

T&S OPERATING GUIDE ---14MAY2005 DRAFT W HYPERTEXT---

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#### PREFACE:

This document is an operating guide for the Technology and Society (T&S) Division of the American Society of Mechanical Engineers (ASME International). The Operating Guide, which mirrors the Division's By-Laws, further defines and elucidates the division's mission and policies for operation.

#### ARTICLE A: NAME, GOVERNANCE, AND REPORTING STRUCTURE [stayed in Bylaws]

##### Section 1: [Name stayed in Bylaws]

##### Section 2: [Governance stayed in Bylaws, but is repeated and elucidated here]

- a. The T&S Division and its constituent committees and subcommittees shall be governed according to its By-Laws, and further advised by this Operating Guide.
- b. Subordination of Operating Guide to By-Laws: This Operating Guide further specifies the activities and duties of the division, its committees and their members; but this Operating Guide of the Division shall always be superseded by its By-Laws.
- c. Robert's Rules of Order (RRO): In cases where this Operating Guide, or Division By-Laws are ambiguous, despite guidance of the Constitution, Policies and Rules of the Society, then the latest edition of RRO shall govern.

##### Section 3: [Reporting Structure stayed in Bylaws]

#### ARTICLE B: CHARTER [sole Section 1: Name, Precedence, Severability, Derived Authority stayed in Bylaws]

#### ARTICLE C: MISSION AND SCOPE

Section 1: [Core Need, Mission and Purpose] stayed in Bylaws

Section 2: Scope of Technical Content

- a. The technical scope of the T&S Division shall address the breadth of engineers' impact on and interaction with their external environment. These areas of impact and interaction may include, but shall not be limited to, the following:
  - i. The interaction of technology with society and the human and environmental effects resulting from technological change and innovation;
  - ii. The interdependence of technological systems on the environment and the social order;
  - iii. The direct and indirect environmental, social, legal, ethical, historical, political and economic dimensions of the Engineer's decisions and actions and the resulting potential or actual conflicts and collaborations between the Engineer and their other roles or stakeholders;
  - iv. The Engineer's professional duties, obligations and responsibilities to others.
- b. The Division may further elaborate this scope, and its current priorities and focus, within this Operating Guide.

#### ARTICLE D: PRODUCTS, CHANNELS AND CUSTOMERS

Section 1: Technical Products and Delivery Channels

- a. [stayed in Bylaws, but repeated here for clarity] The T&S Division shall develop technical products and deliver them through communication channels as specified in the CoE Operating Guide Section 4.2.1 (Division Functions).
- b. The Division's technical products were ranked by a multi-vote of the Executive Committee on 21 October 2003. They may include, but shall not be limited to, the following:
  - i. public advocacy arguments and statements;
  - ii. White Papers;
  - iii. honors, awards and recognition;
  - iv. idea exchange;
  - v. archival quality peer-reviewed papers;
  - vi. popular and technical articles;
  - vii. expert discussions, panels, or forums;
  - viii. interpersonal networking and socializing;
  - ix. continuing education, short courses and training sessions;
  - x. informational archives;

- xi. lectures;
  - xii. thesis, paper, and project competitions; and
  - xiii. sponsored research.
- c. The Division's delivery channels were ranked by a multi-vote of the Executive Committee on 21 October 2003. They may include, but shall not be limited to, the following:
- i. published statements, websites, newsletters, journals, conference proceedings and reports (in print and on-line);
  - ii. interactive discussions, meetings, forums, shared meals, lectures and educational training sessions (both face to face and electronic);
  - iii. electronic and postal mail; and
  - iv. division, Society and third party sponsored conferences and other organized, multi-channel events.
- d. [subsection d stayed in Bylaws, but repeated here for clarity] The Division may further elaborate on these products and channels, and its current priorities and focus, within this Operating Guide.

## Section 2: Customers and Other Stakeholders

- a. [stayed in Bylaws, but repeated here for clarity] A "T&S member" is defined as an ASME member in good standing who selects the T&S Division as one of their technical affiliations, regardless of rank in the Society or order of affiliation.
- b. [stayed in Bylaws, but repeated here for clarity] A "T&S volunteer" is defined as a member of a T&S committee or subcommittee.
- c. The Division shall serve the knowledge customers and other stakeholders specified in the CoE Operating Guide Section 4.2.1 (Division Functions).
- d. The division's knowledge customers and other stakeholders may include both division members, Society members or non-members and may also include, but shall not be limited to, the following segments:
  - i. students;
  - ii. educators;
  - iii. researchers;
  - iv. volunteers;
  - v. retirees;
  - vi. designers;
  - vii. manufacturers;
  - viii. consultants and advisors;
  - ix. policy and law makers and advocates;

- x. technical leaders and managers;
  - xi. business leaders and managers; and
  - xii. the general public.
- e. The division shall seek to be fully international in character by striving to broadly serve its knowledge customers and other stakeholders regardless of their geographic or virtual location.
- f. The Division may further elaborate on these customers and stakeholders within its Operating Guide.

ARTICLE E: EXECUTIVE COMMITTEE ORGANIZATION [stayed in Bylaws]

ARTICLE F: GENERAL COMMITTEE ORGANIZATION [stayed in Bylaws]

ARTICLE G: ORGANIZATION OF OTHER COMMITTEES [stayed in Bylaws, but repeated here for clarity]

Section 1: Committee Type, Composition, and Structure [stayed in Bylaws, but repeated here for clarity]

- a. [declaration of authority "The Chair of the ExCom may create Program, Function, Administrative and Ad Hoc committees of the division as appropriate to pursue the division's mission. The charter, scope, policies and duties of all committees are defined and elaborated in the Division's Operating Guide." stayed in Bylaws] These committees are defined as follows:
- i. Program Committees are select committees that form the principal home for T&S volunteers and are chartered according to the subject area fields that fall within the division's scope. Currently, the following active program committees exist:
    - (1) Emerging Technology & Society Committee
    - (2) Energy & Economics Committee
    - (3) Engineering Public Policy Committee
    - (4) Ethics & Technology Committee
    - (5) Intellectual Property Committee
    - (6) Sustainable Engineering Committee
  - ii. Function Committees are select committees that are chartered to pursue specific activity related to creating and disseminating technical content, incorporating content

and volunteers from one or more program committees. Currently, the following active function committees exist:

- (1) Honors & Awards Committee
- (2) Conferences & Continuing Education Committee
- (3) Website Committee
- (4) Publications Committee

iii. Administrative Committees are select committees that are chartered to undertake specific tasks or activities to help the ExCom or GenCom execute the affairs of the division. Currently, there are no active administrative committees.

iv. *Ad Hoc* Committees are standing committees that may be created as needed to accomplish finite tasks. Currently, the following active *ad hoc* committees exist:

- (1) Nominating Committee

b. [Sunsetting stayed in Bylaws, but repeated here for clarity] T&S Division committees shall be sunset as follows:

- i. Executive and General committees are the only permanent committees - they shall never be sunset.
- ii. Program, Function and Administrative Committees as select committees which shall be deemed sunset when they fail to meet at least once in a twelve month period, or when the chair position is vacant for more than six months, or when the ExCom Chair acts to sunset the committee sooner.
- iii. Ad Hoc Committees as standing committees shall be deemed sunset at the close of the Society's Summer Annual Meeting, or when the chair position is vacant for more than six months, or when the ExCom Chair acts to sunset the committee sooner.

c. [indefinite number of committees stayed in Bylaws, but repeated here for clarity] The division is permitted to have as many committees as it needs to pursue its mission, but shall not allow its committee structure to inhibit or limit its effectiveness.

d. The charter, scope, policies and duties of all division committees and their members (including the ExCom and GenCom) and their current priorities and focus, are elaborated and enumerated in their respective individual committee operational guides as follows:

- i. Emerging Technology & Society Committee <A HREF="ET&SOpgd.html#charter">Charter</A>, <A HREF="ET&SOpgd.html#policies">Policies</A>, <A HREF="ET&SOpgd.html#duties">Duties</A>, <A HREF="ET&SOpgd.html#member">Members</A>.
- ii. Energy & Economics Committee <A HREF="E&EOpgd.html#charter">Charter</A>, <A HREF="E&EOpgd.html#policies">Policies</A>, <A

- [E&EOpGd.html#duties](#)>Duties</A>, <[E&EOpGd.html#member](#)>Members</A>.
- iii. Engineering Public Policy Committee <[EPPOpGd.html#charter](#)>Charter</A>, <[EPPOpGd.html#policies](#)>Policies</A>, <[EPPOpGd.html#duties](#)>Duties</A>, <[EPPOpGd.html#member](#)>Members</A>.
- iv. Ethics & Technology Committee <[E&TOpGd.html#charter](#)>Charter</A>, <[E&TOpGd.html#policies](#)>Policies</A>, <[E&TOpGd.html#duties](#)>Duties</A>, <[E&TOpGd.html#member](#)>Members</A>.
- v. Intellectual Property Committee <[IPOpGd.html#charter](#)>Charter</A>, <[IPOpGd.html#policies](#)>Policies</A>, <[IPOpGd.html#duties](#)>Duties</A>, <[IPOpGd.html#member](#)>Members</A>.
- vi. Sustainable Engineering Committee <[SEOpGd.html#charter](#)>Charter</A>, <[SEOpGd.html#policies](#)>Policies</A>, <[SEOpGd.html#duties](#)>Duties</A>, <[SEOpGd.html#member](#)>Members</A>.
- vii. Honors & Awards Committee <[H&AOpGd.html#charter](#)>Charter</A>, <[H&AOpGd.html#policies](#)>Policies</A>, <[H&AOpGd.html#duties](#)>Duties</A>, <[H&AOpGd.html#member](#)>Members</A>.
- viii. Conference & Continuing Education Committee <[C&CEOpGd.html#charter](#)>Charter</A>, <[C&CEOpGd.html#policies](#)>Policies</A>, <[C&CEOpGd.html#duties](#)>Duties</A>, <[C&CEOpGd.html#member](#)>Members</A>.
- ix. Website Committee <[WebOpGd.html#charter](#)>Charter</A>, <[WebOpGd.html#policies](#)>Policies</A>, <[WebOpGd.html#duties](#)>Duties</A>, <[WebOpGd.html#member](#)>Members</A>.
- x. Publications Committee <[PubOpGd.html#charter](#)>Charter</A>, <[PubOpGd.html#policies](#)>Policies</A>, <[PubOpGd.html#duties](#)>Duties</A>, <[PubOpGd.html#member](#)>Members</A>.

- xi. Nominating Committee <A HREF="NomOpGd.html#charter">Charter</A>, <A HREF="NomOpGd.html#policies">Policies</A>, <A HREF="NomOpGd.html#duties">Duties</A>, <A HREF="NomOpGd.html#member">Members</A>.

Section 2: Officers of Select and Standing Committees and Subcommittees, Authorities, Members and Terms of Service are defined and elaborated in the Operating Guide.

- a. Other Committee Officers and Their Authorities
  - i. Other than the ExCom and GenCom, all select and standing committees shall have a Committee Chair who shall be appointed by the Chair of the ExCom;
  - ii. Select and standing committee chairs may appoint a vice chair and/or a secretary drawn from among their members.
  - iii. Other committee chairs may create standing or special or *ad hoc* subcommittees drawn from among the members as necessary to accomplish the parent committee's charter.
  - iv. The chair of these standing or special or *ad hoc* sub-committees shall be appointed by the committee chair.
  - v. A vice chair and secretary of a standing or special sub-committee may be appointed by the respective sub-committee chair.
- b. Members of Program committees shall:
  - i. be appointed by their respective program committee chair;
  - ii. be ratified by the ExCom; and
  - iii. not commence their terms or execute duties until ratification by the ExCom.
  - iv. not serve more than ten (10) consecutive years in any case, but may begin their term of service at any time.
- c. Function, Administrative and Ad Hoc committee members are normally drawn from the members of the Program Committees.
- d. All committee and sub-committee officers:
  - i. shall serve terms of one (1) or two (2) years, at the option of the appointing chair; but no longer per term;
  - ii. may serve up to two consecutive terms, but not more than four (4) consecutive years in any case; and
  - iii. shall not serve on committees in any capacity for more than ten (10) consecutive years.
- g. Unless otherwise specified, all terms shall normally begin at the close of the Society's Summer Annual Meeting (SAM), and shall conclude:
  - i. at the close of the following SAM for one-year terms; or
  - ii. at the close of the subsequent SAM for two-year terms.

## ARTICLE H: MEETINGS AND VOTING

Section 1: [Rules for Regular and Special Meetings stayed in Bylaws, but repeated here for clarity]

- a. Definitions.
  - i. Regular Meetings are either (a) intended to primarily utilize face to face participation, and/or (b) are known to be normally held at the same time each operating year.
  - ii. Special Meetings are meetings that do not meet the criteria for regular meetings.
- b. Frequency. There should be at least two regular meetings of every committee each year.
  - i. One regular meeting shall normally occur at the International Mechanical Engineering Congress.
  - ii. Except for ExCom and GenCom meetings, additional regular and special meetings may also be called at any time by the committee chair, at their discretion, or by any two voting members of the committee.
  - iii. GenCom meetings may only be called by any two members
- c. Venue. Meetings may be conducted in person with all the attendees in the same room, or by any combination of in-person attendance, teleconferencing, and videoconferencing.
- d. Due Diligence. In all instances the meeting shall be:
  - i. scheduled beforehand;
  - ii. planned attendance determined no matter the venue;
  - iii. a roll call of attendees taken and recorded;
  - iv. special rules specified to facilitate recognition [direct reference to a RRO clause on non-face to face meetings], obtaining the floor, and voting (e.g., roll call vote); and
  - v. an accurate record of the deliberations, decisions, and votes documented in approved minutes.

Section 2: [Notice of Meetings stayed in Bylaws, but repeated here for clarity]

- a. [stayed in Bylaws, but repeated here for clarity] Notice of starting time, place, and purpose of all regular and special meetings of a committee shall be given in writing (e-mail is acceptable) by the committee chair or secretary to each committee member prior to the meeting. The amount of notice for each type of meeting is described in the Operating Guide, however, all meetings shall have at minimum five (5) business days advance notice.
  - i. Regular meetings shall normally have at least six (6) calendar weeks notice.
  - ii. Special meetings shall normally have at least two (2) calendar weeks notice.
  - iii. [this item moved up one echelon in Bylaws].

- b. [stayed in Bylaws, but repeated here for clarity] Members of the committee shall reply to the meeting notice via telephone call or electronically to indicate whether or not they will attend (physically or electronically).
- c. [stayed in Bylaws, but repeated here for clarity] If unable to attend, a member may, at their option, name another committee member as their proxy in advance of the meeting.

Section 3: Definition of a Quorum [stayed in Bylaws, but repeated here for clarity]

- a. At each meeting of a committee, the presence of at least a majority of voting members in addition to the chair or his/her designated alternate shall constitute a quorum.
- b. A majority vote of the voting members present at a meeting where there is a quorum shall be sufficient for any action to be taken by the committee except as otherwise provided by these By-Lawss or by the Constitution and By-Lawss or Policies of the Society.

Section 4: Proxies [stayed in Bylaws, but repeated here for clarity]

- a. Proxies are authorized and acceptable for all operational aspects of committee activity except for changes to the By-Lawss or for establishing a quorum.
- b. A valid proxy must be signed and dated by the member giving the proxy to another committee member and must be submitted to the meeting chair at the start of the meeting for verification and recognition.

Section 5: Adjournment and Reconvention [stayed in Bylaws, but repeated here for clarity]

- a. The members of a committee present at any meeting may by a majority vote, adjourn the meeting and such adjourned meeting may be reconvened without further written notice.
- b. If a quorum is present at such reconvened meeting, any business may be transacted which could have been transacted at the meeting originally scheduled.

Section 6: Voting [stayed in Bylaws, but repeated here for clarity]

- a. All present voting members (physically or electronically) and those members holding a valid proxy from a voting member are eligible to vote.
- b. Actions of the committee shall be determined by a majority of those voting, unless special situations, as defined in these By-Lawss or by superseding rules and by-laws of the Society, require a higher proportion.

Section 7: Conduct [ subsection a stayed in Bylaws, but repeated here for clarity, subsection b was removed from the Bylaws]

- a. Meetings shall be conducted expeditiously and in a professional manner. Proper conduct is described in the Division Operating Guide.
- b. [was removed from Bylaws - specific reference to a clause(s) in the RRO, where possible identify exactly how we will implement RRO].

Section 8: Right of Appeal [ subsection a stayed in Bylaws, but repeated here for clarity, subsection b was devolved from the Bylaws]

- a. T&S Volunteers have the right to appeal decisions a material and significant nature made by a committee or subcommittee on which they serve. The appeal process is elaborated in this Operating Guide.
- b. Appeals of decisions shall be conducted in the following order:
  - i. subcommittees may appeal a decision to parent committees;
  - ii. committees may appeal a decision to the ExCom; and
  - iii. 25% of all division volunteers, with a minimum of 25 persons, may appeal a decision of the ExCom to the E&TM Operating Board.

ARTICLE I: FINANCE [stayed in Bylaws, but repeated here for clarity]

Section 1: Scope

- a. This article applies only to the custodial fund maintained by the Society on behalf of the Division. Operating funds (e.g. separate savings or checking accounts) are not considered here since the T&S Division does not have any, nor plans to have any.

Section 2: Expenses

- a. The disbursement of any funds under the control of the Division shall be at the direction of the ExCom.
- b. All disbursement vouchers shall be approved jointly by the Chair and Secretary / Treasurer of the Division and signed by the Secretary / Treasurer of the Division.
- c. All requests for reimbursement from Society funds must be submitted through the Secretary / Treasurer of the Division and be accompanied by suitable bills or receipts.

Section 3: Income

- a. Funds which may accrue to the Division through conferences and the like shall be forwarded to the Treasurer of the Society for deposit in the Division's Custodial Fund.

ARTICLE J: AMENDMENTS [stayed in Bylaws. The amendment process below is specifically applicable to the DivOpGuide]

Section 1: Precedence

- a. This T&S Division Operating Guide may be altered, amended, or repealed subject to the Constitution, By-Laws, Policies and Operating Manuals of the Society, of the Council on Engineering (CoE) and of the Engineering & Technology Management (ET&M) Group, and the By-Laws of the Division, (hereafter abbreviated as Superior Documents), in that order.

Section 2: Purview

- a. The ExCom shall review and approve all proposed amendments to Operating Guide, in order to confirm that the proposed amendments are in conformance with the Superior Documents.
- b. The ExCom shall review the existing Operating Guide annually to incorporate changes which may have occurred in the Superior Documents since the last revision.

Section 3: Simple Majority

- a. Amendments may be adopted by an affirmative vote of a simple majority of voting members of the ExCom, present at any regular or special meeting of the ExCom at which a quorum is present and for which notice of the proposed change is given with the notice of the meeting.

Section 4: No Ratification

- a. Once approved by a simple majority of the ExCom, the proposed amendment shall be immediately incorporated into Operating Guide, which shall then take effect immediately.

ARTICLE K: [TRANSITION PLAN expired and removed 01 July 2004]