

# MANUFACTURING TECHNICAL GROUP OPERATING BOARD

## OPERATING GUIDE

### I

#### INTRODUCTION

This MTGOB Operating Guide supplements the By-Laws of the Manufacturing Technical Group Operating Board. It outlines procedures not covered in the By-Laws and provides guidance to the Board's officers, members-at-large, division representatives and liaison representatives on their specific duties as board members and on using their talents and resources to help our group of divisions improve industry manufacturing performance.

### II

#### EXECUTIVE COMMITTEE OF THE OPERATING BOARD

##### *A - Organization of the Executive Committee*

- - An Executive Committee of the Board administers the operations of the Board and ensures that specific actions that must be carried out to fulfill the requirements of the Society meet the necessary deadlines established by the Board and the Society. These actions include, but are not limited to:
    - 1. Submitting routine administrative information such as appointments, annual reports, division evaluation forms, etc. (Appendix A);
    - 2. Initiating and responding to requests for action on manufacturing issues;
    - 3. Providing executive direction to the Operating Board;
    - 4. Receiving and acting upon division and committee nominations for positions in the Society and on the Operating Board;
    - 5. developing suggestions for National Agenda Items;
    - 6. providing assistance to the Manufacturing Technical Group (MTG) Vice President in such other matters as deemed appropriate.

##### *B - Executive Committee Members*

- a. Chair, nominated by the NNC and elected by the membership as the Vice President of the Manufacturing Technical Group;
- b. The Vice Chair, who is appointed by the Chair from the Members-at-Large of the Operating Board;
- c. Members-at-Large appointed by the Chair of the Operating Board;
- d. Secretary, who is the ASME staff representative that serves as the Operating Board Secretary.

### *C - Duties of Executive Committee Members*

**1. CHAIR :-** the Chair's responsibilities include, but are not limited to:

- a. conducting Operating Board Meetings;
- b. final review of the agenda, attachments and cover memorandum prepared by the Secretary for regularly scheduled and special meetings of the Operating Board;
- c. representing MTG divisions interests at Council on Engineering meetings and reporting on the COE's policies and deliberations that affect the Group;
- d. actively promoting the development of division programs, honors and awards, publications, and activities on advanced manufacturing technologies and methodologies;
- e. ensuring that MTGOB appointment is made, processed, and recognized, in a timely manner;
- f. submitting required Manufacturing Technical Group reports as required by the Society.

**2. VICE CHAIR :-** the Vice Chair's responsibilities include, but are not limited to:

- a. conducting Operating Board meetings in the absence of the Chair;
- b. assisting the Chair at his/her request on routine or special projects as the Chair requires;
- c. identifying and coordinating dedicated led service award nominations for the Group.

**3. MEMBERS AT LARGE :-** (see general job description - Appendix Q)

Members-at-large are responsible for specific functions, in addition to duties that may

- - be assigned from time to time by the Operating Board, as follows: (ad hoc committees/task forces may be organized by Members-at-Large to accomplish specific objectives within their area of responsibility.)

#### Division Operations

- a. reviewing (at intervals of not more than five years) the effectiveness of each Division in the Technical Group and make such recommendations as may be appropriate;
- b. monitoring and making recommendations to encourage coordination, cooperation and communication among divisions in the Group;
- c. reviewing the performance and future plans of the divisions in the Manufacturing Technical Group with respect to co-sponsorship of technical sessions, meetings and conferences, publications, and take such action as may be appropriate;
- d. reviewing National Agenda Items, and advise the appropriate divisions in the Group of applicable items.

## Technical Coverage and By-Laws

- a. initiating, reviewing and making recommendations respecting proposals to establish or abolish a division within the Manufacturing Technical Group;
- b. reviewing the By-Laws, Operating Guides, and other operating procedures of the Operating Board and of the divisions in the Technical Group to determine that their provisions are adequate to the - needs **of the Operating Board**, other Manufacturing Technical Group divisions, and with other operating boards/divisions of the Society;
- c. reviewing and resolving overlaps and conflicts in scope of operations, technical coverage **and other matters among** the divisions, within the Operating Board and with other operating boards of the Society;
- d. monitoring new developments in technology affecting the Operating Board and promote division activities and programming to make certain there are no gaps in coverage of the technological areas within the scope of its operations;
- e. encouraging and making recommendations for joint participation in common interest activities by the divisions of the Operating Board and by the divisions of the Operating Board with other divisions and operating boards of the Society.

## Long Range Planning

- a. establishing criteria for long-range planning by the Operating Board and respective Manufacturing Technical Group divisions, monitor and make recommendations respecting the effectiveness of their - long-range planning performance;
- b. encouraging and recommending plans, programs and policies (that are in accordance with the ASME Constitution and By-Laws) which will enable member interests to be met within the scope of Operating Board activities based on an awareness of diverse member interests within the Operating Board which may tend to encourage the formation of separate technical societies and groups outside of the Operating Board and the Society;
- c. during the Summer Annual Meeting, or as soon thereafter as is practicable:
  - 1). reviewing the long-range plan; of each Manufacturing Technical Group division and, as appropriate, formulating recommendations to each division respecting its plans for the en-suing year;
  - 2). reviewing the Operating Board's long-range plan for the succeeding five years, and revising the same from time to time. as appears necessary or desirable.

## Honors and Awards

- a. conducting an annual review of MTG divisions honors and awards;
- b. maintaining a current listing of MTG national and division awards (**Appendix B**)
- c. serving as a resource for divisions who anticipate developing new division awards;
- d. ensuring that divisions within the Operating Board are vigorously pursuing a Fellow grade promotion program;
- e. seeking out nominations for Society awards (see ASME Manual MS-7 1) that fall within the technical interest areas (T the MTG divisions.

## Industry Liaison

- a. working to form close ties with leaders in industries associated with the technical activities of the divisions assigned to the MTG;
- b. discerning technical concerns of associated industries and make these known to the Manufacturing Technical Group's divisions for inclusion in specific division activities, such as R&D sponsored technical conferences, and problem oriented seminars;
- c. promoting to industry contacts the benefits of encouraging company engineers to become members and active participants in professional societies.

## Operating Board Liaison

- a. keeping the Manufacturing Technical Group Operating Board informed of programs and actions undertaken or contemplated by other operating boards, councils, committees, etc., within ASME that are of interest to the group's divisions;
- b. identifying potential opportunities for joint programming and other activities between the divisions of the Manufacturing Technical Group Operating Board and other ASME entities.

## Government and Inter-Society Liaison

- a. encouraging the formation of close ties with leaders of government agencies and technical and trade associations that are associated with the technical activities of the Manufacturing Technical Group divisions
  - b. discerning the technical concerns of these groups and make these known to the Manufacturing Technical Group divisions for inclusion in specific division activities such as R&D sponsorship, technical conference and problem oriented seminars;
  - c. responding to national Policy issue relevant to manufacturing, and the technologies represented by the Group's divisions on behalf of the Manufacturing
- Technical Group.

## Conferences

The divisions of the Manufacturing Technical Group are encouraged to sponsor technical programs at The Congress, their own specialized division conferences, and other ASME sponsored conferences; and to participate in: conferences sponsored by other ASME divisions or sections and other Societies. The Board supports these conferences, the Member-at Large for conferences is responsible for:

1. maintaining a current database of division conferences, updated yearly;
2. encouraging cooperative MTG division efforts in conference programming.

## Secretary

- The Secretary is a non-voting member of the Board, responsibilities include, but are not limited to:
  - a. preparing written notice and agenda, with attachments, for each Board meeting for review of the Operating Board Chair;
  - b. mailing meeting notice with approved agenda to all board members not less than 15 days or more than thirty days prior to meeting;
  - c. ensuring that room reservations for MTGOB meetings, refreshment, audio visual, etc. are in order, and handling arrangements for teleconference meetings;
  - d. assisting the Operating Board Chair in preparing and filing paper work to meet the administrative requirements of the COE;
  - e. keeping records for the MTGOB;
- - f. alerting the Operating Board Chair of general information on broad ASME manufacturing technology issues.

### **III**

#### **DIVISION REPRESENTATIVES**

##### **To MTG**

#### **OPERATING BOARD**

##### **A - Manufacturing Technical Group Divisions**

- The Manufacturing Technical Group is responsible for oversight of five ASME divisions that represent members' technical interest, they are:

##### **1. Manufacturing Engineering Division (1920);**

1. Materials Handling Division (1920);
2. Plant Engineering and Maintenance Division (1957);
3. Process Industries Division (1934);
4. Textile Engineering Division (1921).

##### **B - Division Representatives / Duties**

- In accordance with the Society Constitution and By-Laws and the Manufacturing Technical Group Operating Board By-Laws each technical division within the Manufacturing Technical Group has two voting representative preferably the Division Chair and Vice Chair), or alternate representatives, that serve as members of the Board.

Division Representatives' administrative and operational responsibilities include, but are not limited to:

1. attending all meetings of the Board (both the division representative and the alternate);
- 2. preparing and submitting written reports (to meet deadlines as established by MTG Vice President) and/or COE (routine Board meeting reports should be at headquarters two weeks prior to scheduled meeting dates or two weeks post meeting in a format that is easily attached to agendas/minutes);
  - 3. completing and filing of appointments forms, as required by the Operating Board, COE and other entities of the Society;

- 4. recruiting and developing new members who can be division executive committee members;
- 5. serving as a conduit between their division and the operating board in order to keep all concerned informed of the operations, programs, and activities of the boards, councils, committees and divisions of ASME;
- 6. suggesting nominees for national and group offices;
- 7. responding to requests for review and/ or support of special projects that fall within the purview of the technologies represented by their divisions within the scope of the MTG.

## IV

### MTG OPERATING BOARD

#### REPRESENTATIVES TO THE NATIONAL NOMINATING COMMITTEE (NNC)

Appendix D provides a general job description for the MTGOB representatives to the NNC. Also refer to the Article VI of the MTGOB fly-Laws (page 7), and Article VIII of this Operating Guide (pages 10 & 11).

#### A - /MTGOB Representatives to the NNC/Duties

Representatives to the National Nominating Committee have responsibilities that include but are not limited to:

- - 1. serving as Chair of the Operating Board Nominating Conference;
  - 2. representing the Manufacturing Technical Group as a voting member of the National Nominating Committee;
  - 3. ensuring that the MTG submits suitable and timely proposals (especially in the nomination year for VP Manufacturing when two proposals are required) to the NNC;
  - 4. submitting Nominating Conference and required routine reports to the MTGOB.

Alternates to the National Nominating Committee have responsibilities that include. but are not limited to:

- 1. serving as MTG Nominating Conference Chair in the absence of the Representative, (the First Alternate representative to the National Nominating Committee will serve as chair, and if he/she is not present, the Second, alternate representative will serve as chair);
- 2. representing the Manufacturing Technical Group at the National Nominating Committee selection meeting held during the Summer Annual Meeting, if the Group Representative is unable to attend the meeting (the Firm Alternate serves, if neither the Representative or First Alternate is available the second alternate attends the meeting).

**MTG OPERATING BOARD**  
**REPRESENTATIVES TO**  
**OTHER BOARDS & COMMITTEES**

The Manufacturing Technical Group Operating Board is responsible for appointing or nominating MTG representatives to other boards and committees in the Society. The representatives act in the interest of the Manufacturing Technical Group and its divisions and serve as liaisons between MTG Operating Board and the board committee to which they are appointed.

Representatives terms of office are generally for two-years, renewable once, or for one three year term. General duties include:

- - 1. attending MTGOB meetings and meetings of the boards/committees for which they are the MTG representatives;
  - 2. reporting orally at MTGOB meetings to communicate information on issues discussed at the meetings they attended as MTGOB representatives and relaying back to the other boards/committees any feed back from the MTG Operating Board discussion;
  - 3. submitting a written report, covering the orally report, two weeks prior to each MTGOB meeting, or no later than two weeks after the meeting, to append to the agenda/minutes of said meeting.

A - Representative to Other ASME Boards

- - The MTGOB representatives to other ASME boards include, but are not limited to:
    - 1. Board on Pre-College Education (see appendix F for Job Description);
    - 2. Board on Research & Technology Development (see Appendix F for Job Description).

B - Representative to Other ASME Committees

- - The MTGOB representatives to Society committees include, but are not limited to:
    - I. Global Technologies Committee (see Appendix G for Job Description);
    - 2. International Congress Committee (see. appendix H for Job Description);
    - 3. National Member Interests Committee (see Appendix I for Job Description);
    - 4. National Membership Development Committee (see Appendix J for Job Description);
    - 5. Committee on Technical Planning (see appendix K for Job Description)

## **CHAIR**

### **M. EUGENE MERCHANT MANUFACTURING MEDAL OF ASME/SME**

#### **BOARD OF AWARD**

The M. Eugene Merchant Medal of ASME/SME is a joint Society award administered by a Board of Award under the purview of the Manufacturing Technical group. The Vice President, or his representative, acts as the Chair of the M. Eugene Merchant Manufacturing Medal Board of Award.

The Chair of the M. Eugene Merchant Medal of ASME/SME Board of Award has responsibilities that include, but are not limited to:

- - 1. preparing and disseminating the Board of Award Agendas and Minutes;
  - 2. chairing the Board of Award meetings held once a year during the ASME International Mechanical Engineering Congress and Exhibition;
  - 3. soliciting and identifying candidates,
  - 4. conducting the selection process and advising those concerned of results;
  - 5. preparing the nomination package and ensuring that it is submitted to the Committee on Honors by the announced deadline date (May 1).

## **VII**

### **MANUFACTURING TECHNICAL GROUP**

#### **FELLOW PEER CORRESPONDENTS**

The Manufacturing Technical Group Operating Board is responsible for appointing three fellow grade members selected from the Technical Group's divisions (Manufacturing Engineering, Materials Handling Engineering, Plant Engineering and Maintenance, Process Industries, Textile Engineering) to serve as Fellow Peer Correspondents. See Appendix L for Job Description- The responsibilities of the Peer Correspondents include:

1. reviewing Fellow proposals and making recommendations to the Admissions Committee on the applicant's qualifications for ASME Fellow;
2. attending MTG Board Meeting when possible;
3. reporting to the Operating Board Peer Correspondents' activities;
4. encouraging MTG divisions to prepare, and submit Fellow nominations.

## **VIII**

### **NOMINATING CONFERENCE PROCEDURES**

#### *A - Nominations to National Offices*

At the Operating Board Nominating Conference candidates for national offices will be nominated in accordance with the National Nominating Committee ASME Manual MM- 10, which outlines the offices to be considered by the NNC in alternating years. The spirit of the conference should be such that the NNC shall have a large slate from which to elect well qualified nominees for each office -which include: The President; Members-at-large of the Board of Governors; Council Vice Presidents.

1. At least two proposals for Vice President, Manufacturing Technical Group, must be made (appropriate election year) considering previous and present members of the Operating Board.
2. Proposals may be made for other Society Vice-Presidents as listed in the MM- 10.
3. Any representative may propose any eligible member for national elective office, preferably with willingness to serve confirmed.
4. The proposed nominations must be confirmed individually by a simple majority.
5. Preparation and submission of formal proposals for national offices:
  - a. A *Letter of Intent to Run for Office in ASME* should be filed by the nominee with the Secretary of the NNC by March 15th of the nomination year.
  - b. The Chair designates a qualified person (or preferably the delegate who first proposed the candidate) to sponsor and prepare the formal Proposal Form and submit it to the Secretary, National Nominating Committee, on behalf of the Operating Board.
  - c. The Secretary of the National Nominating Committee should receive the completed proposal packages by the required date to allow time for distribution to the National Nominating Committee Representatives prior to the Summer Annual Meeting. It is suggested that the Chair check on the progress of each proposal with the sponsor during March and again in April.

*B - Nominations to Manufacturing Group Operating Board Members-at-Large and*

Representatives

1 . Members-at Large

Division Chairs nominate MTG- Operating Board Members-at-Large and Representatives by a written letter to the Vice President listing reasons for proposing candidate, past experience, and indicating nominees willingness to serve. The proposed nominations must be confirmed individually by a simple majority of the nominating conference.

2. Group Representative to NNC

- a. Nominations for the Manufacturing Technical Group National Nominating Committee Representative (every two years) and Alternates (annually), are made from the floor.
- b. After nominations have been closed, a vote is taken.
- c. If any nominee receives a majority, he/she shall be designated as the Manufacturing Technical Group NNC proposed appointee, after his/her willingness to serve has been affirmed.
- d. If no nominee receives a majority, a runoff election is held between the two candidates receiving the largest number of votes.
- e. The runner up for the nomination of MTG NNC Representative automatically becomes the designated First Alternate to the NNC the Second Alternate is then nominated.
- f. The MTGOB nominees for the NNC Representative and Alternates are submitted by the Vice President to the Council on Engineering for appointment, The COE then presents these names to the NNC for election by the committee's voting members at their business meeting held during the Summer Annual Meeting.

### *C. - Nominating Conference Recording / Reporting Procedures*

1. The Chair of the Manufacturing Technical Group Nominating Conference is responsible for keeping records and transmitting them to his/her successor.
2. The records should not include the results of any votes or ranking by the Nominating Conference.
3. The Secretary will submit to the Nominating Conference Chair a report on the Operating Board Nominating Conference.

## **MEETINGS**

### *A - Required Meetings*

The two yearly meetings required under the By-Laws of the Manufacturing Technical Group Operating Board are as follows:

- - 1. A meeting held in conjunction with the International Mechanical Engineering Congress & Exposition, The Winter Annual Meeting of ASME (The Congress) which is usually held in November. Agenda items including but are not limited to:
    - a. Reports (short 1/2 page written reports are due 2 weeks prior to meeting or 2 weeks post meeting from all Board members, including those not attending meeting)-
      - Vice President of the Manufacturing Technical Group
      - MTGOB Members-at-Large
      - Division Representatives;
      - MTGOB Representatives to Other Activities
      - Chair, Merchant Medal Board of Award
      - Fellow Peer Correspondent(s);
      - ASME Technical Affair Staff Support;
    - b. Appointments for the next Society fiscal year
    - c. Old Business
    - d. New Business
    - e. Next Meeting
    - f. Adjournment
    - g. MTGOB Nominating Conference
  - 2. MTGOB Teleconference Meeting be scheduled for a maximum time of 1 and 1/2 hours sometime in August or September to handle routine administrative matters (appointments) and reports, and the MT 3013 Nominating Conference; items on the Congress Agenda. In that case the Congress MTGOB meeting will be scheduled for 1/2 day (8:00 am - 12:00 noon). Agenda items will include, but are not limited to:

- a. Report and comments of the Vice President and Chair of the MTGOB summarizing the teleconference meeting;
  - b. Report by the NNC Representative/A] ternate who chaired the teleconference MTG Nominating Conference;
  - c. Division Issues
  - d.. Special Discussion Topic
  - e. Old Business
  - f. New Business
  - g. Next Meeting
  - h. Adjournment
3. MTGOB meeting scheduled for anywhere from two to four hours and held in conjunction with the Technology Executives Conference (TEC) which is usually held in March, or in conjunction with the ASME Summer Annual Meeting (SAM) which is usually held in June. Agenda items include, but are not limited to:
- - - a. Reports - these reports will serve as the final activity report for the previous Society year. (short 1/2 page written reports except for Division Reports are due 2 weeks prior to meeting or 2 weeks post meeting from all Board members, including those not attending meeting):
  - - Vice President of the Manufacturing Technical Group
    - MTGOB Members-at-Large
    - Division Representatives' Annual Reports (see Appendix A);
    - MTGOB Representatives to Other Activities
    - Chair, Merchant Medal Board of Award
    - Fellow Peer Correspondent(s); ASME Technical Affairs Staff Support
  - b. Appointments for the next Society fiscal year
  - c. Old Business
  - d. New Business
  - e. Next Meeting
  - f. Adjournment
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- MANUFACTURING TECHNICAL GROUP**

FORMS Appointment

Annual Reports (Division/Group Sample) APPENDIX A

LISTING MTG NATIONAL/DIVISION AWAIR DS APPENDIX B

JOB DESCRIPTIONS:

- Member- at-Large APPENDIX C

Nominating Committee Representatives APPENDIX D

Board on Pre-College Education APPENDIX E

Board on Research & Technology Development APPENDIX F

Global Technologies Committee APPENDIX G

International Congress Committee APPENDIX H

Member Interest Committee APPENDIX I

Membership Development Committee (Required) APPENDIX 3

Committee on Technical Planning (Required) APPENDIX K

Fellow Peer Correspondents APPENDIX L