

# ASME Pressure Vessels and Piping Division

## Operating Procedures

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Appendices: (separate documents)

- A - Technical Committee Operating Procedures
- B - Guide for Programs and Publications Committees

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## 0.A Introduction

- 0.A.1 These Operating Procedures provide procedures by which the Executive Committee, the General Committee and those committees that report to them operate to fulfill the Bylaws of the Division. The Bylaws are considered to be an integral part of these Procedures.
- 0.A.2 The procedures in the main sections (I, II, III, IV, V, VI) are mostly administrative, e.g. general duties, tenure of office, organizational, and most of the associated detailed procedures are provided in referenced Appendices. Most appendices are stand-alone documents, and are referenced (in underlined format) in the appropriate sections of the Operating Procedures.
- 0.A.3 Various portions of the Technology Executives Conference (TEC) Manual distributed to Executive Committee Members attending the Conference are referenced in these Procedures. These should be reviewed each year (see 0.B.1) to assure that the most recent information is provided herein.
- 0.A.4 Additional Executive Committee Guidelines, providing specific detailed procedures for function of the Executive Committee, are provided separately. An out-of-print manual entitled "Technical Division Guidelines for Operations and Procedures," December 1986 was consulted for development of this document.

## 0.B Revisions

- 0.B.1 These procedures are based on "current" Division practice, and as changes to that practice are made, appropriate changes should be made to the document. Ideally, whenever a procedure change is recommended, corresponding changes to this document should already be prepared to describe the change as its means of documentation. This manual shall reflect up-to-date operating procedures of the Division. A yearly review (after the TEC meeting, as applicable, but before the Annual Conference) of these Procedures shall be made by an Executive Committee member appointed by the Chair, and revisions recommended to the Executive Committee. A majority affirmative vote of the Executive Committee is required for revisions.
- 0.B.2 The Procedures are maintained on a word-processing system (MS WORD).
- 0.B.3 A Record-of-Revision shall be provided that summarizes revisions of the current document as compared to the revision it supersedes. The Procedures shall be named with a revision date in the form of Month and Year, e.g. October 2004 prominently displayed on the document's title page, and on each page of the document, as practical. Copies of revisions shall be distributed by the Executive Committee Member charged with maintenance of the Procedures; full or partial copy distributions may be made as practical, i.e. only pages affected by changes versus complete new copies. A list of previous (superseded) revisions shall be listed on the cover page, indicating the month and year of the superseded versions.
- 0.B.4 Procedures shall be posted on the ASME-PVP website.

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0.C Record of Revisions (with respect to the January 2002 mAPR version).

- Title: Update for current version.

Table of Contents: Various editorial changes and typographical corrections (Technical Affairs with Engineering).

- 0.B.2 - change to MS WORD.
- 0.B.3 - change example version to October 2004.
- 0.B.4 - change to issue procedures to website (only).
- I.A.14 - add coordinating staff performance.
- I.B.4 - chane issue of roster to website.
- IV.A.5 - add; conference evaluation
- IV.A.10 - add; travel visa handled by staff.
- IV.C.11 - eliminated COR and COA acronyms.
- Table IV.2 - item 2 in the "March" row -- change Apr. 1 to "end of March."
- IV.H - add information about distributing publicity material.
- V.C -- add 2006 ICPVT/PVP Conference.
- Add ANNEX A -- List of Past PVP Chairs

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## I. Executive Committee

The Executive Committee includes members as identified in the Bylaws. The Executive Committee meets as specified in the Bylaws, i.e. regarding timing and quorum.

Executive Committee appointments are made in accordance with Bylaws and Operating Procedure requirements and Technical Division procedure provided in Section VII (Data Collection Procedures) of the TEC manual.

Committee Officer Appointments are made in accordance with Bylaws and Operating Procedure requirements. The tenure of each Executive Committee member, Technical Committee Chairman and Technical Subcommittee Chairman is reviewed at each meeting of the Executive Committee.

### I.A Division Chair

- I.A.1 The Division Chair is the chief executive and chief operating officer of the Division. The Division Chair is responsible to the Society for the operation of the Division, serving both the elements of the Division and the relevant administrative and policy units of the ASME (Operating Board, Council on Engineering, Board of Governors, etc.). The Chair is the principal contact with ASME staff and resources. The Chair calls and presides over the meetings of the General and Executive Committees, and plans and guides the progress of the Division during the term of office. Additional duties of the Chair are:
- I.A.2 The Division Chair serves as Chair of the General and Executive Committees, and maintains records of membership and terms of office for Division Officers.
- I.A.3 The Division Chair serves as a Division Representative to the Operating Board after approval by the Operating Board and appointment by the Board Vice President.
- I.A.4 The Division Chair submits an Annual Report of the Division to the Operating Board Vice-President by May 15 each year. Guidelines for preparation are provided in the TEC Manual, and this report is used for the annual Council on Engineering Report, as requested from COE's Staff contact person.
- I.A.5 The Division Chair writes a Chair's Message for editions of the Division Newsletter in accordance with the Newsletter requirements (Section IV.B).
- I.A.6 Following the General and Executive Committee meeting during the Annual PVPD Conference, informs the Operating Board Vice President and the Operating Board Nominating Committee Chair, of the two delegates to the Operating Board.
- I.A.7 Signs requests for withdrawals or transfers of funds from the Division Custodial Account.
- I.A.8 Processes all Division Officer nominations and appointments, submitting completed forms and attachments and confirmations in accordance with Society Procedures.
- I.A.9 Assists the Technical Committees and reports on their activities at Executive Committee Meetings.
- I.A.10 Reviews the TEC Manual and its Administrative Calendar and performs required actions.
- I.A.11 Assures the Division Bylaws and Operating Procedures are reviewed and maintained up-to-date, and without conflict with the Operating Board Bylaws and Operating

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Procedures and Society Policies.

- I.A.12 Assures that smooth transition from activities from one year to the next occur, including transfer of materials and information between out-going and in-coming personnel, such as Administrative Committee Chairs and Technical Committee Chairs.
- I.A.13. Because of the confidential nature and sensitivity and the need to convey consistent information, the Division Chair is the only person to directly contact potential candidates for membership on the Executive Committee. Contact should be limited only to those persons that the Executive Committee has identified in previous deliberations, and initially to the one person chosen as the leading candidate.
- I.A.14 Coordinates staff issues, e.g. good performance.

## I.B Division Vice Chair/Secretary

- I.B.1 A member of the Executive Committee assumes responsibility of Division Vice-Chair/Secretary during the fifth year of membership on the Executive Committee.

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- I.B.2 In the absence of the Chair, the Vice Chair/Secretary acts in all matters of Division interest. The Vice Chair/Secretary keeps the minutes of all meetings of the General and Executive Committees; distributes information, reports, and instructions on the operation of the Division to all members of the General Committee; and works with the Chair on matters of Division interest. Additional duties of the Vice Chair/Secretary are:
- I.B.3 Notifies the Division of Committee Meetings, including General, Executive and meetings at Conferences. The Division Vice-Chair/Secretary notifies the Chairs of all scheduled meetings of the scheduled times and arrangements in time for the Chairs of the meetings to issue meeting notices/agenda. See I.C.4.
- For committee meetings at PVP Conferences and the IMECE, the previous meeting's listing and minutes should be used as a starting point, and identified actions should be carried until complete.
- I.B.4 Maintains the Division Roster, with cooperation from the Membership Committee. (see Section IV.G). A Division Roster should be published at least once annually, or placed on the ASEM PVP website. The Division Vice-Chairman/Secretary shall approve issues of the Division Roster.
- I.B.5 Works with each ad hoc Conference Committee, ASME Staff, and the Division Finance Committee to prepare the budget for each Conference.
- I.B.6 Assists the Chair in nomination and appointment of Division Officers.
- I.B.7 Other duties of the Vice Chair/Secretary are listed in the ASME Professional Division Manual (MS-11).
- I.B.8 Assists the Special Technical Committees and reports on their activities at Executive Committee Meetings.

## I.C Division Program Chair

- I.C.1 The Division Program Chair normally retains the assignment for the first four years of membership on the Executive Committee.
- I.C.2 The Program Chair monitors all programs in which the Division participates to assure that important topics are adequately covered, and that sessions are effectively and optimally scheduled, particularly to avoid unnecessary conflicts.
- I.C.3 The Division Program Chair is Chair of the Division Program Committee. The Program Chair may serve as an Alternate to the Materials and Structures Operating Board Meeting.
- I.C.4 The Division Program Chair, Conference General Chair, Division Vice Chair/Secretary and ASME Meetings Manager coordinate scheduling Committee meetings at a PVPD Conference. The meetings should be arranged to minimize conflict with technical sessions. See I.B.3.

For the PVP Conference the ASME Meetings Manager arranges for the hotel space based on the Divisions requirements. For the IMECE meetings the ASME Engineering Programs Manager performs these functions. For IMECE, a set of standard forms is needed for each required meeting by August.

ASME Staff arranges for the rooms and equipment, etc. An estimate of the number of attendees and whether food/beverage service is to be supplied by the Meeting Chair. Expenditures for food and beverage must be approved by the Executive

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Committee for payment from the Custodian Account.

## I.D Division Publications Chair

- I.D.1 The Division Publications Chair normally retains the assignment for the first four years of membership on the Executive Committee.
- I.D.2 The Division Publications Chair is responsible for all publications of the Division, including pamphlet papers, symposium or proceedings volumes, special publications (e.g., the PVP Technology series, formerly the Decade of Progress series), the Division Newsletter, the Division Brochure and any other publications deemed appropriate by the Executive Committee to meet Division objectives.
- I.D.3 The Division Publications Chair is responsible for assuring that the PVP Technologies Publications and Conference Symposium Volumes are edited by qualified, responsible persons. The Division Publications Chair and the Editor of the *Journal of Pressure Vessel Technology (JPVT)*, are responsible to assure that positions of Associate Editors of the JPVT are filled by qualified, responsible persons. The Division Publications Chair and Editor of JPVT are responsible for JPVT in accordance with Society Policy.
- I.D.4 The Publications Chair may serve as an Alternate to the Materials and Structures Operating Board Meeting.

## I.E Division Honors Chair

- I.E.1 The Division Honors Chair normally retains the assignment for the first four years of membership on the Executive Committee.
- I.E.2 The Division Honors Chair is the Chair of the Division Honors Committee and, as such, is responsible for: the initiation, review, and submittal of recommendations to the Division General and Executive Committees for ASME Honors and awards; the forwarding of nominations to the ASME Honors Committee; and the administration of Division Awards.
- I.E.3 The Honors Chair organizes and presides over Division Honors Assemblies, and prepares suitable printed programs.
- I.E.4 The Honors Chair may serve as an Alternate to the Materials and Structures Operating Board Meeting.

## I.F Division Professional Development Chair

- I.F.1 The Division Professional Development Chair normally retains the assignment for the first four years of membership on the Executive Committee.
- I.F.2 The Division Professional Development Chair is the Chair of the Division Professional Development Committee and, as such, is responsible for the initiation, review, and submittal of recommendations to the Division General and Executive Committees for professional development activities, and the administration of these activities, e.g. Tutorials, Satellite Programs and Short Courses. The Division Professional Development Chair works with other units of the ASME and within the Division to determine the professional development needs of the Society in pressure vessels and piping technology and related disciplines.
- I.F.3 The Professional Development Chair may serve as an Alternate to the Materials and Structures Operating Board Meeting.

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## I.G Liaison

- I.G.1 Liaison representatives to PVPD are nominated and approved in accordance with PVPD Bylaws.
- I.G.2 The Division Executive Committee may nominate a Division representative to the ASME Codes and Standards Board on Pressure Technology (BPTCS) as a Liaison member of the board (Voting). The nominee should be involved in PVPD code liaison activities. The PVPD BPTCS Ex-Officio member reports to BPTCS on activities within PVPD of interest to the BPTCS in its capacity as the supervisory board of non-nuclear pressure technology codes and standards. Such reporting includes lists of appropriate papers and presentations relating to codes and standards activities. Abstracts of significant codes and standards papers are provided along with appropriate comment.
- I.G.3 The BPTCS Ex-Officio member reports to the Division and its organizations involved in code functions, on activities from the Board and prepares brief articles for the PVPD Newsletter.
- I.G.4 An Honorary Senate Member from the ASME Council on Codes & Standards may be nominated and approved in accordance with PVPD Bylaws.

I.H Membership Chair The Membership Chair heads the Division Membership Committee, and reports at least once each year to the Executive Committee on significant activities. The Chair of the Membership Committee shall represent the Division in all ASME membership development activities. The Membership Chair is a member of the Division Publications Committee and each ad hoc Conference Committee or the Division Program Committee.

I.I Newsletter Editor The Newsletter Editor, appointed by the Executive Committee, is also part of the Publications Committee, and is responsible for publishing the Division Newsletter. See latest TEC Manual for additional information.

I.J Publicity Chair The Publicity Chair heads the Division Publicity Committee, and reports at least once each year to the Executive Committee on significant activities each ad hoc Conference Committee or the Division Program Committee. The Chair of the Publicity Committee shall represent the Division in all ASME publicity activities.

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## I.K PVPD International Coordinator

The duties of International Coordinator are to foster friendship in PVPD with regards to international Conference attendees, to recommend Executive Committee actions to recognize international participants, to coordinate such activities approved by the EC working with the Conference General Chair, and to prepare written reports for the summer and winter General Committee and Executive Committee meetings. The International Coordinator reports directly to Executive Committee, is a member of the General Committee, and has a two-year term renewable for one additional term.

## II. **General Committee**

### II.A General Committee Scope and Organization.

The General Committee includes members as specified in the Bylaws. The General Committee conducts such additional business as assigned to it by the Executive Committee, consistent with the Division Bylaws, and the policies of the Society.

II.A.1 The duty and responsibility of the General Committee is principally to coordinate activities among the Technical Committees. The Division is involved in a wide variety of activities related to information dissemination, professional development, recognition of achievement, membership development, etc., that require coordination. The General Committee provides this operational coordination and delegates functions to its membership. The General Committee receives reports (see Committee Chair duties) from each of these units, which includes standing committees, technical committees, and ad hoc program committees. In addition, the General Committee receives information from its representatives and liaison contacts with the Materials and Structures Operating Board ("Operating Board"), the Board on Communications (including the Meeting Committee, the Publications Committee, and the Transactions Board of Editors), other units of the Society, and other groups external to the ASME.

II.A.2 The General Committee meets to coordinate the affairs of the Division. One meeting shall be at the annual PVP Division Conference, in coordination with meetings of the Executive Committee. Additional meetings may be scheduled according to the procedures established in the Division Bylaws.

II.B General Committee Voting. Ordinarily, a majority of votes of the General Committee membership decides an issue. However, the Chair may refer issues for resolution to the Executive Committee.

II.C General Committee Agenda and Minutes. Meeting Agenda and Minutes are sent (see Vice-Chair/Secretary duties) to the General Committee Membership and meeting attendees, and others as specified for a particular meeting. Meeting Agenda are distributed at least three weeks prior to a General Committee Meeting, and Minutes are mailed within four weeks after the meeting. Unless otherwise specified, this meeting agenda and minutes schedule applies to other meetings of the Division and its Committees.

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## III. Technical Committees

### III.A Scope

The Technical Committees are listed in the Bylaws (IV.C) along with their scopes of coverage.

### III.B Organization

Each Technical Committee operates in accordance with the Division Bylaws and Operating Procedures, including the Standard Technical Committee Procedures in Appendix A. Each Technical Committee shall provide supplementary portions as indicated in Appendix A, e.g., an organizational structure, and unique procedures (if any), subject to approval by the General and Executive Committees.

The Organization of Technical Committees is specified in the Bylaws, and specific organization structure for each is provided in Appendix A.

### III.C Selection of Technical Committee Chairs

III.C.1 The Chair of each Technical Committee is appointed by the Executive Committee after receipt of at least two nominations from the outgoing Technical Committee Chair. The selected Chair may be one of the two nominees, or another appointed by the Executive Committee. Candidates should be experienced and effective in operation of Technical Committees, particularly regarding technical session planning.

III.C.2 Upon expiration of the chair's term of office, at least two nominations for succession shall be provided to the Executive Committee by the outgoing chair. The selection by the Executive Committee should preferably be, but need not be, one of these nominees. The voting members of the technical committee shall be appointed by the technical committee chair, subject to approval of the Executive Committee of the Division. The terms of officers and members of technical committees shall begin July 1. The terms of officers and members shall be two years. Officers and members may serve more than one term, but should not be given the same task for more than two terms, unless approved by the Executive Committee. It is the responsibility of each technical committee chair to maintain adequate and active committee membership, and to promote members to assume higher levels of responsibility.

### III.D Tenure of Office

III.D.1 Technical Committee Chairs are appointed for a two-year term beginning and ending in accordance with Society terms (see Bylaws paragraph IV.F). A Technical Committee Chair may be re-appointed for one additional term of two years duration. The Executive Committee may, if necessary, extend the term of a committee chair one year beyond the two-term limit.

III.E Responsibilities of Technical Committee Chairs: These are listed in Appendix A.

III.F Tasks of the Technical Committees: These are listed in Appendix A.

### III.G Special Technical Committees

Special Technical Committees operate similarly to Technical Committees, and as approved by the Executive Committee.

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## IV. Permanent Administrative Committees

Permanent Administrative Committees of the Executive Committee are chaired by the corresponding Executive Committee Members or others as appointed by the Executive Committee, and the Permanent Administrative Committees operate in accordance with the following procedures.

### IV.A Program Committee

- IV.A.1 The Program Committee's membership and overall responsibilities are specified in the Bylaws. The major responsibilities of the Division Program Committee are discharged through ad hoc Conference Program Committees for Division Conferences. Other duties and specific details include the following.
- IV.A.2 Monitoring and assisting General and Technical Program Chairs, and training Technical Committee Technical Program Representatives and Session Developers.
- IV.A.3 Conference long-range planning; dates, sites, hotels, innovative programming ideas, innovative scheduling of sessions and programs. The Committee maintains a schedule and summary of future conferences for planning (see Sections B.9 and B.10 of Appendix B, formerly Appendix G). The Program Committee recommends potential sites for such conferences. In recommending potential conference sites, consideration is given to alternating between regions of the US, e.g. east, west, north, south and particularly, regions with highest potential for attracting attendees. Viable conference sites and hotels shall be recommended by the Conference General Chair to the Executive Committee for selection and concurrence in advance of planning site visits and finalizing hotel and other related contracts.
- IV.A.4 Helping to secure necessary approvals from the Operating Board by submitting the necessary "CA-1" forms to them 39 months in advance of the Conference (see Appendix B).
- IV.A.5 Leads Conference Evaluation and issue of evaluation reports. See Appendix B for details.
- IV.A.6 All other program functions assigned to it by the Executive Committee, including conference evaluation.
- IV.A.7 Coordination of Exhibitions with the General Program of any Conference. (See Section B.16 of Appendix B).
- IV.A.8 Maintenance of procedures for operating Division Conferences, National Conferences, and International Conferences, including exhibitions. See Appendix B for these procedures.
- IV.A.9 Details for developing conference programs and associated publications are provided in several sections in Appendix B.
- IV.A.10 Coordinates international travel visa needs with staff. ONLY Staff shall handle issue of invitation letters and visa requests and related items.

### IV.B Publications Committee

- IV.B.1 The Publications Committee serves an administrative committee function to support the Division technology transfer objectives. The Division Publications Committee consists of:

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- Division Publications Chair (Executive Committee Member)
- Technical Editor of the Transactions Journal of Pressure Vessel Technology (JPVT)
- Technical Committee Publications Chairs
- Ad hoc Special Publications Chairs
- Division Newsletter Editor
- Division Membership Chair and Publicity Chair

IV.B.2 Technology transfer through publication of technical information is one of the major objectives of the Division. The Division sponsors several types of publications including:

- Symposium Volumes for Related Conference Sessions
- Pamphlet Papers for separate papers from Conferences
- Transactions Journal of Pressure Vessel Technology (JPVT)
- Division Newsletter
- Special Publications, e.g. the PVP Technology series (formerly the Decade of Progress series)
- Other publications deemed appropriate by the Executive Committee to meet Division objectives such as Tutorial Notes and Proceedings Volumes and publicity.

The Committee follows the ASME Board on Communications Publications Guidelines.

IV.B.3 The first three types of publications listed above are for reviewed technical papers. Symposium volume papers and pamphlet papers are for "current-interest" topics whereas JPVT papers are for "permanent interest" topics. Each of these three types of publications require THREE (3) peer reviews, at least two of which must be positive for approval of the publication. A JPVT Associate Editor or symposium volume editor may be one of the three reviewers, as appropriate.

IV.B.4 Symposium volumes are encouraged for the publication of a number of papers on related topics that are presented at a conference. When there are not enough papers on a particular topic, those papers may be published as pamphlet papers. Both symposium volume and pamphlet papers should be available at the conference where they are presented. If they are deemed to be of permanent interest, they may also be considered for publication in JPVT. Symposium Volumes contain collections of papers on related topics presented at one or more sessions or in a symposium of a Division or Society meeting. They are sponsored by a technical committee and developed with the approval of the conference's technical program chair and the Division Publication Chair. Papers are generally solicited by session developers and collected by volume editors. Papers included in symposium volumes that contain material of permanent interest may also be submitted to the JPVT for consideration. See Section B.2 of Appendix B for details in developing symposium volumes in conjunction with conference programming.

IV.B.5 Pamphlet Papers are from technical sessions organized for presentation at PVP sponsored Division and Society meetings. Pamphlet papers may be solicited by session developers or submitted by authors to the session developers for inclusion in the session program. Authors may request that such papers also be submitted to the JPVT for consideration. See Section B.2 of Appendix B for details in developing pamphlet papers in conjunction with conference programming.

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- IV.B.6 The Journal of Pressure Vessel Technology is a repository for permanent interest papers from a variety of sources. Authors may submit original papers directly to the Technical Editor for consideration. Papers presented in pamphlet form may be submitted to the JPVT at the request of the authors or upon recommendation of session organizers. Papers published in symposium volumes may also be considered for publication in the JPVT. See Section B.11 of Appendix B for details for preparing publication of JPVT papers.
- IV.B.7 Special Publications such as the PVP Technology series (formerly the Decade of Progress series 1972, 1978 and 1982) are developed on an ad hoc basis to meet specific needs identified by individuals, the Publication Committee, or the Executive Committee. In 1992, the series became PVP Technology for the 1990s, developed by a Chief Editor appointed by the PVPD Publications Chair with the approval of the Executive Committee. The Chief Editor coordinates contributing Editors' contributions from the participating technical committees (usually 3 or 4). The Publications Chair is responsible to the Executive Committee for organizing the development, setting guidelines for the developers, assuring proper review, and assuring completion on schedule.
- IV.B.8 The Division Newsletter is published to communicate Division activities to primary and secondary members of the Division and others with interest in activities of the Division. The Newsletter is normally published once a year in sufficient time to be available for distribution prior to the Annual PVPD Conference. If two issues are published within a year, the second should be available for distribution prior to the IMECE. The Division Newsletter is the responsibility of the Division Publications Chair or a special Newsletter Editor appointed by the Executive Committee upon recommendations of the Division Publications Chair. Guidelines for preparation of the Newsletter are provided in the latest version of the TEC Manual.
- IV.B.9 Proceedings Volumes are used to publish the entire publication record of a conference or meeting. Their contents may be reviewed at an appropriate level.
- IV.B.10 Tutorial Notes for conference tutorials are published for participants of the tutorial sessions. See Section B.13 of Appendix B for details in developing tutorial notes in conjunction with conference programming.
- IV.B.11 A Division Brochure is published periodically for distribution at meetings, etc. Consult the latest version of the TEC Manual.
- IV.C Honors Committee
- IV.C.1 The Division Honors Committee consists of the Division Honors Chair, three immediate Past-Chairs of the Division Executive Committee, and the Honors Chair from each Technical committee, all subject to approval by the PVPD Executive Committee and the ASME Committee on Honors. Membership terms are as specified in the Bylaws.
- IV.C.2 Each Technical committee, through its Chair, is responsible for bringing to the attention of the Honors Committee persons in its area of activity considered by the committee to be meritorious.
- IV.C.3 The Division Honors Committee is responsible for soliciting, accumulating and screening recommendations from various elements of the Division concerning persons and papers for honors and awards. The Honors Committee initiates, reviews, and submits recommendations, for approval, to the Division Executive Committee for ASME honors and awards, and administers the Pressure Vessels and Piping Division awards.

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- IV.C.4 The Honors Committee issues revisions to these procedures, as necessary, with the approval of the Executive Committee.
- IV.C.5 The Honors Committee Chair makes or arranges all award presentations at the Division Conference. The Honors Committee Chair also informs the Operating Board Vice President and the Chair of the Board of Honors of all actions taken by the Executive Committee for nominations of Division honors.
- IV.C.6 The Technical Committees and Special Technical Committees may sponsor their own awards as provided in their Operating Procedures. These awards are approved by the Executive Committee.
- IV.C.7 Society Awards: In the case of Society Awards, the Honors Committee presents recommendations to the Executive Committee, and if so instructed, processes the recommendations to the ASME Committee on Honors.
- IV.C.7.a: The Honors Committee, when dealing with Society awards or with nominations for the Fellow Grade, is authorized to pass judgement only on matters of form and procedure. It is not authorized to overrule the judgement of any individual or committee regarding the excellence of the nominee. This action is the sole responsibility of the Society Honors Committee and the Membership Committee.
- IV.C.7.b: The Honors Chair annually prepares a Board of Governors Award to the outgoing member of the Executive Committee for his/her work during tenure on the Executive Committee. This is normally awarded at the Division Conference.
- IV.C.8 Society Awards Available to Division Personnel: The principal Society awards and honors available to Division personnel are shown in Table IV.1. Refer to the latest version of the TEC Manual for additional information on Honors and Awards. Qualifications and procedures are explained in ASME MS-71.

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**Table IV.1**  
Principal Society Awards and Honors Available to Division Personnel

NAME OF HONOR	QUALIFICATIONS	RESTRICTIONS
Honorary Member	Acknowledged distinctive accomplishment in Engineering or Science	Not more than five annually
ASME Medal	Distinguished service in science and engineering	One annually, if warranted
Holley Medal	Unique act of genius, if warranted	One biennially
Richards Memorial Awards	Outstanding achievement with 10 years of graduation	One annually, if warranted
Alfred Noble Prize	Technical paper of exceptional merit	Any ASME membership Grade under 31 years of age single authorship
Worcester Reed Warner Medal	Annually for outstanding contributions to permanent engineering literature	One annually, if warranted
J. Hall Taylor	Distinguished services or eminent achievement in Codes & Standards sponsored by ASME in the broad field of PVP	One annually, if warranted
Melville Prize Medal for original work	Annually for best original paper on a mechanical engineering subject presented for discussion and publication	One author must be ASME member
Henry Bass Award	Annually for best paper	Limited to Associate Member under 31 years of age
Fellow Member	Acknowledged eminence in engineering, broad and varied experience and society membership	Ten years of corporate membership and member grade at time of nomination
PVP Medal	Outstanding contributions in PVP technology, <u>not</u> limited to research, development and teaching; coupled with significant service to PVPD	One annually, if warranted

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- IV.C.9 The Pressure Vessels and Piping Division Medal: A Society medal is sponsored by the Pressure Vessels and Piping Division and is called the ASME PVP Division Medal. This medal recognizes outstanding contributions in pressure vessel and piping technology, including, but not limited to, research, development, and teaching coupled with significant service to the PVP Division. It is the responsibility of the PVP Honors Committee to nominate at least one person each year for this award.
- IV.C.9.a: When a recipient is selected for the PVPD Medal. The presentation of the Medal is at the Division Honors Luncheon.
- IV.C.10 Fellow Grade: The Fellow membership grade is technically considered by the Society to be a grade of membership one step beyond that of Member. Fellow grade membership carries with it recognition by the Society for eminence in the mechanical engineering profession.
- IV.C.10.a Promotion to Fellow is made only on nomination by five sponsors, at least three of whom are Fellows or Members of the Society. All eligible candidates are screened periodically. A Fellow is an engineer who has acknowledged engineering achievements, has not less than ten years consecutive corporate ASME membership, and has attained the grade of Member at the time of nomination. Student member years do not count.
- IV.C.10.b The ASME *Proposal for Fellow Form* is used in nominating a member for Fellow grade. Copies of this form are obtained directly from ASME Headquarters Members Processing Department and on the ASME Website.
- IV.C.10.c The Pressure Vessels and Piping Division Honors Committee may nominate any number of qualified candidates for the grade of Fellow each year. The nomination by the Executive Committee members, or any others, need not go through the Honors Committee, but is coordinated with the nominating activities of the Honors Committee Chair to avoid duplication of effort.
- IV.C.11 Division Awards: Divisions are encouraged to establish their own awards to honor those persons who contribute to the achievement of the particular branch of engineering by the Division. The Pressure Vessels and Piping Division sponsors the following Division Awards: Certificate of Recognition, Certificate of Appreciation, Conference Outstanding Papers Award, Conference Outstanding Session Award, G. E. O. Widera Literature Award, The Journal Editor's Literature Award.
- IV.C.11.a: Certificate of Recognition. The Pressure Vessels and Piping Division Certificate of Recognition is given upon appropriate occasions in recognition of outstanding contributions within the Division, especially within a Technical Committee, Special Technical Committee, or other specific committee. Certificate of Recognition nominations typically originate from such committees. Certificates of Recognition are considered for student papers presented at the annual Division Conference.
- IV.C.11.a(1): Certificate of Recognition Qualifications. The Certificate of Recognition is given for contributions such as acting as chair of the PVPD part of a technical meeting or something similar, including authorship of an outstanding conference paper(s) (see also the Conference Paper Award). The Certificate of Recognition places most emphasis on a specific accomplishment of the candidate and less on the length of service.
- IV.C.11.a(2): The candidate, the candidate's qualifications, and the nomination are reviewed with the Honors Chair to decide what action and voting are necessary. In general, no one may receive the same certificate more than once within two years.

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IV.C.11.b: Certificate of Appreciation. The Pressure Vessels and Piping Division Certificate of Appreciation is granted upon appropriate occasions in recognition of outstanding contributions to pressure vessel and piping engineering through research, practice and/or teaching and service to the profession or the Division over a period of years.

IV.C.11.b(1): The Certificate of Appreciation is alternatively given in recognition of outstanding endeavor for the operation and function of the Division, and no further qualifications are established, except that nationally recognized stature would be implied. Those qualifications to be expected in recipients of this award are exemplified by the first ones selected to receive it; this procedure establishes the stature of the award.

IV.C.11.b(2): Normally a Certificate of Appreciation is awarded for the following:

- Conference General Chair
- Conference Technical Program Chair
- Technical Committee or Special Technical Committee Chair who have successfully completed their appointments.
- Associate Journal Editors who have completed successfully completed their appointments.
- Developers of Tutorials or Professional Development Courses.
- Developer of the Outstanding Conference Session Award and Conference Paper Award: The Honors Chair discusses the selection procedure with the Technical Program Chair to be used for each particular Conference.

IV.C.11.b(3): Nominations for the Certificates of Appreciation may be proposed by letter through the Honors Chair or directly to the Executive Committee of the Pressure Vessels and Piping Division. No special nomination form is necessary. The award is NOT to be made on any regularly scheduled basis, but only when the occasion is appropriate. Concurrent awards may be made.

IV.C.11.c: The *Outstanding Service Award* recognizes *unusual outstanding voluntary service to The Pressure Vessels and Piping Division marked by outstanding performance, prolonged and committed service, devotion, enthusiasm and faithfulness*. The *Outstanding Service Award* is administered in accordance with the documentation within the Division Honors Committee. The Award is a Certificate and a cash award of \$500.00, unless otherwise approved by the Executive Committee.

IV.C.12 Literature Awards: The general principles outlined in MS-71 are to be used as a guide in nominating for Division Literature awards. Each award is normally presented during an awards luncheon or banquet during the Division Conference each year. Recipients are approved by the Executive Committee.

- i. The G. E. O. Widera Literature Award.
- ii. The Journal Editor's Literature Award.
- iii. The Outstanding Conference Paper Award(s)

IV.C.12.a In considering a paper, study qualifications for all awards carefully and select the highest. An author can receive only one award for each effort.

IV.C.12.b The PVPD Literature Awards are granted annually by the Pressure Vessels and Piping Division. Each paper shall be on the practice of mechanical engineering presented at the Division Conference and/or published by the Society under the auspices of the Division.

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IV.C.12.c Literature Awards Qualifications: The contributions must be original and current having been presented to the Society during the two (2) calendar years prior to the date of the award. The papers must have been published or accepted for publication by the Society and may or may not be a contribution to the permanent literature of engineering. Joint authorship is permissible. Although it is not mandatory, it is desirable that the authors be corporate members of the ASME.

IV.C.12.d Literature Award Nominating Procedures: The number of nominations for literature awards rests jointly with the Journal Technical and Associate Editors for the JPVT awards, and with the Technical Committees and the Conference Technical Program Chair for the Conference Paper Awards. Usually, the session chairs are asked to recommend paper awards to the Conference Technical Program Chair. The Technical Program Chair makes the final selection, and the approval process is as defined below.

IV.C.13: The G. E. O. Widera Literature Award established in 1999 (formerly the Robert J. McGrattan JPVT Award(s), established in 1989), is for an outstanding original paper of permanent interest, or for an outstanding original survey or review paper of current literature, or both, published in the Journal of Pressure Vessel Technology. Special Certificates are usually issued.

IV.C.13.a: Each year, prior to December 15, the Technical Editor of The Journal of Pressure Vessel Technology (JPVT) sends to each Associate Editor a list of all papers accepted for publication during the year along with a request that the Associate Editor identify the top 15% in the editor's cognizant area.

IV.C.13.b: The Technical Editor collates the lists from the Associate Editors and screens the compiled list based on any additional knowledge the editor may have, and passes the final list on to the Honors Committee with recommendations by February 15.

IV.C.13.c: Upon receipt of the nominations, the Honors Committee reviews the recommendations and decides on the final selection of awards. Written recommendations are made to the Executive Committee whose approval is required.

IV.C.14: The Outstanding Conference Session Award(s) is for sessions developed, and Outstanding Conference Paper Award(s) is for papers presented and published, at the annual PVPD Conference.

IV.C.14.a: To recognize the efforts of session developers and authors at each PVPD conference, Technical Committees select outstanding technical sessions and papers at the approximate rate of 1 session and 1 paper for every 10 sessions sponsored by the committee. These sessions and papers are to be forwarded to the Technical Program Chair for consideration.

IV.C.14.b: The Technical Program Chair of a PVPD Conference recommends the Conference Session Award and Conference Paper Award for approval by the Executive Committee. The Conference Technical Program Chair selects one Outstanding Session Award, and one Outstanding Paper for each of the Technical Committees. The Division Honors Chair discusses the selection with the Technical Program Chair for each Conference. Authors of those selected sessions and papers not receiving the awards may receive Certificates of Recognition.

IV.C.15 Any person may recommend awards to the Honors Committee.

IV.C.16 There are deadlines that must be met by the Honors Committee each year, to execute the applicable Society and Division Awards. Most of the burden of meeting

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these deadlines rests with the Honors Chair. A Table, IV.2, of these duties starts with the PVPD Annual Conference, usually in July.

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**Table IV.2  
Honors Committee Deadlines**

MONTH	PLACE	DUTY
June July	PVPD Conference	<ol style="list-style-type: none"> <li>Schedule Honors Committee meeting.</li> <li>Pick PVP Medal recipient for approval by the Executive Committee.</li> <li>Discuss and make assignments for awards for the next year.</li> <li>Make final plans for the Honors Banquet/luncheon, and assure all arrangements have been made; host luncheon; head table confirmation, photographers, presentation logistics.</li> </ol>
August		<ol style="list-style-type: none"> <li>Write minutes of the Honors Committee meeting and mail to Executive and Honors Committees.</li> <li>Mail awards to those who could not attend the Honors Banquet/Luncheon to receive their awards.</li> <li>Prepare a letter to Headquarters for recommendation of the Board of Governors Award for the outgoing division chairman.</li> </ol>
September October		<ol style="list-style-type: none"> <li>Prepare a nomination package for the PVP medal award. A nominating cover sheet with 5 letters and recipient's resume are needed. This package must be mailed to ASME Headquarters by October 1.</li> <li>Prepare document for recommendation of other awards and mail to ASME Headquarters 2-3 weeks before the IMECE .</li> </ol>
November December	IMECE	<ol style="list-style-type: none"> <li>Attend the IMECE Executive and General committee meetings.</li> <li>Initiate award certificates for the next PVPD year.</li> </ol>
January		<ol style="list-style-type: none"> <li>Write to the Honors Committee and PVPD Chairman about award certificates of the preceding year to obtain the final list.</li> </ol>
February		<ol style="list-style-type: none"> <li>Prepare a list of awards for the approval of the Executive Committee at the TEC meeting. Obtain addresses of all recipients and awarding committees for Certificates of Recognition.</li> </ol>
March	Technology Executives Conference (TEC)	<ol style="list-style-type: none"> <li>Obtain approval of the awards list and publish the final list for Honors Committee review.</li> <li>Prepare list of Honors Committee Members for ASME approval by the end of March.</li> <li>Confirm ASME has notified the PVP Medalist and follow-up with a letter from the Division Honors Chm. instructing the medalist of what is expected; when to arrive, hotel arrangements, what type of "lecture" to prepare, i.e. the level of technical sophistication for an Honors Luncheon, time limit (10-15 min.).</li> </ol>
April May		<ol style="list-style-type: none"> <li>Send the final list of Certificates to ASME Headquarters 6 weeks before the PVPD Conference. Confirm correct spelling, etc</li> <li>Invite ASME President to the Honors Banquet/luncheon in coordination with the Conference General Chairman.</li> <li>Invite all award Recipients to the Honors Luncheon. They must purchase their own Award Banquet/Luncheon ticket(s), unless otherwise arranged.</li> <li>Invite introducers to the Honors Banquet/Luncheon for the major awards (PVPD Medal, <b>Outstanding Session, Outstanding Papers, GEO Widera Award</b>).</li> <li>Prepare the Final Honors Banquet/luncheon Program and mail it to HQ 6 weeks before the Honors Banquet/Luncheon. Confirm correct spelling, etc.</li> <li>Obtain a copy of all awards for use at Honors Banquet/luncheon presentation.</li> <li>Coordinate head-table seating with the Division Chairman and Conference General Chairman. Consider seating for spouses---either separately or at the head table, and whether they must purchase a ticket. Then communicate information to them; i.e. all involved to minimize confusion at the last minute.</li> <li>Obtain information on Fellow Award recipients for presentation ceremony; e.g. for introductions, etc.</li> </ol>

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## IV.D Professional Development Committee

- IV.D.1 The Division Professional Development Committee consists of the Division Professional Development Chair and the Technical Committee Professional Development Chairs. The Professional Development Committee serves an administrative committee function to support the Division objectives in continuing education and professional growth in Pressure Vessels and Piping Technology.
- V.D.2 Section B.13 of Appendix B provides Guidelines for PVP Division-Sponsored Tutorials.
- V.D.3 Section B.14 of Appendix B provides Guidelines for Software Demo Forums.

## IV.E Senate

- IV.E.1 The Division Senate consists of all of the past chairs (Ex-Officio) of the Division. The presiding officer shall be called the Senate President. The Division Senate acts in an advisory capacity to the Executive Committee when their advice is requested. They use their experience gained while being the Division Chair to advise the Executive Committee.
- IV.E.2 The out-going Division Chair becomes the Division Historian and is responsible for recording the division activities and history during the one-year period as Historian. This history is added to the previous history and passed to the next Historian for continuation. The Historical Records for which the Historian is responsible is principally a set of documents containing the records from prior years. This set of record is passed from historian-to-historian, or maintained at convenient location(s), as appropriate.
  - IV.E.2.a. The Division Report to the Operating Board as an overall summary. The Historian may write an introduction and conclusion. This document should summarize the significant accomplishments and difficulties for the Division during the previous year, i.e., the Historian's term as Division Chair.
  - IV.E.2.b. A copy of the Division Newsletter(s), with appropriate commentary.
  - IV.E.2.c. Copy of the Division Officer's Chart used while the Historian was Division Chair.
  - IV.E.2.d. Copies of the Executive Committee and General Committee Minutes.
  - IV.E.2.e. Copy of the PVPD Conference Program Brochures, Advance Flyer, Final Program for the Conference developed during the Historian's term as Division Chair. For a July Conference, this will be the Conference occurring when the Historian first becomes a member of the Senate. A copy of the corresponding Honors Luncheon Program from the Conference.
  - IV.E.2.f. A list of publications from the year, particularly the Conference Volumes.
  - IV.E.2.g. Copy of the appropriate portions of the IMECE Program Brochure, with any appropriate commentary.
  - IV.E.2.h. Significant news about ICPVT, including copies of the ICPVT Newsletter, etc.

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IV.E.2.i. Commentary on other important events, including special honors, such as PVP members who have received other Society Awards, e.g., J. Hall Taylor Medal, Codes & Standards Medal.

IV.E.2.j. List of the records ASME (Engineering Programs) has kept, and their location.

IV.E.2.k. Update the PVPD History every 5 years, or as needed. The 25th Anniversary document was published in JPVT. The 20th Anniversary document exists with the 1986 Historian file (on paper and electronically).

IV.E.3 The out-going Division Historian becomes the Senate President for a period of one year. The Senate President presides at all meetings of the Senate and regularly attends Executive Committee meetings.

## IV.F Long-Range Planning and Finance Committee

IV.F.1 The Division Long-Range Planning and Finance Committee membership is as defined in the Bylaws.

IV.F.2 The Division Long-Range Planning and Finance Committee is responsible for developing recommendations for total Division planning. The planning includes--but is not limited to--the following: Division Goals and Objectives; By-law Updates; Organizational Changes; Membership Development; Technology Transfer; Honors and Awards; Professional Development; Relationships with other ASME Units; Relationships with other Professional Societies; International Activities; Government Relations; and Public Relations.

IV.F.3 At least one meeting of the Division Long-Range Planning and Finance Committee is held each year.

IV.F.4 The Division Long-Range Plan should be consistent with overall ASME long-range planning, and should address the objectives, activities, and structure of the Division. The Chair of the Long-Range Planning and Finance Committee shall represent the Division in other ASME long-range planning and finance activities, including those of the Group.

IV.F.5 The Committee is responsible for the following financial items.

IV.F.5.1: Executive Committee Guidelines for the use of the PVPD Custodial Account for subsidizing the cost of special activities to promote the welfare of the Division, including entrepreneurial activities.

IV.F.5.2: Review of budgets for conferences in which the Division participates. PVP Division Conference Budget Guidelines are provided in Executive Committee Guidelines.

IV.F.5.3: Review of the Custodial Account activities summary prepared periodically by ASME Engineering Programs.

IV.F.5.4: Liaison with Society committees and functions concerned with finances and budgets.

## IV.G Membership Committee:

IV.G.1 The Membership Committee develops membership interest and participation in ASME and the PVP Division.

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- IV.G.2 The Membership Committee ensures the PVPD letters of welcome to new Division members from the PVPD Chairman are current and routinely issued by ASME.
  - IV.G.3 The Membership Committee receives and evaluates membership information from ASME, e.g. a monthly list, as appropriate, of newly declared PVP members.
  - IV.G.4 The Membership Committee encourages technical committee and special technical committee membership and interaction, encouraging voting and non-voting membership categories.
  - IV.G.5 The Membership Committee handles interest survey methods such as that published on conference session cards and interest surveys and articles in the Newsletter, for example.
  - IV.G.6 The Membership Committee recommends activities to encourage participation are recommended to the Executive Committee for approval.
  - IV.G.7 The Membership Committee compiles "interest form" results and corresponds with individuals who submitted completed forms to indicate their interest in participating in PVPD activities, and, or, becoming ASME members. After the Annual Division Conference, the Membership Committee reviews the membership interest side of the conference session cards, and preparing a list of persons interested in ASME membership, and/or technical committee or special technical committee membership. The list(s) are sent to the appropriate organization for action; for ASME membership to ASME Headquarters Membership Department, and for committee membership to the appropriate technical committee or special technical committee.
  - IV.G.8 See latest TEC Manual for additional information. Information on the ASME Members Database is provided in the Technology Executive Conference (TEC) Manual.
  - IV.G.9 The Membership Committee maintains liaison with the Section and Regional Membership Development Chairman, as appropriate.
  - IV.G.10 The Membership Committee assists the Division Vice-Chair/Secretary in maintaining an up-to-date roster of division committee members (all levels) based on the Technical Committee membership rosters.
  - IV.G.11 The Membership Committee works with the Publications Committee in preparing the Division Newsletter and Brochure.
- IV.H Publicity Committee: The Committee handles publicity and public relations activities as assigned by the Executive Committee. The Publicity Chair coordinates Division publicity, particularly that associated with Conferences. Conference publicity includes preparation and issue of conference publicity announcements for ASME News, the ME Magazine and other publications, press releases, etc. Conference publicity is approved by the Conference General and Technical Program Chairs before release. The Publicity Chair should provide the various ASME Short Course Instructors who teach courses related to PVP Technology, copies of PVP Division publicity materials to be set out at the Short Courses. Such materials include Division Brochures, Newsletters and Conference publicity (Call for Papers, Flyers, etc.). Publicity should be provided principally on the ASME-PVP website. Paper copies and emailed copies (cost per email) should be minimized.

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## V. ICPVT

### V.A Relationship with PVPD.

PVP participates as indicated in the Bylaws. ASME's Bureau on International Affairs (BIA) may be consulted for advice on international matters within the PVP domain.

### V.B Organization

ICPVT operates with "Statutes" published and maintained by ICPVT. The Council consists of Officers from each of three worldwide Regional Committees; Europe and Africa (EARC), Asian and Oceanic (AORC), and Americas (AmRC). The Council operates in accordance with a set of Statutes issued following each meeting of the Council, usually during an ICPVT Conference.

The primary function of ICPVT is to sponsor international conferences on pressure vessel technology, usually at three or four year intervals, and in various locations worldwide, sponsored by one of the Regional Committees. AmRC operates on "Sub-Statutes" of the ICPVT "Statutes."

### V.C Conferences

<u>Number</u>	<u>Year</u>	<u>Location</u>	<u>Region-Country</u>
ICPVT-1	1969	Delft, Netherlands	EARC-Netherlands
ICPVT-2	1973	San Antonio, USA	AmRC-USA
ICPVT-3	1977	Tokyo, Japan	AORC-Japan
ICPVT-4	1980	London, England	EARC-England
ICPVT-5	1984	San Francisco,	AmRC-USA
ICPVT-6	1988	Beijing China	AORC-P. R. China
ICPVT-7	1992	Düsseldorf, FRG	EARC-W. Germany
ICPVT-8	1996	Montréal, Canada	AmRC, Canada jointly with PVP.
ICPVT-9	2000	Sydney, Australia	AORC, Australia
ICPVT-10	2003	Vienna, Austria	EARC, Austria
ICPVT-11	2006	Vancouver BC	AmRC, USA jointly with PVP

The Regional sponsorship rotation listed above shows a pattern (e.g. EARC-AmRC-AORC), but such a pattern is not stated by any ICPVT statute. The Regional sponsorship is determined by ICPVT Council action taken at the close of each ICPVT Conference, based upon proposals from member countries. The chairship of the Council of ICPVT does, however, rotate from one region to the next, according to the statutes.

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## VI. Special Guides

### VI.A ASME Manuals

Manuals are available to ASME Members for guidance in conducting the affairs of the Society. Some of these manuals are revised annually; others are revised at less frequent intervals. Copies of the following manuals may be requested free of charge from the ASME Order Department (specify code and name of each publication desired---the first letter of the code indicates whether the publication is classified as an Annual (A) or a Manual (M); in the case of an Annual, the number indicates the month in which it is issued each year):

The ASME Technology Executives Conference (TEC) Manual, issued each year (March) for the TEC Meeting.

ASME COE Policies as listed in the TEC Manual.

AC-10	Personnel of Council, Policy Boards and Committees
AM-1	Membership List
AM-3	Publications Catalog
AM-5	Indexes to Publications
MM-1	Certificate of Incorporation, Constitution, Bylaws and Rules
MM-2	ASME-Organization-Activities
MS-4	An ASME Paper

### VI.B ASME Publications. The following publications are for use of committee personnel only, and may be requested from the Executive Director and Secretary:

AL-1	Directory of Regional and Section Personnel
AL-2	Speakers List
AS-2	Directory of Technology Personnel
ML-1	Student Section Operations
ML-9	Guide for Organizing an ASME Group
ML-12	Regional Vice President's Guide and Manual of Regional Operation
MM-10	National Nominating Committee
MS-2	Meetings and Conferences
MS-11	Professional Division Manual
MS-52	Membership Development Manual
MS-62	Publicity Chair's Guide
MS-71	Honors

### VI.C Materials and Structures Operating Board Manuals

The Operating Board manual covering the Division representatives to the Nominating Conference Procedures is sent to Division representatives to the Operating Board Nominating Conference from the ASME Staff Representative working with the Operating Board.

### VI.D Index of PVP Forms

The following index of forms used for PVP functions is provided for guidance, since the forms are placed in appropriate Appendices of this document. Each has a "PVP FORM NUMBER" in the form "Fx" where x is a unique number identifying the form. Many of the ASME forms have their own unique numbers, which are also retained and noted where applicable. The bracketed [ ] designations indicate the location of the form, e.g. [B.6] means Section B.6 of Appendix B.

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<u>PVP#</u>	<u>ASME#</u>	<u>Title or Description and Location [ ] of Form</u>
F1	---	PVPD Authorization to Prepare a Symposium Volume [B.6].
F2	---	Divisional Financial Support Request Form [ECG].
F3	---	Authorization of Payment Form-Division Custodian Account [ECG].
F4	---	deleted.
F5	---	deleted.
F6	---	deleted.
F7	---	deleted.
F8	MP-1338	Session Information Form [B.2].
F9	MP-1903	Author Publication Release (Copyright) Form [B.6].
F10	MP-1257	Paper Review Form [B.6].
F11	MP-463A	Author Information Form [B.6] see also, F24.
F12	---	Letter 1A Accept Paper Offer Based on Abstract [B.6].
F13	---	Letter 1B Receipt of Paper Offer, with Abstract and Referral to committee program Chairman (or Session Developer) [B.6].
F14	---	Letter 2: Receipt of Draft Manuscript [B.6].
F15	---	Letter 3: Request to Review Paper [B.6].
F16	---	Letter 4: Thanks for Review of Paper [B.6].
F17	---	Letter 5A: Acceptance of Paper [B.6].
F18	---	Letter 5B: Rejection of Paper [B.6].
F19	---	Letter 6: Receipt of Mats [B.6].
F20a	---	Letter 7a: Post-Session AUTHOR Thanks Letter [B.6].
F20b	---	Letter 7b; Post-Session DEVELOPER/CHAIRMAN Thanks [B.6].
F21	copy	ASME Author Checklist [B.2].
F22	copy	ASME Session Chairman Checklist [B.3].
F23	copy	ASME Session Vice Chairman Checklist [B.3].
F24	MP-463A	Author/Panelist Information Form Winter Annual Meeting (See F11).
F25	MP-1337	Winter Annual Meeting Technical Session Form (see F8).
F26	---	PVP Conference Budget Form [ECG].
F27	---	deleted.
F28	---	deleted.
F29	---	deleted.
F30	---	deleted. See TEC Manual.
F31	---	Software Demonstration Forum Invitation Letter [B.6].
F32	---	Session Chairman's Report [B.6].
F33	---	deleted.
F34	---	Technical Program Representative Request [B.7].
F35	---	PVPD Request Payment from CONFERENCE BUDGET ACCOUNT [ECG 6.8].
F36a/b	---	Letters 8a/b: Letters to Accept/Prepare Symposium Volumes [B.6].
F37	---	deleted.

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## ANNEX A -- LIST OF PAST PVP CHAIRS

No.	Year	Name
1	1966-67	Dana Young (deceased)
2	1967-68	Vito Salerno (deceased)
3	1968-69	Gunther P. Eschenbrenner
4	1969-70	Charles F. Larson
5	1970-71	Robert J. Cepluch
6	1971-72	Danos Kallas (deceased)
7	1972-73	Irwin Berman (deceased)
8	1973-74	Charles V. Moore
9	1974-75	Robert L. Cloud
10	1975-76	Harold H. Waite
11	1976-77	Pedro V. Marcal
12	1977-78	David H. C. Pai
13	1978-79	Roger F. Reedy
14	1979-80	Robert E. Nickell
15	1980-81	L. Eugene Hulbert
16	1981-81	Richard H. Gallagher (deceased)
17	1982-83	Donald S. Griffin
18	1983-84	Charles F. Nash
19	1984-85	James R. Farr
20	1985-86	Don B. Van Fossen
21	1986-87	Jeffrey T. Fong
22	1987-88	Alexander H. C. Marr
23	1988-89	Robert W. Swindeman
24	1989-90	Robert H. Mallet
25	1990-91	G. E. Otto Widera
26	1991-92	Sam Y. Zamrik
27	1992-93	Rudy J. Scavuzzo
28	1993-94	Carl E. Jaske
29	1994-95	Greg L. Hollinger
30	1995-96	Shoei-Sheng Chen
31	1996-97	Richard C. Gwaltney
32	1997-98	William E. Short, II
33	1998-99	Thou-Han Liu
34	1999-00	Robert F. Sammataro (deceased)
35	2000-01	A. G. (Jack) Ware
36	2001-02	Joseph Sinnappan
37	2002-03	Howard C. Chung
38	2003-04	William J. Bees
39	2004-05	Ismail T. Kisisel

END of PVPD Operating Procedures Document