering Technical Group Nominating Committee is described in Part III of this document.

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
<b>Board of Governors</b>								
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/NNC	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	
<b>Codes and Standards</b>								
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
<b>Council on Education</b>								
Professional Development	Start		NNC	Start		NNC	Start	
Engineering Education	NNC	Start		NNC	Start		NNC	Start
Precollege Education		NNC	Start		NNC	Start		NNC
<b>Council on Engineering</b>								
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
Energy Resources	Start		NNC	Start		NNC	Start	
Manufacturing	Start		NNC	Start		NNC	Start	
Materials and Structures	Start		NNC	Start		NNC	Start	
Systems & 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

Office	SAM 1993	SAM 1994	SAM 1995	SAM 1996	SAM 1997	SAM 1998	SAM 1999	SAM 2000
<b>Council on Member Affairs</b>								
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 Interests & Development	NNC	Start		NNC	Start		NNC	Start
<b>Council on Public Affairs</b>								
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

## Appendix 3: Guideline for Division Reviews

### a. Introduction

Every four years, one of the three Divisions in the General Engineering Technical Group (GETG) 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>Lead Division</u>
1994	Management	Safety Engineering and Risk Analysis
1995	Safety Engineering and Risk Analysis	Technology and Society
1996	Technology and Society	Management
1998	Management	Technology and Society
1999	Safety Engineering and Risk Analysis	Management
2000	Technology and Society	Safety Engineering and Risk Analysis

### 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 have been recommended? How many awarded?**
3. **Percentage of Fellows 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.\* **Are there at least 300 members who have a "primary" interest in the Division?**
- 2.\* **Are there at least 30 members who actively participate in the executive, technical, and general committees?**
3. **Is the number of active members increasing, decreasing, or staying constant?**
4. **Is there an active Membership Development Subcommittee?**

5. **Are delinquent members contacted?**
6. **Are new members welcomed and encouraged to become active?**
7. **Is there difficulty in filling positions of responsibility?**
8. **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 Funds?**
3. **Who controls the Custodial fund?**
4. **Does Division have an annual budget? How is it prepared?**
5. **Are conference budgets reviewed by Executive Committee?**
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 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?

- \* **Key performance parameters cited in ASME Policy P-8.1: Formation and Review of Technical Divisions and Subdivisions**

## **Appendix 4: Division Bylaws and Operating Guides**

### **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, which may contain multiple sections:

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

**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 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 this 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 of 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's 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 Divisions' 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, 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 the Operating Board at a**

**designated annual meeting of the Board. It is recommended that the Board plan be presented 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.**

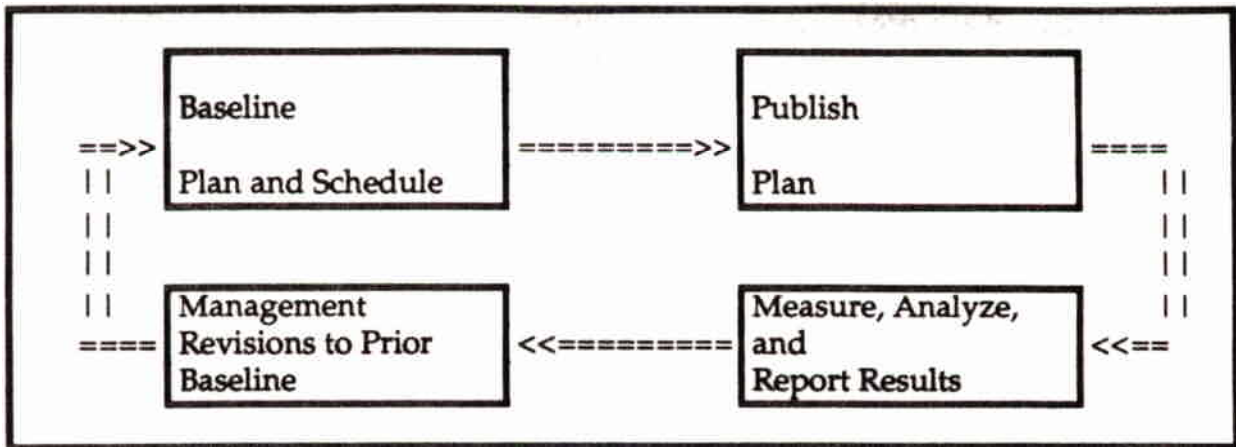


Figure 1: The Planning Process

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 which 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 Divisions' 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 which 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 General Engineering Technical Group's Divisions must maintain a Five Year Operating Plan as a guide for its activities. The Divisions revise and provide these plans each year to the General Engineering Technical Group Operating 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. INTRODUCTION 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/GETGOB 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, Quantified 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**

- 12.1 **The Conduct of Conferences and Events**
- 12.6 **ASME Editorial Policy on Publications**
- 12.7 **Permission for Reprinting of ASME Publications**
- 12.8 **Distribution of Mailing Lists**
- 12.9 **Annuals and Manuals**
- 12.10 **Fiscal Policy Relating to Publications**
- 12.11 **Fiscal Policy Relating to Meetings and Exhibits**
- 12.12 **Publications with Limited Distributions**
- 12.13 **Publishing Practices for Technical Units of ASME**
- 12.14 **Control of Membership Database**
- 13.2 **Student Loan Fund**
- 13.3 **Professional Development**
- 13.5 **ASME Scholarship Programs**
- 14.1 **Registration in Technical Divisions**
- 14.2 **Recognition of Deceased Members**
- 14.3 **Inactive Membership Status**
- 14.4 **Reinstatement of Dropped Members**
- 14.5 **Dues and Fees**
- 14.6 **Society Name, Seal, Emblem, Initials, Titles, Identification, and Certificates**
- 14.7 **Recognition of Years of Membership**
- 14.8 **Special Consideration for Members of Long Standing**
- 14.9 **Special Consideration for Unemployed Members**
- 14.11 **Life Membership for Calvin Rice Lectures**
- 14.12 **Verification and Certification of Member Application Information**
- 14.13 **Reactivation of Membership Applications Which are Classified Election Void**
- 14.14 **Dues Statements**
- 15.1 **Public Affairs and Public Statement**
- 15.2 **Professional Engineers Registration**
- 15.4 **Violations of the Constitution, Bylaws or Code of Ethics/Procedure for Unethical Conduct Cases**
- 15.5 **Congressional Fellow Program**
- 15.6 **History and Heritage Landmarks**
- 15.7 **Ethics**
- 15.8 **Conflicts of Interest**
- 15.10 **Public Information**
- 16.1 **Research**
- 16.2 **ASME Gear Research Institute Trustees**
- 16.3 **Guide for Formation of Institutes**

**b. Other Useful References**

**ASME Manuals:**

- ASME Manual MM1: 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 MS71: 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**

**BYLAWS  
OPERATING GUIDE  
and  
NOMINATING CONFERENCE GUIDE  
for the  
GENERAL ENGINEERING TECHNICAL GROUP OPERATING BOARD  
AMERICAN SOCIETY OF MECHANICAL ENGINEERS**

**PART III: NOMINATING CONFERENCE PROCEDURES**

**Introduction**

This document describes a process which may be used by the GETGOB to identify and propose individuals for consideration for Society office, whether on the Board or Society-wide. It is intended as background material; nothing herein is intended as a constraint to the members of the Board in their selection process.

**A.. TERMINOLOGY**

**1. Abbreviations**

- a. ASME: American Society of Mechanical Engineers
- b. COE: Council on Engineering
- c. GETG: General Engineering Technical Group
- d. GETGNC: General Engineering Technical Group Nominating Conference
- e. GETGOB: General Engineering Technical Group Operating Board
- f. GETGVP: General Engineering Technical Group Vice President
- g. NNC: National Nominating Committee
- h. SAM: Summer Annual Meeting of the ASME
- i. WAM: IMECE/WAM of the ASME
- j. CP: Chairperson

**2. Definitions**

In order to avoid confusion of terms, the following definitions will describe the successive steps by which a person is eventually chosen as a Vice President, Governor, or President of ASME.

- a. Nominate: to place a name before the GETGNC
- b. Propose: to transmit a name from the GETGNC to the appropriate body
- c. Select: to place a name before the ASME membership by the NNC
- d. Elect: to choose an official by the membership
- e. Appoint: to choose an official by an ASME organization or officer

**B. MEMBERSHIP**

- 1. The Group's current representative the NNC chairs the GETGNC. In case that this person is not able to preside, the following will act as CP, in order of selection,
  - first, the Group's first alternate to the NNC;
  - second: the Group's second alternate to the NNC; or
  - third, the Group's most recent member of the NNC.

2. **The voting membership consists of two delegates from each Division or Subdivision. The CP or CP pro tem shall be a nonvoting member of the conference.**
3. **The following will be invited as non-voting observer members of the conference: the GETGVP, the GETGVP-elect (if any), the most recent past GETVVP, and the most recent Group representative to the NNC.**
4. **At the discretion of the CP, other members may be invited and may assist the GETGNC in reaching its decisions.**
5. **Neither the CP nor any voting members shall be eligible for nomination to the any national, elective office within the ASME. If nonvoting members are nominated for any such office, they shall leave the meeting during the discussion and voting for that office. These restrictions on nomination do not apply to GETGOB offices, including that of GETG representative or alternate representative to the NNC.**
6. **Once a conference has been called to order by the CP, a delegate cannot resign or be replaced.**

### **C. MEETINGS**

#### **1. Annual Meeting**

**The GETGNC shall meet at least once each year at the WAM or TEC and/or at such other time as appropriate or necessary to achieve its purposes.**

#### **2. Notification**

**The CP shall be responsible for arranging the meeting and shall notify all Delegates of record, all non-voting Members, and all Division CPs of the arrangements, at least two months before the GETGNC.**

#### **3. Actions Prior to Meeting**

- a. **Approximately three months prior to the GETGNC, the GETGNC CP contacts each GETG Division and Subdivision Chair and requests the names of their delegates.**
- b. **At least two months prior to the GETGNC, the Chair of each Division and Subdivision identifies the two delegates and two alternates to the GETGNC Chair.**
- c. **At least one month prior to the scheduled GETGNC, any Delegate of record or Division CP may nominate candidates for ASME President, member of the Board of Governors, or Vice President of any other ASME organization. The nominator must also supply appropriate supporting data to assist the GETGNC in considering the nomination.**
- d. **At least one month prior to the scheduled GETGNC meeting, the GETGNC CP requests a response from those qualified for automatic consideration for the office of GETGVP, as listed below, by means of the letter in Appendix A:**
  - **The current GETGVP if that person has not served a full term.**
  - **Anyone proposed for GETGVP by the most recent GETGNC but not elected as GETGVP.**
  - **The senior Members-At-Large.**

- e. **At least one month prior to the scheduled GETGNC meeting, each Division may also nominate, to the CP, one or more persons for the office of GETGVP. The Division shall supply background information and certify that the person is willing and able to serve.**
  - f. **At least one month before a scheduled GETGNC, each Division may nominate one or more persons for GETG Member-At-Large by sending the nomination and supporting information to the CP.**
  - g. **At least three weeks prior to the scheduled GETGNC, the CP will distribute copies of information filed in support of all nominations to each GETGNC Delegate of record. The CP will also send copies of such notification to the GETGVP and to the CP of each Division and Subdivision within the GETG.**
- 4. Quorum**  
**The presence of at least one voting delegate of a majority of the Divisions of the Group and the CP or the CP pro tem at the scheduled meeting place and date shall constitute a quorum for the GETGNC.**
- 5. Voting**
- a. **Each Delegate present shall have one vote on all ballots.**
  - b. **Each delegate shall have one vote on all procedural motions. A majority of those delegates present shall be necessary to pass a procedural motion.**
- 6. Actions Following the Meeting**
- a. **The Chairman will submit to the Chairman and Secretary of the National nominating Committee a report on the Board Nominating Conference.**
  - b. **Persons responsible for submitting the proposal documents to the NNC should note that the NNC must receive these documents prior to April 30 to permit distribution to National Nominating Committee Representatives prior to the Summer Annual Meeting. Late proposal packages definitely lose their effectiveness. The CP should check on progress of each proposer (sponsor) during March and again in April to assure that the proposal packages are proceeding on schedule.**

**D. ORDER OF BUSINESS**

**At the duly called GETGNC, the CP and delegates shall, in order, take up the following business:**

- 1. **Consider and decide on any revisions to these procedures as may be required or advisable by virtue of ASME structural or procedural changes, working experience, or extenuating circumstances.**
- 2. **Propose to the NNC any nominees for the office of President (See Section E).**
- 3. **Propose to the NNC any nominees for the Board of Governors (See Section F).**
- 4. **Propose to the NNC two nominees for GETGVP (in those years when such nomination is scheduled) (See Section G).**
- 5. **Propose to the NNC any nominees for other Vice Presidential offices, proceeding in order through the Councils of the Society (See Section H).**
- 6. **Propose to the COE two new Members-At-Large of the GETGOB (See Section I).**

7. **Propose to the COE a new Member of the NNC (in alternate years) (See Section J).**
8. **Propose to the COE first and second alternate members of NNC (See Section J).**
9. **Document miscellaneous questions, such as permanent revisions to these Procedures for submission to GETGOB for ratification.**

#### **E. PROPOSALS FOR PRESIDENT**

1. **The CP reaffirms the nominations of record and ascertains whether the present voting delegates have received the supporting information.**
2. **The GETGNC reviews and discusses the qualifications of the candidates, including the information described in C.3.g. above, prior to balloting.**
3. **The GETGNC votes on each nomination independently and those receiving a majority are proposed to the NNC.**
4. **If more than a desirable number of candidates are nominated, a delegate may make procedural motion for limiting the number to be proposed to NNC. The procedure shall be at the discretion of the delegates.**
5. **The Division or individual that originally nominated the proposed candidates shall prepare the NNC proposal documents.**

#### **F. PROPOSALS FOR BOARD OF GOVERNORS**

1. **The CP reaffirms the nominations of record and ascertains whether the present voting delegates have received the supporting information.**
2. **The GETGNC reviews and discusses the qualifications of the candidates, including the information described in C.3.g. above, prior to balloting.**
3. **The GETGNC votes on each nomination independently and those receiving a majority are proposed to the NNC.**
4. **If more than a desirable number of candidates are nominated, a delegate may make procedural motion for limiting the number to be proposed to NNC. The procedure shall be at the discretion of the delegates.**
5. **The Division or individual that originally nominated the proposed candidates shall prepare the NNC proposal documents.**

#### **G. PROPOSALS FOR GETGVP**

1. **The CP reaffirms the nominations of record and ascertain whether the present voting delegates have received the supporting information.**
2. **The GETGNC reviews and discusses the qualifications of the candidates, including the information described in C.3.g. above, prior to balloting.**
3. **The CP issues a paper ballot to each GETGNC delegate. Each delegate write the name of his/her first choice on the ballot; the CP immediately tabulates and announces the number of votes received by each nominee.**
4. **Any nominee receiving a majority of the votes is proposed for GETGVP.**
5. **If no nominee receives a majority, the nominee receiving the lowest number of votes is temporarily dropped from the list of nominees and the balloting is repeated until one nominee receives a majority.**
6. **The process of G.3 through G.5 is repeated to select a second proposee from among the remaining nominees.**

7. **After the two GETGVP proposees have been selected, balloting to select alternate nominees is conducted. Delegates again receive a ballot and proceed to select two proposees as in G.3 through G.6. Note that all nominees temporarily removed from the list are once again included.**
8. **The CP shall select sponsors to prepare proposals to NNC for the two GETGVP nominees and the alternates.**

#### **H. PROPOSALS FOR OTHER VICE PRESIDENTIAL OFFICES**

1. **The CP reaffirms the nominations of record and ascertains whether the present voting delegates have received the supporting information.**
2. **The GETGNC reviews and discusses the qualifications of the candidates, including the information described in C.3.g. above, prior to balloting.**
3. **The GETGNC votes on each nomination independently and those receiving a majority are proposed to the NNC.**
4. **If more than a desirable number of candidates are nominated, a delegate may make procedural motion for limiting the number to be proposed to NNC. The procedure shall be at the discretion of the delegates.**
5. **The Division or individual that originally nominated the proposed candidates shall prepare the NNC proposal documents.**
6. **If the GETGNC proposes any individuals for other vice presidential offices, the CP of the GETGNC shall notify the current Vice President of the organization and the CP of that body's Nominating Committee shall be notified, in writing, as soon as possible.**

#### **I. PROPOSALS FOR MEMBERS-AT-LARGE**

1. **The CP reaffirms the nominations of record and ascertains whether the present voting delegates have received the supporting information.**
2. **The GETGNC reviews and discusses the qualifications of the candidates, including the information described in C.3.g. above, prior to balloting.**
3. **Each Delegate votes for one nominee, with each Member-At-Large position being considered independently. The person obtaining a majority of the votes cast by those present is proposed for the GETG Member-At-Large position.**
4. **If any question exists concerning the willingness or ability of either proposed Member-At-Large to serve, one or more alternates should be selected by the same procedure. The positions of Alternates are vacated at the time the proposed Member-At-Large proposed assumes office.**

#### **J. PROPOSAL FOR REPRESENTATIVE AND ALTERNATES TO NNC**

1. **Note that the term of the Representative is two years and is nonrenewable, while those of the First and Second Alternates are one year each and may be renewed.**
2. **The CP will have determined that the first and second Alternate to a NNC are willing and able to serve and so advised the GETGNC. The current first Alternate shall be placed in nomination.**
3. **If the first Alternate is not available, the second Alternate shall be placed in nomination.**

4. **If no Alternate of NNC is available prior to GETGNC, the CP determines if the following are willing and able to serve as GETG Representative to NNC and, if so, presents their names for consideration;**
  - a. Any current GETG Member-At-large who has not previously served a complete term as GETG representative to NNC.
  - b. Any nominee for Member-At-large at the current GETGNC.
5. After adequate discussion regarding their qualifications, each Delegate present shall vote for one nominee. The one receiving a majority shall be proposed as Representative to the NNC. If no candidate receives a majority, the nominee receiving the lowest number of votes shall be temporarily dropped and the balloting repeated until one nominee is elected.
6. The selection sequence of 1 through 5 above is followed, in turn, in selecting the First and Second Alternates to the NNC. If the First Alternate is eligible and willing to serve, he is automatically nominated to the position of First Alternate; similarly, if the current First Alternate is not available for that position, the Second Alternate is nominated.

#### **K. RECORDS.**

- A. The CP shall be responsible for keeping records and for transmitting them to his/her successor.
- B. Records shall include the names of all proposees and the results of their proposal. They shall not include the results of any votes or ranking by GETGNC.
- C. The records and deliberations of the GETGNC relating to the candidates shall be considered confidential and the CP shall advise all attendees accordingly. All voting and nonvoting attendees to GETGNC shall be constrained from revealing the substance and details of the GETGNC relating to their candidates.

#### **L. CONFLICTS**

If any provision of these procedures shall conflict with the Bylaws or Rules of the GETG, or with the Constitution, Bylaws, or Rules of the Society, the latter shall prevail.

#### **M. AMENDMENTS**

A majority of the voting Delegates present at a regularly scheduled meeting of the GETGNC may recommend modification of these procedures for ratification by the GETGOB.

**APPENDIX A**  
**Letter to Automatically Qualified Individuals**

By virtue of your previous service to the General Engineering Group, the nominating procedures of the Group call for your name to be automatically considered for possible nomination as Vice President, General Engineering Technical Group for 19\_\_ to 19\_\_.

Several names will probably be considered by the next Group nominating Conference of whom only two will be presented to the National Nominating Committee next summer, and only one of those will be proposed to the ASME membership for election. however, we obviously wish to consider only people who will be willing and able to serve if elected, lease sign and return the enclosed copy of the letter by \_\_\_\_\_ .

Sincerely,

Chairperson  
General Engineering Technical Group Nominating Conference

**RESPONSE:**

\_\_\_ I agree to be considered for the Vice Presidency of the General Engineering Technical Group.

\_\_\_ I prefer not to be considered for the Vice Presidency of the General Engineering Technical Group.

Signed: \_\_\_\_\_