

ASME Pressure Vessels & Piping Division

Operating Procedures

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ASME PVP DIVISION OPERATING PROCEDURES

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I. RECORD-OF-REVISIONS

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. March 2009 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A list of previous (superseded) revisions shall be listed on the cover page, indicating the month and year of the superseded versions.

Changes are noted with respect to the January 2004 Version.

1. Reorganized Sections to match Bylaws Sections.
2. Change Materials & Structures Group/Operating Board to Pressure Technology Group ("PTG") throughout.
3. Change Council on Engineering to Knowledge and Communities Sector ("K&C") throughout.
4. Change "Publications" to "Communications" throughout.
5. Move various "what" items to Bylaws.
6. Delete Publicity Committee.
7. Remove terms of office (moved to Bylaws).
8. Add approval voting of actions.
9. Delete ICPVT – no longer considered a PVP related organization.
10. Move Fellow Membership to Senate.
11. Changed all "Chairman" terminology to "Chair" terminology.
12. Change "Transactions" terminology to JVPT, Transactions of the ASME terminology.
13. Change review of Bylaws and Operating Procedures to after the Spring Retreat Meeting.
14. III.A.1.8, remove "two" delegates to PTG.
15. Add Executive Committee selection criteria (moved from Bylaws).
16. Remove division roster duty from Secretary.
17. III.B.2.8; delete Pamphlet Papers from Communications Committee responsibilities.
18. III.B.2.14; delete reference to two issues of the Newsletter.
19. III.B.3.2; add Honors Committee Meeting Minutes requirements.
20. III.C.1.2; delete term of office (moved to Bylaws).
21. III.B.5; change Historian to Senate Vice-Chair/Historian.

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22. II. INTRODUCTION, OBJECTIVES AND ACTIVITIES

II.A General

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 and these procedures contain the same main headings to provide one-to-one correspondence of items. The objective of the Operating Procedures is to provide the "how" for the Bylaws "what."

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.

A yearly review (after the Spring Executive Committee Retreat meeting, 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.

These Procedures are maintained on a word-processing system (MS WORD).

These Procedures shall be posted on the ASME-PVP website.

II.B. Objectives. No Operating Procedures.

II.C Activities. No Operating Procedures.

II.D Voting and Approval of Actions. No Operating Procedures.

II.E Terms of Office. No Operating Procedures.

II.F Bylaws and Operating Procedures. No Operating Procedures.

II.G Conference Registration Fee Exemption. No Operating Procedures.

II.H PVPD Memorial Scholarship. No Operating Procedures.

II.I Student Papers Competition. No Operating Procedures.

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III. ORGANIZATION

III.A Executive Committee

III.A.1 Division Chair

1. 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 (Pressure Technology Group ("PTG"), Knowledge and Communities ("K&C"), Board of Governors, etc.).
2. The Chair is the principal contact with ASME staff and resources.
3. 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.
4. The Division Chair serves as Chair of the General and Executive Committees, and maintains records of membership and terms of office for Division Officers.
5. The Division Chair serves as a Division Representative to the PTG after approval by the PTG and appointment by the Group Leader.
6. The Division Chair submits an Annual Report of the Division to the PTG Leader by May 15 each year. This report is used for the annual Knowledge and Communities Sector (K&C) Report, as requested from K&C's Staff contact person.
7. The Division Chair writes a Chair's Message for editions of the Division Newsletter in accordance with the Newsletter requirements.
8. Following the General and Executive Committee meeting during the Annual PVPD Conference, informs the PTG Leader Nominating Committee Chair, of the delegates to the PTG.
9. Signs, with additional Executive Committee member signature, requests for withdrawals or transfers of funds from the Division Custodial Account.
10. Processes all Division Officer nominations and appointments, submitting completed forms and attachments and confirmations in accordance with Society Procedures.
11. Assists the Technical Committees and reports on their activities at Executive Committee Meetings.
12. Reviews the LTC information and performs required actions.
13. Ensures that the Division Bylaws and Operating Procedures are reviewed and maintained up-to-date, and without conflict with the PTG Bylaws and Operating Procedures and Society Policies.
14. Ensures that a 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

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Administrative Committee Chairs and Technical Committee Chairs.

15. 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.
16. Coordinates staff issues, e.g. good performance.
17. Review of budgets for conferences in which the Division participates. PVP Division Conference Budget Guidelines are provided in Executive Committee Guidelines.
18. Review of the Custodial Account activities summary prepared periodically by ASME Engineering Programs.
19. Liaison with Society committees and functions concerned with finances and budgets.
20. The Executive Committee appoints a Conference Chair approximately five years in advance of the conference. This person is usually the Executive Committee member who becomes the Division Chair, following the year of Conference preparation.
21. The site/hotel selection is generally submitted and approved in advance of the budget. Site visits by the Conference Chair and/or others, including an understanding of the accompanying costs, must be approved by the Division Chair in advance of each visit.
22. Custodial Fund: A reserve fund of money from various programs sponsored by the Division shall be kept on deposit in a Custodial Fund with The Society Treasurer. Use of this money shall be decided by the Executive Committee, and any payment from the Custodial Fund requires written authorization signed by two members of the Executive Committee, by the Chair and another member of the Executive Committee of the Division. Signed requests are sent to appropriate person in The Society .
23. Correspondence: Copies of correspondence on appropriate Division affairs are to be sent to the appropriate Society Staff contact, the Division Executive Committee and the Senate Officers. When correspondence involves a Conference, copies are also sent to the appropriate Society Staff Meetings Manager.
24. Participation in Additional Meetings: When the Division participates in meeting activities with other groups in The Society or outside The Society, approval of such participation shall be obtained in accordance with Society policy. For such activities the appropriate Committee leadership will be nominated by the General Committee and approved by the Executive Committee. Additional members will be appointed by the Committee leader and approved by the Executive Committee.
25. In making its selection for nomination of the new incoming member, the Executive Committee shall determine that:
 - a. Each person so considered has had experience in one of the technical committees or special technical committees of the Division, preferably as Chair;
 - b. The nominee has necessary financial resources or support to attend all meetings of the

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Executive Committee, and carry out assignments as required, without significant cost to The Society.

- c. The nominee is willing and committed to serve in the capacities described in paragraph III.A.2, for the benefit of the PVP Division;
- d. The nominee is a corporate member of The Society in good standing.

III.A.2 Division Vice Chair

1. In the absence of the Chair, the Vice Chair acts in all matters of Division interest.

III.A.3 Division Secretary

1. The 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 the PTG Chair and works with the Chair on matters of Division interest.

III.B Administrative

III.B.1 Program Committee

1. The Program Chair monitors all programs in which the Division participates to assure that important topics are adequately covered.
2. Duties include, in general, administration, social Programs, reporting, and general coordination of all programs during his/her term.
3. Attends three (3) Meetings each year
 - a. Conference in July/August
 - b. November EC meeting
 - c. April Retreat
 - d. Leadership Technology Conference (LTC), during March, in the first and fifth year of Executive Committee membership.
4. Pre-Conference Responsibilities: May-July
 - a. Create Blue Session Participant Form
 - b. Create Green Session Chair/Vice Chair Form
 - c. Create Yellow Conference Evaluation Form
 - d. Forms Sent to ASME Meetings Manager
 1. Session Packet (Blue and Green)
 2. Conference Participant Packet (Yellow)
 - e. Appreciation Dinner Arrangements
5. Conference Responsibilities: July or August
 - a. Create and Distribute Attendance Forms For EC Meetings (Sunday and Thursday)
 - b. Setup and Host the Appreciation Dinner (Tuesday)
 - c. Conduct Conference Evaluation Meeting (Thursday): Take Notes On People's Comments; Three Minutes Per Person To Speak Uninterrupted
6. Post-Conference Responsibilities: August – November

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- a. Collect Information from
 - b. Session Chair Reports
 - c. Session Evaluation Form
 - d. Conference Evaluation Form
 - e. Session Attendance Form
 - f. Final Conference Evaluation Meeting Comments
 - g. Previous Year's Conference Evaluation Report (No-show information)
7. Write and Distribute the Conference Evaluation Report
 - a. Session Statistics
 - b. Comments and Ratings from Participants
 - c. No-Shows and History
 - d. Indicate Honors Quality Sessions, Honors and Journal Quality Papers
 8. See **Appendix B** for additional Guidelines.

III.B.2 Communications Committee

1. The Division Communications 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.
2. The Editor of the *Journal of Pressure Vessel Technology (JPVT)*, is responsible to assure that positions of Associate Editors of the JPVT are filled by qualified, responsible persons. The Editor of JPVT is responsible for JPVT in accordance with Society Policy.
3. The Newsletter Editor, appointed by the Executive Committee, is also part of the Communications Committee, and is responsible for publishing the Division Newsletter.
4. The Committee handles publicity and public relations activities as assigned by the Executive Committee. The Communications 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.
5. Conference publicity is approved by the Conference General and Technical Program Chairs before release. The Communications 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.).
6. Publicity should be provided principally on the ASME-PVP website. Paper copies and emailed copies (cost per email) should be minimized.
7. The Communications Committee serves an administrative committee function to support the Division technology transfer objectives. The Division Communications Committee consists of:
 - a. Division Communications Chair (Executive Committee Member)
 - b. Technical Editor of the Transactions Journal of Pressure Vessel Technology

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(JPVT)

- c. Division Newsletter Editor
 - d. Division Membership Chair
8. Technology transfer through publication of technical information is one of the major objectives of the Division. The Division sponsors several types of publications including:
 - a. Symposium Volumes for Related Conference Sessions
 - b. Transactions Journal of Pressure Vessel Technology (JPVT)
 - c. Division Newsletter
 - d. Special Publications, e.g. the PVP Technology series (formerly the Decade of Progress series)
 - e. Other publications deemed appropriate by the Executive Committee to meet Division objectives such as Tutorial Notes and Proceedings Volumes *and publicity.
 9. 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.
 10. 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.
 11. 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.
 12. 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.

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13. Special Publications such as the PVP Technology series (formerly the Decade of Progress series 1972, 1978, 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 Communications 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 Communications Chair is responsible to the Executive Committee for organizing the development, setting guidelines for the developers, assuring proper review, and assuring completion on schedule.
14. 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. The Division Newsletter is the responsibility of the Newsletter Editor appointed by the Executive Committee upon recommendations of the Division Communications Chair.
15. Proceedings Volumes are used to publish the entire publication record of a conference or meeting. Their contents may be reviewed at an appropriate level.
16. A Division Brochure is published periodically for distribution at meetings, etc.

III.B.3 Honors Committee

1. The Division Honors Chair normally retains the assignment for the first four years of membership on the Executive Committee.
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; the forwarding of nominations to the ASME Honors Committee; and the administration of Division Awards. The Honors Chair writes Meeting Minutes of the PVPD Honors Committee Meetings and distributes them to the PVPD Executive Committee and PVPD Honors Committee members.
3. The Honors Chair organizes and presides over Division Honors Assemblies, and prepares suitable printed programs.
4. The Honors Chair may serve as an Alternate to the PTG Meeting.
5. 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.
6. 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.
7. The Honors Committee issues revisions to these procedures, as necessary, with the approval

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of the Executive Committee.

8. The Honors Committee Chair makes or arranges all award presentations at the Division Conference. The Honors Committee Chair also informs the PTG Leader of all actions taken by the Executive Committee for nominations of Division honors.
9. 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.
10. 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.
11. The Honors Committee, when dealing with Society awards or with nominations for the Fellow Grade, is authorized to pass judgment only on matters of form and procedure. It is not authorized to overrule the judgment 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.
12. 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.
13. Society Awards Available to Division Personnel: The principal Society awards and honors available to Division personnel are shown in Table B.3.1. Refer to the latest Society Honors Publication for additional information on Honors and Awards.
14. 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. The Honors Committee is expected to consider at least two candidates for the PVP Medal, and nominate one person each year for this award.
 - a. The presentation of the Medal is at the Division Honors Luncheon.
 - b. Approval of a candidate for The PVP Medal, aside from the Medal Qualifications, must include consideration of whether the candidate has recently received another high level award such as the PVP Outstanding Service Award or an ASME Dedicated Service Award, or another Society Award such as those listed in Table III.B.3.1 or other similar awards, particularly any Codes and Standards Medals or awards. There should be three years between receipt of such awards, i.e., the PVP Medal should not be awarded less than three years following receipt of one of the higher level awards, unless special circumstances suggest otherwise.
 - c. Any honorarium is set by The Society.
 - a. Fellow Grade: See Senate duties.
15. 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:

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- a. Certificate of Recognition
 - b. Certificate of Appreciation
 - c. Conference Outstanding Papers Award
 - d. Conference Outstanding Session Award
 - e. Sam Y. Zamrik Literature Award, The Journal Editor's Literature Award.
16. 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.
 17. 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.
 18. 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.
 19. 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.
 20. 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.
 21. Normally a Certificate of Appreciation is awarded for the following:
 - a. Conference Chair
 - b. Conference Technical Program Chair
 - c. Technical Committee or Special Technical Committee Chair who have successfully completed their appointments.
 - d. Associate Journal Editors who have completed successfully completed their appointments.
 - e. Developers of Tutorials or Professional Development Courses.
 - f. Developer of the Outstanding Conference Session Award, the Outstanding International Session Award and Conference Paper Awards: The Honors Chair discusses the selection procedure with the Technical Program Chair to be used for each particular Conference.
 22. 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

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scheduled basis, but only when the occasion is appropriate. Concurrent awards may be made.

23. The SS Chen 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 SS Chen Outstanding Service Award is administered in accordance with the documentation within the Division Honors Committee. The Award is a Certificate and an honorarium is set by the Executive Committee. The Honors Committee is expected to consider at least two candidates for the SS Chen Outstanding Service Award, and nominate one person each year for this award.
24. Approval of a candidate for The Outstanding Service Award, aside from the Award Qualifications, must include consideration of whether the candidate has recently received another high level award such as the PVP Outstanding Service Award or an ASME Dedicated Service Award, or another Society Award such as those listed in Table B.3.1 or other similar awards, particularly any Codes and Standards Medals or awards. There should be three years between receipt of such awards, i.e., the PVP Medal should not be awarded less than three years following receipt of one of the higher level awards, unless special circumstances suggest otherwise.
25. 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.
 - a. The Sam Y. Zamrik Literature Award.
 - b. The Journal Editor's Literature Award.
 - c. The Outstanding Conference Paper Award(s)
26. In considering a paper, study qualifications for all awards carefully and select the highest. An author can receive only one award for each effort.
27. 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.
28. 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.
29. 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.
30. The Sam Y. Zamrik Literature Award established in 2005 (formerly the G. E. O. Widera

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Literature Award established in 1999 and 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.

31. 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.
32. 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.
33. 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.
34. 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.
35. 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.
36. 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, one Outstanding International 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.
37. Any person may recommend awards to the Honors Committee.
38. 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 these deadlines rests with the Honors Chair. Table III.B.3.2 shows these deadlines.

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Table III.B.3.1
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
Calvin W. Rice Lecture Award	Outstanding accomplishment in promoting international cooperation and interaction in the engineering community	Normally limited to non-US citizens.
Fellow Member	Acknowledged eminence in engineering, broad and varied experience and society membership	Ten years of corporate membership and member grade at time for 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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Table III.B.3.2
Honors Committee Deadlines

MONTH	PLACE	DUTY
June July	PVPD Conference	<ol style="list-style-type: none"> 1. Schedule Honors Committee meeting. 2. Pick PVP Medal recipient for approval by the Executive Committee. 3. Discuss and make assignments for awards for the next year. 4. Make final plans for the Honors Banquet/luncheon, and assure all arrangements have been made; host luncheon; head table confirmation, photographers, presentation logistics.
August		<ol style="list-style-type: none"> 1. Write minutes of the Honors Committee meeting and mail to Executive and Honors Committees. 2. Mail awards to those who could not attend the Honors Banquet/Luncheon to receive their awards. 3. Prepare a letter to Headquarters for recommendation of the Board of Governors Award for the outgoing division chair.
September October		<ol style="list-style-type: none"> 1. Prepare a nomination package for the PVP medal award. A nominating cover sheet with 2 letters and recipient's resume are needed. This package must be mailed to ASME Headquarters by October 1. 2. Prepare document for recommendation of other awards and mail to ASME Headquarters 2-3 weeks before The ASME Congress .
November December	ASME Congress	<ol style="list-style-type: none"> 1. Attend the ASME Congress Executive and General committee meetings. 2. Initiate award certificates for the next PVPD year.
January		<ol style="list-style-type: none"> 1. Write to the Honors Committee and PVPD Chair about award certificates of the preceding year to obtain the final list.
February		<ol style="list-style-type: none"> 1. Prepare a list of awards for the approval of the Executive Committee at the LTC meeting. Obtain addresses of all recipients and awarding committees for Certificates of Recognition.
March	Leadership Training Conference (LTC)	<ol style="list-style-type: none"> 1. Obtain approval of the awards list and publish the final list for Honors Committee review. 2. Prepare list of Honors Committee Members for ASME approval by the end of March. 3. Confirm ASME has notified the PVP Medalist and follow-up with a letter from the Division Honors Chair, 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.).
April		<ol style="list-style-type: none"> 1. Send the final list of Certificates to ASME Headquarters 6 weeks before the PVPD Conference. Confirm correct spelling, etc

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May		<ol style="list-style-type: none">2. Invite ASME President to the Honors Banquet/luncheon in coordination with the Conference General Chair.3. Invite all award Recipients to the Honors Luncheon. They must purchase their own Award Banquet/Luncheon ticket(s), unless otherwise arranged.4. Invite introducers to the Honors Banquet/Luncheon for the major awards (PVPD Medal, Outstanding Session, Outstanding International Session, Outstanding Papers, Sam Y Zamrik Award).5. Prepare the Final Honors Banquet/luncheon Program and mail it to HQ 6 weeks before the Honors Banquet/Luncheon. Confirm correct spelling, etc.6. Obtain a copy of all awards for use at Honors Banquet/luncheon presentation.7. Coordinate head-table seating with the Division Chair and Conference General Chair. 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.8. Obtain information on Fellow Award recipients for presentation ceremony; e.g. for introductions, etc.
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III.B.4 Professional Development Committee

1. The Division Professional Development Chair normally retains the assignment for the first four years of membership on the Executive Committee.
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.
3. The Professional Development Chair may serve as an Alternate to the PTG Meeting as requested by the Division Chair.
4. 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.
5. Section B.13 of [Appendix B](#) provides Guidelines for PVP Division-Sponsored Tutorials.

III.B.5 Division Senate

1. 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.
2. The out-going Division Chair becomes the The Senate Vice-Chair/Historian and is responsible for recording the division activities and history during the one-year period serving as Vice - Chair/Historian. This Division history is added to the previous Division history and passed to the next Senate Vice-Chair/Historian for continuation. The Historical Records for which the Senate Vice-Chair/Historian is responsible, is principally a set of documents containing the records from prior years. This set of records is passed from Senate Vice-Chair/Historian to Vice Chair/Historian-to-historian, or maintained at convenient location(s), as appropriate. The typical historical records include:
 - a. The Division Report to the PTG as an overall summary. The Senate Vice-Chair/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 Senate Vice-Chair's/Historian's term as Division Chair.
 - b. A copy of the Division Newsletter(s), with appropriate commentary.
 - c. Copy of the Division Officer's Chart used while the Senate Vice-Chair/Historian was Division Chair.
 - d. Copies of the Executive Committee and General Committee Minutes.

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- e. Copy of the PVPD Conference Program Brochures, Advance Flyer, Final Program for the Conference developed during the Senate Vice-Chair/Historian's term as Division Chair. For a July Conference, this will be the Conference occurring when the Senate Vice-Chair/Historian first becomes a member of the Senate. A copy of the corresponding Honors Luncheon Program from the Conference.
 - f. A list of publications from the year, particularly the Conference Volumes.
 - g. Copy of the appropriate portions of the ASME Congress Program Brochure, with any appropriate commentary.
 - h. Significant news about ICPVT, including copies of the ICPVT Newsletter, etc.
 - 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.
 - j. List of the records ASME (Engineering Programs) has kept, and their location.
 - 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 History file (on paper and electronically).
3. 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.
 - 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.
 - 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.
 - 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.

III.B.6 Membership Committee

1. 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.
2. The Membership Committee develops membership interest and participation in ASME and the PVP Division.
3. The Membership Committee ensures the PVPD letters of welcome to new Division members from the PVPD Chair are current and routinely issued by ASME.

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4. The Membership Committee receives and evaluates membership information from ASME, e.g. a monthly list, as appropriate, of newly declared PVP members.
5. The Membership Committee encourages technical committee and special technical committee membership and interaction, encouraging voting and non-voting membership categories.
6. 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.
7. The Membership Committee recommends activities to encourage participation are recommended to the Executive Committee for approval.
8. 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.
9. The Membership Committee maintains liaison with the Section and Regional Membership Development Chair, as appropriate.
10. The Membership Committee assists the Division Secretary in maintaining an up-to-date roster of division committee members (all levels) based on the Technical Committee membership rosters.
11. The Membership Committee works with the Publications Committee in preparing the Division Newsletter and Brochure.

III.B.7 Liaison Representatives

1. 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.
2. 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.

III.B.8 PVP International Coordinator

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1. 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.

III.C General Committee

1. The General Committee conducts such business as assigned to it by the Executive Committee.
2. The duties and responsibilities of the General Committee are 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.
3. 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.
4. The General Committee receives information from its representatives and liaison contacts with the PTG, 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.
5. 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.
6. Meeting Agenda and Minutes are sent (see Division Secretary duties) to the General Committee Membership and meeting attendees, and others as specified for a particular meeting.
7. 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.

III.C.1 Technical Committees

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.

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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. 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.
3. See Appendix A for Committee Operating Procedures.

III.C.2 Special Technical Committees

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

ASME PVP Operating Procedures

ANNEX A – List of Past PVP Chairs

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 (deceased)
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
40	2005-06	M. K. Au-Yang

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List of Past PVP Chairs		
No.	Year	Name
41	2006-07	Judith A. Todd
42	2007-08	James F. Cory Jr.
43	2008-09	Artin Dermenjian
44	2009-10	
45	2010-11	
46	2011-12	
47	2012-13	
48	2013-14	
49	2014-15	
50	2015-16	
51	2016-17	
52	2017-18	

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ANNEX B—List of PVPD Conferences, Locations, Dates

List of PVP Conferences			
No.	VVP Division Chairs	Year	Conference City
1	Dana Young (deceased)	1966-67	
2	Vito Salerno (deceased)	1967-68	Houston, TX
3	Gunther P. Eschenbrenner	1968-69	Dallas, TX
4	Charles F. Larson	1969-70	Delft, The Netherlands
5	Robert J. Cepluch (deceased)	1970-71	Denver, CO
6	Danos Kallos (deceased)	1971-72	San Francisco, CA
7	Irvin Berman (deceased)	1972-73	New Orleans, LA
8	Charles V. Moore	1973-74	San Antonio, TX
9	Robert L. Cloud	1974-75	Miami Beach, FL
10	Harold H. Waite	1975-76	San Francisco, CA
11	Pedro V. Marcal	1976-77	Mexico City, Mexico
12	David C. Pai	1977-78	Houston, TX
13	Roger F. Reedy	1978-79	Montreal, QE, CA
14	Robert E. Nickell	1979-80	San Francisco, CA
15	L. Eugene Hulbert	1980-81	San Francisco, CA
16	Richard H. Gallagher (deceased)	1981-82	Denver, CO
17	Donald S. Griffin	1982-83	Orlando, FL
18	Charles F. Nash	1983-84	Portland, OR
19	James R. Farr	1984-85	San Antonio, TX
20	Don B. Van Fossen	1985-86	New Orleans, LA
21	Jeffrey T. Fong	1986-87	Chicago, IL
22	Alexander H.C. Marr	1987-88	San Diego, CA
23	Robert W. Swindeman	1988-89	Pittsburgh, PA
24	Robert H. Mallett	1989-90	Honolulu, HA
25	G. E. Otto Widera	1990-91	Nashville, TN
26	Sam Y. Zamrik	1991-92	San Diego, CA
27	Rudy J. Scavuzzo	1992-93	New Orleans, LA
28	Carl E. Jaske	1993-94	Denver, CO
29	Greg L. Hollinger	1994-95	Minneapolis, MN
30	Shoei-Sheng Chen	1995-96	Honolulu, HA
31	Richard C. Gwaltney	1996-97	Montreal, QE, CA
32	William E. Short II	1997-98	Orlando, FL
33	Thou-Han Liu	1998-99	San Diego, CA

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List of PVP Conferences			
No.	PVP Division Chairs	Year	Conference City
34	Robert F. Sammataro (deceased)	1999-00	Boston, MA
35	A. G. (Jack) Ware	2000-01	Seattle, WA
36	Joseph Sinnappan	2001-02	Atlanta, GA
37	Howard H. Chung	2002-03	Vancouver, BC, CA
38	William J. Bees	2003-04	Cleveland, OH
39	Ismail T. Kisisel	2004-05	LaJolla, CA
40	M. K. Au-Yang	2005-06	Denver, CO
41	Judith A. Todd	2006-07	Vancouver, BC, CA
42	James F. Cory, Jr.	2007-08	San Antonio, TX, USA
43	Artin Dermenjian	2008-09	Chicago, IL, USA
44	Luc Geraets	2009-10	Prague, Czech Republic
45	Young Kwon	2010-11	Bellvue (Seattle), WA
46		2011-12	
47		2012-13	
48		2013-14	
49		2014-15	
50		2015-16	
51		2016-17	
52		2017-18	

End of PVP Division Operating Procedures
(excluding Appendices)