



OPERATING GUIDE: STRATEGIC INITIATIVES AND INNOVATION COMMITTEE

1. PURPOSE

This Operating Guide shall define the organization and activities required to fulfill the charge of the ASME Strategic Initiatives and Innovation Committee (SII) as defined by the ASME Constitution, By-Laws, and Policies, and by the Assignment of Duties from the Strategic Management Sector Board of Directors (SMBOD).

1.1 AUTHORITY

The authority granted to SII shall be that defined by the Constitution, By-Laws, and Policies of the Society.

1.1.1 References

- a) Appendix A: Constitution and By-Laws (B-5.1, B-5.7.2.5)
- b) Appendix B: Society Policy (P-2.9, P-4.4.6, P-4.8)

1.2 RESPONSIBILITIES

SII, under the direction of SMBOD, shall provide insight through internal and external sources for initiatives and new products and services that further ASME strategic objectives. The committee will address issues of importance to the identification and implementation of strategic initiatives as tasked by the Board of Governors. It makes recommendations for the improvement of organization-wide processes, and the development of new products and services to the Strategic Management Board and to the Board of Governors.

1.2.1 The Assignment of Duties to SII by SMBOD shall annually list any additional responsibilities.

1.2.2 Specific policy responsibilities for SII are contained in Society By-Laws B-5.7.2.5. These shall be reviewed annually and any changes deemed necessary or desirable shall be recommended to SMBOD for appropriate action.

2. ORGANIZATION

SII shall consist of six voting members: a chair, and five members-at-large. These members-at-large shall be elected by SII and approved by the SMBOD. The Managing Director, Strategic Initiatives & External Affairs, shall be a non-voting member of SII.



2.1 TERMS

The term of each member shall be three years, with the terms of not more than two of these members ending at the close of each June Annual Meeting. A member customarily serves no more than two consecutive terms, but may be nominated for an additional term by SII if that individual's continued service is thought to be critical to the continued work of SII.

2.1.1 To ensure that the committee has the range of expertise required for its activities, its ranks may include non-ASME members who provide special competence in the workforce development needs. In selecting the nominees for SII, the committee will seek the following collective competencies:

- a. Experience in working at an advisory committee level.
- b. Ability to work collaboratively with others.
- c. Demonstrated leadership experience.
- d. Ability to articulate and promote the vision and mission for strategic initiatives and new products in ASME.
- e. Knowledge, experience, and competency with market research and new product development.
- f. Knowledge about one or more of the strategic initiatives assigned by the Board of Governors.
- g. Good mix of industry, academic and government backgrounds.
- h. Experience in the global engineering environment.
- i. Willingness to commit time and other resources needed to fully participate in the advisory committee.

2.2 OFFICER TERMS AND RESPONSIBILITIES

The Chair of SII shall be recommended by the Committee and appointed by the Senior Vice President, Strategic Management, for a three-year term and may serve two terms, without regard to member-at-large term. The next member-at-large term to be filled as a consequence of this extension will be for the next available length of time, not contradicting member-at-large guidelines. The Chair



must be knowledgeable of the various aspects of SII and SM operations. The responsibilities of the Chair are to support, coordinate, and facilitate the work of the SII and to guide the Committee to achieve the objectives established by the Society. Specifically the Chair shall report to SMBOD on behalf of SII, preside over SII meetings, designate a member of the SII to preside in the Chair's absence, appoint subcommittees, assign duties to members and sub-committees, maintain continuity of SII activity, prepare the annual report, correspond in behalf of SII, and prepare meeting agendas.

2.3 SUB- AND AD-HOC COMMITTEES

Standing sub-committees of SII shall be established by the Committee as a whole, with a Committee member designated as chair. Ad-hoc sub-committees of SII may be established at the discretion of the Chair. Both sub- and ad-hoc committees may include members who are not SII or ASME members.

2.4 SUPPORT STAFF

ASME staff support shall be provided to SII and its sub-committees by the Managing Director, Strategic Initiatives & External Affairs, or his/her designee.

3. MEETINGS

SII usually holds two business meetings a year: at the November ASME International Mechanical Engineering Congress and Exposition (IMECE), and at the June Annual Meeting.

3.1 *Robert's Rules of Order, Revised*, shall govern the conduct of meetings of the SII, unless the Committee adopts special rules and procedures to govern deliberations on particular items of business. The meetings shall be conducted in a manner to preclude conflict with the Constitution, By-Laws, and Policies of ASME and be open to all members of the Society.

3.1.1 The quorum for each meeting of SII shall be four voting members of the SII. In the absence of a quorum, those members present may adjourn the meeting to a later time or another date, or they may solicit sufficient proxies from absent members to satisfy the quorum requirement. To be valid, each proxy shall be in writing (e-mail or facsimile is acceptable) and shall identify the member granting it, the member to whom it is granted, and the meeting for which it is effective.

3.2 FUNDING

Each member of SII is eligible for travel expense contribution in accordance with Society Policy P-4.4.6 for attendance at business meetings of the Committee.



3.2.1 The Chair, or Committee members designated to represent the Chair, is eligible for travel expense contribution for SII business that is pre-approved by the Senior Vice President, Strategic Management.

3.2.2 In the event that the SMBOD assigns responsibilities to SII beyond the usual scope of activities, special budgets may be requested for the purpose of accomplishing those responsibilities.

3.2.3 The SII Chair shall work with the Managing Director, Strategic Initiatives & External Affairs, to prepare an annual budget request to SMBOD for funds to accomplish the activities assigned to the Committee.

3.3 REPORTS

An annual report on the activities of SII shall be prepared and submitted to the SMBOD on or before each June Annual Meeting. Other reports shall be submitted to SMBOD when required by specific assignments.

4. ADOPTION AND AMENDMENTS

This Operations Guide shall become effective following initial adoption by SII with approval by a majority of Committee voting members. Amendments to the Operating Guide shall require the approval of a majority of SII voting members.

Appendices

1. SII Committee Organization Chart
2. SII Committee Member Roster
3. SII Committee Member Term Chart
4. SM Sector Organization Chart