

Operating Guide

Energy and Economics Committee

ASME Technology and Society Division

(Draft of January 20, 2005)

Preamble

This document proposes an operating guide for the Energy and Economics Committee, a program committee of the Technology and Society (T&S) Division of the American Society of Mechanical Engineers International (ASME). This guide defines the mission and the scope of the E&E Committee.

1. Name

The name of the program committee is:

Energy and Economics (E&E) Committee.

2. Mission Statement

The E&E Committee will produce and deliver contents on technical subjects related to energy and economics that affect engineers as well as societies in general. The Committee will disseminate technical information, materials and educational courses to an international audience, aiming at increasing awareness and understanding of complex interactions of energy and society. The Committee will utilize a variety of communication tools in order to encourage international interactions not only among engineers themselves but also among economists, government/non-government officials as well as the general public.

3. Scope

The E&E Committee serves an integral part of the T&S Division, providing technical contents that are related to energy technologies and society. Content produced by the committee shall provide technical information, documents, recognition, outreach, and other activities. The committee will strive to foster communication and debate among mechanical engineers, technical professionals, economists, interested students, and the general public to disseminate technical content to a global audience for increased awareness and understanding. The Committee will work in collaboration with related organizations (internal and external to ASME) in order to accomplish its mission.

4. Order of Precedence

In case of conflict between T&S Division by-laws and the E&E Committee Operating Guide, those of the T&S Division by-laws shall govern.

5. Activities

The Committee shall achieve its mission through dissemination of its technical content by, but not limited to, the following activities.

5.1 Professional exchange

Includes professional development, technical sessions, conferences, lectures, short courses, seminars, workshops, symposiums, and Internet-based training

5.2 Outreach and cooperation

Includes external relationships and collaboration, coordination with T&S Committees, technical networking, and student education

5.3 Research and publication

Includes white papers, peer-reviewed papers, public position statements, newsletter articles and Committee Web pages

5.4 Recognition of individual participation and contribution

Includes honors and awards for individuals and groups with demonstrated achievements in the technical field of energy and economics as it relates to Technology and Society

6. Meetings

The E&E Committee will hold meetings to conduct business, plan upcoming projects, monitor status, and control direction of member activities. Decisions related to Committee business and projects will be made at Committee meetings. The Committee Chair, or a designated alternate, will schedule and conduct meetings.

6.1 Attendance

Meetings of the Committee will be open to all interested people. Participation by Internet or teleconference is encouraged to promote widespread geographic and international participation in the Committee's activities.

6.2 Frequency

Committee meetings shall be held a minimum of twice per year.

6.3 Schedule

Schedule for meetings will be determined by the Committee Chair, or a designated alternate. The time for all meetings of the Committee shall be provided to Committee members and the T&S Executive Committee at least one (1) weeks in advance of the meeting.

6.4 Location

Committee meetings will be held primarily by telephone conference, Internet conference, or other telecommunication systems to facilitate participation by members in diverse geographic locations. In cases where a central location for a committee meeting is specified, the location shall be provided to E&E Committee members and the T&S Executive Committee at least four (4) weeks in advance of the meeting. If the meeting is to be held by telephone conference or Internet conference only, no physical location needs to be specified.

6.5 Quorum

A minimum of fifty percent (50%) of the membership of the Committee shall constitute a quorum at meetings.

6.6 Actions

The actions of the E&E Committee shall be determined by a simple majority vote of members present at meetings where a quorum has been established.

6.7 Voting

All E&E Committee members shall have one vote, unless a conflict of interest related to an ethical issue exists.

6.8 Meeting notes

Meeting activities shall be documented with meeting notes and distributed electronically to all Committee members and the T&S Division Chair.

7. Membership

Efficient and active functioning of the E&E Committee operations is a key factor for the success of the T&S Division. The ongoing objectives are to create and maintain an active membership and to recruit additional members who will contribute to meeting the committee's mission and goals.

7.1 Number of members

Committee shall consist of a chairperson (chair) and at least four additional members. Current level of activity should be used as a guide to determine size of the committee. However, experience shows committees in excess of forty (40) members become increasingly difficult to

manage. Therefore, forty (40) members shall be the maximum membership unless otherwise directed by the T&S Executive Committee.

7.2 Requirements for membership

Active members are needed to develop a strong, diversified and dynamic Committee. Members should be committed to active participation. The following factors will be used for selection of committee members.

- Committee members shall be ASME and T&S Division members with special interests in the technical area of Energy and Economics.
- Individuals applying for membership in the Committee shall furnish to the Committee Chair a biography page listing information about their professional background, qualifications, and interest in Energy and Economics. The biography will be used to evaluate candidates for Committee membership.
- Members should be committed to active participation, including attending at least two E&E Committee meetings per year. Members should work on organization of one technical session every three years to demonstrate active participation on the E&E Committee. Another volunteer activity (as directed by the Committee) may also be used to meet this requirement.

7.3 Application for membership

Individuals applying for membership shall submit a single page biography listing their professional background, qualifications, and interest in energy and economics to the E&E Chair.

7.4 Member selection

The factors below will be considered in the selection of members.

- Potential members' interest, qualifications, abilities and willingness to participate in achieving the committee's mission.
- Provide balanced representation from academic organizations, industries, research laboratories, and government agencies whenever possible.
- Members located outside the United States are desired to represent the diversity that exists across international boundaries.

E&E Chair shall submit nominations for membership to the T&S Executive Committee for approval or rejection.

7.5 Loss of membership

Loss of membership will occur if a member fails to attend a minimum of two (2) Committee meetings per year or does not participate a minimum of one of the committee's products or other activities. The member may request re-nomination through the membership application process.

8. Officers

Officers shall include chairperson (Chair), vice-chairperson (Vice-Chair), secretary, and treasurer as needed to conduct the committee's business. The duties and responsibilities of committee officers are outlined below.

8.1 Election of officers

The committee chairperson will be nominated by the standing chair, subject to approval by the T&S Division Executive Committee. The nomination for E&E chairperson shall be presented at least three months before the Summer Annual Meeting (SAM). Other E&E committee officers will be nominated by the committee chairperson and confirmed by the E&E committee by majority vote.

8.2 Term of office

The term of office for Committee Chair and other Committee officers shall be for two years, beginning and ending at the Summer Annual Meeting (SAM). The Committee Chair and other officers of the E&E Program Committee shall be eligible for no more than two consecutive terms in the same office. Creation of Committee officers must fulfill the needs of the Committee and must be approved by the Executive Committee.

8.3 Duties of the Committee Chair

The Chair shall conduct the affairs of the E&E Committee in a democratic fashion pursuant to the spirit of the T&S division by-laws. The operating procedure for committee meetings shall be reviewed periodically to determine and implement improvements to make meetings more efficient and effective. The Chair is responsible for nomination of Committee members, subject to the approval by the T&S Division Executive Committee.

8.4 Duties of the Committee Vice-Chair

The Committee Vice-Chair shall assist the Chair in Committee leadership, meeting scheduling and operation as delegated by the chairperson. In addition, the Vice-Chair shall act as alternate for the Chair in case of unscheduled absence.

8.5 Duties of the Committee secretary

The committee secretary has responsibility to prepare and distribute meeting notes at the conclusion of each meeting. The secretary is responsible for preparation of an annual report of the E&E Committee for submittal at SAM. Additional duties may be assigned to the secretary by the Chair according to the needs of the committee.

8.6 Duties of the Committee treasurer

The committee treasurer has responsibility for monitoring and control of committee revenues and expenses. The treasurer is responsible for preparation of a financial report for submittal as part of the E&E Committee annual report at SAM. Additional duties may be assigned to the treasurer by the Chair according to committee needs.

9. Advisory Board

E&E Committee Advisory Board (hereafter the Board) shall be formed in order to monitor the effectiveness of the Committee from broader perspectives of technology and society.

9.1 Board Members

The members of the Advisory Board will be nominated by the T&S Division Chair to the T&S Division Executive Committee and are subject to approval by the T&S Division Executive Committee. It shall be appropriate that the Board members be selected from former presidents and vice presidents of ASME Technical Divisions and Groups that are related to energy.

9.2 Chair of the Board

The Chair of the Board will be a Founding Advisor, T&S Division Chair or their designee.