

# Appendix A

## Technical Committee Operating Procedures (Pressure Vessels & Piping Division)

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# Appendix A -- Technical Committee Operating Procedures

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## A.1 Scope

The principal purpose of the Technical Committee is to provide technical exchange through activities covering the subject matter listed in the Division Bylaws. The scope of each Committee is included only in the Bylaws, and must be maintained and supported by Committee activities. Whenever a modification to the scope of a Committee is needed, it shall be approved by the Executive Committee, and issued as a change to the Division Bylaws.

The major Division activities in terms of papers, panels, seminars, books, etc., take place in the technical committees for the various disciplines covered. Each Technical Committee must include the program and publication capabilities: to locate, attract, and review papers of high quality; develop panels and seminars at meetings; contribute to the development of the publications of the Division and Society. In addition, honors, membership development, professional development and other such activities assigned by the General or Executive Committees are to be carried out by the Technical Committee. Activities may include, development of sessions for Division Conferences, IMECE (WAM) and other meetings or conferences, liaison with other Division Committees, other ASME Divisions, other Societies and organizations.

The Technical Committee shall operate under the direction of the PVP Division Executive Committee and the Technical Committee Chair reports to the Chair of the Executive Committee.

## A.2 Organization

A.2.1 Each Technical Committee Organization Structure provided in a separate appropriate subsection of Section A.6, of this Appendix.

A.2.2 The Technical Committee is to have at least six additional members and the following Officers; a Chair, a Vice-Chair, a Secretary, (or Vice-Chair/Secretary).

A.2.3 The Committee shall maintain the following Standing Subcommittees, whose Chair shall be a member of the corresponding Division Administrative Committee.

- a. Program
- b. Publications
- c. Honors
- d. Professional Development
- e. Membership Development and Publicity

Each Standing Committee is to have a Chair, but in the absence of any of these positions or functions, the Chair of the Technical Committee is responsible.

A.2.4 Technical Subcommittees or Task Groups may be established by the Technical Committees. Subcommittee and Task Group Chairs are appointed by the Committee Chair, and approved by the Committee by a majority vote, then submitted to the Executive Committee for approval. Such groups are to be headed by a Chair, to discharge specific technical aspects of the Subcommittee or Task Group. These shall be identified on the Organizational Structure or Supplemental Procedures of the Technical Committee.

A.2.5 The Officers of the Technical Committee consist of Chair, Vice Chair and Secretary (or Vice Chair/Secretary).

A.2.6 The Committee Chair is appointed by the PVPD Executive Committee in accordance with Division Procedures (III.D.1). The other Officers and any Subcommittee or Task Group Chairs are appointed by the Technical Committee Chair, to serve one two-year term. An individual may serve a maximum of two consecutive terms in the same position.

A.2.7 Technical Subcommittee or Task Group members need not be members, voting or otherwise, of the Technical Committee. They may be members, if explicitly identified thus, and they are subject to all membership requirements.

A.2.8 Voting Members of the Technical Committee include its Officers, Subcommittee Chairs, and others approved by vote. The voting membership of the Technical Committee consists of such members "in good standing," and as listed on the Technical Committee Roster.

A.2.9 A quorum of the voting body, or duly authorized representative, is required for voted committee actions. A quorum is one-half of the voting members as indicated on the Committee Roster.

A.2.10 Voting members must demonstrate continued interest through participation on the Committee and in

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its activities, and attendance of at least one Committee meeting per year. A person may be a voting member of only one Technical Committee of the Division. Committees may appoint "associate members," who are not voting members. Past Chairs of a Technical Committee should remain voting members, but subject to the conditions in this paragraph.

- A.2.11 The Technical Committee shall hold at least one meeting per year, which shall be during the Annual (Summer) PVPD Conference. Additional meetings may be held during the IMECE (WAM) or as voted by the Technical Committee. The General Committee shall be notified of additional meetings, for coordination purposes. Teleconferencing may be used for meetings, if effective.
- A.3 Functions: The following functions are considered the principal responsibility of the Technical Committee:
- A.3.1 Provide support to the PVP Division as described in the Bylaws of the Division, particularly by promoting exchange of technical information appropriate for the Committee, e.g., through development of technical sessions at meetings and conferences.
  - A.3.2 Maintain Technical Committee Supplemental Operating Procedures.
  - A.3.3 Approve Technical Committee members.
  - A.3.4 Recommend Certificates of Recognition and other Awards.
  - A.3.5 Help identify and sponsor members to become ASME Fellow members.
- A.4 Responsibilities: The following responsibilities of the Technical Committee Officers and Subcommittee Chairs:
- A.4.1 Committee Chair: Responsibilities of the Committee Chair are:
- A.4.1.1 The Committee Chair presides over all meetings of the Technical Committee.
  - A.4.1.2 The Committee Chair is responsible for preparing a written article of committee activities for inclusion in the PVPD Newsletter. The article is to be sent to the Newsletter Editor, in accordance with a request from the Newsletter Editor.
  - A.4.1.3 The Technical Committee Chair is responsible for a brief yearly report of Committee Activities to be sent to the Chair of the Executive Committee for use in preparation of the Division's Annual Report. This report must be provided to the Executive Committee Chair by April 15, or as explicitly requested.
  - A.4.1.4 The Technical Committee Chair is a member of the General Committee to represent the Technical Committee, and is responsible for reporting on Committee Activities and needs at General Committee Meetings (usually one per year). A suitable alternate shall be provided when the Chair cannot attend any of these meetings.
  - A.4.1.5 The responsibilities of the Technical Committee Chair include:
    - a. Arranging Technical Committee Meetings and instructing the Vice Chair/Secretary to prepare and distribute meeting notices, agenda, and minutes.
    - b. Appointing qualified persons to fill membership, subcommittee or task group positions. Maintaining adequate and active membership and promoting members to assume higher levels of responsibility.
    - c. Monitoring Technical Committee activities and recommending replacement of any inactive members as necessary.
    - d. Assigning special tasks to members as appropriate.
    - e. Recommend the Technical Committee Organization Structure to the PVP Executive Committee for approval.
    - f. Coordinate activities among other Technical Committees.
    - g. Provide direction and leadership to ensure that subcommittees are active.
    - h. Coordinate with the Conference and PVPD Program Chair to ensure proper participation by

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the Committee in PVPD Conferences.

- j. Nominate two potential replacements for the Chair prior to completion of the term of office by February 15 (or when requested) preceding the end of office. The nominations, with concise technical biographies are to be sent to the Executive Committee Chair. The outgoing Technical Committee Chair determines the nominees' willingness to serve. An important consideration is the nominees' ability and commitment to organize, attend and conduct Technical Committee Meetings. The nominees are to have their affiliation's approval and support for attending the General Committee Meetings (usually one, during the Annual Conference) during the year.
- k. The Technical Committee Chair is responsible to assure 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.

A.4.2 Vice Chair/Secretary. The Vice Chair/Secretary is responsible for:

- A.4.2.1 Acting for the Chair when so requested.
- A.4.2.2 Assisting the Chair to provide direction and leadership to ensure that all committee responsibilities are met.
- A.4.2.3 Making nomination to the Chair on the vacancy in subcommittees.
- A.4.2.6 Recording the minutes of all Committee meetings and mail copies of same to all designees within six weeks of the meeting. Unless otherwise specified, designees include all persons attending the meeting (members and guests), PVPD Executive Committee members, all Technical Committee Chairs.
- A.4.2.7 Maintaining Committee records, including a Committee Roster which identifies membership category or status, and turning them over to the incoming Vice Chair/Secretary at termination of office.
- A.4.2.8 Preparing correspondence as directed by the Chair.
- A.4.2.9 Notifying all members of Committee meetings by letter, with an agenda at least three weeks in advance of the meeting.

A.4.3 Subcommittee Chairs: A Subcommittee Chair shall:

- A.4.3.1 Maintain a list of technical session developers and paper reviewers and provide direction to session developers in accordance with Executive Committee PVPD Program and PVPD Conference Technical Program Chairman.
- A.4.3.2 Seek active members for the Subcommittee and nominate new members for Committee approval.
- A.4.3.3 Encourage members to be active.
- A.4.3.4 Nominate replacements for the position at expiration of the subcommittee chair's term or on resignation.
- A.4.3.5 Maintain effective organization of the Subcommittee.
- A.4.3.6 Coordinate technical sessions, both within the Committee and with other Technical Committees.

A.4.4 Program Chair and Subcommittee: The Technical Committee Program Chair coordinates all program activities and provides support required by the Executive Committee Program Chair. The Technical Committee Program Chair may serve, or may appoint with concurrence from the Technical Committee Chair, Technical Program Representatives (TPRs) for each of the Division Conferences. TPRs should be appointed at least 30 months prior to each conference. The Committee Program Chair should assure this occurs, or serve himself, as TPR. The Committee Program Subcommittee consists of the Technical Program Representative for each of the Division Conferences. The Chair of the Subcommittee is a member of the Division Program Committee.

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A Technical Program Representative shall be appointed for each Conference (PVP Conference, IMECE (WAM), ICPVT, and any other conferences in which the Committee participates), subject to approval by the Division Program Chair.

Technical Program Representatives shall:

- a. Serve as the Committee representative on the Conference Committee and act as Technical Committee liaison for all matters relating to the Conference.
- b. Recruit competent session developers in cooperation with the Technical Committee and its Subcommittee Chairs for the number of sessions assigned to the Committee for each Conference.
- c. Coordinate with the Conference Program Chair and Program Chairs of other PVPD Technical Committees, including co-sponsorship of sessions.
- d. Provide Conference instructions promptly to each Developer, and to the Technical Committee Chair, or Vice Chair/Secretary.

A.4.5 Publications Chair and Subcommittee: The Technical Committee Publications Chair is responsible for coordinating Publications of the Technical Committee. The Publications Chair is a member of the Division Publications Committee. Duties include:

- a. Review requests for conference publications volumes and other special publications in which the Committee has participation.
- b. Maintain a list of paper reviewers for the Technical Committee.
- c. Maintain a log of current status of papers submitted to the Technical Committee for review.
- d. Recommend papers for honors to the Technical Committee Honors Chair.
- e. Keeping the Technical Committee informed of the plans and status of all conference symposium volumes in which the Technical Committee contributes papers.
- f. The JPVT Associate Editor from the Technical Committee (appointed by the Editor of JPVT) arranges for the review of JPVT papers submitted by the Journal (JPVT) Technical Editor, in accordance with JPVT Procedures.

A.4.6 Honors Chair and Subcommittee: The Honors Chair is a member of the Division Honors Committee. Duties include:

- a. The Technical Committee Honors Chair provides the support required by the Executive Committee Honors Chair.
- a. Recommend Certificates of Recognition or Appreciation in accordance with Division Operating Procedures to acknowledge the efforts and service to the Committee. Examples include:
  - Successful completion of Subcommittee Chair duties, or other similar activities.
  - Conference papers or sessions
  - Meritorious Committee activities
- b. Recommendations shall be approved by the Committee and forwarded to the Division Honors Committee for approval and processing.
- c. Solicit Nominations for ASME Fellow Grade of Membership, and inform the Division Honors Committee of such activity. The Division Honors Committee may assist.
- d. Recommending PVPD members for Society Awards.

A.4.7 Professional Development Chair and Subcommittee: The Professional Development Chair is a member of the Division Professional Development Committee. The Technical Committee Professional Development Chair provides the support required by the Executive Committee Professional Development Chair.

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- a. Recommend and approve Tutorials sponsored by the Technical Committee for presentation at PVP or other Conferences or meetings.
- b. Approve Tutorial Notes and Presentations prior to scheduling at a Conference or meeting.
- c. Help Tutorial Leaders follow the Division Operating Procedures for Tutorials.

A.4.8 Membership Development and Publicity Chair and Subcommittee: The Membership Development and Publicity Chair is a member of the Division Membership Development and Publicity Committee. The Technical Committee Membership Development Chair provides the support required by the Division Membership Development Chair. Duties include:

- a. Recommend Committee members, for Committee approval.
- b. Help the Committee Chair and Vice-Chair with maintaining active membership.
- c. Recommend publicity material and means for the Technical Committee and for Conferences.
- d. Recommend updates for the Division Brochure, particularly regarding the Committee description in the Brochure.
- e. Ensure that their Committee roster/membership complies with the Bylaws, i.e., that persons are identified as voting or associate members and addresses, telephone/fax numbers and e-mail addresses are maintained.

A.5 Liaison with Other Committees: Liaison with other PVPD Technical Committees shall be accomplished by designated persons, or through the interchange of meeting minutes with other Committees. Liaison persons are encouraged to other Technical Committee meetings and report appropriate items to the Committee. The Committee Vice-Chair/Secretary forwards the minutes of each Committee meeting to the Chairs of the other PVPD Committees and as specified in Section A.2.

A.6 Supplemental Procedures: The Committee shall provide appropriate supplemental Operating Procedures, approved by the Executive Committee and included in the following appropriate sub-paragraphs. The supplemental procedures for each Technical Committee shall include an organizational structure (a chart or list) showing the reporting structure of subcommittees and task groups. Names of persons filling positions are NOT included. Additional supplemental procedures identified by the Committee shall be unique and necessary for the operation of the specific committee. When a given supplementary procedure becomes generic to several, or all Committees, it should be considered for incorporation into this Appendix, as appropriate, for all Committees. Supplemental Procedures shall not conflict with any portion of the Division Bylaws or Operating Procedures.

Revisions to supplementary procedures of a Committee shall be approved by a majority vote of the Committee, at a general or special meeting, or by letter ballot, and subject to the approval of the PVPD Executive Committee. Any Committee member may request a revision by submitting a written request to the Committee Vice Chair/Secretary in time to be put on the agenda for discussion at the next meeting. Approved revisions shall be forwarded to the Executive Committee for approval and subsequent issue in the Division Operating Procedures.

A.6.1 **Codes & Standards**  
Technical Committee Supplemental Operating Procedures

**Officers**

**Administrative Subcommittees**

- Program
- Honors
- Professional Development
- Publications
- Membership Development and Publicity

**Technical Task Groups**

1. Boiler and Pressure Vessel Code
2. Piping Codes
3. Pressure Vessel Research Council
4. Board on Pressure Technology Codes & Standards
5. Materials Properties Council
6. Metrication
7. Advisory Panel on PVP International C&S
8. Japan

A.6.2 **Computer Technology**  
Technical Committee Supplemental Operating Procedures

**Officers**

**Administrative Subcommittees**

- Program
- Honors
- Professional Development
- Publications
- Membership Development and Publicity
- Committee Liaison

**Technical Subcommittees**

1. Robotics, CAD/CAM/AI
2. Computer Program Evaluation, QA
3. Computational Methods

A.6.3 **Design & Analysis**  
Technical Committee Supplemental Operating Procedures

**Officers**

**Administrative Subcommittees**

- Program
- Honors
- Professional Development
- Publications
- Membership Development and Publicity
- Committee Liaison

**Technical Subcommittees**

1. Composite Material Structures
2. Elevated Temperature
3. Erosion of Vessels, Piping & Components
4. Expansion Joints
5. Fatigue and Fracture
6. Life Extension & Monitoring
7. Piping Dynamics
8. Piping & Components
9. Stress Classification
10. Structural Dynamics
11. Vessels & Components

A.6.4 **Fluid Structure Interaction** Technical Committee Supplemental Operating Procedures

**Officers**

**Administrative Subcommittees**

- Program
- Honors
- Professional Development
- Publications
- Membership Development and Publicity

**Technical Task Groups**

1. Flow-Induced Vibration and Noise
2. Fluid-Solid Interaction
3. Fluid Dynamics
4. Shock and Wave Propagation
5. Dynamical Systems
6. Advanced Topics

A.6.5 **High Pressure Technology** Technical Committee Supplemental Operating Procedures

**Officers**

**Administrative Subcommittees**

- Program
- Honors
- Professional Development
- Publications
- Membership Development and Publicity

**Technical Subcommittees**

1. Design & Analysis
2. Operations Maintenance Inservice Inspection
3. Materials, Properties, Testing, NDE
4. Application & Process

A.6.6 **Materials and Fabrication** Technical Committee Supplemental Operating Procedures

**Officers**

**Administrative Subcommittees**

- Program
- Honors
- Professional Development
- Publications
- Membership Development and Publicity
- Advisory

**Technical Subcommittees**

1. Computer Databases
2. Residual Life, Knowledge Based Design
3. New Materials
4. Material Property Variation
5. Fatigue Fracture
6. Fabrication/Inspection
7. Environmental Aspects

A.6.7 **Operations, Applications and Components**  
Technical Committee Supplemental Operating Procedures

**Officers**

**Administrative Subcommittees**

- Program
- Honors
- Professional Development
- Publications
- Membership Development and Publicity

**Technical Subcommittees**

1. Reliability
2. Qualification & Testing
3. Monitoring & Diagnostics
4. Toxic Substance Storage
5. Pumps & Valves
6. --vacant--
7. Piping & Component Flaw Evaluation
8. Plant Life Extension
9. Pressure Vessels & Structures
10. Pressure Vessel Heat Exchanger Internals
11. Codes & Standards

A.6.8 **Seismic Engineering**  
Technical Committee Supplemental Operating Procedures

**Officers**

**Administrative Subcommittees**

- Program
- Honors
- Professional Development
- Publications
- Membership Development and Publicity

**Technical Task Groups**

1. Damping and Energy Dissipation
2. Seismic Isolation
3. Seismic System Responses and Interactions
4. Structural Reliability & Probabilistic Risk Assessment
5. Seismic Testing & Analysis Verification
6. Component & Structural Responses
7. Seismic Equipment Qualification
8. Seismic Fluid & Solid Interaction
9. Lifeline Engineering
10. Structural Dynamics

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END of PVPD Operating Procedures Appendix A  
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