



**MANUFACTURING  
TECHNICAL  
GROUP**

**OPERATING  
BOARD  
BY-LAWS**

# MANUFACTURING TECHNICAL GROUP

## OPERATING BOARD BY-LAWS

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**MANUFACTURING TECHNICAL GROUP (MTG)  
OPERATING BOARD  
BY-LAWS**

**ARTICLE I  
NAME**

**Section A – Name**

The name of this organization is the Manufacturing Technical Group Operating Board.

**ARTICLE II  
PURPOSE & SCOPE**

**Section A – Purpose**

The purpose of this Operating Board is to:

1. constitute an Operating Board in accordance with the Constitution and By-Laws of The American Society of Mechanical Engineers;
2. promote the improvement of the art, science, and practice of Mechanical Engineering in the fields of manufacturing;
3. encourage, promote and coordinate the activities of the technical divisions which make up the Manufacturing Technical Group with respect to their organization, publications, technical meetings, member interests, membership development, long range planning, participation in National Nominating Conference, and liaison with other operating groups, regions and sections of the Society - all within the policies and goals of the Society;
4. represent the interests of the divisions of the Manufacturing Technical Group Operating Board on the Council on Engineering of the Society, and to present to the Council information appropriate to the needs and concerns of the Operating Board's divisions and the needs of the Council;
5. report to COE on the activities of the divisions of the Manufacturing Technical Group through the submission of written documentation and reports, and other administrative paperwork required by the Council on Engineering.



## **Section B – Scope**

The scope of the Manufacturing Technical Group Operating Board encompasses those activities that deal with the technologies of the divisions reporting to the Board:

1. Materials Handling Engineering Division's technical focus is on systems engineering methods which integrate control technology, information technology, and material transport equipment to provide efficient, safe, and economical material handling.
2. Plant Engineering and Maintenance Division's technical focus is on manufacturing systems, equipment, processes and facilities. Through creative problem solving the goal is to make continuous improvements in costs, quality, safety, processes and operations.
3. Process Industries Division's technical focus is on the design of the systems and machines for heating, cooling or treating industrial fluids and gasses to create products of enhanced value, including the equipment used and the efficient management and control of the processes themselves.
4. Manufacturing Engineering Division's technical focus is concerned with the knowledge base of manufacturing sciences and technology and its applications for improved production performance that is economically viable and meets industrial health, safety and resource conservation legislation.
5. Textile Engineering Division's technical focus is on product and process technology improvements to the many different aspects of fiber, composite, textile and apparel manufacturing operations, textile machinery and instrumentation.

## **ARTICLE III** **ORGANIZATION**

### **Section A – Management**

The affairs of the Technical Group will be managed by an operating board designated as the Manufacturing Technical Group Operating Board.

### **Section B - Precedence of Society Constitution and By-Laws**

The Operating Board is to be constituted and operated in accordance with the Constitution and By-Laws of the Society (ASME Manual M-1, BS.8). whenever a provision of these By-Laws conflicts with the Constitution and By-Laws of ASME, the society rules shall govern, but the invalidity of any such by-law provision shall not affect the validity of the other provisions

### **Section C - Composition of Board** (See MTGOB Operating Guide for details on procedures and member responsibilities.)

The Operating Board is composed of ASME members in good standing as follows:

1. a duly elected Vice President;
2. up to eight, but not less than Six, members-at-large;
3. two representatives from each division and subdivision executive committee in the Technical Group as established by the Council on Engineering;
4. liaison representatives to other duly constituted operating boards, national committees of the Society and committees of the Council on Engineering in accordance with the Constitution and By-Laws of the Society;
5. representative, first and second alternates to the National Nominating Committee; and
6. a Secretary, who is a member of ASME staff

### **Section D - Selection and Terms of Board Members**

1. The Vice President is elected and serves in the manner and for the term specified in the Society's Constitution and By-Laws.
2. The division representatives, preferably the division Chair and Vice Chair, are named annually by the division before the ASME winter meeting (International Mechanical Engineering Congress and Exposition, The Winter Annual Meeting of ASME), beginning their term of office at the close of the next ASME Summer Annual Meeting (SAM) and serving for a term of one year ending at the close of the next Summer Annual Meeting.

3. The members-at-large are elected by the Operating Board at each International Mechanical Engineering Congress and Exposition and are appointed by the Council on Engineering of the Society for a term of two years (may serve two, two year terms), beginning at the close of the next succeeding ASME Summer Annual Meeting and ending at the close of the Summer Annual Meeting in the third year thereafter; the terms to be so arranged that no more than four members-at-large have terms ending in the same year. A member-at-large may serve no more than two successive terms.
4. Representatives to other boards and other councils and their national committees, and committees of the Council on Engineering are nominated by the Vice President, prior to the ASME Summer Annual Meeting; and shall serve for the specified term. The Committee on Appointments, a COE Standing Committee, approves the appointment of the Manufacturing Technical Group nominees.

### **Section E - Selection of Replacements**

1. A member of the Operating Board holds office for the term specified by these By-Laws, or by the Constitution and By-Laws of the Society, and until his/her successor is elected or appointed.
2. if the elected vice president is unable to serve, an interim vice president will be appointed by the Board of Governors, in consultation with the Operating Board, to complete the term.
3. A vacancy in a member-at-large position will be filled for the remainder of the term by nomination of the Operating Board.
4. A vacancy in a division representative position will be filled according to the procedures or policies of the particular division.
5. A vacancy in a representative position will be filled by appointment of the Operating Board Vice President.

### **Section F - Voting Members of the Board**

The voting members of the Operating Board are the six to eight Members-at-Large, the ten designated Division Representatives, and the NNC Representative (or his/her assigned representative) except that in the event of a tie vote, the MTG Operating Board Chair may vote for the purpose of ending the tie.

**ARTICLE IV**  
**OFFICERS**

**Section A - Officers of the Operating Board**

The officers of the Operating Board are:

1. Chair, the Vice President of the Manufacturing Technical Group;
2. Vice Chair; appointed by the Vice President of the Manufacturing Technical Group from the Operating Board Members-at-Large;
3. Secretary, a member of ASME staff, who serves in a non-voting capacity.

**Section B - Duties of the Officers of the Operating Board**

1. The Vice President presides at meetings of the Operating Board, represents the divisions of the Manufacturing Technical Group on the Council on Engineering and reports on COE actions that impact the MTG divisions, and performs such other duties as may be prescribed by the Constitution and By-Laws of the Society.
2. The Vice Chair in the absence of the Vice President presides at the meetings of the Operating Board and has other duties as described by the MTGOB Operating Guide.
3. The usual duties and responsibilities of the Secretary of the Operating Board are performed by the Society's staff representative assigned by the Society to the Operating Board per the MTGOB Operating Guide.
  - a. At any meeting, the Operating Board may name a secretary, pro tem, from among its voting members, who has the responsibilities to perform the duties of the Society's staff representative.



## **ARTICLE V** **MEETINGS**

### **Section A - Regular and Special Meetings**

1. At least two regular meetings of the Operating Board should be held each year at times and locations specified by the Vice President. Insofar as practicable these meetings are to be held during the Technology Executives Conference (or the Summer Annual Meeting) and the International Mechanical Engineering Congress and Exposition, The Winter Annual Meeting of ASME.
2. Special meetings of the Operating Board may be called at any time by the Vice President or at the request of a majority of the voting members of the Operating Board.

### **Section B - Notice of Meetings**

The Secretary is to give written notice of the purpose, place, and starting time of all meetings of the Operating Board to each member of the Operating Board not less than 15 or more than forty days prior to the meeting.

### **Section C - Definition of a Quorum**

At each meeting of the Operating Board, a quorum is constituted by: the Vice President or his designated alternate; and at least six voting members, one of which must be a member-at-large.

The members of the Operating Board present at any meeting may adjourn the meeting by a majority vote. Such an adjourned meeting may be reconvened without further written notice. If a quorum is present at a reconvened meeting, any business may be transacted which legally could have been transacted at the meeting originally scheduled. 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 Operating Board except as otherwise provided by these By-Laws or by the Constitution and By-Laws of The American Society of Mechanical Engineers.

## **ARTICLE VI**

### **NOMINATING CONFERENCE**

#### **Section A – Meetings**

The Operating Board Nominating Conference may be held following the Operating Board meeting scheduled at the International Mechanical Engineering Congress & Exposition, The Winter Annual Meeting of ASME (The Congress), or it may be convened via teleconferencing prior to The Congress.

#### **Section B – Membership** (Reference Manufacturing Technical Group Operating Board Operating Guide MTGOB Representatives to the NNC, Pg. 7)

1. Chair

The Operating Board representative to the National Nominating Committee (NNC) serves as Chair of the Operating Board Nominating Conference and has no vote, but may vote for the purpose of ending a tie. In his/her absence, 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. In the event there are no representatives to the National Nominating Committee present, the Chair of the Operating Board appoints a Nominating Conference Chair, pro tem.

2. Voting Members

The voting members of the Conference are two certified delegates from each of the technical divisions of the Manufacturing Technical Group (MTG). Members of the Operating Board may attend, but may not vote unless they have been designated as a delegate by a MTG technical division.

#### **Section C – Quorum**

A quorum consists of at least one-half of the total number of possible certified delegates. If there is no quorum, business proceeds as though a quorum were present; but the results require ratification by a letter ballot circulated by the Secretary following the Conference.

#### **Section D - Certified Delegates**

There are ten certified delegates to the Operating Board Nominating Conference, each Technical Division designates two. The executive committees may delegate their prerogative to the division chair. The divisions' executive committees suggests names to their delegates for the elective offices to be filled at the National and Operating Board levels.

#### **Section E – Procedure for Nominations to: National Offices; Operating Board Members-at-Large and Representatives; Group Representative to NNC** (Reference Manufacturing Technical Group Operating Board Operating Guide – Pgs. 10&11)

**ARTICLE VII**  
**AMENDMENTS TO BY-LAWS**

**Section A - Amendment Procedure**

These By-Laws may be altered, amended or repealed, and new By-Laws within the Constitution and By-Laws of the Society may be adopted by an affirmative vote of not less than two-thirds of the voting members of the Manufacturing Technical Group Operating Board. The proposed change(s) must be given in writing, either included with the agenda for the meeting where the vote is to take place or with the mail ballot used to accomplish the change in By-Laws.