



Standards and Certification Training

Module A – Administrative A3. Membership Maintenance

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MODULE A COURSE OUTLINE

A1. Tools and Resources

A2. Codes and Standards Products

A3. Membership Maintenance

A4. Honors and Awards

A5. Publishing Codes and Standards

A6. Productive Meetings and Appropriate Ballot Comments

Module A contains six submodules. This is Module A3 Membership Maintenance

REVISIONS

06/24/25	Updated to incorporate changes made to the ANSI Accredited Procedures.
10/06/17	Restructured presentation and updated numerous slides to incorporate changes made to the ANSI Accredited Procedures
12/28/12	Reformatted background, updated C&S to S&C throughout, moved course summary to Page 2, revised pages 3,5, 6, 9, 11,13,14 and 17, deleted original slides 5, 18 and 19 and other minor editorial revisions throughout
10/04/12	Removed Pop Quiz material and updated the background format throughout. Added Module Learning Objectives and module Summary.
05/15/11	Revised completely to incorporate changes made to the procedures

LEARNING OBJECTIVES

At the end of this module, you will be able to:

- Describe the types of committee membership
- Understand the requirements for officer elections and their term limits
- Describe the appointment process for membership on the committee
- Describe the appointment process for delegates on a committee
- Understand ASME's membership records
- Access and modify your membership record

This submodule will review the organization and administration of S&C committee membership.

I. TYPES OF COMMITTEE MEMBERSHIP

Let's begin by looking at the composition of S&C committee groups.

STANDARDS COMMITTEE GROUPS

- **Consensus Body**
 - A subset of the standards committee that approves the content of a standard and whose vote demonstrates evidence of consensus. The consensus body excludes delegates and contributing members.
- **Standards Committee**
 - The consensus body plus delegates, contributing members, and honorary members
- **Subordinate Groups**
 - Subcommittee, Subgroup, Working Group, Project Team etc.

NOTE: Membership on any committee may include members, delegates, alternates and contributing members

The Consensus body is the subset of the standards committee that approves the content of a standard and whose vote demonstrates evidence of consensus. The consensus body excludes delegates and contributing members.

The Standards Committee consists of the consensus body members plus the delegates, contributing members, and honorary members.

Subordinate groups may include subcommittees, subgroups, working groups, project teams, etc.. Membership may include members, delegates, alternates and contributing members.

MEMBERS

- Technically qualified
- Participate as individuals, not representatives of their employer or of any other organization
- Duties
 - Consider subjects brought for action
 - Vote on proposals
 - Contribute expertise
 - Advise and vote on personnel actions
 - Assist generally in carrying out committee functions
- May participate by attending meetings, correspondence, teleconference and/or other means

The foundation of any committee group is its members. All members of a committee are required to:

- Be technically qualified in the subject of the committee's charter
- Participate as individuals, rather than representatives of their employer or of any other organization
- Perform the following duties:
 - Give thorough consideration to each subject being brought before the Standards Committee for action
 - Vote on approval or disapproval of each proposal
 - Contribute their expertise in the preparation of standards
 - Advise and vote on approval of personnel for membership on the committee and subordinate groups
 - Assist generally in carrying out the functions of the committee

The above duties may be carried out by attendance at meetings, by correspondence, and by telephone, teleconference, or other means.

ALTERNATES

- Participates on behalf of a specific member in the absence of that member
 - Has the same privileges as the member
 - Attend meetings or vote on ballots
 - Alternate's vote only counts if member didn't vote
- Proposed by the member, subject to approval of the committee and Board
- Have same interest classification as member
- Service ends upon resignation of the alternate, at the request of the member they represent, or upon the resignation of the member they represent.

- An alternate is a person who attends meetings or intends to vote in place of a member in the absence of that member.
- An alternate has all the privileges of a member during the period of their service in this capacity. However, the alternate's vote only counts if the member has not voted.
- Each member is permitted to appoint an alternate to attend meetings and act for them during their absence.
- Appointment of the alternate is subject to approval by the committee and the Supervisory Board.
- The alternate shall have the same interest classification as the member.
- Service by an alternate terminates upon resignation of the alternate, at the request of the member they represent, or upon the resignation of the member they represent.

REPRESENTATIVES

- Intended to act on the member's behalf at a meeting
- Proposed by member, subject to acceptance by the Committee Chair
- Must have already signed or must sign a Participation Acknowledgement Form (PAF) thereby agreeing to comply with Society Policies
- Voting is limited to actions on items other than standards proposals and interpretations
- Service ends at conclusion of meeting at which the individual is representing the absent member

- Representatives are intended to act on the member's behalf at a meeting.
- A representative is proposed by the member and is subject to acceptance by the Committee Chair.
- Like the alternate, when designated as a representative, the representative must have already signed or must sign ASME's Participation Acknowledgement Form (PAF), thereby agreeing to comply with Society Policies P-15.7 Ethics, P-15.8, Conflicts of Interest, P-15.9 Policy Against Discrimination (including Discriminatory Harassment), P15.14 Code of Conduct and P-14.6 Society Name, Seal, Emblem, Initials, Titles, Identification, and Certificates
- The representative, unlike the alternate, is only permitted to vote on actions other than standards proposals and interpretations.
- Service by the representative automatically terminates at the conclusion of the meeting at which the individual is representing the member.

If a member anticipates having frequent conflicts with attending meetings, they should appoint an alternate rather than a representative.

DELEGATES

- Individual represents a group outside of the US or Canada on the committee
- Working knowledge of committee's technical work
- Proficient in English
- A group is intended to be interpreted broadly to mean one or more jurisdiction, company, professional society, trade organization, or user group.
- Method for selecting a prospective delegate is at the discretion of the represented group
- Appointment of a delegate may be limited in scope relative to the charter of the standards committee, as determined by the consensus committee
- Delegates do not preclude the appointment of qualified individuals from other countries, as full members

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- In order to make participation by individuals outside the U.S. and Canada more meaningful, Standards and Certification approved a membership category of delegates. Delegates may be approved for participation at the standards committee or subordinate group level.
- Delegates are individuals who represent a group outside the U.S. or Canada. The individual representing the group may not necessarily possess the same level of technical qualifications that is normally expected of committee members, but they should have a working knowledge of the technical aspects of the committee's work.
- The delegate shall also be able to speak and understand English proficiently, as their primary responsibility will be to serve as the liaison between the committee and the group they are representing. This allows the group represented to work in their native language, and to meet where it's convenient for them.
- Each group represented shall be a recognized organization within its own country. A group is intended to be interpreted broadly to mean one or more jurisdiction, company, professional society, trade organization, or user group with a meaningful interest in the work of the standards committee on which they would like to participate. It will be up to the standards committee, based on the information provided to them, to make the determination if the group seeking participation is, in fact, "recognized".
- The method for selecting a prospective delegate is at the discretion of each group.
- The appointment of a delegate may be limited in scope relative to the charter of the standards committee, as determined by the consensus committee.
- It's important to note that the "delegate" position does not preclude the appointment of a qualified individual from other countries as a member of a committee, instead it provides another option that facilitates the contribution of meaningful input from individuals in other countries who have expertise in the committee's subject matter.

DELEGATES

- Duties of Delegates
 - Vote on first consideration recorded votes on standards proposals
 - Contribute expertise of the group
 - Attendance at meetings is encouraged, but not required
- May participate via attending meetings, correspondence, teleconference and/or other means
- Alternates for Delegates
 - Delegates are permitted to appoint alternates, to vote in place of the delegate on standards actions
 - Proposed by the group being represented
 - Have the same privileges as the delegate
 - Service ends at group's request or resignation of delegate

- Delegates are expected to:
 - vote on first consideration recorded votes of each standards proposal.
 - contribute the expertise of the group by giving thorough consideration to each subject brought before the standards committee
- Attendance at meetings is not required but it is encouraged.
 - May participate by attendance at meetings, by correspondence, and by telephone, teleconference, and/or other means.
- Delegates are permitted to appoint alternates.
 - Alternates are proposed by the group, are subject to acceptance by the consensus committee and approval by the cognizant board.
 - An alternate has all the privileges of a delegate during the period of their service in this capacity.
 - Such service by an alternate terminates at the request of the represented group, or automatically when the delegate is no longer on the committee.

CONTRIBUTING MEMBERS

- Technically qualified
- Non-voting member
- Included for review & comment on ballots for standards proposals
- Contribute expertise
- May participate via attending meetings, correspondence, teleconference and/or other means
- Attendance at meetings is optional
- Not assigned an interest classification

- Must be technically qualified in the subject of the committee's charter
- Are provided an opportunity to Review & Comment on all standards proposals submitted for committee vote, except for weighted votes and votes on personnel items.
- Attendance at committee meetings is optional.
- Participation may be carried out by attendance at meetings, by correspondence, and by teleconference and/or other means.
- Because this is a non-voting member position, contributing members do not need to be assigned an interest classification.
- Participation by the Contributing Member shall be approved by the committee and its supervisory group.

COMMITTEE OFFICERS

- **Chair**
 - Presides at meetings
 - Elected
- **Vice Chair**
 - Presides in absence of Chair
 - Elected
- **Secretary**
 - Standards Committees & Supervisory Boards
 - ASME Staff member appointed by ASME (non-voting)
 - Subordinate groups
 - Volunteer or may be ASME Staff (non-voting)

- The Chair is the Executive Officer of the committee and is elected by its members. (The election process will be covered in detail in Part II of this submodule). The Chair presides at meetings and performs duties customarily associated with such office.
- The Vice Chair, also an elected position, presides in the absence of the Chair. The Vice Chair fulfills the duties of that office and performs other duties as they are assigned.
- **Secretary**
 - For all Standards Committees, Supervisory Boards, and some subcommittees, the Secretary is designated from the ASME Staff and is a member of the committee without vote.
 - For other subordinate groups, a volunteer member of the committee may serve as Secretary or, in some instances, ASME Staff may be the Secretary.

II. APPOINTMENT OF MEMBERS OF THE COMMITTEE

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Part II – Appointment of Members of the Committee

- Let's continue by looking at the process for appointing new members.
- We'll begin by describing something that plays a key role in the selection of members for a committee – the individual member's "interest classification."

INTEREST CLASSIFICATION

- Identifies interest of member's primary source of support
- Must be approved by the Standards Committee and cognizant Supervisory Board
- Used to ensure balanced representation
 - Examples: Manufacturers, Users, Regulatory, General Interest
- Requirements:
 - **Safety Standards:** not more than 1/3 from any single category
 - **Product Standards:** no majority
 - Member/Alternate must be same category
 - Not required for Contributing Members

- The members of Standards Committees are classified in accordance with the business interests of their primary source of support for committee participation. Please note that the member's interest category may be modified by the consensus body
- The classification system and the classifications assigned to members require the approval of the cognizant Supervisory Board.
 - Common interest categories are:
 - Manufacturers – An organization producing products, components, parts, assemblies, or accessories covered by the applicable standard.
 - Users – An organization that operates or uses a product, service, or equipment covered by the applicable standard.
 - Regulatory – An organization, entity or agency responsible for exercising authority in a regulatory or enforcement capacity.
 - General Interest – Individuals who have expert knowledge in the scope of the committee's work, who are not otherwise covered or whose primary source of funding is not covered by another category of interest.
- Classification systems are used to establish balanced representation for developing evidence of consensus on standards committees.
- To ensure consensus committee membership balance:
 - No more than one-third of the membership from any single category for those standards committees dealing with safety codes and standards.
 - No single category shall have a majority for standards committee dealing with product standards.
 - Alternates shall be from the same interest category as the member represented
 - Not required for Contributing Members

- Each Standards Committee shall identify in its Standards Committee Operating Guide the categories of interest that are representative of the parties that are directly and materially interested in the standards developed by the standards committee.

NOTE: Other categories include employee/union, insurance/inspection, distributor, trainer and installer.

INTEREST CLASSIFICATION

- Delegates
 - Delegates are classified in accordance with the predominant interest of the delegate's group, for information only
 - The classification will not be used in determining whether the committee has balanced representation

Interest Classification for Delegates:

- Delegates are classified in accordance with the predominant interest of the delegate's group, for information only.
- The classification will not be used in determining whether the committee has balanced representation.

APPOINTMENT OF MEMBERS

- Prospective member completes application package:
 - Personnel Form (PF-1)
 - Participation Acknowledgement Form (PAF)
 - If applicant's first appointment to a S&C Committee:
 - Review Society Policies on
 - » Ethics (P-15.7)
 - » Conflict of Interest (P-15.8)
 - » Policy Against Discrimination(P-15.9)
 - » Code of Conduct (P-15.14)
 - » Society name, etc. (P-14.6)
 - Attaching a Resume/CV to the PF-1 is strongly encouraged

The process for appointing new members requires the prospective member to submit the following to applicable staff secretary:

- A Personnel Form (PF-1). Existing members should update their Personnel Information (PF-1) on C&S Connect before applying to another committee to ensure it is up to date.
- A Participation Acknowledgment Form (PAF)
 - If this is an applicant's first appointment to a S&C Committee, they are required to return signed PAF to indicate that they:
 - Agree to adhere to Society Policies P-15.7 Ethics, P-15.8 Conflicts of Interest, P-15.9 Policy Against Discrimination (including Discriminatory Harassment), P-15.14 Code of Conduct and P-14.6 Society Name, Seal, Emblem, Initials, Titles, Identification, and Certificates
 - Acknowledge ASME ownership of materials
- Attaching a Resume/CV to the PF-1 is strongly encouraged

APPOINTMENT OF MEMBERS

- Committee votes on membership either in a meeting or by membership ballot after considering:
 - Committee needs
 - Applicant qualifications
 - Interest category
 - Once approved, the parent committee votes on recommended appointment
 - Appointed for a term not to exceed 5 years
 - A signed confidentiality form is required upon appointment to a **Conformity Assessment Committee**
- NOTE:** See Module B3 for more information on Conformity Assessment Committees

- The Committee reviews each application based on the committee's needs and the qualifications of the individual, as well as the current membership balance of the committee. The Committee then votes to recommend the appointment.
- Generally, the parent committee will vote on the recommended appointment.
 - For example: subgroup members are approved by the parent subcommittee; subcommittee members are approved by the parent Consensus Committee, and Standards Committee members are approved by the parent Supervisory Board.
- Once necessary approvals are achieved and a signed PAF form is on file, applicants are sent an appointment letter, and their name will be added to the roster.
- Members are appointed for a **term not to exceed 5 years**
- A signed confidentiality form is required upon appointment to a Conformity Assessment Committee.
 - Conformity Assessment Committees are discussed further in Module B3.

APPOINTMENT OF DELEGATES

- Each group recommends an individual to represent them.
- The group also provides an explanation of their interest in participating.
- Once the individual is chosen, delegates are required to complete the same application process as a member
- Parent committee votes on recommended appointment
- Appointed for a term not to exceed 5 years

The process for appointing delegates is very similar to appointing a member.

- First the group recommends an individual to represent them.
- The group provides an explanation of their interest in participating.
- Just like members, delegates are sent a package or e-mail which includes the hardcopy or links to:
 - Society Policies P-15.7 Ethics, P-15.8 Conflicts of Interest, P-15.9 Policy Against Discrimination (including Discriminatory Harassment), P-15.14 Code of Conduct and P-14.6 Society Name, Seal, Emblem, Initials, Titles, Identification, and Certificates
 - A Participation acknowledgement Form (PAF)
- If this is the applicant's first appointment to a Standards and Certification Committee, the applicant is required to return a signed PAF form
- After PAF and PF-1 received, the Consensus Committee votes to recommend the appointment of delegates to the cognizant board for appointment for a term not exceeding five years.

REAPPOINTMENTS/TERMINATIONS/ RESIGNATIONS OF MEMBERS

- Reappointments
 - At the discretion of the committee
- Terminations
 - Chair should review members periodically
 - Chair may recommend termination
 - Member may appeal
- Resignations
 - Member should notify ASME Staff Secretary (optionally, Committee Officers)

Reappointments:

- Members approaching the end of their term are asked whether they wish to be reappointed. If the individual does want to be reappointed, and if the member has fulfilled their membership duties over their previous term by attending meetings, voting on items, etc., then the committee will vote to reappoint the individual subject to approval by the parent committee.
- If the member has not met their membership obligations, the committee can allow the member's term to expire.

Terminations:

- The Chair should review the performance of committee members on a continuous basis.
- As a result of the review, the Chair may recommend termination of a member's membership subject to Supervisory Board approval. If an individual's membership is terminated, the member may appeal should they object to the termination.

Resignations:

- Members who wish to resign from a committee should inform the ASME Staff Secretary (and the Committee officers) as practical.

REAPPOINTMENTS/TERMINATIONS/ RESIGNATIONS OF DELEGATES

- Reappointments
 - At the discretion of the committee
- Terminations
 - Chair should review delegates periodically
 - Chair may recommend termination
 - Committee should contact Delegate's group prior to termination
 - Delegate may appeal
- Resignations
 - Delegate should notify ASME Staff Secretary at the earliest possible time
 - Indicate whether a new individual will be proposed to represent the group

Reappointments/Terminations/Resignations of delegates are handled in the same manner as members, with the following additions:

Terminations:

- If a delegate has not met their membership obligations, it is recommended first that the committee contact the delegate's organization.
- Based on the response (or lack thereof) from the group, the Chair may recommend termination of a delegate's membership which is subject to Supervisory Board approval. If a delegate's membership is terminated, the delegate may appeal should they object to the termination.

Resignations:

- Delegates who wish to resign from a committee should discuss this with their group and inform the ASME Staff Secretary as soon as practical of their resignation and specify whether or not their group wishes to propose a new delegate.

III. ELECTION OF OFFICERS

Part III – Election of Officers

Now that we have identified the types of committee membership, we will now look at how standards committee officers are selected.

OFFICER ELECTION

- Process depends on the number of eligible candidates willing to serve
- Weighted Ballot Process – 3 or more candidates
 - Generally begins at least six months before expiration of incumbent's term
 - Secretary submits to members the names of those who are qualified and willing to serve
 - Secret Letter ballot is initiated
 - Member indicates their choice for office in preferential order
 - Points are assigned based on members preference
 - 3 = First choice
 - 2 = Second choice
 - 1 = Third choice
 - Run-off ballot for two top scoring candidates
 - Nominee with highest number of votes is recommended Officer
 - Subject to approval from the parent committee

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For officer elections, eligible consensus body members are contacted to determine their willingness to serve in an officer position. ASME Staff then compiles this list of eligible members willing to serve. The balloting process depends on the number of candidates.

Generally, a weighted ballot election process is used for committee elections when there are 3 or more candidates. This process should begin at least six months prior to the expiration of the officer's term.

The Weighted ballot election process is conducted in the following way:

- The secretary shall submit to members of the committee a list of names who are qualified and willing to serve in the office.
 - The Secretary will develop this list by contacting the qualified individuals and providing them an opportunity to indicate their willingness to serve in this position and request that their name be added to the list.
- Once the list is developed, a secret weighted ballot is sent to the committee.
 - Each member indicates their choice for the office by their candidates in preferential order (i.e. most preferred to least preferred). The system will assign three points for their first choice, two points for their second choice and one point for their third choice. Ballots are "counted" by totaling the points for each individual.
 - The secretary shall confirm that the top two nominees are willing to serve, if elected.
- A run-off ballot is then issued for the top two scoring candidates. In the event of weighted ballot tie for 2nd, another weighted ballot will determine the 2nd candidate. Each member indicates their choice for office and the system assigns one point to the chosen candidate.
- The individual receiving the highest points in the run-off ballot is elected subject to approval by the parent committee.

- This process is used to elect both the Chair and the Vice Chair.

There are 2 other scenarios covered in the procedures – when there are only 2 candidates or when there is only 1 candidate.

OFFICER ELECTION

- Two Candidates
 - Secret Ballot, nominee with highest votes shall be the recommended Chair, provided 2/3 of the consensus body votes;
 - Subject to approval by parent committee
- One Candidate
 - Requires approval by the consensus body and approval by the parent committee
- Subordinate groups that report directly to the standards committee
 - Weighted Ballot Process
- Subordinate groups that do not report directly to the standards committee
 - Recommendation by the Chair of the parent committee, or
 - Weighted Ballot Process

When there are 2 candidates for an officer election, a secret ballot is issued to the consensus body. The nominee with the highest votes shall be the recommended Chair, provided that 2/3 of the consensus body votes. This is subject to approval by the parent committee.

When there is only 1 candidate for an officer election, this candidate requires approval by the consensus body and is subject to approval by the parent committee, in this case the cognizant supervisory board.

Subordinate groups that report directly to the standards committee shall also use the weighted ballot process to elect their officers when there are 3 or more candidates. Members should also be contacted and provided an opportunity to indicate their willingness to serve in an Officer position. The subordinate group shall also follow a similar process when there are 2 candidates or 1 candidate as noted in this slide.

Subordinate groups that do not report directly to the standards committee shall elect their officers in one of two ways:

- By recommendation of the Chair of the parent committee, or
- Using the weighted ballot process (for 3 or more candidates)

The subordinate group shall also follow a similar process when there are 2 candidates or 1 candidate as noted in this slide.

OFFICER TERMS

- Chair and Vice Chair Terms should coincide
- Three-year term
 - Standards Committee Officers – 2-term limit
 - Officers of Committees reporting directly to the Standards Committee – 3-term limit
- Five-year term
 - Officers of Committees not reporting directly to the Standards Committees - no term limit
- Special Circumstances
 - Term Limits may be exceeded for special circumstances, i.e., no other qualified candidate who is willing to serve.
 - Special circumstances are subject to approval by at least 2/3 of the parent committee

In general, the terms of the Chair and Vice Chair Should coincide.

- Officers are appointed for terms based on committee hierarchy and can be up to five years.
 - Three year term
 - Standards Committee Officers serve a three-year term and have a 2-term limit.
 - Officers of Committees reporting directly to the Standards Committee serve a three-year term and have a 2-term limit
 - Five year term
 - Officers of Committees not reporting directly to the Standards Committees serve a five-year term and do not have a term limit
- Term Limits may be exceeded for special circumstances, i.e. no other qualified candidate who is willing to serve.
 - Special circumstances are subject to approval by at least 2/3 of the parent committee.

IV. MEMBERSHIP RECORDS

Part IV – Membership Records

We conclude this submodule with a look at the membership records we keep.

MEMBERSHIP RECORDS

- ASME Database
 - Data on all S&C volunteers
 - For Committee Use Only
 - Standard Reports
 - Committee Rosters
 - AS-11 Online Personnel Directory

ASME Database:

- ASME keeps a database for Committee use only which contains information about all ASME S&C volunteers, including contact information, a listing of associated committees and positions, membership expiration dates, etc. This database can only be accessed by individuals appointed to a committee.
- The information contained in the database is used to create a number of standard reports including S&C Committee Rosters and the AS-11 Online Personnel Directory.

MEMBERSHIP RECORDS

- Committee Rosters
 - Produced for each committee
 - Contains the following for each committee member:
 - Contact Information
 - Committee Position
 - Membership Expiration Date
 - Interest Classification Code

Committee Rosters:

- Committee Rosters contain the contact information (Company, Job Title, Address, Phone, Email) for each member, contributing member, delegate and alternate, as well as their position held within the committee, membership expiration date, and an interest classification code.

MEMBERSHIP RECORDS

- AS-11 Online Personnel Directory
 - Contact information for all S&C volunteers
 - Fully searchable database
 - Listing by committee

NOTE: Members can correct/update contact information by visiting their "My Profile" tab on C&S Connect

AS-11 Online Personnel Directory:

- The AS-11 Directory contains the contact information for all of the S&C volunteers.
- The information is searchable by committee or volunteer name.
- Volunteers can submit corrections and changes to AS-11 information such as your mailing address, e-mail address, telephone by visiting their "My Profile" Tab on C&S Connect

MODULE SUMMARY

- Committee Membership includes the Chair, Vice Chair, Secretary, Individual Members, Contributing Members, Delegates, Alternates and Representatives
- All appointments and reappointments on subordinate committees are approved by their parent committee and membership appointments on Standards Committees are approved by the applicable Supervisory Board
- Members, Contributing Members and Delegates serve terms not to exceed 5 years
- Alternate terms expire on request of the member or when the member is no longer on the committee
- Officer election process
- Officer terms – Officer terms and limits vary based on hierarchy

- Committee Membership includes the Chair, Vice Chair, Secretary, Members, Contributing Members, Delegates, Alternates and Representatives.
- All appointments and reappointments on subordinate committees are approved by their parent committee and membership appointments on Standards Committees are approved by the Applicable Supervisory Board.
- Members, Contributing Members and Delegates serve terms not to exceed 5 years.
- Alternate terms expire on request of the member, or when the member is no longer on the committee.
- Officer election process
- Chair and Vice Chair terms and term limits vary based on hierarchy.

REFERENCES

- Join a S&C Committee
 - <https://www.asme.org/codes-standards/asma-code-committee/get-involved/join-a-c-s-committee>
- Electronic Personnel Form (PF-1 Form)
 - <https://cstools.asme.org/csconnect/public/NewProspect.cfm>
- ASME Society Policies
 - <http://www.asme.org/about-asma/governance/asma-society-policies>

References